



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

MEMBERS' ALLOWANCES AND SERVICES MANUAL



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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 national caucus 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

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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 Presiding Officers, House Officers and the national caucus research offices, unless otherwise indicated, and any expenses are to be charged to their respective budgets.

For more information on the [Members By-law](#), contact the Office of the Law Clerk and Parliamentary Counsel.

2. Governing 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 fulfillment 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](#) states 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, including the recruitment and management of employees as well as the management of travel allocations.

2.2.1. 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, Presiding Officers, 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 fulfillment of parliamentary functions. As custodians, Members will be held accountable for managing and safekeeping these assets, whether purchased or provided by the House. (*Members By-law*, Part 1)

All assets provided by the House of Commons or purchased through any budget are the property of the House. As custodians of these assets Members 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 Corporate Procurement and Asset Management Services.

2.2.2. Management and Use of House Resources

The following principles govern Members' management and use of House of Commons resources and assets.

In the fulfillment of parliamentary functions only

Members may use the funds, goods, services and premises provided by the House of Commons in the fulfillment of their parliamentary functions only. (*Members By-law*, Part 1 and Part 5)

House assets are not intended for Members' personal use. This includes travel resources provided to them by the House of Commons in the fulfillment of their parliamentary functions.

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 of Internal Economy. 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)

Reasonableness, transferability, and business need

Since a new Member assumes custody and use of existing office assets from the previous 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. Assets purchased with House funds, in whole or in part, are the sole property of the House of Commons.

Compliance with House of Commons standards

Items purchased by Members must meet the House of Commons' 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 House Administration before making purchases to:

- ensure that the equipment complies with these standards;
- take advantage of any House standing offers, which usually offer the best value; and
- record equipment warranties.

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.

2.2.3. Travel

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 single stops) 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 safest and the most economical and practical 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.

2.2.4. Recruitment and Management of Employees

The following principles govern the 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, their hours of work, the classification of their positions, and their 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. 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 composed 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 fulfillment 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 and supports the Board of Internal Economy.

Office of the Clerk

Under the leadership of the Clerk, this office supports the Board and the Speaker. Other responsibilities include internal audit, corporate communications, and safeguarding the heritage and traditions of Parliament.

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 of Internal Economy, 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.

Procedural Services

Under the leadership of the Deputy Clerk, Procedure, 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.

Office of the Chief Executive Administrator

Under the leadership of the Chief Executive Administrator, this office oversees the functionality and service delivery of the service areas listed below. Other responsibilities include strategic planning and reporting activities, and administration of the Parliamentary Press Gallery.

Office of the Sergeant-at-Arms and Corporate Security

Under the leadership of the Sergeant-at-Arms, this service area provides a range of services, programs, and training so that the parliamentary precinct remains a safe and secure environment for everyone, and so that Members are safe while carrying out their parliamentary functions outside the parliamentary precinct. In addition to ceremonial duties, the service area is responsible for corporate security risk management and investigations, constituency office and residential security, security project management, event and travel security, fire prevention and emergency preparedness, security accreditations, and parking allocation and enforcement. It works closely with other security partners, including the Parliamentary Protective Service, the Royal Canadian Mounted Police and the Canadian Security Intelligence Service.

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.

Parliamentary Precinct Operations

Under the leadership of the Chief Operations Officer, 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.

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1. Introduction

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

For information about the impacts of the dissolution of Parliament or of a general 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 the respective salary and benefits sections in the [Presiding Officers, House Officers and Recognized Parties](#) chapter.

2. Members' Salary

Members' salary

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 [Presiding Officers, 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;
- public or official business;
- service in the Canadian Armed Forces;
- pregnancy (for up to 4 weeks before the expected childbirth); or
- care of a newborn or newly adopted child (for 12 months after the date of the child's birth or the date when the adopted child is placed with the Member).

For every month that the House is sitting, Members must provide Pay and Benefits with the *Statement of Attendance* form that indicates the number of days they did not attend sittings for any of the reasons listed above, or for other reasons. The days they did not attend sittings due to the reasons enumerated above still count as days of attendance. No deductions are made from Presiding Officers' and 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.

3.1 Public Service Management Insurance Plan

Premiums for this plan, except for 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 because 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 *Source* 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 *Source* or contact Pay and Benefits.

3.4 Other Insurance Options

There are several other insurance options provided or available to Members when travelling on official business. For more information about these plans, contact Financial Management Operations.

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.

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 for travel with committees, parliamentary associations and parliamentary delegations. This insurance provides additional coverage once all other provincial and group medical coverage has been exhausted.

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 *Source* 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 *Source* or contact Pay and Benefits.

Disability allowance

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

5. Relocation

At any time during their continuous mandate, Members representing a constituency located outside the National Capital Region (NCR) may relocate once from a residence anywhere in Canada to a primary or secondary residence in the NCR. They may also relocate once from the NCR to either a declared residence anywhere in Canada during the remainder of their continuous mandate or any residence in Canada within a year following the end of their mandate.

When Members face special circumstances, such as a death, health conditions or other significant life events, or situations beyond their control such as an eviction, they may provide the Chief Financial Officer (CFO) with a written justification for an additional relocation. Upon receipt of this written justification, the CFO may exceptionally grant an additional relocation as a charge against the House Administration central budget.

These benefits are subject to the conditions outlined below.

Allowable relocation expenses

These expenses will be reimbursed at the time of an eligible relocation. Expenses for the following are allowed:

- 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:** Shipping expenses for campers, snowmobiles, racing cars, and any other vehicle or boat with a rating of three-quarter tons or more are not reimbursable.
- transportation of household pets;
- in-transit storage of household goods and effects when necessary, up to three months;
- insurance premiums up to \$1,500 for household effects; and
- installation or removal of appliances, utilities, telecommunications, security systems, etc.

Restrictions and limitations:

- 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.
- Corporate Procurement and Asset Management Services must approve, in advance and in writing, any in-transit storage of household effects during an eligible relocation.
- 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 Corporate Procurement and Asset Management Services 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 Corporate Procurement and Asset Management Services 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 Member's name 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

Certain travel expenses incurred for relocation purposes by the Member and the Member's spouse and dependants who reside with the Member will be reimbursed.

Relocation to the National Capital Region (NCR)

Air or road transportation expenses incurred by the Member, their spouse and their dependants for a relocation from the Member's primary residence to a residence in the NCR may be claimed under the Travel Points System.

When travelling under the Travel Points System, Members may charge their personal accommodation, meal and incidental expenses to their Travel Status Expenses Account. For more information, contact Financial Management Operations.

Relocation back to a residence in Canada

The House Administration will pay the air or road transportation expenses incurred by the Member, their spouse and their dependants for a relocation from a residence in the NCR to the Member's new or former place of residence in Canada, in accordance with the Members' travel regulations in effect at that time. Additional costs resulting from a single stop 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, Members may charge their personal accommodation, meal and incidental expenses to their Travel Status Expenses Account.

Residential security

Members can request security assessments and recommendations for implementing physical security enhancements in their primary and secondary residences. Expenses for the security assessments and the recommended security system, including monthly security monitoring fees, are charged to the House Administration central budget. Members are personally responsible for paying expenses for certain additional security enhancements. For more information on Members' residential security, contact the Office of the Sergeant-at-Arms and Corporate Security.

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 fulfill 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 Workplace Harassment and Violence Prevention

As employers, Members are committed to providing a healthy and respectful work environment that is free from harassment and violence. Employees, interns and volunteers are expected to contribute to a healthy and respectful work environment and are encouraged to report any occurrences of harassment and violence in the workplace.

The [*Code of Conduct for Members of the House of Commons: Sexual Harassment Between Members*](#) ensures the commitment of Members in creating a work 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 [Members of the House of Commons Workplace Harassment and Violence Prevention Policy](#) addresses harassment and violence prevention in the workplace, sets out the processes for filing complaints and resolving reported occurrences, and outlines the requirements for training and reporting. This policy applies to Members, their employees, to paid and unpaid interns and volunteers. The [Respectful Workplace team](#) is available to Members and their employees, as well as to paid and unpaid interns and volunteers, if they experience conflict or harassment and violence in the workplace. The team's services are confidential and focus on communication, collaboration and respect to resolve conflict.

For more information, contact Members' HR Services.

Appendix: Sessional Allowance and Additional Salaries

The sessional allowance and additional salaries, which came into effect on April 1, 2024, are rounded down to the nearest hundred dollars as per section 67 of the [Parliament of Canada Act](#).

Role	\$
Members (sessional allowance)	203,100
Prime Minister <i>Pursuant to the Salaries Act or the Ministries and Ministers of State Act</i>	203,100
Speaker of the House of Commons	96,800
Leader of the Official Opposition	96,800
Cabinet Ministers, including the Government House Leader <i>Pursuant to the Salaries Act or the Ministries and Ministers of State Act</i>	96,800
Ministers of State <i>Pursuant to the Salaries Act or the Ministries and Ministers of State Act</i>	96,800
Secretaries of State <i>Pursuant to the Salaries Act or the Ministries and Ministers of State Act</i>	72,400
Party Leader (other recognized parties)	68,600
Deputy Speaker and Chair of Committees of the Whole	50,100
House Leader of the Official Opposition	50,100
Chair of the 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>	50,100
Chief Whip (Government and Official Opposition)	36,000
Parliamentary Secretaries	19,600
Assistant Deputy Speaker and Deputy Chair of Committees of the Whole	19,600
Assistant Deputy Speaker and Assistant Deputy Chair of Committees of the Whole	19,600
House Leader (other recognized parties)	19,600
Deputy House Leader (Government and Official Opposition) <i>Other than Members receiving a salary under the Salaries Act</i>	19,600
Chief Whip (other recognized parties)	13,800
Deputy Whip (Government and Official Opposition)	13,800

Role	\$
Caucus Chair (Government and Official Opposition)	13,800
Chairs of Standing, Special, Standing Joint and Special Joint Committees <i>Other than Members receiving a salary under the Salaries Act</i> Excluding the Liaison Committee and the Standing Joint Committee on the Library of Parliament	13,800
Committee Member of the National Security and Intelligence Committee of Parliamentarians Pursuant to the National Security and Intelligence Committee of Parliamentarians Act <i>Other than Members receiving a salary under the Salaries Act</i>	13,800
Caucus Chair (other recognized parties)	6,800
Deputy House Leader (other recognized parties)	6,800
Deputy Whip (other recognized parties)	6,800
Vice-Chairs of Standing, Special, Standing Joint and Special Joint Committees <i>Other than Members receiving a salary under the Salaries Act</i> Excluding the Liaison Committee and the Standing Joint Committee on the Library of Parliament	6,800

4. Budgets

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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.

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

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

For a summary of the budget allocations, see section [8. Summary of Budget Allocations](#) in this chapter.

2. Resources Provided by the House Administration

Resources provided by the House Administration to Members in support of their parliamentary functions, also known as Resources Provided by the House (RPH) or centrally funded assets, are resources charged to the House Administration central budget.

These resources include, under certain conditions, printing and mailing services, parliamentary office spaces, some office materials and supplies, certain telecommunications services, translation services, and certain travel resources.

In addition, each fiscal year, Members are allocated travel points 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 on the use of travel points, see section [4. Travel Allocations](#) in this chapter and section [6. Travel Points System](#) in the Travel chapter.

Members may not purchase goods and services provided by the House Administration, and funded through the House Administration central budget, and charge the cost to any other budget, unless otherwise indicated.

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 of Internal Economy. Members, their employees and their immediate families may not, directly or indirectly, personally benefit from any of these resources. Furthermore, these resources may not be used for election purposes at any time.

Additional information on resources provided by the House Administration is available throughout this manual. This information may also be obtained by contacting the House Administration.

3. Members' Budgets

Member's Office Budget

The Board of Internal Economy sets the Member's Office Budget (MOB). It is allocated each fiscal year on April 1. The Board may adjust the MOB from time to time.

This annual budget provides Members with funds to pay employee salaries, service contracts, wireless devices, some operating and travel costs, constituency office expenses not covered by the Constituency Office Budget, regular and short-term employees' training expenses in addition to those covered by the Professional Development Budget, and other expenses. Members are responsible for managing these resources and must operate within their allocated budget, as they are personally responsible for paying expenditures exceeding their budget.

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 where transportation and communication facilities may be restricted, as listed in Schedule 3 of the [Canada Elections Act](#), also receive a Schedule 3 Supplement.

Basic budget

The basic budget for the 2024-2025 fiscal year is set at \$422,800 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.

2024-2025 Annual Elector Supplement

Number of Electors	Supplement (\$)
150,001 or more	74,460
130,001 – 150,000	62,030
110,001 – 130,000	49,650
90,001 – 110,000	37,250
80,001 – 90,000	24,860
70,000 – 80,000	12,420

Geographic Supplement

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

2024-2025 Annual Geographic Supplement

Area (sq. km)	Supplement (\$)
500,001 or more	75,530
200,001 – 500,000	53,220
75,001 – 200,000	42,930
20,001 – 75,000	30,890
15,001 – 20,000	27,460
8,001 – 15,000	24,030
3,001 – 8,000	12,010
500 – 3,000	6,870

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, which is set at \$24,030 for the 2024-2025 fiscal year, except for Members representing Nunavut and the Northwest Territories, who receive \$28,840.

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

Carry-forward

In any fiscal year, including one in which a general election was held, Members may carry forward into the next fiscal year the unspent portion of their current fiscal year's approved MOB, excluding any carry-forward from a prior year, to a maximum of 5% of their current year's approved annual budget.

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. 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.

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.

Miscellaneous Expenditures Account

Members may use up to 3% of their MOB for hospitality and gift expenses. Eligible hospitality and gift expenses related to their parliamentary, non-political functions are charged to this account.

Advertising Expenses Account

Members may use up to 20% of their MOB for advertising expenses. Eligible advertising expenses related to their parliamentary, non-political functions are charged to this account.

For more information on the MOB, see the [Expenses](#) chapter and the [Appendix: Member's Office Budget and Financial Limits by Constituency](#).

Constituency Office Budget

Members are provided with a Constituency Office Budget to cover the costs for the legal review of constituency office leases; office rent, utilities, maintenance and repairs; snow removal on the property; as well as property and liability insurance. For the 2024-2025 fiscal year, the limit is set at \$39,230, based on an average of \$3,269 per month, per Member. This limit is adjusted annually based on the consumer price index.

Professional Development Budget

Members are provided with a Professional Development Budget to cover the costs of their regular and short-term employees' professional development and training. The limit is set at \$5,000 per Member, per fiscal year. For more information on eligible expenses under the Professional Development Budget, see section [8. Professional Development and Training](#) in the Expenses chapter and section [5. Professional Development and Training](#) in the Services chapter.

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 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.

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

Travel points may be used by the Member's authorized travellers, under certain conditions.

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 are provided with a budget for the living expenses that they personally incur while in travel status. 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 for the 2024-2025 fiscal year is set at \$39,260.

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

For more information, see the [Travel](#) chapter.

Year of an anticipated general election

In the year of an anticipated general election, the travel point allocation and the TSEA budget 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, stationery, 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

Members' expenses are subject to public disclosure and are made available every quarter in the *Summary of Expenditures* for Members, which can be found on the Parliament of Canada website

under the Board of Internal Economy's Reports and Disclosure section. The summary outlines aggregate expenditures for the following categories:

- salaries;
- travel;
- hospitality; and
- contracts.

Additionally, Members' detailed travel, hospitality and contract expenditures are disclosed on the same website every quarter in the Members' *Detailed Travel Expenditures Report*, the *Detailed Hospitality Expenditures Report* and the *Detailed Contract Expenditures Report*, respectively.

The Speaker may exempt from public disclosure certain information that may constitute a breach of parliamentary privilege or compromise the security of persons, infrastructure or goods in the parliamentary precinct. Requests for exceptions may be sent to the Office of the Law Clerk and Parliamentary Counsel by email.

Financial reporting

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 publishing deadlines for the quarterly reports are as follows:

Quarterly Reports	Publishing Deadline
Q1 (April – June)	September 28
Q2 (July – September)	December 29
Q3 (October – December)	March 31 (March 30 in a leap year)
Q4 (January – March)	June 29

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 (MOB) 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.

Limits on the purchase of certain types of assets

Certain assets are subject to a maximum purchase price and quantity, and can be purchased through the MOB or any other applicable budget, subject to certain conditions. For more information on the purchase of assets, see the [Appendix: Limits on the Purchase of Assets](#) in the Expenses chapter.

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 do not impact the MOB; they are charged to a suspense account and are to be recovered from the Government of Canada by the House of Commons.

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 offers 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, 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.

8. Summary of Budget Allocations

Member's Office Budget

Allocations	Fiscal Year 2024-2025	Description
Member's Office Budget (MOB)	\$422,800	This annual budget provides Members with funds to pay employee salaries, service contracts, wireless devices, some operating and travel costs, constituency office expenses not covered by the Constituency Office Budget, regular and short-term employees' training expenses in addition to those covered by the Professional Development Budget, and other expenses. For more information, see the Expenses chapter and the Appendix: Member's Office Budget and Financial Limits by Constituency in this chapter.
Basic Budget		
Add: (if applicable)		
<ul style="list-style-type: none"> ▪ Elector Supplement ▪ Geographic Supplement ▪ Schedule 3 Supplement 		
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. For more information, see the 4. Hospitality and Gifts section in the Expenses chapter and the Appendix: Member's Office Budget and Financial Limits by Constituency .
Advertising Expenses Account	20% of the MOB	Members may charge eligible advertising expenses to this account. For more information, see the 3. Advertising section in the Expenses chapter and the Appendix: Member's Office Budget and Financial Limits by Constituency .

Other Budgets and Allocations

Allocations	Fiscal Year 2024-2025	Description
Resources provided by the House Administration	N/A	Resources for which costs are charged to the central budget include, under certain conditions, printing and mailing services, parliamentary office spaces, some office materials and supplies, certain telecommunications services, translation services, and certain travel resources. Additional information is provided throughout this manual.
Constituency Office Budget	\$39,230 (up to \$3,269 per month)	Members may charge the following costs to this budget: legal review of constituency office leases; office rent, utilities, maintenance and repairs; snow removal on the property; as well as property and liability insurance.

Allocations	Fiscal Year 2024-2025	Description
Professional Development Budget	\$5,000	Members may charge to this budget the costs for their regular and short-term employees' professional development and training. Eligible costs include registration and cancellation fees, fees for training instructors under a professional services contract, travel-related expenses for eligible employees, as well as other reasonable expenses (e.g. for hospitality and room rentals), subject to conditions set by the Board of Internal Economy. For more information, see section 8. Professional Development and Training in the Expenses chapter and section 5. Professional Development and Training in the Services chapter.
Travel Status Expenses Account (TSEA)	\$39,260	Members may charge some travel expenses personally incurred while in travel status to this account. For more information, see the Travel chapter.

Allocations	Fiscal Year 2024-2025	Description
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. Additional points are provided to Members who have dependants who meet certain age criteria. For more information, see section 6. Travel Points System in the Travel chapter.

Note: Certain assets are subject to a maximum purchase price and quantity, subject to certain conditions. For more information on the purchase of assets, see the [Appendix: Limits on the Purchase of Assets](#) in the Expenses chapter.

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 limit for advertising at third party events or activities is reviewed annually based on the consumer price index. The maximum rate for mileage is reviewed periodically. The maximum rate for tickets for events or activities is reviewed annually.

Item	Rate	Effective Date
Maximum Annual Salary	\$113,600 per employee	April 1, 2024
Maximum Annual Contract Limit	\$113,600 per contractor	April 1, 2024
Private Accommodations	\$50 per night	October 20, 2003
Secondary Residence	\$50 per day	April 1, 2017
Mileage	58.40 cents per kilometre	July 1, 2024
Advertising at Third Party Events or Activities	Maximum of \$720 per event or activity	April 1, 2024
Tickets for Events or Activities	Maximum of \$152 per ticket	April 1, 2024
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 the United States are the same as the ones for the provinces, in US currency, with the exception of the per diem rates for Alaska, which are the same as the ones for the Yukon.

The following per diem rate is effective April 1, 2024.

Per Diem Type	Provinces / United States (\$)	Yukon / Alaska (\$)	N.W.T. (\$)	Nunavut (\$)
Breakfast	24.90	25.95	28.20	30.10
Lunch	25.20	23.80	34.25	36.55
Dinner	61.85	68.65	73.25	97.35
Incidentals	17.30	17.30	17.30	17.30
Total	129.25	135.70	153.00	181.30

Appendix: Member's Office Budget and Financial Limits by Constituency

The Member's Office Budget (MOB) includes the Basic Budget, the Elector Supplement, the Geographic Supplement, and the Schedule 3 Supplement, where applicable. The Miscellaneous Expenditures Account and the Advertising Expenses Account are limits included within the MOB. For more information, see section [3. Members' Budgets](#), in the Budgets chapter.

The following amounts and limits came into effect on April 1, 2024, for the 2024-2025 fiscal year.

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Abbotsford	422,800	12,420	-	-	435,220	13,057	87,044
Abitibi—Baie- James— Nunavik— Eeyou	422,800	-	75,530	24,030	522,360	15,671	104,472
Abitibi— Témiscamingue	422,800	24,860	30,890	24,030	502,580	15,077	100,516
Acadie— Bathurst	422,800	-	12,010	-	434,810	13,044	86,962
Ahuntsic- Cartierville	422,800	24,860	-	-	447,660	13,430	89,532
Ajax	422,800	37,250	-	-	460,050	13,802	92,010
Alfred-Pellan	422,800	12,420	-	-	435,220	13,057	87,044

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Algoma— Manitoulin— Kapusking	422,800	-	42,930	24,030	489,760	14,693	97,952
Argenteuil—La Petite-Nation	422,800	24,860	12,010	-	459,670	13,790	91,934
Aurora—Oak Ridges— Richmond Hill	422,800	24,860	-	-	447,660	13,430	89,532
Avalon	422,800	12,420	12,010	-	447,230	13,417	89,446
Avignon—La Mitis— Matane— Matapédia	422,800	-	24,030	-	446,830	13,405	89,366
Banff—Airdrie	422,800	49,650	24,030	-	496,480	14,894	99,296
Barrie—Innisfil	422,800	37,250	-	-	460,050	13,802	92,010
Barrie— Springwater— Oro-Medonte	422,800	24,860	6,870	-	454,530	13,636	90,906
Battle River— Crowfoot	422,800	24,860	30,890	-	478,550	14,357	95,710
Battlefords— Lloydminster	422,800	-	30,890	24,030	477,720	14,332	95,544
Bay of Quinte	422,800	37,250	6,870	-	466,920	14,008	93,384

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Beaches—East York	422,800	12,420	-	-	435,220	13,057	87,044
Beauce	422,800	24,860	12,010	-	459,670	13,790	91,934
Beauport— Côte-de- Beaupré—Île d'Orléans— Charlevoix	422,800	12,420	24,030	-	459,250	13,778	91,850
Beauport— Limoilou	422,800	12,420	-	-	435,220	13,057	87,044
Beauséjour	422,800	12,420	12,010	-	447,230	13,417	89,446
Bécancour— Nicolet—Saurel	422,800	24,860	6,870	-	454,530	13,636	90,906
Bellechasse— Les Etchemins— Lévis	422,800	37,250	12,010	-	472,060	14,162	94,412
Beloeil— Chambly	422,800	37,250	-	-	460,050	13,802	92,010
Berthier— Maskinongé	422,800	24,860	12,010	-	459,670	13,790	91,934
Bonavista— Burin—Trinity	422,800	-	27,460	24,030	474,290	14,229	94,858

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Bourassa	422,800	-	-	-	422,800	12,684	84,560
Bow River	422,800	24,860	30,890	-	478,550	14,357	95,710
Brampton Centre	422,800	-	-	-	422,800	12,684	84,560
Brampton East	422,800	12,420	-	-	435,220	13,057	87,044
Brampton North	422,800	12,420	-	-	435,220	13,057	87,044
Brampton South	422,800	12,420	-	-	435,220	13,057	87,044
Brampton West	422,800	24,860	-	-	447,660	13,430	89,532
Brandon— Souris	422,800	-	27,460	-	450,260	13,508	90,052
Brantford— Brant	422,800	49,650	6,870	-	479,320	14,380	95,864
Brome— Missisquoi	422,800	37,250	12,010	-	472,060	14,162	94,412
Brossard— Saint-Lambert	422,800	24,860	-	-	447,660	13,430	89,532
Bruce—Grey— Owen Sound	422,800	37,250	12,010	-	472,060	14,162	94,412
Burlington	422,800	37,250	-	-	460,050	13,802	92,010

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Burnaby North— Seymour	422,800	12,420	-	-	435,220	13,057	87,044
Burnaby South	422,800	24,860	-	-	447,660	13,430	89,532
Calgary Centre	422,800	37,250	-	-	460,050	13,802	92,010
Calgary Confederation	422,800	37,250	-	-	460,050	13,802	92,010
Calgary Forest Lawn	422,800	12,420	-	-	435,220	13,057	87,044
Calgary Heritage	422,800	24,860	-	-	447,660	13,430	89,532
Calgary Midnapore	422,800	37,250	-	-	460,050	13,802	92,010
Calgary Nose Hill	422,800	24,860	-	-	447,660	13,430	89,532
Calgary Rocky Ridge	422,800	37,250	-	-	460,050	13,802	92,010
Calgary Shepard	422,800	49,650	-	-	472,450	14,174	94,490
Calgary Signal Hill	422,800	24,860	-	-	447,660	13,430	89,532
Calgary Skyview	422,800	24,860	-	-	447,660	13,430	89,532

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Cambridge	422,800	37,250	-	-	460,050	13,802	92,010
Cape Breton— Canso	422,800	-	24,030	-	446,830	13,405	89,366
Cardigan	422,800	-	6,870	-	429,670	12,890	85,934
Cariboo— Prince George	422,800	24,860	42,930	24,030	514,620	15,439	102,924
Carleton	422,800	37,250	6,870	-	466,920	14,008	93,384
Carlton Trail— Eagle Creek	422,800	-	30,890	24,030	477,720	14,332	95,544
Central Nova	422,800	-	24,030	-	446,830	13,405	89,366
Central Okanagan— Similkameen— Nicola	422,800	37,250	27,460	-	487,510	14,625	97,502
Charlesbourg— Haute-Saint- Charles	422,800	24,860	-	-	447,660	13,430	89,532
Charleswood— St. James— Assiniboia— Headingley	422,800	-	-	-	422,800	12,684	84,560
Charlottetown	422,800	-	-	-	422,800	12,684	84,560

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Châteauguay— Lacolle	422,800	12,420	6,870	-	442,090	13,263	88,418
Chatham- Kent— Leamington	422,800	24,860	6,870	-	454,530	13,636	90,906
Chicoutimi—Le Fjord	422,800	-	6,870	-	429,670	12,890	85,934
Chilliwack— Hope	422,800	24,860	12,010	-	459,670	13,790	91,934
Churchill— Keewatinook Aski	422,800	-	53,220	24,030	500,050	15,002	100,010
Cloverdale— Langley City	422,800	24,860	-	-	447,660	13,430	89,532
Coast of Bays— Central—Notre Dame	422,800	-	30,890	24,030	477,720	14,332	95,544
Compton— Stanstead	422,800	24,860	12,010	-	459,670	13,790	91,934
Coquitlam— Port Coquitlam	422,800	37,250	6,870	-	466,920	14,008	93,384
Courtenay— Alberni	422,800	37,250	24,030	-	484,080	14,522	96,816

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Cowichan— Malahat— Langford	422,800	37,250	12,010	-	472,060	14,162	94,412
Cumberland— Colchester	422,800	-	24,030	-	446,830	13,405	89,366
Cypress Hills— Grasslands	422,800	-	42,930	-	465,730	13,972	93,146
Dartmouth— Cole Harbour	422,800	12,420	-	-	435,220	13,057	87,044
Dauphin— Swan River— Neepawa	422,800	-	30,890	24,030	477,720	14,332	95,544
Davenport	422,800	12,420	-	-	435,220	13,057	87,044
Delta	422,800	12,420	-	-	435,220	13,057	87,044
Desnethé— Missinippi— Churchill River	422,800	-	53,220	24,030	500,050	15,002	100,010
Don Valley East	422,800	-	-	-	422,800	12,684	84,560
Don Valley North	422,800	12,420	-	-	435,220	13,057	87,044
Don Valley West	422,800	12,420	-	-	435,220	13,057	87,044

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Dorval— Lachine— LaSalle	422,800	24,860	-	-	447,660	13,430	89,532
Drummond	422,800	24,860	6,870	-	454,530	13,636	90,906
Dufferin— Caledon	422,800	37,250	6,870	-	466,920	14,008	93,384
Durham	422,800	49,650	6,870	-	479,320	14,380	95,864
Edmonton Centre	422,800	12,420	-	-	435,220	13,057	87,044
Edmonton Griesbach	422,800	24,860	-	-	447,660	13,430	89,532
Edmonton Manning	422,800	37,250	-	-	460,050	13,802	92,010
Edmonton Mill Woods	422,800	12,420	-	-	435,220	13,057	87,044
Edmonton Riverbend	422,800	24,860	-	-	447,660	13,430	89,532
Edmonton Strathcona	422,800	12,420	-	-	435,220	13,057	87,044
Edmonton West	422,800	37,250	-	-	460,050	13,802	92,010
Edmonton— Wetaskiwin	422,800	62,030	12,010	-	496,840	14,905	99,368

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Eglinton— Lawrence	422,800	24,860	-	-	447,660	13,430	89,532
Egmont	422,800	-	6,870	-	429,670	12,890	85,934
Elgin— Middlesex— London	422,800	37,250	6,870	-	466,920	14,008	93,384
Elmwood— Transcona	422,800	12,420	-	-	435,220	13,057	87,044
Esquimalt— Saanich— Sooke	422,800	37,250	-	-	460,050	13,802	92,010
Essex	422,800	37,250	6,870	-	466,920	14,008	93,384
Etobicoke Centre	422,800	37,250	-	-	460,050	13,802	92,010
Etobicoke North	422,800	12,420	-	-	435,220	13,057	87,044
Etobicoke— Lakeshore	422,800	37,250	-	-	460,050	13,802	92,010
Flamborough— Glanbrook	422,800	37,250	6,870	-	466,920	14,008	93,384
Fleetwood— Port Kells	422,800	24,860	-	-	447,660	13,430	89,532
Foothills	422,800	24,860	30,890	-	478,550	14,357	95,710

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Fort McMurray— Cold Lake	422,800	12,420	42,930	24,030	502,180	15,065	100,436
Fredericton	422,800	-	6,870	-	429,670	12,890	85,934
Fundy Royal	422,800	-	12,010	-	434,810	13,044	86,962
Gaspésie—Les Îles-de-la- Madeleine	422,800	-	27,460	-	450,260	13,508	90,052
Gatineau	422,800	24,860	-	-	447,660	13,430	89,532
Glengarry— Prescott— Russell	422,800	37,250	12,010	-	472,060	14,162	94,412
Grande Prairie— Mackenzie	422,800	24,860	42,930	24,030	514,620	15,439	102,924
Guelph	422,800	37,250	-	-	460,050	13,802	92,010
Haldimand— Norfolk	422,800	37,250	12,010	-	472,060	14,162	94,412
Haliburton— Kawartha Lakes—Brock	422,800	37,250	24,030	-	484,080	14,522	96,816
Halifax	422,800	12,420	-	-	435,220	13,057	87,044
Halifax West	422,800	12,420	-	-	435,220	13,057	87,044

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Hamilton Centre	422,800	12,420	-	-	435,220	13,057	87,044
Hamilton East—Stoney Creek	422,800	24,860	-	-	447,660	13,430	89,532
Hamilton Mountain	422,800	24,860	-	-	447,660	13,430	89,532
Hamilton West— Ancaster— Dundas	422,800	37,250	-	-	460,050	13,802	92,010
Hastings— Lennox and Addington	422,800	24,860	24,030	-	471,690	14,151	94,338
Hochelaga	422,800	12,420	-	-	435,220	13,057	87,044
Honoré- Mercier	422,800	12,420	-	-	435,220	13,057	87,044
Hull—Aylmer	422,800	12,420	-	-	435,220	13,057	87,044
Humber River—Black Creek	422,800	-	-	-	422,800	12,684	84,560
Huron—Bruce	422,800	24,860	12,010	-	459,670	13,790	91,934
Joliette	422,800	37,250	24,030	-	484,080	14,522	96,816

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Jonquière	422,800	12,420	30,890	-	466,110	13,983	93,222
Kamloops— Thompson— Cariboo	422,800	37,250	30,890	24,030	514,970	15,449	102,994
Kanata— Carleton	422,800	24,860	6,870	-	454,530	13,636	90,906
Kelowna—Lake Country	422,800	37,250	6,870	-	466,920	14,008	93,384
Kenora	422,800	-	53,220	24,030	500,050	15,002	100,010
Kildonan—St. Paul	422,800	-	-	-	422,800	12,684	84,560
Kings—Hants	422,800	12,420	12,010	-	447,230	13,417	89,446
Kingston and the Islands	422,800	37,250	-	-	460,050	13,802	92,010
King—Vaughan	422,800	37,250	-	-	460,050	13,802	92,010
Kitchener Centre	422,800	24,860	-	-	447,660	13,430	89,532
Kitchener South— Hespeler	422,800	24,860	-	-	447,660	13,430	89,532
Kitchener— Conestoga	422,800	12,420	6,870	-	442,090	13,263	88,418

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Kootenay— Columbia	422,800	37,250	30,890	-	490,940	14,728	98,188
La Pointe-de- l'Île	422,800	24,860	-	-	447,660	13,430	89,532
La Prairie	422,800	24,860	-	-	447,660	13,430	89,532
Labrador	422,800	-	53,220	24,030	500,050	15,002	100,010
Lac-Saint-Jean	422,800	24,860	30,890	-	478,550	14,357	95,710
Lac-Saint-Louis	422,800	24,860	-	-	447,660	13,430	89,532
Lakeland	422,800	12,420	30,890	24,030	490,140	14,704	98,028
Lambton— Kent— Middlesex	422,800	37,250	12,010	-	472,060	14,162	94,412
Lanark— Frontenac— Kingston	422,800	37,250	12,010	-	472,060	14,162	94,412
Langley— Aldergrove	422,800	37,250	-	-	460,050	13,802	92,010
LaSalle— Émard— Verdun	422,800	12,420	-	-	435,220	13,057	87,044
Laurentides— Labelle	422,800	37,250	27,460	-	487,510	14,625	97,502

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Laurier— Sainte-Marie	422,800	24,860	-	-	447,660	13,430	89,532
Laval—Les Îles	422,800	24,860	-	-	447,660	13,430	89,532
Leeds— Grenville— Thousand Islands and Rideau Lakes	422,800	24,860	12,010	-	459,670	13,790	91,934
Lethbridge	422,800	37,250	12,010	-	472,060	14,162	94,412
Lévis— Lotbinière	422,800	37,250	6,870	-	466,920	14,008	93,384
London North Centre	422,800	37,250	-	-	460,050	13,802	92,010
London West	422,800	37,250	-	-	460,050	13,802	92,010
London— Fanshawe	422,800	37,250	-	-	460,050	13,802	92,010
Long Range Mountains	422,800	12,420	30,890	24,030	490,140	14,704	98,028
Longueuil— Charles- LeMoyne	422,800	24,860	-	-	447,660	13,430	89,532
Longueuil— Saint-Hubert	422,800	24,860	-	-	447,660	13,430	89,532

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Louis-Hébert	422,800	24,860	-	-	447,660	13,430	89,532
Louis-Saint-Laurent	422,800	37,250	-	-	460,050	13,802	92,010
Madawaska— Restigouche	422,800	-	24,030	-	446,830	13,405	89,366
Malpeque	422,800	-	6,870	-	429,670	12,890	85,934
Manicouagan	422,800	12,420	53,220	24,030	512,470	15,374	102,494
Marc-Aurèle- Fortin	422,800	12,420	-	-	435,220	13,057	87,044
Markham— Stouffville	422,800	37,250	-	-	460,050	13,802	92,010
Markham— Thornhill	422,800	12,420	-	-	435,220	13,057	87,044
Markham— Unionville	422,800	24,860	-	-	447,660	13,430	89,532
Medicine Hat— Cardston— Warner	422,800	12,420	30,890	24,030	490,140	14,704	98,028
Mégantic— L'Érable	422,800	12,420	12,010	-	447,230	13,417	89,446
Milton	422,800	24,860	-	-	447,660	13,430	89,532
Mirabel	422,800	37,250	6,870	-	466,920	14,008	93,384

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Miramichi— Grand Lake	422,800	-	27,460	-	450,260	13,508	90,052
Mission— Matsqui— Fraser Canyon	422,800	12,420	30,890	24,030	490,140	14,704	98,028
Mississauga Centre	422,800	24,860	-	-	447,660	13,430	89,532
Mississauga East— Cooksville	422,800	24,860	-	-	447,660	13,430	89,532
Mississauga— Erin Mills	422,800	24,860	-	-	447,660	13,430	89,532
Mississauga— Lakeshore	422,800	24,860	-	-	447,660	13,430	89,532
Mississauga— Malton	422,800	12,420	-	-	435,220	13,057	87,044
Mississauga— Streetsville	422,800	24,860	-	-	447,660	13,430	89,532
Moncton— Riverview— Dieppe	422,800	12,420	-	-	435,220	13,057	87,044
Montarville	422,800	12,420	-	-	435,220	13,057	87,044
Montcalm	422,800	37,250	6,870	-	466,920	14,008	93,384

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Montmagny— L'Islet— Kamouraska— Rivière-du- Loup	422,800	12,420	12,010	-	447,230	13,417	89,446
Moose Jaw— Lake Centre— Lanigan	422,800	-	30,890	-	453,690	13,611	90,738
Mount Royal	422,800	12,420	-	-	435,220	13,057	87,044
Nanaimo— Ladysmith	422,800	37,250	6,870	-	466,920	14,008	93,384
Nepean	422,800	37,250	-	-	460,050	13,802	92,010
New Brunswick Southwest	422,800	-	24,030	-	446,830	13,405	89,366
New Westminster— Burnaby	422,800	24,860	-	-	447,660	13,430	89,532
Newmarket— Aurora	422,800	37,250	-	-	460,050	13,802	92,010
Niagara Centre	422,800	37,250	-	-	460,050	13,802	92,010
Niagara Falls	422,800	49,650	6,870	-	479,320	14,380	95,864
Niagara West	422,800	12,420	6,870	-	442,090	13,263	88,418
Nickel Belt	422,800	12,420	30,890	-	466,110	13,983	93,222

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Nipissing— Timiskaming	422,800	12,420	27,460	-	462,680	13,880	92,536
North Island— Powell River	422,800	37,250	30,890	24,030	514,970	15,449	102,994
North Okanagan— Shuswap	422,800	49,650	27,460	-	499,910	14,997	99,982
North Vancouver	422,800	37,250	-	-	460,050	13,802	92,010
Northumberland— Peterborough South	422,800	37,250	12,010	-	472,060	14,162	94,412
Northwest Territories	422,800	-	75,530	28,840	527,170	15,815	105,434
Notre-Dame- de-Grâce— Westmount	422,800	12,420	-	-	435,220	13,057	87,044
Nunavut	422,800	-	75,530	28,840	527,170	15,815	105,434
Oakville	422,800	24,860	-	-	447,660	13,430	89,532
Oakville North— Burlington	422,800	37,250	-	-	460,050	13,802	92,010

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Orléans	422,800	37,250	-	-	460,050	13,802	92,010
Oshawa	422,800	37,250	-	-	460,050	13,802	92,010
Ottawa Centre	422,800	37,250	-	-	460,050	13,802	92,010
Ottawa South	422,800	37,250	-	-	460,050	13,802	92,010
Ottawa West— Nepean	422,800	24,860	-	-	447,660	13,430	89,532
Ottawa— Vanier	422,800	37,250	-	-	460,050	13,802	92,010
Outremont	422,800	-	-	-	422,800	12,684	84,560
Oxford	422,800	37,250	6,870	-	466,920	14,008	93,384
Papineau	422,800	12,420	-	-	435,220	13,057	87,044
Parkdale—High Park	422,800	24,860	-	-	447,660	13,430	89,532
Parry Sound— Muskoka	422,800	24,860	24,030	-	471,690	14,151	94,338
Peace River— Westlock	422,800	12,420	42,930	24,030	502,180	15,065	100,436
Perth— Wellington	422,800	24,860	12,010	-	459,670	13,790	91,934
Peterborough —Kawartha	422,800	37,250	12,010	-	472,060	14,162	94,412

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Pickering— Uxbridge	422,800	37,250	6,870	-	466,920	14,008	93,384
Pierre- Boucher—Les Patriotes— Verchères	422,800	24,860	6,870	-	454,530	13,636	90,906
Pierrefonds— Dollard	422,800	24,860	-	-	447,660	13,430	89,532
Pitt Meadows— Maple Ridge	422,800	24,860	6,870	-	454,530	13,636	90,906
Pontiac	422,800	37,250	30,890	-	490,940	14,728	98,188
Port Moody— Coquitlam	422,800	24,860	-	-	447,660	13,430	89,532
Portage—Lisgar	422,800	-	24,030	-	446,830	13,405	89,366
Portneuf— Jacques-Cartier	422,800	37,250	12,010	-	472,060	14,162	94,412
Prince Albert	422,800	-	27,460	24,030	474,290	14,229	94,858
Prince George—Peace River— Northern Rockies	422,800	24,860	53,220	24,030	524,910	15,747	104,982

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Provencher	422,800	12,420	27,460	-	462,680	13,880	92,536
Québec	422,800	12,420	-	-	435,220	13,057	87,044
Red Deer— Lacombe	422,800	37,250	12,010	-	472,060	14,162	94,412
Red Deer— Mountain View	422,800	37,250	12,010	-	472,060	14,162	94,412
Regina— Lewvan	422,800	-	-	-	422,800	12,684	84,560
Regina— Qu'Appelle	422,800	-	24,030	-	446,830	13,405	89,366
Regina— Wascana	422,800	-	-	-	422,800	12,684	84,560
Renfrew— Nipissing— Pembroke	422,800	24,860	24,030	-	471,690	14,151	94,338
Repentigny	422,800	37,250	-	-	460,050	13,802	92,010
Richmond Centre	422,800	12,420	-	-	435,220	13,057	87,044
Richmond Hill	422,800	24,860	-	-	447,660	13,430	89,532
Richmond— Arthabaska	422,800	24,860	12,010	-	459,670	13,790	91,934

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Rimouski- Neigette— Témiscouata— Les Basques	422,800	12,420	24,030	-	459,250	13,778	91,850
Rivière-des- Mille-Îles	422,800	24,860	-	-	447,660	13,430	89,532
Rivière-du- Nord	422,800	37,250	-	-	460,050	13,802	92,010
Rosemont—La Petite-Patrie	422,800	24,860	-	-	447,660	13,430	89,532
Saanich—Gulf Islands	422,800	37,250	6,870	-	466,920	14,008	93,384
Sackville— Preston— Chezzetcook	422,800	12,420	6,870	-	442,090	13,263	88,418
Saint Boniface— Saint Vital	422,800	-	-	-	422,800	12,684	84,560
Saint John— Rothesay	422,800	-	-	-	422,800	12,684	84,560
Saint- Hyacinthe— Bagot	422,800	24,860	6,870	-	454,530	13,636	90,906
Saint-Jean	422,800	37,250	6,870	-	466,920	14,008	93,384

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Saint-Laurent	422,800	-	-	-	422,800	12,684	84,560
Saint- Léonard— Saint-Michel	422,800	12,420	-	-	435,220	13,057	87,044
Saint- Maurice— Champlain	422,800	37,250	30,890	-	490,940	14,728	98,188
Salaberry— Suroît	422,800	37,250	6,870	-	466,920	14,008	93,384
Sarnia— Lambton	422,800	24,860	6,870	-	454,530	13,636	90,906
Saskatoon West	422,800	-	-	-	422,800	12,684	84,560
Saskatoon— Grasswood	422,800	-	-	-	422,800	12,684	84,560
Saskatoon— University	422,800	-	-	-	422,800	12,684	84,560
Sault Ste. Marie	422,800	-	12,010	-	434,810	13,044	86,962
Scarborough Centre	422,800	12,420	-	-	435,220	13,057	87,044
Scarborough North	422,800	-	-	-	422,800	12,684	84,560

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Scarborough Southwest	422,800	12,420	-	-	435,220	13,057	87,044
Scarborough— Agincourt	422,800	12,420	-	-	435,220	13,057	87,044
Scarborough— Guildwood	422,800	-	-	-	422,800	12,684	84,560
Scarborough— Rouge Park	422,800	12,420	-	-	435,220	13,057	87,044
Selkirk— Interlake— Eastman	422,800	12,420	30,890	24,030	490,140	14,704	98,028
Shefford	422,800	37,250	6,870	-	466,920	14,008	93,384
Sherbrooke	422,800	37,250	-	-	460,050	13,802	92,010
Sherwood Park—Fort Saskatchewan	422,800	37,250	6,870	-	466,920	14,008	93,384
Simcoe North	422,800	37,250	6,870	-	466,920	14,008	93,384
Simcoe—Grey	422,800	49,650	6,870	-	479,320	14,380	95,864
Skeena— Bulkley Valley	422,800	-	53,220	24,030	500,050	15,002	100,010
Souris—Moose Mountain	422,800	-	30,890	-	453,690	13,611	90,738

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
South Okanagan— West Kootenay	422,800	37,250	27,460	-	487,510	14,625	97,502
South Shore— St. Margarets	422,800	24,860	24,030	-	471,690	14,151	94,338
South Surrey— White Rock	422,800	24,860	-	-	447,660	13,430	89,532
Spadina—Fort York	422,800	37,250	-	-	460,050	13,802	92,010
St. Albert— Edmonton	422,800	37,250	-	-	460,050	13,802	92,010
St. Catharines	422,800	37,250	-	-	460,050	13,802	92,010
St. John's East	422,800	-	-	-	422,800	12,684	84,560
St. John's South—Mount Pearl	422,800	-	6,870	-	429,670	12,890	85,934
Steveston— Richmond East	422,800	12,420	-	-	435,220	13,057	87,044
Stormont— Dundas—South Glengarry	422,800	24,860	6,870	-	454,530	13,636	90,906

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Sturgeon River— Parkland	422,800	37,250	12,010	-	472,060	14,162	94,412
Sudbury	422,800	12,420	6,870	-	442,090	13,263	88,418
Surrey Centre	422,800	12,420	-	-	435,220	13,057	87,044
Surrey— Newton	422,800	-	-	-	422,800	12,684	84,560
Sydney— Victoria	422,800	-	12,010	-	434,810	13,044	86,962
Terrebonne	422,800	37,250	-	-	460,050	13,802	92,010
Thérèse-De Blainville	422,800	24,860	-	-	447,660	13,430	89,532
Thornhill	422,800	24,860	-	-	447,660	13,430	89,532
Thunder Bay— Rainy River	422,800	-	30,890	24,030	477,720	14,332	95,544
Thunder Bay— Superior North	422,800	-	42,930	24,030	489,760	14,693	97,952
Timmins— James Bay	422,800	-	53,220	24,030	500,050	15,002	100,010
Tobique— Mactaquac	422,800	-	27,460	-	450,260	13,508	90,052
Toronto Centre	422,800	24,860	-	-	447,660	13,430	89,532

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Toronto— Danforth	422,800	24,860	-	-	447,660	13,430	89,532
Toronto—St. Paul's	422,800	24,860	-	-	447,660	13,430	89,532
Trois-Rivières	422,800	37,250	-	-	460,050	13,802	92,010
University— Rosedale	422,800	12,420	-	-	435,220	13,057	87,044
Vancouver Centre	422,800	37,250	-	-	460,050	13,802	92,010
Vancouver East	422,800	37,250	-	-	460,050	13,802	92,010
Vancouver Granville	422,800	24,860	-	-	447,660	13,430	89,532
Vancouver Kingsway	422,800	12,420	-	-	435,220	13,057	87,044
Vancouver Quadra	422,800	12,420	-	-	435,220	13,057	87,044
Vancouver South	422,800	12,420	-	-	435,220	13,057	87,044
Vaudreuil— Soulanges	422,800	37,250	-	-	460,050	13,802	92,010
Vaughan— Woodbridge	422,800	24,860	-	-	447,660	13,430	89,532

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Victoria	422,800	37,250	-	-	460,050	13,802	92,010
Ville-Marie—Le Sud-Ouest—Île- des-Soeurs	422,800	24,860	-	-	447,660	13,430	89,532
Vimy	422,800	24,860	-	-	447,660	13,430	89,532
Waterloo	422,800	24,860	-	-	447,660	13,430	89,532
Wellington— Halton Hills	422,800	37,250	6,870	-	466,920	14,008	93,384
West Nova	422,800	12,420	24,030	-	459,250	13,778	91,850
West Vancouver— Sunshine Coast—Sea to Sky Country	422,800	37,250	24,030	-	484,080	14,522	96,816
Whitby	422,800	37,250	-	-	460,050	13,802	92,010
Willowdale	422,800	12,420	-	-	435,220	13,057	87,044
Windsor West	422,800	37,250	-	-	460,050	13,802	92,010
Windsor— Tecumseh	422,800	37,250	-	-	460,050	13,802	92,010
Winnipeg Centre	422,800	-	-	-	422,800	12,684	84,560

Constituency	Basic Budget \$	Elector Suppl. \$	Geographic Suppl. \$	Schedule 3 Suppl. \$	Total MOB \$	Misc. Expenditures Account (3% of MOB) \$	Advertising Expenses Account (20% of MOB) \$
Winnipeg North	422,800	-	-	-	422,800	12,684	84,560
Winnipeg South	422,800	12,420	-	-	435,220	13,057	87,044
Winnipeg South Centre	422,800	12,420	-	-	435,220	13,057	87,044
Yellowhead	422,800	12,420	42,930	24,030	502,180	15,065	100,436
York Centre	422,800	12,420	-	-	435,220	13,057	87,044
York South— Weston	422,800	12,420	-	-	435,220	13,057	87,044
York—Simcoe	422,800	37,250	6,870	-	466,920	14,008	93,384
Yorkton— Melville	422,800	-	30,890	24,030	477,720	14,332	95,544
Yukon	422,800	-	53,220	24,030	500,050	15,002	100,010

5. Expenses

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1. Introduction

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

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 [Presiding Officers, 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. Governing Principles

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 unmanaged 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 20% of their Member's Office Budget for advertising expenses. For a list of advertising financial limits by constituency, see the [Appendix: Member's Office Budget and Financial Limits by Constituency](#) 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.

Advertisements cannot be used to directly or indirectly:

- 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 the limit indicated in the [Schedule of Rates](#).

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 [Appendix: Member's Office Budget and Financial Limits by Constituency](#) in the Budgets chapter.

Hospitality

Expenses for the following, incurred while Members carry out their parliamentary functions, may be charged to this account:

- meals for the Member and guests (when accompanied by one or more guests); 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. Additionally, security is available, as a charge against the House Administration central budget, for meetings and events organized, hosted or attended by Members in the fulfillment of their parliamentary functions. For more information on off-precinct security, contact the Office of the Sergeant-at-Arms and Corporate Security.

Tickets for events or activities

The cost of tickets for events or activities related to Members' parliamentary functions may be charged to this account, regardless of whether a meal is included or not. Members must attend the event or activity unless unforeseen circumstances prevent them from doing so, and they may be accompanied by guests (for the maximum ticket rate, see the [Schedule of Rates](#)). Additionally, security is available for these events or activities, as a charge against the House Administration central budget. For more information on off-precinct security, contact the Office of the Sergeant-at-Arms and Corporate Security.

Gifts

Expenses not exceeding \$150 (before taxes) for each of the following gifts, and incurred while Members carry out their parliamentary functions, 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 iPads

Members may charge the cost of allowable wireless devices (smartphones and iPads) 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, including the cost of monthly voice and data plans, airtime (including roaming), long-distance calls, and features such as messaging, voicemail, 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.

iPads

In addition to the iPad 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 SIM card) to their MOB. The maximum purchase price of the iPad (including accessories) cannot exceed \$2,000. Expenses associated with the monthly data plan and roaming charges of these two iPads are charged to the MOB. Members may not have more than two iPads in inventory.

For more information about smartphones and iPads for House Officers and for research offices, see section [3.6 Expenses](#) and section [4. National Caucus Research Offices](#) respectively, in the Presiding Officers, House Officers and Recognized Parties chapter.

Conditions

The wireless devices of Members, House Officers and research offices are subject to conditions set by the Board.

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, constituency mail 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](#); or
- used in advertisements, promotional items, constituency mail 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 may be impacted by the dissolution of Parliament. For more information, see the [Dissolution of Parliament](#) chapter.

7. Offices

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

7.1 Furniture and Equipment

For more information on office assets provided to Members as a charge against the House Administration central budget, see the [Offices](#) chapter.

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 [Appendix: Limits on the Purchase of Assets](#) 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.

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 for their parliamentary office. Ergonomic assessments for their parliamentary office may be charged to the House Administration central budget. For more information, contact Occupational Health and Safety.

Members may not purchase any additional multifunctional devices, fax machines, photocopiers, scanners or printers, nor folding/inserting machines, for their parliamentary office as a charge against any budget. Furthermore, Members may not purchase high-capacity printing equipment as a charge against any budget.

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 Digital Services and Real Property. 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 the cost of ergonomic equipment and assessments to their MOB. For more information, contact Occupational Health and Safety and Environment.

Printing equipment and services

Members are provided with one multifunctional device for each official constituency office as a charge against the House Administration central budget. Members may purchase additional multifunctional devices, fax machines, photocopiers, scanners and printers, as well as low volume folding/inserting machines, as a charge against their MOB, subject to certain conditions. Multifunctional devices, fax machines, photocopiers, scanners and printers must be purchased through the House standing offer. Low volume folding/inserting machines must be approved by Digital Services and Real Property prior to the purchase. Expenses for service support and the required fax lines, as well as copy charges, will be charged to the MOB.

The cost of high-capacity printing equipment, including high volume folding/inserting machines, is not an allowable expense. For a list of technology products currently available through House standing offers, see *Source* 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

The House of Commons provides Members with up to five managed computing devices per constituency, and Members may purchase up to five other managed or unmanaged other

computing devices and other hardware through House standing offers and charge the cost to their MOB. For a list of technology products currently available through House standing offers, see *Source* or contact the IT Service Desk. The cost of repairing, cleaning and maintaining computer equipment may also be charged to the MOB.

Members must comply with the [Acceptable Use of Information Technology Resources Policy](#), which is available on *Source*. 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 non-standard computing devices, including 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 any non-standard computing device, or 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 device or computer requested. Approval for these devices 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 Digital Services and Real Property (DSRP).

Network/service access

Members are provided with a multi-factor authentication token (either hardware or application-based) to access the House of Commons network while travelling or away from the office. Members may purchase additional tokens as a charge against their MOB.

Televisions

Members may purchase up to three 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 offices. 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 Digital Services and Real Property 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.

Office supplies

Members may purchase office supplies such as pens, Post-it notes and desktop items through the House standing offer or from another supplier as a charge against their MOB. Certain office

supplies are subject to restrictions. For more information, contact Corporate Procurement and Asset Management Services.

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

Note: To enhance the security in their constituency office, Members may request that a security assessment be undertaken in consultation with the Office of the Sergeant-at-Arms and Corporate Security. The cost of the assessment and resulting enhancements are charged to the House Administration central budget. Additionally, the House Administration recommends the installation of office security systems with video intercoms. With prior approval from the Office of the Sergeant-at-Arms and Corporate Security, their cost will be charged to the House Administration central budget. For more information on security-related services for constituency offices and Members' primary and secondary residences, contact the Office of the Sergeant-at-Arms and Corporate Security.

7.3 Office Decor

Members may modestly and professionally decorate their offices in a standard office style. Members may charge decorative items under \$110, 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 Corporate Procurement and Asset Management Services. For more information on constituency office moves after an election, see the [Elections](#) chapter.

8. Professional Development and Training

Members and their regular and short-term employees are eligible for professional development and training in support of parliamentary functions. Professional development and training must be held in Canada and offered by a certified Canadian provider.

Members and their employees are encouraged to first explore the training options provided by the House of Commons before looking to external providers. For more information on training provided by the House of Commons, see section [5. Professional Development and Training](#) in the Services chapter.

Members

Members' professional development and training expenses may be charged to the Member's Office Budget (MOB). Members may also charge their training-related transportation expenses under the Travel Points System or to the MOB and their accommodation and per diem expenses to the Travel Status Expenses Account or the MOB, subject to conditions set by the Board of Internal Economy.

For more information on language training for Members, including eligible expenses, see section [5. Professional Development and Training](#) in the Services chapter.

Spouses

Members' spouses are eligible for language training only. For more information on language training for Members' spouses see [5. Professional Development and Training](#) in the Services chapter.

Employees

Professional development and training costs for Members' regular and short-term employees may be charged to the Professional Development Budget or the MOB. Eligible costs include registration and cancellation fees, fees for training instructors under a professional services contract, as well as other reasonable expenses such as hospitality and room rental costs in the case of group training.

Travel-related expenses (i.e. for transportation, accommodations and per diem) for eligible employees may be charged to the Professional Development Budget. Alternatively, they may be charged to the MOB or under the Travel Points System (transportation expenses), subject to conditions set by the Board of Internal Economy.

For more information on travel policies, see the [Travel](#) chapter. For more information on retaining a training instructor under a professional services contract, see the [Contracts](#) chapter.

Group training

When training is offered to a group of regular and short-term employees working for more than one Member, House Officer, or Member responsible for a national caucus research office, the group training costs (excluding travel costs) are eligible for reimbursement under the respective House Officer's or research office's office budget or Professional Development Budget. When eligible employees travel to attend training, their travel expenses (i.e. for transportation, accommodations and per diem) must be charged to their employer's Professional Development Budget or office budget or under the Travel Points System (transportation expenses). For more information on group training, see the [Presiding Officers, House Officers and Recognized Parties](#) chapter.

9. Other Expenses

External printing

When Members choose not to use the House Administration printing services, they may charge to their MOB external printing, folding, inserting or assembling 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 greeting cards.

Phone surveys

Members who wish to conduct any type of contracted phone survey (including virtual town halls and automatic diallers) 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 [Travel](#) chapter.

Interpretation services

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

- **Language interpretation:** Expenses are allowable 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 the Chief Whip's Office 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 other similar costs, to

their MOB. Additionally, security is available as a charge against the House Administration central budget. For more information on off-precinct security, contact the Office of the Sergeant-at-Arms and Corporate Security.

Residences

Members may charge expenses for the following to their MOB:

- **Fax machines 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 service at the secondary residence:** Members may acquire Internet service for their secondary residence. Connection and monthly service fees may be charged to the MOB. Members should make their own arrangements for home Internet service.

Residential security

Members may request security assessments and recommendations for implementing physical security enhancements in their primary and secondary residences. Expenses for security assessments and the recommended security system, including monthly security monitoring fees, are charged to the House Administration central budget. Members are personally responsible for paying expenses related to certain additional security enhancements. For more information on Members' residential security, contact the Office of the Sergeant-at-Arms and Corporate Security.

For more information about residences, see section [11. Residences](#) in the Travel chapter.

10. Restrictions

Members, Presiding Officers, House Officers and national caucus 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 fees (including membership fees for parliamentary associations);
- 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 greeting 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;
- security expenses for events not related to a Member's parliamentary functions;
- 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 [Appendix: Limits on the Purchase of Assets](#) in this chapter.

Appendix: Limits on the Purchase of Assets

The Board of Internal Economy has established administrative controls regarding the purchase of assets for Members, House Officers and national caucus research offices. This appendix also includes [restricted assets](#) and [inventory control](#).

1. Limits on the Purchase of Certain Types of Assets

The following table only provides the maximum purchase price and quantity for the assets that are subject to specific limits and that can be purchased using the Member's Office Budget (MOB) or any other applicable budget, under certain conditions. The limits and the types of assets listed in this table may periodically be amended, subject to the conditions set in section [2. Governing 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 these limits:

- For furniture and office equipment, contact Corporate Procurement and Asset Management Services.
- For information on technology equipment, contact the IT Service Desk.

Members seeking a reimbursement that exceeds the maximum purchase price are 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.

Asset Type	Max. Purchase Price per Item (excl. applicable taxes)	Maximum Quantity	Comments
Smartphones	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 acquired through Telecommunications Services. ▪ For more information on limits applying to Presiding Officers, House Officers and national caucus research offices, see the Presiding Officers, House Officers and Recognized Parties chapter.
iPads	\$2,000	Two per Member	<ul style="list-style-type: none"> ▪ The cost of extended warranties and all accessories (cases, chargers and mini-SIM cards) is included in the maximum purchase price. ▪ An extended 24-month warranty must be purchased for each iPad. ▪ One iPad will be provided as a charge against the House Administration central budget. ▪ An additional iPad may be purchased as a charge against the MOB. ▪ All devices must be acquired through Telecommunications Services. ▪ For more information on limits applying to Presiding Officers, House Officers and research offices, see the Presiding Officers, House Officers and Recognized Parties chapter.

Asset Type	Max. Purchase Price per Item (excl. applicable taxes)	Maximum Quantity	Comments
Multi-purpose printing solutions	None	One per official constituency office, charged to the House Administration central budget Additional devices charged to the MOB	<ul style="list-style-type: none"> ▪ One multi-purpose printing solution for each official constituency office as a charge against the House Administration central budget. ▪ The House Administration is responsible for the life cycling of multi-purpose printing devices. ▪ Expenses for the at-fault service and fax lines, as well as copy charges, will be charged to the MOB. ▪ Additional MFDs, fax machines, photocopiers, scanners or printers for Members' constituency offices will be charged to the MOB. ▪ The constituency office is responsible for additional devices (including life cycling costs). ▪ All devices must be acquired through the House standing offer.
Folding and inserting machines	\$5,500	One per constituency office	<ul style="list-style-type: none"> ▪ Monthly volume must not exceed 5,000 copies. ▪ Additional cost for maintenance must not exceed \$1,200 per year. ▪ Associated delivery, installation, training, support and repair costs must be included in the purchase or the maintenance cost. ▪ All folding and inserting machines must be approved by Digital Services and Real Property. ▪ Purchase and maintenance costs are charged to the MOB.

Asset Type	Max. Purchase Price per Item (excl. applicable taxes)	Maximum Quantity	Comments
Computers	None	Up to 10 per constituency	<ul style="list-style-type: none"> ▪ Up to five computing devices with standard software packages and support services per constituency will be provided as a charge against the House Administration central budget. The House Administration is responsible for the life cycling of these devices. ▪ Up to five additional computing devices may be purchased as a charge against the MOB. The constituency office is responsible for the life cycling of these additional devices. ▪ All devices must be acquired through the House standing offer.
Cameras and audio/visual capture equipment (digital and film)	<p>\$3,240 for one office (either constituency or parliamentary office)</p> <p>\$1,620 for each additional office</p>	One camera per office	<ul style="list-style-type: none"> ▪ Primary office package (\$3,240) includes: <ul style="list-style-type: none"> ▪ one camera not exceeding \$1,620; ▪ all related accessories. ▪ Each additional office package (\$1,620) includes: <ul style="list-style-type: none"> ▪ one camera and accessories not exceeding a total of \$1,620. ▪ Regardless of the office, the cost of all accessories, delivery, installation, training and support must be included in the maximum purchase price (whether purchased at the same time as the camera or subsequently) and charged to the MOB.

Asset Type	Max. Purchase Price per Item (excl. applicable taxes)	Maximum Quantity	Comments
Televisions (all types)	\$1,200	Three 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, delivery, installation, training and support must be 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 acquired through the House standing offer. ▪ For a list of technology products currently available through House standing offers, see <i>Source</i> or contact the IT Service Desk.
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.

Asset Type	Max. Purchase Price per Item (excl. applicable taxes)	Maximum Quantity	Comments
Public address systems	\$1,620	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.
Refrigerators (all types)	\$1,100	One per constituency office	<ul style="list-style-type: none"> ▪ Costs are charged to the MOB.
Microwaves	\$250	One per office	<ul style="list-style-type: none"> ▪ Costs are charged to the MOB.
Decorative items	\$110	None	<ul style="list-style-type: none"> ▪ Costs are charged to the MOB.
Framing	\$140	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;
- outdoor furniture;
- 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:

- 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.

6. Travel

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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 the Speaker of the House of Commons and House Officers, unless otherwise indicated.

For information on travel by employees of the Speaker, see section 2.8 Travel: Speaker in the Presiding Officers, House Officers, and Recognized Parties chapter. For information on travel by employees of House Officers and national caucus research offices, see section [3.7 Travel](#) in that same 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. Governing Principles

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 a single stop) 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 [8. 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.

Professional Development Budget

Travel-related expenses (i.e. for transportation, accommodations and per diem) incurred by eligible employees to attend professional development and training may be charged to the Professional Development Budget, subject to the conditions set by the Board of Internal Economy on employee travel and outlined 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 eligible 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. 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 so advised and agrees to have their name disclosed. The [Designated Traveller Declaration](#) form is available on *Source*.

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 on the Financial Portal.

Eligible employee

An employee of a Member, House Officer, or Member responsible for a national caucus research office must regularly work, and be paid for, a minimum of 15 hours in total per week for one or more of these employers to be eligible to use their travel resources. No travel claims may be made for an employee for any period prior to their employment.

Excluded travellers

Members may not authorize on-call employees, contractors, volunteers, or employees of government departments and agencies to use their travel entitlements, unless otherwise indicated. Professional development and training instructors retained under a professional services contract to deliver professional development and training may, at the Member's discretion, include their travel expenses (i.e. for transportation, accommodations and meals) in the contract. For more information on travel by professional development and training instructors, see the [Contracts](#) chapter.

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.

6.1 Point Allocation

Members are allocated a minimum of 64 travel points each fiscal year.

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 [3.7 Travel](#) in the Presiding Officers, 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 other than to attend professional development and training, 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 and House Officers 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:

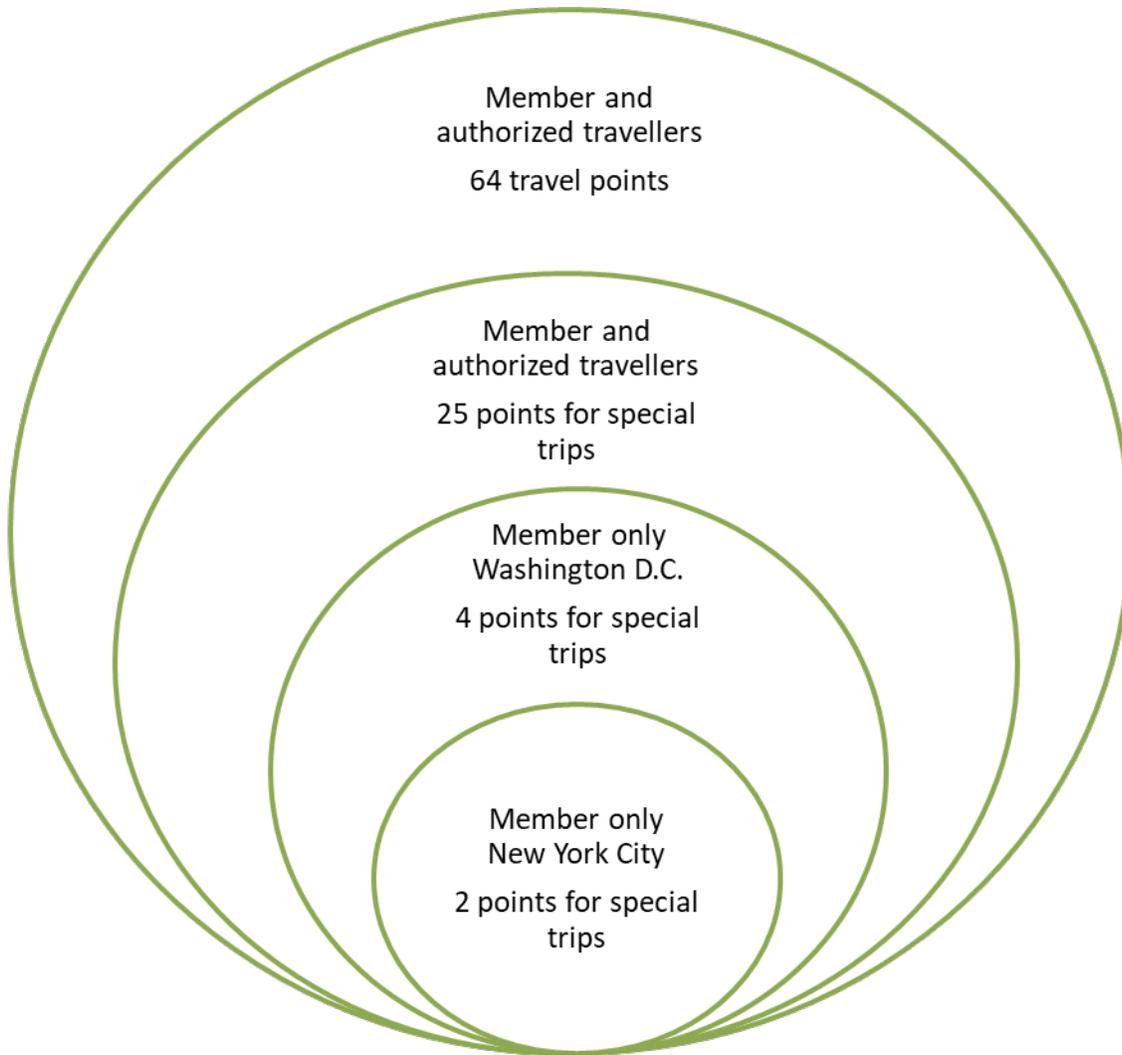
- Members must provide a detailed description of the purpose of the trips, which must be in order to carry out their parliamentary functions;
- trips to New York City must be to attend official conferences, meetings and events mentioned on the United Nations website, as well as meetings scheduled with United Nations officials;
- the Member must be the only authorized traveller;
- travel to these destinations must be return 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 a single stop, other than a layover; 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.

Summary: Annual point allocation



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 the ticket issued.
- Unused travel points do not carry over into the next fiscal year.
- To use special points other than to attend professional development and training, eligible employees must accompany the Member or the Member responsible for the national caucus research office. House Officers' eligible employees may travel unaccompanied.
- 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. Governing 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 and on presentation of original receipts, the cost of overnight accommodation will be charged under the Travel Points System.

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).

Summary: Class of air travel

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

Option 1: Booked by Members' Travel Services

Type of Traveller	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

Option 2: Not booked by Members' Travel Services

Type of Traveller	Regular Trips Over 2 hours	Regular Trips Under 2 hours	Special Trips Over 2 hours	Special Trips Under 2 hours
Members	Business (flight pass only)	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

Class of air travel booked by Members' Travel Services

When Members and their authorized travellers choose to make their travel arrangements with Members' Travel Services, they are allowed to travel in the following classes of travel:

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.

Class of 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 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 chartered aircraft costs to their Member's Office Budget (MOB) or under the Travel Points System. In the case of eligible employees travelling to attend professional development and training in the province or territory in which the Member's constituency is located, the Member may charge chartered aircraft costs to their Professional Development Budget. For travel elsewhere, Members may only charge chartered aircraft costs under the Travel Points System. Under the Travel Points System, one point per return 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 Chief Financial Officer 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. Road transportation expenses for eligible employees travelling to attend professional development and training may also be charged to the Professional Development Budget. 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, except to attend professional development and training, 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. Eligible employees travelling to attend professional development and training may be reimbursed for travel outside the Member's constituency.

- 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 eligible employees when their insurance provider requires such coverage. Original proof of payment must be provided.

Rented vehicle

Members and their authorized travellers may rent vehicles when the combined costs, including those for local ground transportation, do not exceed the cost of commercial airfare.

- When renting a vehicle, costs may generally be charged under the Travel Points System or to the MOB, as appropriate. In the case of eligible employees travelling to attend professional development and training, these costs may also be charged to the Professional Development Budget. However, when in the NCR, vehicle rental costs for Members in travel status and their eligible employees who are more than 100 kilometres from their normal place of work may only be charged to the MOB (original receipts are required), provided the vehicle rental is the most economical and practical means of transportation.
- When travelling together by rental car, by taxi or using lawful alternative commercial transportation, 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 vehicle. The cost of purchasing additional liability coverage will be reimbursed if it is included in the rental agreement. The reimbursement will be based on 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.

Transportation between the primary residence and a normal place of work

Transportation expenses for travel between the primary residence and a normal place of work are not allowed for any travellers, except for Members in travel status. For the purposes of this section, Members' normal place of work is defined as their parliamentary and constituency offices, while that of employees' is the office where they normally work, whether it be the parliamentary or the constituency office. The following exceptions apply:

- Members whose primary residence is located within the constituency, but more than 50 kilometres from a 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 residence is located outside their constituency, but within 100 kilometres of their constituency's nearest border and more than 50 kilometres from a normal place of work, may claim transportation costs at the approved kilometre rate for the distance travelled between their declared residence and a normal place of work.
- When Members, and their authorized travellers travel directly from their primary residence to attend an event or activity within the Member's constituency, they may only claim the distance in excess of the distance usually travelled to get to their normal place of work.
- 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 their primary residence in the NCR on an exceptional basis when the House is sitting for extended hours in the evening. Original receipts are required.

Transportation between the secondary residence and a normal place of work

When Members are in travel status, they may charge, to their MOB, transportation expenses incurred for travel between their secondary residence and a normal place of work.

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 in travel status and authorized travellers may charge to the MOB the expenses they incur for the following while travelling in the NCR 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;
- use of a rental vehicle (as per the conditions set out in section [Rented vehicle](#) in this chapter); and
- use of a personal vehicle at the approved kilometre rate (no receipts required).

In the case of eligible employees travelling to attend professional development and training, these expenses may also be charged to the Professional Development Budget.

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.

Eligible employees may travel by train and claim actual costs, up to the maximum airfare allowed. Depending on the circumstances of travel, these costs will be charged to the Member's Office Budget (MOB) or under the Travel Points System. If eligible employees are travelling to attend professional development and training, their expenses may also be charged to the Professional Development Budget.

Bus

When Members and their authorized travellers travel by bus, actual receipted costs will be reimbursed up to the maximum cost allowed for air transportation plus local ground transportation to and from the nearest terminal. Depending on the circumstances of travel, these costs will be charged to the MOB or under the Travel Points System. If eligible employees are travelling to attend professional development and training, their expenses may also be charged to the Professional Development Budget.

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. Under the Travel Points System, a half point will be deducted for each Member and authorized traveller per trip. When additional passengers include eligible employees travelling to attend professional development and training, their associated costs may also be charged to the Professional Development Budget. 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.

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 primary or 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 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.
- Eligible employees may claim accommodation expenses as a charge against the MOB when travelling in support of the Member's parliamentary functions, or against the Professional Development Budget when travelling to attend professional development and training, 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 Member responsible for the national caucus research office on a special trip or travelling unaccompanied on a special trip to attend professional development and training.
- 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 [3.7 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, and 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.

- In general, designated travellers and dependants may not claim per diem expenses.
- Eligible employees may claim per diem expenses as a charge against the MOB when travelling in support of the Member's parliamentary functions, or against the Professional Development Budget when travelling to attend professional development and training, 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 Member responsible for the national caucus research office on a special trip or travelling unaccompanied on a special trip to attend professional development and training.
- While travelling in their constituency (other than between their primary residence and a normal place of work), Members may claim the per diem allowance for meals as a charge against their MOB when they are more than 16 kilometres 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 [3.7 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).

Residential security

Members may request security assessments and recommendations for implementing physical security enhancements in their primary and secondary residences. Expenses for security assessments and the recommended security system, including monthly security monitoring fees, are charged to the House Administration central budget. Members are personally responsible for paying expenses related to certain additional security enhancements. For more information on Members' residential security, contact the Office of the Sergeant-at-Arms and Corporate Security.

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 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.

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 Internal 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.

1. 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.

2. 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);
- local moving costs;
- furniture, furnishings or equipment costs;
- expenses associated with mobile homes or recreational vehicles; and
- lease termination costs (with the exception of Members who are not re-elected, subject to conditions. For more information, see section 4. Members Not Re-elected of the Elections chapter).

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

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 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 eligible employees of Members, House Officers and research offices who are required to travel on parliamentary business 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.

7. Employees

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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 current 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.

2. Governing Principles

Members as employers

Members are the employers of their employees. In accordance with the *Members By-law*, Members may recruit, hire, promote or release employees, and determine their job responsibilities, their hours of work, the classification of their positions, and their 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

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

3.2 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' HR 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;
- determine job responsibilities and hours of work;
- determine the place of work, which must be the parliamentary or constituency office (for more information, see section 2. Governing Principles in the Governance and Principles chapter); and
- establish appropriate salaries (see section 4. Pay and Leave Administration in this chapter).

3.3 Staffing procedures

Hiring

Members are strongly encouraged to complete the full hiring process prior to an employee's start date.

When hiring an employee, Members must complete and approve a request through *Source* under [Hiring an employee](#). Once the request is processed in the system, the following documents will be autogenerated for 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](#);
- the [Members of the House of Commons Workplace Harassment and Violence Prevention Policy](#); and
- any applicable policies or forms.

Note: Failure to complete and sign these documents in the system will result in a delay in salary payments to the employee.

For more information on these documents or guidance on these staffing procedures, contact Members' HR 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.

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' HR 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 per week if the excess hours are attributable to part-time employment as a reservist in the Canadian Forces. For more information, contact Members' HR 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 security access 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/parental leave. Temporary personnel may be hired through personnel agencies and the related costs charged to the Member's Office Budget. For more information, see section [2.2 Contracts for Goods and Other Services](#) in the Contracts chapter, or for additional options, contact Members' HR Services.

Modification of employment

Members may extend the employment of an existing employee or offer them a new position. To do so, they must complete a request through *Source* under [Modify employment](#). Appointments to new positions entail a change in role and responsibility and may require notice to the employee.

For more information on these documents or guidance on these procedures, contact Members' HR Services.

4. Pay and Leave Administration

4.1 Pay Administration

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

Members determine their employees' rates of pay on appointment, subject to the maximum annual salary established by the Board of Internal Economy. However, this maximum salary does not apply to employees paid from the office budgets of Presiding Officers, House Officers, or research offices.

Members must complete a staffing request through *Source* under [Hiring an employee](#) 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.

A salary may only be paid for services that have been performed; services must 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 established by the Board. However, 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 *Source* under [Salary increase and performance award](#). Retroactive payments will be limited to a period of 30 calendar days immediately before the date that the request has been completed through *Source*.

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 in a Member's office is terminated 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.

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 salary established by the Board. Accordingly, these Members will need to coordinate the applicable salary increases.

Short-term and on-call employees are not eligible to receive annual 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 salary 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 *Source* under [Salary increase and performance award](#)

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 in a Member's office is terminated 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.

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.

Change in hours of work

Members may change an employee's hours of work through *Source* under [Modify employment](#). A notice period may be required in accordance with the Terms and Conditions of Employment.

During dissolution, normal hours of work may be temporarily changed by consent of the Member and the employee, and must be restored by the day before the election. To do so, Members must submit a request through *Source* under [Modify employment](#).

Acting pay

Requests to [provide an acting appointment](#) for regular and short-term employees must be submitted through *Source*.

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 paid statutory holiday or on a day of rest, 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 log sick leave and leaves of absence, other than annual leave, taken by their employees through *Source* under [Leave and departures](#) in a timely manner.

4.2 Leave Administration

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

Depending on their employment type, employees may be entitled to vacation and 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. To compensate an employee for

unused vacation leave, the Member must submit a request by February 15 through the *Source* website under [Leave and departures](#).

Members cannot 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

Sick leave requests must be submitted in a timely manner through *Source* under [Leave and departures](#). Members may request medical certificates in order to authorize sick leave. However, when sick leave extends beyond 20 consecutive working days, medical certificates are required and the Member must submit them either through *Source* with the leave request or to Members' HR 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' HR Services.

Members may accept the transfer of earned sick leave that employees have accumulated from previous employment with the federal public sector or other parliamentary institutions, or Ministers' offices.

Employee salaries and leaves are affected by the dissolution of Parliament. For more information, see the [Dissolution of Parliament](#) chapter.

5. Benefits

Depending on their employment type, Members' employees may be entitled to benefits.

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](#) webpage.

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 the following life insurance, and health and dental care.

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 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 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](#) webpage.

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 restrictions 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 12 months following the employee's termination of employment for any reason other than just cause. For more information, contact Occupational Health and Safety.

7. Conflict Resolution and Workplace Harassment and Violence Prevention

As employers, Members are committed to providing a healthy and respectful work environment that is free from harassment and violence. Employees, interns, and volunteers are expected to contribute to a healthy and respectful work environment and are encouraged to report any occurrences of harassment and violence in the workplace.

The [*Members of the House of Commons Workplace Harassment and Violence Prevention Policy*](#) addresses harassment and violence prevention in the workplace, sets out the processes for filing complaints and resolving reported occurrences, and outlines the requirements for training and reporting. This policy applies to Members, their employees, to paid and unpaid interns and volunteers.

The [Respectful Workplace team](#) is available to Members and their employees, as well as to paid and unpaid interns and volunteers, if they experience conflict or harassment and violence in the workplace. The team's services are confidential and focus on communication, collaboration and respect to resolve conflict.

For more information, contact Members' HR Services.

8. Employee Departures

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

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

8.1 Closing Notice

Members who are not re-elected, as well as certain House Officers (Party Leaders, House Leaders and Chief Whips) who become former House Officers as a result of their party losing its recognized status, may retain, within the limits of their respective budgets, some of their employees during the closing notice. The closing notice is in effect for up to 14 calendar days following the day the Member becomes a former Member or the day the House Officer becomes a former House Officer.

These employees (typically one regular or short-term employee per constituency and parliamentary office) are retained under their existing terms and conditions of employment. They are expected to work for the duration of the closing notice to assist in closing the former Member's or House Officer's files and offices.

The salaries of employees retained on closing notice will be charged to the former Member's or House Officer's office budget of the previous parliament. Employees who are not re-hired following the closing notice will subsequently receive, if eligible, the 60-day separation entitlement. For more information, see the next section [8.2 Separation Entitlement](#).

8.2 Separation Entitlement

A separation entitlement equal to salary for 60 calendar 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 or a Presiding 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 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, 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.

Regular and short-term employees of the Speaker

When the Speaker ceases in that role, their employees continue to be employed until the election of a new Speaker. Once a new Speaker is elected, these employees will continue in their functions under the direction of the new Speaker for a transition period of up to 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. Employee salaries during the transition period and separation entitlement payments are charged to the House Administration central budget. On behalf of the Speaker, the House Administration will notify the employees of their change in status. At the end of the 60-day separation entitlement 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.

Regular and short-term employees of the Deputy Speaker

When the Deputy Speaker ceases in that role, their employees 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 after the Deputy Speaker ceases in that role. This separation entitlement is charged to the House Administration central 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 or at the end of their term of employment, whichever comes first, their employment will cease unless they receive a new offer of employment.

8.2.1 Dissolution of Parliament

Certain employees are impacted by the dissolution of Parliament.

Regular and short-term employees of National Caucus Chairs, the Deputy Chair and Assistant Deputy Chair of Committees of the Whole receive a separation entitlement that is charged to the House Administration central budget.

Regular and short-term employees of research offices 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. On behalf of research offices, the House Administration will notify the employees of their change in status.

Regular and short-term employees of research offices

During the working notice period, employee salaries be charged as follows:

- for the number of days of dissolution (between 36 and 50 days), salaries will be charged to the Research Office Budget; and
- for the portion of the working notice period that exceeds the number of days of dissolution (between 10 and 24 days), salaries will be charged to the House Administration central budget.

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, the Member must advise Members' HR 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, the Member must submit a staffing request through *Source* under [Hiring an employee](#). 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 Members' HR Services. The employees will receive the remaining portion of the 60-day working notice as pay in lieu of notice. The equivalent of the post-electoral portion of this entitlement will be charged to the House Administration central budget.

Leave of absence during dissolution of Parliament

A leave of absence during dissolution may impact the working notice period, 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 through *Source* 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 before 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' HR Services. Members must submit a [departure](#) request through *Source* under [Leave and departures](#).

Information regarding termination entitlements for regular employees is available in the [Terms and Conditions of Employment](#). 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 regarding severance entitlements for regular employees is available in the [Terms and Conditions of Employment](#). 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' and House Officers' regular employees who have lost their positions because the Member or House Officer ceased to be a Member or a House Officer (e.g. due to resignation, non-re-election, or death while in office) will be considered for House Administration positions over applicants who are 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.

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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 Presiding Officers, 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 by the House Administration may not be purchased as a charge to any budget, unless otherwise expressly indicated.

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 Presiding Officers, House Officers and national caucus research offices. They are only provided to Members in their role as Members.

2.1. Communication with Constituents Within and Outside Canada

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

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. Use of the preferred bulk mail rate is only available when processed by the House Administration. 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.
- Mailings must be sent within Canada.
- 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
- printing equipment in their offices for low volumes.

Householders

Householders are printed materials that Members may use to inform their constituents about parliamentary activities and issues. Householders are prepared and distributed exclusively by the House Administration and Members may request 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 cannot exceed the total number of businesses and residential and rural households in the Member’s constituency. Costs for the preparation and distribution of householders equal to the total number of businesses and residential and rural households in the Member’s constituency are charged to the House Administration central budget.
- Members who require additional copies may have them printed and mailed as a charge against their MOB. Postage for additional householder mailings sent within Canada 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 mailings are sent from the House of Commons Postal and Distribution Services. When sent from anywhere, mailings are subject to the prevailing regular postal rates. For the bulk mail rate, see the Schedule of Rates in the Budgets chapter.
- Members may also have householders sent as addressed mail to their constituents living outside Canada whose information is included in the International Register of Electors provided by the Chief Electoral Officer of Canada. They may use additional printed copies of householders for this purpose. Envelope costs and international postage for householders sent to constituents outside Canada, as well as the cost of printing additional copies, are charged to the MOB. It should be noted that neither the franking privilege nor the preferred bulk mail rate apply to mailings sent outside Canada.

- 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 *Source* or contact Printing and Mailing Services.

Constituency mail

Constituency mail is printed or photocopied material reproduced and distributed exclusively by the House Administration to households in the Member's electoral district and to constituents living outside Canada who are registered to vote in the Member's electoral district.

- Constituency mail, whether submitted in one or multiple requests, is limited to one time the number of households in the Member's constituency for every 30 calendar days.
- Members may request constituency mailings totalling up to eight times the number of households in their constituency per calendar year.
- Constituency mail is produced in an approved format that includes one or two colours or full colour.
- The originating Member's name must appear prominently on all constituency mail.
- Constituency mail is distributed to households within the Member's own constituency as a charge to the House Administration central budget. Members may also have a portion of their original allocation of constituency mail (equal to up to eight times the number of households in their constituency per calendar year) sent as addressed mail to their constituents living outside Canada whose information is included in the International Register of Electors provided by the Chief Electoral Officer of Canada. Envelope costs and international postage for constituency mail sent to constituents outside Canada are charged to the MOB. It should be noted that neither the franking privilege nor the preferred bulk mail rate apply to mailings sent outside Canada.
- Members may not share their constituency mail allocations with other Members.
- Constituency mail distributed within Canada must be mailed by the House Administration either as:
 - unaddressed mail at the preferred bulk rate set by Canada Post, as a charge against the MOB; or
 - addressed mail, with the cost charged to the MOB.

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

2.2. Communication Outside the Constituency Within Canada

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
 - printing equipment 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. When using the services of an external supplier, all costs will be charged to the MOB.

2.4. Personalized Stationery

Members are provided with an electronic letterhead template to facilitate office correspondence. In addition, Members may request a reasonable quantity of personalized stationery printed in two colours as a charge against the House Administration central budget, including:

- personalized letterhead on high-quality paper or on a more economical grade of paper;
- personalized business cards for Members and their employees;
- complimentary slips or cards;
- wish cards with envelopes (excluding Christmas and holiday greeting cards); and
- note paper and pads.

For more information on printing and mailing services, see *Source* 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. For more information on printing and mailing services, see *Source* 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;
- **Note:** 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-profit organizations.
- 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.

Franking privilege

Members are entitled to the franking privilege as specified in the [Canada Post Corporation Act](#). The franking privilege 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 within Canada only:

- 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 Parliamentary 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 are provided with a secure mailbox in the building where their parliamentary office is located. To further ensure the confidentiality of Members' mail, only Members and their accredited employees may receive mail over the counter from the House of Commons internal mail service.

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.

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 Parliamentary Delivery Services. However, the cost of the commercial courier is charged to their MOB.

4. Telecommunications

Members are provided with telecommunication services.

Phones**Ottawa**

Members are provided with one fax line and four multi-line phones in their parliamentary office, which are paid through the House Administration central budget. 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. In the primary constituency office, Members are provided with the following phone services and suite of standard features, which are charged to the House Administration central budget:

- 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 through the House Administration central budget.

Constituency

All charges for long-distance calls made from constituency offices from the designated phone lines are paid through the House Administration central budget provided that the constituency offices are leased and used exclusively to serve constituents and to carry out the Member's parliamentary functions.

Additionally, Members may 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 charged to the House Administration central budget. No other costs related to these four lines are allowable expenses against any budget. Members must notify the Telecommunications Services 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 iPads

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 iPads](#) 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. Professional Development and Training

The House of Commons provides the following professional development and training options to Members, their regular and short-term employees and, in the case of language training, their spouses. For information on other eligible professional development and training expenses, please see section [8. Professional Development and Training](#) in the Expenses chapter.

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 which are paid through the House Administration central budget:

- Individual or group language courses offered by the House Administration.
- Language courses elsewhere in Canada, including individual or group immersion programs offered by a certified Canadian provider, as long as Language Training and Assessment 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 Employees

All training costs (including course registration fees and material) related to language training for spouses will be charged to the Member's Office Budget (MOB).

All training costs (including course registration fees, materials, and other reasonable expenses) related to language training for regular and short-term employees may be charged to either the Professional Development Budget or the MOB.

Spouses and regular and short-term employees have the following options for second language training, if approved by the Member:

- individual or group language courses offered 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 Canadian provider, as long as Language Training and Assessment Services for Members and their Employees has approved the course before the start of the course, in writing.

If a Member, their spouse or regular and short-term employee must cancel their participation in a course offered by the House or in a particular session, they must notify the teacher or the institution at least 24 business hours before the start of that course or session, or within the time frame specified by an external provider. If notice is not given within the specified period, any cancellation fees incurred by regular and short-term employees may be charged to the Professional Development Budget or to the MOB. For Members and their spouses, the cancellation fees 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 and short-term employees may attend media relations and presentation skills training; these training costs are charged to the House Administration central budget. If Members or their regular and short-term employees need to cancel or reschedule a course, they must notify Learning and Development Services for Members and their Employees at MOP@parl.gc.ca at least 72 business hours prior to the beginning of the course, or within the time frame specified by an external provider. If notice is not given within the specified period, any cancellation fees incurred by regular and short-term employees may be charged to the Professional Development Budget or the MOB. For Members, the cancellation fees will be charged to the MOB.

Computer software training

The House Administration provides software training to Members and their regular and short-term employees on standard House-supported software; these training costs are charged to the House Administration central budget. Training costs for non-standard software will be charged to the MOB for Members, and may be charged to either the Professional Development Budget or the MOB for regular and short-term employees. For more information, contact Learning and Development Services for Members and their Employees at MOP@parl.gc.ca.

Other professional development and training

Members and their regular and short-term employees may attend:

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

Members and their employees are encouraged to first explore the training options provided by the House of Commons before looking to external providers.

Travel to attend professional development and training

A Member may charge their spouse's transportation expenses for language training under the Travel Points System or to the MOB, and related accommodation and per diem costs to the MOB.

A Member may also charge their eligible employees' transportation expenses for professional development and training, including language training, under the Travel Points System, to the MOB or to the Professional Development Budget. Related accommodation and per diem costs may be charged to the MOB or the Professional Development Budget.

For more information on travel-related expenses for training, see the [Travel](#) chapter and section [8. Professional Development and Training](#) in the Expenses chapter.

Note: 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:

Security for events attended by Members outside the parliamentary precinct

Off-precinct security is available at events attended or hosted by Members in support of their parliamentary functions. Security-related expenses are charged to the House Administration central budget. For more information on off-precinct security, contact the Office of the Sergeant-at-Arms and Corporate Security.

Mobile Duress Alarm Service

Members are provided with a mobile device that will trigger an alert at a third-party monitoring centre when activated. For more information on mobile duress devices, contact the Office of the Sergeant-at-Arms and Corporate Security.

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 Parliamentary 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 under \$140 is chargeable to the Member's Office Budget (MOB). Any framing costs that exceed this limit will be considered personal costs. Members may request framing services by completing the [Framing Services Request](#) form, available on *Source*.

For greater precision, the House Framing Services may frame allowable items with a wood or metal moulding, in compliance 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, the Charter of Rights, or the Bill of Rights;
- maps of the constituency and of Canada;
- 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 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).

At the end of their mandate, Members may keep all frames and framed items related to their parliamentary functions that were displayed in their offices. 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.

Wellness Centre and Health Unit

Qualified nurses and counsellors 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.

Sanctioned events

When sanctioned events are held in the parliamentary precinct, only the cost of meeting rooms is paid by the House Administration. The cost of food and beverages may only be charged to the Member's Office Budget if food and beverages are provided at these sanctioned events.

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 *Source*.

Multimedia Services

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.

Paper

Members are provided with a reasonable quantity of paper per fiscal year for use in their parliamentary offices as a charge against the House Administration central budget. Paper includes all types, colours and sizes, but does not include personalized stationery. For more information on 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 constituency mail.

The cost of all paper purchased for constituency offices will be charged to the MOB.

Envelopes

A reasonable quantity of personalized letter- or legal-sized franked envelopes are provided to Members for use in their parliamentary office as a charge against the House Administration central

budget. The costs of all other types of envelopes, except those for Christmas and Holiday greeting cards provided by Printing and Mailing Services, will be charged to the MOB.

The cost of all envelopes for use in the constituency offices will be charged to the MOB.

Parking

Members are provided with reserved parking within the parliamentary precinct for the duration of the Parliament. Presiding Officers (with the exception of the Speaker), 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 time frames 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. The daycare has limited spaces for children ages two and a half to five. It is overseen by a board of directors 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.

Short-Term Child Care Program

[Short-term child care](#) services provide an opportunity for Members to access child care based on their evolving needs, while fulfilling their responsibilities in the National Capital Region (NCR). These child care services are provided at Members' personal expense in their parliamentary offices or in their primary or secondary residences in the NCR. For more information on these services, contact Members' HR Services.

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 bus service

The House of Commons' Transportation Services provides a shuttle bus service to parliamentarians and employees who travel between buildings in the parliamentary precinct or to alternate facilities set up outside the parliamentary precinct while work is being carried out under the Long-Term Vision and Plan. For more information, contact Transportation Services or see *Source*.

7. Services Provided by Other Organizations

Library of Parliament

The Library of Parliament supports the work of Members whether in the Chamber, in committees, or in the constituency by providing the following services:

- politically impartial, expertly researched and rigorously fact-checked information and analysis upon request;
- learning opportunities for Members and their staff through seminars and information sessions;
- customized news alerts and media monitoring tools to help them stay connected;
- legislative summaries about bills before Parliament;
- access to a comprehensive collection of printed and digital resources;
- comfortable workspaces and meeting rooms in the Library's five branches;
- information and educational resources about parliamentary work; and
- guided tours and services for visitors.

Members may borrow books and other materials from the Library and request borrowing privileges for their employees. For more information, contact the Library of Parliament.

Parliamentary Protective Service

The Parliamentary Protection Service (PPS) provides continuous physical security services to ensure that Members can carry out their parliamentary functions in a safe, secure and open environment, whether in the Chamber or within the parliamentary precinct. The PPS supports the safety and security

of Members, employees and visitors in buildings on Parliament Hill and within the parliamentary precinct by providing the following services:

- protective operations;
- detection and access control;
- perimeter protection;
- alarm monitoring;
- operational communications; and
- support of parliamentary and ceremonial traditions.

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 access or identification card, or any other identification, as requested. For more information, please contact the Parliamentary Protective Service.

Translation

This service is provided to Members by Services to Parliament and Interpretation 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);
- correspondence to constituents, for example, letters and emails;
- Members' working documents when they perform their parliamentary functions;
- material produced by the research office;
- home pages, navigational links and Members' biographical sketches for their designated website; and
- Christmas and holiday greetings.

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

- documents for personal use;

- press clippings and magazine articles, with the exception of brief excerpts (approximately 500 words);
- 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 By-laws and policies 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 direct correspondence between Members and 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 Services to Parliament and Interpretation of Public Services and Procurement Canada.

Caucus translation services for recognized parties

The Chief Whip manages expenses for translation services for the national caucus, which is allocated an annual office budget for translation services. For more information, see section [4. National Caucus Research Offices](#) in the Presiding Officers, House Officers and Recognized Parties chapter.

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;
- 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.

9. Offices

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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, subject to certain conditions. For more information, see section [7.1 Furniture and Equipment](#) in the Expenses chapter.

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

2. Governing Principles

Member as custodian of assets

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 Corporate Procurement and Asset Management Services.

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 *Source*.

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.

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. Presiding Officers, 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 *Source*.

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.

iPads

Members are provided with one iPad per parliament and may purchase one additional iPad as a charge against their MOB. All expenses for data plans, extended warranties and roaming coverage related to these iPads will be charged to the MOB. For more information, see section [5. Smartphones and iPads](#) 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 *Source*, 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 and short-term employees on the House's standard software.

Printers and multifunctional devices

Members are provided with one multifunctional 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. Expenses for copy charges are charged to their MOB.

Members may not purchase any additional multifunctional devices, fax machines, photocopiers, scanners or printers, nor folding/inserting machines, 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 as a charge against the MOB. 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 Presiding Officers, House Officers and research offices since constituency offices are only established by Members in their role as Members.

4.1. Office Location

Members may establish one or more offices in their constituency. For more information on office location, newly elected Members may refer to section [2. Newly Elected Members](#) in the Elections chapter.

Members must select an office space that is already set up as an office and that includes the following:

- a reception area or foyer;
- a private office for the Member and offices for employees;

- a bathroom;
- accessibility features;
- service by major telecommunications companies and available business-grade, high-speed Internet service;
- a telecommunications closet; and
- at least four voice drops, four data drops, and one fax drop (for a total of nine network drops), along with necessary cabling.

For security reasons, the House Administration recommends that Members consider an office space that includes a secondary exit door. Additionally, if the office space under consideration requires modifications to make it more accessible, the Member is strongly encouraged to negotiate leasehold improvements before signing a lease (**Note:** Leasehold improvements related to accessibility are typically the responsibility of the landlord, not the tenant).

If cabling is not available or installed in the desired office space, Members will need to contact a local cabling company or contractor to fulfill the cabling requirements.

The Chief Financial Officer will review, assess and approve, where warranted, the selection of alternative office locations that do not meet the usual office space requirements.

The selected constituency office must be a leased office space used exclusively to serve constituents and to carry out the Member's parliamentary functions. 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, which is a fully functional office that meets the office requirements outlined above.

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 constituency mail.

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.

Members should choose a reasonably priced office space. Members are encouraged to use the services of a professional appraiser to assess the market value of a given office space and its compliance with the office requirements outlined above. These costs may be charged to the Member's Office Budget.

Once an office is chosen, Members should communicate the office floorplan to *SourcePlus*.

4.2. Renovations

Before initiating any renovation, including any items that cannot be relocated to another office, such as custom blinds and built-in bookshelves, Members must determine with landlords whether the considered renovation is a leasehold improvement normally paid by the landlord. Members must contact Financial Management Operations for guidance on the eligibility of the renovation expense.

Renovation expenses will be charged to the Member's Office Budget of the fiscal year in which they were incurred. Members may not initiate multi-year payment plans with contractors for renovations.

Renovations must be completed no later than three years following a general election. No renovations should be initiated within 12 months prior to the expiry of the Member's lease, unless the renovations are required:

- by the lease;
- to comply with applicable accessibility standards;
- to comply with applicable occupational health and safety standards; or
- for security reasons.

4.3. 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.

4.4. Office Leases

In addition to their Member's Office Budget (MOB), Members are provided with a Constituency Office Budget that can be used to cover certain leasing costs for their constituency offices, subject to the conditions set by the Board of Internal Economy. For more information, see section [3. Members' Budgets](#) in the Budgets chapter.

Lease clauses

Members must include a number of mandatory clauses in their lease agreements pertaining to:

- lease termination and assignment;
- method of notice and receipt of notice; and
- accessibility requirements.

For a copy of the mandatory clauses for constituency office leases, which must be included in all constituency office leases and signed by both parties, see *Source*.

Members' leases must also include the following section identifying the tenant (or lessee) as a Member of Parliament:

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

Any Member who is prevented from adding any of the mandatory clauses to a lease should contact the Office of the Law Clerk and Parliamentary Counsel, who will work with the Member and the Member's local lawyer to include similar clauses with Financial Management Operations to determine what notice period or payment in lieu thereof is acceptable under the lease contract.

Depending on the province or territory in which the constituency office is located and on the terms of the lease, Members may be required to pay municipal taxes. Members may consult with the provincial, territorial or local authority in which their constituency offices are located to determine whether their offices are exempt. Any applicable municipal taxes may be charged to either their Constituency Office Budget or their MOB. Members pay the goods and services tax (GST), the harmonized sales tax (HST) and the Québec sales tax (QST) on constituency office leases. However, these taxes do not impact the

MOB; they are charged to a suspense account and are to be recovered from the Government of Canada by the House of Commons.

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].

Members can contact Financial Management Operations for the 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.

Finally, Members usually negotiate with their landlords to forego the one-month rent deposit fee, since the risk of non-payment is low. A clause outlining this exemption should be included in the office lease. If the rent deposit fee is not waived, Members may charge it to either their Constituency Office Budget or their MOB.

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. To avoid significant termination costs, Members should not sign office leases that extend beyond 120 days after the date of the next general election.

Members are encouraged to include the recommended lease clauses for constituency office leases, available on *Source*.

Lease payment

Members must send a copy of their signed 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 either their Constituency Office Budget or their MOB.

Once signed, the lease may not be amended to increase the rent for the same office within the same lease period, nor may it be replaced by a new lease that would have the same effect.

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.

Liability and property insurance

Members must ensure that they have sufficient liability coverage for their constituency office and for public meetings. Members may charge the cost of public liability insurance to their Constituency Office Budget or their MOB if it is not included in the lease or rental agreement. Members may also charge property insurance costs to their Constituency Office Budget or their MOB. When a Member's lease is assigned to the Speaker or a House Officer (who is selected by the Clerk) after the death or resignation of the Member, the House Administration will assist the Speaker or the House Officer in obtaining the necessary liability coverage for the assigned constituency office. These insurance costs will continue to be charged to the Constituency Office Budget or the MOB of the Member vacating that office.

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.

4.5. Computers, Printers and Multifunctional Devices

Computers

Members are provided with up to five managed computing devices, several standard software packages, and support services per constituency as a charge against the House Administration central budget.

Members may purchase up to five additional computing devices provided they are acquired through the House standing offer as a charge against their MOB, subject to certain conditions. Additional managed or unmanaged computing devices purchased through the MOB will remain in the care and custody of the Member's constituency office (including responsibility and costs for life cycling). For more information, see section [7.1 Furniture and Equipment](#) in the Expenses chapter.

Members may request, with justification, the approval of the Chief Information Officer to purchase Apple or other non-standard computers and laptops, for their constituency office only, as a charge against their MOB. These purchases are subject to the following conditions:

- The equipment must be acquired to meet the Member's unique business needs that could not be met using existing House of Commons IT standards;
- the equipment, the operating system and any non-standard software are not supported by the House of Commons and all maintenance issues are the sole responsibility of the Member; and
- the equipment is not configured to be connected to the House of Commons network.

Printing equipment

Members are provided with one multifunctional device for each official constituency office to copy, scan, fax and print, as a charge against the House Administration central budget along with the responsibility for life cycling these devices. Expenses for at-fault service support other than reasonable wear and tear, copy charges, and the required fax line will be charged to the MOB.

Members may purchase additional multifunctional devices, fax machines, photocopiers, scanners and printers, as well as low volume folding/inserting machines, as a charge against their MOB, subject to certain conditions. Devices purchased through the MOB will remain in the care and custody of the constituency office (including responsibility and costs for life cycling, maintenance and support). Multifunctional devices, fax machines, photocopiers, scanners and printers must be purchased through the House standing offer. Folding/inserting machines must be approved by Digital Services and Real Property prior to the purchase. For more information, see section [7.1 Furniture and Equipment](#) in the Expenses chapter.

4.6. 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 House Administration approval before entering into a contract with an Internet service provider. For more information, contact the IT Service Desk.

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. 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.

Multi-factor authentication tokens

Members are provided with one multi-factor authentication token (either hardware or application-based) to access the House of Commons network while travelling or away from the office. Members may purchase additional tokens as a charge against their 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 Presiding Officers, 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 copy of the signed office furniture and equipment report to Corporate Procurement and Asset Management Services and a copy of the signed 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 Corporate Procurement and Asset Management Services 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 Corporate Procurement and Asset Management Services. 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 no longer required, Members must contact Corporate Procurement and Asset Management Services 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 Corporate Procurement and Asset Management Services.

Stolen assets

Members must submit an official police report for any stolen asset to Corporate Procurement and Asset Management Services 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 Corporate Procurement and Asset Management Services. For more information on insurance implications, refer to the [Speaker's communiqué](#).

10. Contracts

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1. Introduction

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

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 delegated employees. There are three types of contracts:

- [Contracts for Professional Services](#)
- [Contracts for Goods and Other Services](#)
- [Constituency Office Leases](#)

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, enquiries and studies);
- **Training** (e.g. consultants who organize or deliver training, excluding educational institutions); and

- **Writing** (e.g. drafters of reports, speeches and constituency mail).

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 *Source*.

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 contact 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;
- when a contract is entered into by the Deputy Chair of the Committees of the Whole, the Assistant Deputy Chair of the Committees of the Whole, and National Caucus Chairs, on the day 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; and
- a general assignment clause to allow a House Officer to assign a contract to another House Officer within their recognized party.

The original signed 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 before the date of receipt of the original signed contract by Financial Management Operations.

Presiding Officers, 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 3.9 House Officers Office Budgets in the Presiding Officers, 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. newspapers and signage);
- Couriers and shipping (e.g. local couriers, shipping and mailing);
- Leased equipment (e.g. photocopiers and multifunctional 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 (MOB). Members may not charge to any budget legal fees related to other topics.
- 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, telecommunication 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 SIN;
- 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; and
- for Members, an automatic termination clause in the event that the Member ceases to be a Member:

Notwithstanding any other clause, this Contract shall terminate without notice on the day the Member ceases to be a Member.

- for the Deputy Chair of the Committees of the Whole, the Assistant Deputy Chair of the Committees of the Whole, and the National Caucus Chairs, an automatic termination clause effective on the day Parliament is dissolved:

Notwithstanding any other clause, this Contract shall terminate without notice on the day Parliament is dissolved.

- for House Officers other than the Deputy Chair of the Committees of the Whole, the Assistant Deputy Chair of the Committees of the Whole, and National Caucus Chairs, an automatic assignment clause in the event that the House Officer ceases to be a House Officer:

Notwithstanding any other clause, if the Member ceases to act in their capacity as House Officer, this Contract will automatically be assigned to their successor. The assignee will have 15 days from the date of assignment to terminate this Contract upon providing 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:

Notwithstanding any other clause, if the Member ceases to act in their capacity as Member responsible for the national caucus research office, this Contract will automatically be assigned to their successor. The assignee will have 15 days from the date of assignment to terminate this Contract upon providing written notice.

- for House Officers, a clause allowing the assignment of the contract to another House Officer within their recognized party at any given time:

Notwithstanding any other clause, the Member may assign this Contract to another House Officer at any given time.

- for House Officers and Members responsible for national caucus research offices, an automatic termination clause in the event that the Member's party loses its official party status:

Notwithstanding any other clause, this Contract shall terminate without notice if the *[insert the name of the Member's political party]* loses its 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.

Presiding Officers, 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](#) section in the Presiding Officers, 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, Presiding Officer, House Officer or Member responsible for research offices.

2.3 Constituency Office Leases

Members must sign, in their capacity as Members of Parliament, the leases for their constituency offices. For more information about office leases, see the section [4.4 Office Leases](#) in the Offices chapter.

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 SIN 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.

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, Presiding Officer or House Officer, including the contracting Member, Presiding Officer 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 Presiding Officers, 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 the Members' travel allocations and will not be reimbursed for any travel expenses.

Travel by instructors delivering professional development and training

Instructors retained under a professional services contract to deliver professional development and training may, at the Member's discretion, include their travel expenses (i.e. for transportation, accommodations and meals) in the contract. All other contracting policies apply. When the instructor is delivering professional development and training to a Member's employees, the Member may charge the service contract expenses to the MOB or the Professional Development Budget. Training instructors are not entitled to the Member's travel allocations.

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 employment relationship, Members should ensure that:

- the service provided is unique or different from the usual activities of their employees;
- the contractors provide their own work tools and work space and do not regularly work in the Member's, Presiding Officer'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 to the Member's Office Budget, the Presiding Officer's Office Budget, the House Officer's Office Budget or the budget of the national caucus research office, as applicable. The employer's portion of the employee's benefit plan will be charged against the House Administration central budget. 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, Presiding Officers, House Officers and research offices are required to undergo security screening for access to sites. For additional information on security screening, see *Source*.

5. Invoicing and Payment Procedures

Expenses resulting from contracts are charged to the Member's Office Budget (MOB), the Presiding Officer's Office Budget, the House Officer's Office Budget, the budget of the national caucus research office or the Professional Development Budget, 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 the 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 before 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. However, these taxes do not impact the MOB; they are charged to a suspense account and are to be recovered from the Government of Canada by the House of Commons. 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.

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1. Introduction

This chapter outlines the additional funds, goods, services and premises provided to House Officers and recognized parties, as well as the use of such resources. In this chapter, a distinction is made between Presiding Officers and House Officers, specifically between the Speaker, other Presiding Officers, House Officers, and Opposition Party Leaders, unless otherwise indicated, to identify the different funds, goods, services and premises made available to them in their specific roles.

Presiding Officers are elected to preside over the sittings of the House and to enforce the rules in order to preserve order and decorum and conduct the business of the House. Presiding Officers include the Speaker, the Deputy Speaker and Chair of Committees of the Whole, the Assistant Deputy Speaker and Deputy Chair of Committees of the Whole and the Assistant Deputy Speaker and Assistant Deputy Chair of Committees of the Whole.

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.

Presiding Officers and House Officers receive additional salaries. 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.

The same responsibilities and governing principles regarding the use of funds, goods, services and premises that apply to Members also apply to Presiding Officers, House Officers and national caucus research offices. This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

The resources provided to the Speaker, other Presiding Officers, House Officers, national caucus research offices, and their employees are affected by the dissolution of Parliament and a general election. For more information, see sections [5. Dissolution of Parliament](#), [6. Elections](#) and [7. Budget Formula Following a General Election](#) in this chapter.

2. The Speaker and Other Presiding Officers

This section describes the policies that are specific to the Speaker and other Presiding Officers. Unless otherwise indicated in this section, all policies listed under the [House Officers](#) section in this chapter apply to the Speaker and other Presiding Officers.

2.1 Salary and Benefits

Sessional allowance and additional salaries

In accordance with the [Parliament of Canada Act](#), the Speaker and other Presiding Officers receive additional salaries, which are paid from the date of their election. See the [Appendix: Sessional Allowance and Additional Salaries](#) for current amounts.

Annual adjustment

The 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.

Dissolution

The salaries provided to the Speaker and Deputy Speaker continue during dissolution. However, the salaries of the other Presiding Officers are affected by the dissolution of Parliament and a general election. For more information, see sections [5. Dissolution of Parliament](#) and [6. Elections](#) in this chapter.

Pensions

Under the [Members of Parliament Retiring Allowances Act](#), Presiding Officers must contribute a percentage of their additional salaries toward their pension. For more information on Members' retirement benefits, see *Source* or contact Pay and Benefits.

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 those listed in section [2. Members' Salary](#) of the Members' Salary and Benefits chapter. However, no deductions are made from Presiding Officers' additional salaries.

For more information on benefits provided to Members, such as a retirement and insurance plan, see the [Members' Salary and Benefits](#) chapter.

2.2 Additional Benefits: The Speaker

Motor vehicle allowances

The House Administration provides an automobile to the Speaker. Since the automobile may only be used in the fulfillment of the responsibilities of the Speaker's office and not for the personal use of the Speaker 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 automobile, including the cost of hiring a driver, are charged to the Speaker's budget. 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. This allowance is not taxable.

Accommodations

The Speaker is provided with an apartment in West Block, in the parliamentary precinct. Under the [Official Residences Act](#), the Speaker is also provided with an official residence at Kingsmere. On behalf of Public Services and Procurement Canada, the National Capital Commission is responsible for the maintenance and upkeep of the lands and buildings. The Office of the Sergeant-at-Arms and Corporate Security is responsible for the physical security of the property.

2.3 Budgets

Office budgets

To support their respective office operations, the Speaker and other Presiding Officers are each provided with an office budget to pay employee salaries; costs for hospitality, professional development and training, including group training, translation services, and contracts; as well as certain offices expenses. These budgets are fixed amounts set by the Board.

The Speaker may also use the office budget for travel and additional office operating expenses that are not paid by the House Administration. These expenses include those for freight and postage, equipment rentals, office materials and supplies, as well as gas, maintenance and repairs for the

Speaker's automobile. Additionally, the Speaker may charge cable, phone and Internet expenses incurred for their official residence to the Speaker's Office Budget.

2024-2025 Office Budgets for Presiding Officers

Role	Budget (\$)
Speaker of the House of Commons	1,425,270
Deputy Speaker and Chair of Committees of the Whole	110,140
Assistant Deputy Speaker and Deputy Chair of Committees of the Whole	50,050
Assistant Deputy Speaker and Assistant Deputy Chair of Committees of the Whole	47,300

Following a general election

Presiding Officers' Office Budgets are prorated from the date of the election of each Presiding Officer until the end of the fiscal year. However, the incumbent Speaker, and Deputy Speaker, re-elected in their respective roles will be allocated the unspent portion of their annual budget.

In a non-election year

Presiding Officers' Office Budgets are allocated at the beginning of each fiscal year on April 1 and can only be adjusted by a decision of the Board of Internal Economy.

A new Presiding Officer who is elected during a fiscal year will assume the balance of the budget of the former Presiding Officer for the remainder of that fiscal year. For more information, see section [6. Elections](#) in this chapter or contact Financial Management Operations.

In a year of an anticipated general election

Presiding Officers' Office Budgets are prorated based on the number of days between April 1 and midnight the day before the general election.

Budget transfer

Presiding Officers may not transfer funds between their budgets and the budgets of other Presiding Officers, House Officers, national caucus research offices or Members.

Carry-forward

In any fiscal year, including one in which a general election was held, Presiding Officers may carry forward into the next fiscal year the unspent portion of their current fiscal year's approved office budget, excluding any carry-forward from a prior year, to a maximum of 5% of their current year's approved annual budget.

The carry-forward policy does not apply to the hospitality expenditure limits established within the budget. 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.

Travel

The Speaker is the only Presiding Officer who may use their office budget for travel. For more information, see section [2.8 Travel: The Speaker](#) in this chapter.

Professional Development Budget

Presiding Officers are provided with a Professional Development Budget to cover the costs of their regular and short-term employees' professional development and training in support of parliamentary functions. This could include external workshops, conferences and courses, or training in languages other than English or French, held in Canada and offered by a certified Canadian provider. The annual limit is set at \$1,000 per regular employee, per fiscal year, and is calculated based on the number of each Presiding Officer's regular employees on April 1.

Presiding Officers and their employees are encouraged to first explore the training options provided by the House of Commons, before looking to external providers. For more information on training provided by the House of Commons, see section [5. Professional Development and Training](#) in the Services chapter.

Restrictions

Presiding 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. As such, the funds, goods, services and premises provided to Presiding Officers in support of their responsibilities must be kept separate from any other resources provided to them as Members. These resources may only be used as directed by the Board of Internal Economy.

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 Presiding Officers, excluding their sessional allowance, additional salaries and pensions. This does not prevent the Board from exercising any other civil remedies that it deems appropriate.

2.4 Public Disclosure

The Speaker's and other Presiding Officers' expenses are subject to public disclosure and are made available every quarter in the *Summary of Expenditures* for Presiding Officers and House Officers, which can be found on the Parliament of Canada website under the Board of Internal Economy's Reports and Disclosure section. The *Summary of Expenditures* outlines aggregate expenditures for the following categories:

- salaries;
- travel;
- hospitality; and
- contracts.

Additionally, Presiding Officers' detailed travel, hospitality and contract expenditures are disclosed on the same website every quarter in the *Detailed Travel Expenditures Report*, *Detailed Hospitality Expenditures Report* and *Detailed Contract Expenditures Report* for Presiding Officers and House Officers, respectively.

The Speaker may exempt from public disclosure certain information that may constitute a breach of parliamentary privilege or compromise the security of persons, infrastructure or goods in the parliamentary precinct. Requests for exceptions may be sent to the Office of the Law Clerk and Parliamentary Counsel by email.

Financial reporting

The Speaker and other Presiding Officers must routinely review their financial reports and report any errors to ensure the accuracy and validity of the data. The publishing deadlines for the quarterly reports are as follows:

Quarterly Reports	Publishing Deadline
Q1 (April – June)	September 28
Q2 (July – September)	December 29
Q3 (October – December)	March 31 (March 30 in a leap year)

Q4 (January – March)

June 29

2.5 Expenses

Smartphones

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 iPads](#) in the Expenses chapter.

iPads

Presiding Officers may charge the cost of iPads 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 iPads](#) in the Expenses chapter.

Professional development and training

Employee training

Eligible expenses under the Professional Development Budget for regular and short-term employees include registration and cancellation fees, fees for training instructors under a professional services contract, as well as other reasonable expenses such as hospitality and room rental costs. Eligible professional development expenses may also be charged to the Presiding Officer's office budget. Travel-related expenses (i.e. for transportation, accommodations and per diem) for eligible employees may be charged to the Presiding Officer's Professional Development Budget or office budget or under the Travel Points System (transportation expenses), subject to conditions set by the Board of Internal Economy.

Group training

When training is offered to a group of regular or short-term employees working for more than one Member, Presiding Officer, House Officer, or Member responsible for a national caucus research office, the group training costs (excluding travel costs) may be charged to a Presiding Officer's Professional Development Budget or office budget. When eligible employees travel to attend training, their travel-related expenses (i.e. for transportation, accommodations and per diem) must be charged to their employer's Professional Development Budget or office budget or under the Travel Points System (transportation expenses).

2.6 Hospitality Limit: The Speaker

The Speaker may use up to 16% of the Speaker's Office Budget for hospitality expenses for the Speaker's parliamentary and protocol functions.

2024-2025 Hospitality Limit for the Speaker

Role	Limit (\$)
The Speaker	228,043

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 Speaker's hospitality limit:

- 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 residence at Kingsmere, 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, which is 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 per function.

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 Administration events

When the Speaker participates in events organized by the House Administration, such as the Long Service Awards and the Workplace Charitable Campaign functions, the associated costs are charged to the budget of the House Administration manager responsible for the event.

2.7 Hospitality Budgets: Other Presiding Officers

The Deputy Speaker and Chair of Committees of the Whole; the Assistant Deputy Speaker and Deputy Chair of Committees of the Whole; and the Assistant Deputy Speaker and Assistant Deputy Chair of Committees of the Whole are each provided with a hospitality budget.

2024-2025 Hospitality Budgets for Other Presiding Officers

Role	Budget (\$)
Deputy Speaker and Chair of Committees of the Whole	4,840
Assistant Deputy Speaker and Deputy Chair of Committees of the Whole	2,930
Assistant Deputy Speaker and Assistant Deputy Chair of Committees of the Whole	2,930

In a year of an anticipated general election

The hospitality budgets of these Presiding Officers are prorated based on the number of days between April 1 and midnight the day before the general election.

Professional development and training

Hospitality expenses incurred for group training may also be charged to the Professional Development Budget.

2.8 Travel: The Speaker

When the Speaker is travelling to carry out business as Speaker, all travel expenses incurred by the Speaker may be 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.

Special points

The limit of 25 travel points for special trips within Canada does not apply to the Speaker. However, the 4-travel point limit and all other conditions set by the Board for travel to Washington D.C. and New York City continue to apply. For more information, see section [6. Travel Points System](#) in the Travel chapter.

Employee travel

The Speaker may allocate up to 25 of their travel points for special trips to eligible employees travelling on special trips in the fulfillment of parliamentary functions. The Speaker may not authorize on-call employees, contractors, volunteers, or employees of government departments and agencies to use their travel entitlements, unless otherwise indicated. For more information, see section [6. Travel Points System](#) in the Travel chapter.

The Speaker's eligible employees may only travel in economy class or its equivalent. Their travel expenses incurred while travelling on business for the Speaker's Office are normally charged to the Speaker's Office Budget, and their travel expenses incurred to attend professional development and training are charged the Speaker's Professional Development Budget. However, if eligible employees travel under the Travel Points System (transportation expenses), the Speaker has the option of charging their accommodation, meal and incidental expenses to the Speaker's Office Budget. For more information, see 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.

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.

For more information on the Speaker's motor vehicle allowances, see section [2.2 Additional Benefits: The Speaker](#) in this chapter.

2.9 Delegation of Authority

Presiding Officers may delegate certain office management responsibilities associated with their office budgets to their regular employees. Presiding Officers are ultimately accountable for the actions of their employees. The following responsibilities may be delegated to regular employees:

- entering into or terminating employment relationships;
- setting or amending pay rates and working hours for employees, except their own;
- entering into, amending or terminating contracts;

- initiating expenditures against office budgets, including travel expenses incurred by the Speaker;
- approving all invoices for payment;
- approving travel expenses, except their own;
- approving requisitions for office supplies and stationery;
- requesting budget information;
- requesting information on employee salaries;
- approving employee sick leave and leaves of absences, through *Source*, except their own; and
- requesting locksmith services.

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.

Financial Management Operations must be notified in writing of the delegation, its scope and duration, as well as any subsequent amendments to and termination of the delegation, by completing and returning the [Delegation of Authorities — Presiding and House Officers](#) form. Whenever a new Presiding Officer is elected, new forms must be completed and submitted. Forms may need to be updated from time to time to ensure the accuracy of delegations.

2.10 Offices and Services

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 of Commons. 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, respectively.

Parking

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

Assignment of constituency office to the Speaker

Constituency offices are only established by Members in their role as Members. In the event of the death or resignation of an independent Member while in office, the Member's lease will automatically be assigned to the Speaker either upon the death of the Member or on the day after the effective date of resignation, as the case may be. When the Speaker becomes the assignee of a constituency office lease upon the death or resignation of an independent Member, the House Administration will assist the Speaker in obtaining the necessary liability coverage for the assigned constituency office. These insurance costs will continue to be charged to the Member's Office Budget of the former Member. For more information, see the [Resignation or Death of a Member](#) chapter.

2.11 Printing and Mailing Services

Printing-related services, including document preparation, content validation, digital copying, offset printing, bindery, and consulting and planning services are only available to Members in their role as Members. Limited printing services, such as personalized stationery and envelope processing, are available to Presiding Officers.

2.12 Employees

Presiding Officers are the employers of their employees, and may recruit, hire, promote or release employees and determine their duties, hours of work, classification of positions and salaries.

Presiding Officers' employees are generally hired 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' Office Budgets.

For more information on the governing principles regarding employees, the recruitment of employees, pay and leave administration, benefits, the Employee and Family Assistance Program, and the departure of employees, including closing notices and separation entitlements, see the [Employees](#) chapter and the [Members' Salary and Benefits](#) chapter, respectively.

For more information on the impacts of the dissolution of Parliament, see section [5.6 Employees](#) in this chapter.

2.13 Conflict Resolution and Workplace Harassment and Violence Prevention

As employers, Presiding Officers are committed to creating a healthy and respectful work environment that is free from harassment and violence. The [Members of the House of Commons Workplace Harassment and Violence Prevention Policy](#) addresses harassment and violence prevention in the workplace, sets out the processes for filing complaints and resolving reported occurrences, and outlines the requirements for training and reporting. This policy applies to Presiding Officers, their employees, to paid and unpaid interns and volunteers.

The [Respectful Workplace team](#) is available to Presiding Officers and their employees, as well as to paid and unpaid interns and volunteers, if they experience conflict or harassment and violence in the workplace. The team's services are confidential and focus on communication, collaboration and respect to resolve conflict.

For more information, see the [Employees](#) Chapter or contact Members' HR Services.

3. House Officers

This section describes the policies that are specific to House Officers (i.e. Opposition Party Leaders, House Leaders, Chief Whips and Caucus Chairs).

The House Officers' responsibilities are significantly impacted by the dissolution of Parliament. For more information, see section [5. Dissolution of Parliament](#) for House Officers in this chapter.

3.1 Salary and Benefits

Sessional allowances and additional salaries

In accordance with the [Parliament of Canada Act](#), some House Officers receive additional salaries, which are paid from the date of their appointment or election, depending on the requirements of the position. See the Appendix: Sessional Allowance and Additional Salaries for current amounts.

Annual adjustment

The 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.

Dissolution

The salaries and benefits provided to House Officers are affected by the dissolution of Parliament and a general election. For more information, see sections [5. Dissolution of Parliament](#) and [6. Elections](#) in this chapter.

Pensions

Under the [Members of Parliament Retiring Allowances Act](#), House Officers must contribute a percentage of their additional salaries toward their pension. For more information on Members' retirement benefits, see *Source* or contact Pay and Benefits.

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 those listed in section [2. Members' Salary](#) of the Members' Salary and Benefits chapter. However, no deductions are made from House Officers' additional salaries.

For more information on benefits provided to Members, such as a retirement and insurance plan, see the [Members' Salary and Benefits](#) chapter.

3.2 Additional Benefits: Opposition Party Leaders

Motor vehicle allowances

The House Administration provides an automobile to each recognized Opposition Party Leader. Since the automobile may only be used in the fulfillment of their responsibilities and not for their personal use or the use of 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 Opposition Party Leaders' 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.

3.3 Additional Benefits: The Leader of the Official Opposition

Motor vehicle allowances

In addition to the automobile provided by the House Administration, the Leader of the Official Opposition receives, in accordance with the *Parliament of Canada Act*, an annual motor vehicle allowance of \$2,000. This allowance is not taxable.

Accommodations

Under the *Official Residences Act*, the Leader of the Official Opposition is provided with the official Stornoway residence and a separate budget to pay for the salaries and the other costs related to employees managing the residence. For the 2024-2025 fiscal year, this budget is \$211,700. On behalf of Public Services and Procurement Canada, the National Capital Commission is responsible for the maintenance and upkeep of the lands and buildings. The Office of the Sergeant-at-Arms and Corporate Security is responsible for the physical security of the property.

3.4 Budgets

Office budgets

Opposition Party Leaders, House Leaders, Chief Whips and National Caucus Chairs of recognized parties are provided with an annual office budget. In addition, Chief Whips receive, on behalf of their respective national caucus, budget allocations for information technology, translation services and national caucus meetings. These budget allocations are incorporated into the Chief Whip's annual House Officer's Office Budget.

Members who are former Prime Ministers are also granted an annual office budget. In practice this amount is set by the Board on a case-by-case basis when a Member becomes a former Prime Minister.

House Officers use their office budgets to pay employee salaries, certain office expenses, as well as costs for professional development and training (including group training), translation services, and contracts to support their office operations.

The Leader of the Official Opposition may charge cable, phone and Internet expenses incurred for their official residence to the budget for the Stornoway residence.

In some instances, budgets may be used to pay expenses related to hospitality, smartphones, iPads and employee travel, subject to the conditions outlined below in this section.

2024-2025 House Officers' Office Budgets

House Officer	Government (\$)	Official Opposition (\$)	Bloc Québécois (\$)	New Democratic Party (\$)
Party Leaders	—	5,544,210	1,612,370	1,099,340
House Leaders	123,060	689,530	304,200	252,930
Chief Whips	1,627,460	1,393,730	683,830	582,110
Caucus Chairs	152,530	132,330	88,390	84,850

Following a general election

House Officers' Office Budgets, other than those provided to the Government House Leader and Members who are former Prime Ministers, are established based on a formula approved by the Board, using party representation in the House of Commons, and prorated from the day of the general election until the end of the fiscal year, whether the House Officer is newly appointed or re-appointed.

Office budgets for the Government House Leader and Members who are former Prime Ministers are set amounts fixed by the Board and prorated from the day of the general election until the end of the fiscal year.

In a non-election year

House Officers' Office Budgets are allocated at the beginning of each fiscal year on April 1 and can only be adjusted within a parliament by a decision of the Board of Internal Economy.

These budgets are not adjusted in the event of a change in party representation in the House of Commons during a parliament. A new House Officer who is appointed during a fiscal year will assume the balance of the budget of the former House Officer for the remainder of that fiscal year. For more information, see section [6. Elections](#) in this chapter or contact Financial Management Operations.

In a year of an anticipated general election

House Officers' Office Budgets are prorated based on the number of days between April 1 and midnight the day before the general election.

Budget transfer

House Officers within a recognized party may transfer funds between their respective House Officers' Office Budgets and must notify the Chief Financial Officer, in writing, of the amounts to

be transferred. However, no funds may be transferred between the budgets of House Officers, national caucus research offices or Members.

Carry-forward

House Officers may carry forward into the next fiscal year the unspent portion of their current fiscal year's approved office budget, excluding any carry-forward from a prior year, to a maximum of 5% of their current year's approved budget. Should the unspent portion of the combined caucus budget, to a maximum of 5% of the current year's combined caucus budget, exceed the sum of the individual carry-forward entitlement of each House Officer within the caucus, the difference will be added to the individual carry-forward for each House Officer based on their current year's budget as a proportion of the total caucus budget. These carry-forward calculations do not apply to national caucus research offices.

The carry-forward policy does not apply to the hospitality expenditure limit established within the budget. 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.

Professional Development Budget

House Officers are provided with a Professional Development Budget to cover the costs of their regular and short-term employees' professional development and training in support of parliamentary functions. This could include external workshops, conferences and courses, or training in languages other than English or French, held in Canada and offered by a certified Canadian provider. The annual limit is set at \$1,000 per regular employee, per fiscal year, and is calculated based on the number of each House Officer's regular employees on April 1.

House Officers and their employees are encouraged to first explore the training options provided by the House of Commons, before looking to external providers. For more information on training provided by the House of Commons, see section [5. Professional Development and Training](#) in the Services chapter.

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. As such, the funds, goods, services and premises provided to House Officers in support of their responsibilities must be kept separate from any other resources provided to them as Members. These resources may only be used as directed by the Board of Internal Economy.

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 House Officers and research offices, excluding their sessional allowance, additional salaries and pensions. This does not prevent the Board from exercising any other civil remedies that it deems appropriate.

3.5 Public Disclosure

House Officers' expenses are subject to public disclosure and are made available every quarter in the *Summary of Expenditures* for Presiding Officers and House Officers, which can be found on the Parliament of Canada website under the Board of Internal Economy's Reports and Disclosure section. The *Summary of Expenditures* outlines aggregate expenditures for the following categories:

- salaries;
- travel;
- hospitality; and
- contracts.

Additionally, House Officers' detailed travel, hospitality and contract expenditures are disclosed on the same website every quarter in the *Detailed Travel Expenditures Report*, *Detailed Hospitality Expenditures Report* and *Detailed Contract Expenditures Report* for Presiding Officers and House Officers, respectively.

The Speaker may exempt from public disclosure certain information that may constitute a breach of parliamentary privilege or compromise the security of persons, infrastructure or goods in the parliamentary precinct. Requests for exceptions may be sent to the Office of the Law Clerk and Parliamentary Counsel by email.

Financial reporting

House Officers must routinely review their financial reports and report any errors to ensure the accuracy and validity of the data. The publishing deadlines for the quarterly reports are as follows:

Quarterly Reports	Publishing Deadline
Q1 (April – June)	September 28

Q2 (July – September)	December 29
Q3 (October – December)	March 31 (March 30 in a leap year)
Q4 (January – March)	June 29

3.6 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

House Officers 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 hospitality limit:

2024-2025 Hospitality Limit

House Officer	Government (\$)	Official Opposition (\$)	Bloc Québécois (\$)	New Democratic Party (\$)
Party Leaders	—	166,326	48,371	32,980
House Leaders	3,692	20,686	9,126	7,588
Chief Whips	48,824	41,812	20,515	17,463
Caucus Chair	4,576	3,970	2,652	2,546

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 applicable conditions, see section [5. Smartphones and iPads](#) in the Expenses chapter.

iPads

House Officers may charge the cost of iPads 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 iPads](#) 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.

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 *Source*. 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. In either case, original receipts must be provided for reimbursement. For more information, see the [Offices](#) chapter and the [Services](#) chapter, respectively.

National caucus meetings

These meetings may be held within or outside the National Capital Region (NCR). Once the Party Leader has designated a House Officer to organize national caucus meetings and approve related expenses, the Chief Financial Officer must be informed in writing of the designation by either the Party Leader or the Whip in order to proceed with the required budget transfer. The designated House Officer will then be able to incur hospitality expenses for national caucus meetings up to the total amount of the National Caucus Meetings Budget Allocation, which will be subject to public disclosure.

For the current National Caucus Meetings Budget Allocation, see section [7.2 National Caucus Budget Allocations](#) in this chapter.

House Officers may incur reasonable expenses for national caucus meetings. Allowable expenses for national caucus meetings include those for employee travel, accommodations and related administrative support costs.

Interpretation service costs 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 should be 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 that the traveller is attending. Travel expenses may only be claimed for one national caucus meeting per party convention. No expenses related to the party convention are permitted.

Additionally, security is available, as a charge against the House Administration central budget, for events hosted or attended by Members in the fulfillment of their parliamentary functions. For more information on off-precinct security, contact the Office of the Sergeant-at-Arms and Corporate Security.

Professional development and training

Employee training

Eligible costs under the Professional Development Budget include registration and cancellation fees, fees for training instructors under a professional services contract, as well as other reasonable expenses such as hospitality and room rental costs. Eligible professional development expenses may also be charged to the House Officer's office budget. Travel-related expenses (i.e. for transportation, accommodations and per diem) for eligible employees may be charged to the House Officer's Professional Development Budget or office budget or under the

Travel Points System (transportation expenses), subject to conditions set by the Board of Internal Economy.

Group training

When training is offered to a group of regular or short-term employees working for more than one Member, Presiding Officer, House Officer, or Member responsible for a national caucus research office, the group training costs (excluding travel costs) may be charged to a House Officer's Professional Development Budget or office budget. When eligible employees travel to attend training, their travel-related expenses (i.e. for transportation, accommodations and per diem) must be charged to their employer's Professional Development Budget or office budget or under the Travel Points System (transportation expenses).

For more information on eligible types of training, see section [8. Professional Development and Training](#) in the Expenses chapter.

3.7 Travel

House Officers may use their travel points in the fulfillment of their parliamentary functions. The following exceptions apply to House Officers' travel:

Special points

The limit of 25 travel points for special trips within Canada does not apply to Opposition Party Leaders, House Leaders and Chief Whips of recognized parties. However, the 4-travel point limit and all other conditions set by the Board for travel to Washington D.C. and New York City continue to apply. For more information, see section [6. Travel Points System](#) in the Travel chapter.

Employee travel

House Officers may allocate up to 25 of their travel points for special trips to their eligible employees travelling on special trips in the fulfillment of parliamentary functions. 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. For more information, see section [6. Travel Points System](#) in the Travel chapter.

When an eligible employee is travelling on a special trip, their expenses for transportation, accommodations, meals and incidentals may be charged to the House Officer's Office 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.

3.8 Travel: Opposition Party Leaders

In addition to the 64 travel points available to all Members, Opposition Party Leaders receive 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 four of their travel points for special trips to Washington D.C., and two of these four 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.

For more information on recognized Opposition Party Leaders' motor vehicle allowances, see section [3.1 Salary and Benefits](#) in this chapter.

3.9 Delegation of Authority

House Officers may delegate certain office management responsibilities associated with the House Officer's Office Budget to their regular employees. However, House Officers are ultimately accountable for the actions of their employees. The following responsibilities may be delegated to regular employees:

- entering into or terminating employment relationships;
- setting or amending pay rates and working hours for employees, except their own;
- entering into, amending or terminating contracts;
- initiating expenditures against the House Officer's Office Budget;
- approving all invoices for payment;
- approving travel expenses, except their own;
- approving requisitions for office supplies and stationery;

- requesting budget information;
- requesting information on employee salaries;
- approving employee sick leave and leaves of absences, through *Source*, except their own; and
- requesting 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 and duration, as well as any subsequent amendments to and termination of the delegation, 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 delegations.

3.10 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. House Officers also receive computer equipment and must comply with the [Acceptable Use of Information Technology Resources Policy](#), which is available on *Source*.

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 of Commons. All other House Administration services provided to Members are generally extended to House Officers. For more information, see the [Offices](#) and the [Services](#) chapters.

Parking

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

Assignment of a constituency office to a House Officer

Constituency offices are only established by Members in their role as Members. In the event of the death or resignation of a Member while in office, the Member's lease will automatically be assigned to the House Officer selected by the Clerk of the House of Commons either upon the death of the

Member or on the day after the effective date of resignation, as the case may be. When the House Officer selected by the Clerk of the House of Commons becomes the assignee of a constituency office lease upon the death or resignation of a Member, the House Administration will assist the House Officer in obtaining the necessary liability coverage for the assigned constituency office. These insurance costs will continue to be charged to the Member's Office Budget of the former Member. For more information, see the [Resignation or Death of a Member](#) chapter.

3.11 Printing and Mailing Services

Printing-related services, including document preparation, content validation, digital copying, offset printing, bindery, and consulting and planning services are only available to Members in their role as Members. Limited printing services, such as personalized stationery and envelope processing, are available to House Officers.

3.12 Employees

House Officers are the employers of their employees, and may recruit, hire, promote or dismiss employees and determine their duties, hours of work, classification of positions and salaries.

House Officers' employees are generally hired 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 House Officer's Office Budgets, respectively.

For more information on the governing principles regarding employees, the recruitment of employees, pay and leave administration, benefits, the Employee and Family Assistance Program, and regarding the departure of employees, including closing notices and separation entitlements, see the [Employees](#) chapter and the [Members' Salary and Benefits](#) chapter, respectively.

For more information on the impacts of dissolution of Parliament, see section [5.6 Employees](#) in this chapter.

3.13 Conflict Resolution and Workplace Harassment and Violence Prevention

As employers, House Officers are committed to creating a healthy and respectful work environment that is free from harassment and violence. The [Members of the House of Commons Workplace Harassment and Violence Prevention Policy](#) addresses harassment and violence prevention in the

workplace, sets out the processes for filing complaints and resolving reported occurrences, and outlines the requirements for training and reporting. This policy applies to House Officers, their employees, to paid and unpaid interns and volunteers.

The [Respectful Workplace team](#) is available to House Officers and their employees, as well as to paid and unpaid interns and volunteers, if they experience conflict or harassment and violence in the workplace. The team's services are confidential and focus on communication, collaboration and respect to resolve conflict.

For more information, see the [Employees](#) chapter or contact Members' HR Services.

4. National Caucus Research Offices

This section describes the policies that are specific to national caucus research offices. The responsibilities of research offices are significantly impacted by the dissolution of Parliament. For more information, see section [5. Dissolution of Parliament](#) in this chapter.

Following a general election, the Party Leader must designate a Member to be responsible for the research office.

4.1 Budgets

Office budgets

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. a regional caucus or a special interest group).

The Party Leader must designate the Member who will be responsible for the research office and inform the Chief Financial Officer in writing of the designation. This Member becomes the employer of the research office's employees.

Each national caucus research office is provided with an annual office budget to pay employee salaries, as well as costs for professional development and training (including group training), smartphones, iPads, translation services, and contracts. The following table summarizes Research Office Budgets.

2024-2025 National Caucus Research Office Budgets

Government (\$)	Official Opposition (\$)	Bloc Québécois (\$)	New Democratic Party (\$)
3,529,130	3,419,840	1,608,870	1,352,270

Following a general election

Research Office Budgets are established based on a formula approved by the Board, using party representation in the House of Commons and prorated from the day of the general election until the end of the fiscal year.

In a non-election year

Research Office Budgets are allocated at the beginning of each fiscal year on April 1, and can only be adjusted within a parliament by a decision of the Board of Internal Economy.

These budgets are not adjusted in the event of a change in party representation in the House of Commons during a parliament. A newly appointed Member assumes the balance of the budget of the previous Member for the remainder of the fiscal year. For more information, see section [6. Elections](#) in this chapter or contact Financial Management Operations

In a year of an anticipated general election

Research Office Budgets are prorated based on the number of days between April 1 and midnight the day before the general election.

Budget transfer

No funds may be transferred between the Research Office Budgets and the budgets of House Officers or Members.

Carry-forward

Recognized parties may carry forward into the next fiscal year the unspent portion of their current fiscal year's approved office budget, excluding any carry-forward from a prior year, up to a maximum of 5% of their current year's 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.

Professional Development Budget

Members responsible for their national caucus research office are provided with a Professional Development Budget to cover the costs of professional development and training for regular and short-term research office employees in support of parliamentary functions. This could include

external workshops, conferences and courses, or training in languages other than English or French, held in Canada and offered by a certified Canadian provider. The annual limit is set at \$1,000 per regular employee, per fiscal year, and is calculated based on the number of employees in the research office on April 1.

Members responsible for a research office and their employees are encouraged to first explore the training options provided by the House of Commons. For more information on training provided by the House of Commons, see section [5. Professional Development and Training](#) in the Services chapter.

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. As such, the funds, goods, services and premises provided to the research office must be kept separate from any other resources 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.

4.2 Public Disclosure

Expenses of national caucus research offices are subject to public disclosure and are made available every quarter in the *Summary of Expenditures* for Presiding Officers and House Officers. The *Summary of Expenditures*, which can be found on the Parliament of Canada website under the Board of Internal Economy's Reports and Disclosures section, outlines aggregate expenditures for the following categories:

- salaries;
- travel;
- hospitality; and
- contracts.

Additionally, detailed travel, hospitality and contract expenditures for Members responsible for national caucus research offices are disclosed on the same website every quarter in the *Detailed Travel Expenditures Report* and *Detailed Contract Expenditures Report* for Presiding Officers and House Officers, respectively.

The Speaker may exempt from public disclosure certain information that may constitute a breach of parliamentary privilege or compromise the security of persons, infrastructure or goods in the

parliamentary precinct. Requests for exceptions may be sent to the Office of the Law Clerk and Parliamentary Counsel by email.

Financial reporting

The Member responsible for the national caucus research office must routinely review their financial reports and report any errors to ensure the accuracy and validity of the data. The publishing deadlines for the quarterly reports are as follows:

Quarterly Reports	Publishing Deadline
Q1 (April – June)	September 28
Q2 (July – September)	December 29
Q3 (October – December)	March 31 (March 30 in a leap year)
Q4 (January – March)	June 29

4.3 Expenses

Contracts

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 applicable conditions, see section [5. Smartphones and iPads](#) in the Expenses chapter.

iPads

The Member responsible for the research office may charge the cost of iPads 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 iPads](#) in the Expenses chapter.

Professional development and training

Employee training

Eligible costs under the Professional Development Budget include registration and cancellation fees, fees for training instructors under a professional services contract, as well as other reasonable expenses such as hospitality and room rental costs. Eligible professional development expenses may also be charged to the Research Office Budget. Travel-related expenses (i.e. for transportation, accommodations and per diem) for the eligible employees of a Member responsible for a national caucus research office may be charged to the Professional Development Budget or Research Office Budget or under the Travel Points System (transportation expenses), subject to conditions set by the Board of Internal Economy.

For more information on existing travel conditions set by the Board, see the Travel chapter.

Group training

When training is offered to a group of regular or short-term employees working for more than one Member, Presiding Officer, House Officer, or Member responsible for a national caucus research office, the group training costs (excluding travel costs) may be charged to the Professional Development Budget of the Member responsible for the national caucus research office or to the Research Office Budget. When eligible employees travel to attend training, their travel-related expenses (i.e. for transportation, accommodations and per diem) must be charged to their employer's Professional Development Budget or office budget or under the Travel Points System (transportation expenses).

Hospitality for professional development and training

Only hospitality expenses incurred for employee professional development and group training may be charged to the Professional Development Budget of the Member responsible for the national caucus research office or to the Research Office Budget.

For more information on eligible types of training, see section [8. Professional Development and Training](#) in the Expenses chapter.

4.4 Delegation of Authority

The Member responsible for the national caucus research office may delegate office management responsibilities to a regular employee in the same manner as House Officers. 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 section [3.9 Delegation of Authority](#) in this chapter.

Financial Management Operations must be notified in writing of the delegation, its scope and duration, as well as any subsequent amendments to and termination of the delegation, 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 delegations.

4.5 Offices and Services

The research office is also provided with a parliamentary office, equipped with the necessary office furniture and equipment. The research office also receives computer 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 of Commons. The research office must comply with the [Acceptable Use of Information Technology Resources Policy](#), which is available on *Source*.

Parking

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

All other House services provided to Members and House Officers are generally extended to the research office. For more information, see the [Offices](#) and the [Services](#) chapters.

4.6 Printing and Mailing Services

Printing-related services, including document preparation, content validation, digital copying, offset printing, bindery, and consulting and planning services are not available to national caucus research offices.

4.7 Employees

Members responsible for their national caucus research office may recruit, hire, promote or release employees and determine their duties, hours of work, classification of positions and salaries. Members responsible for their research office are the employers of their research office employees.

Research office employees are generally hired 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 Research Office Budget.

For more information on the governing principles regarding employees, the recruitment of employees, pay and leave administration, benefits, the Employee and Family Assistance Program, and the departure of employees, including closing notices and separation entitlements, see the [Employees](#) chapter and the [Members' Salary and Benefits](#) chapter, respectively.

For more information on the impacts of dissolution of Parliament, see section [5.6 Employees](#) in the dissolution section in this chapter.

4.8 Conflict Resolution and Workplace Harassment and Violence Prevention

As employers, Members responsible for national caucus research offices are committed to creating a healthy and respectful work environment that is free from harassment and violence. The [*Members of the House of Commons Workplace Harassment and Violence Prevention Policy*](#) addresses harassment and violence prevention in the workplace, sets out the processes for filing complaints and resolving reported occurrences, and outlines the requirements for training and reporting. This policy applies to Members responsible for national caucus research offices, their employees, to paid and unpaid interns and volunteers.

The [Respectful Workplace team](#) is available to Members responsible for national caucus research offices and their employees, as well as to paid and unpaid interns and volunteers, if they experience conflict or harassment and violence in the workplace. The team's services are confidential and focus on communication, collaboration and respect to resolve conflict.

For more information, see the [Employees](#) chapter or contact Members' HR Services.

5. Dissolution of Parliament

5.1 Salary and Benefits

Presiding Officers' and House Officers' additional salaries

In accordance with the [*Parliament of Canada Act*](#), only the additional salaries of the Speaker and the Deputy Speaker continue during dissolution. The additional salaries of the following Presiding Officers and House Officers cease at midnight (Eastern Time) on the day of dissolution:

- Leaders of recognized opposition parties;
- House Leaders of recognized opposition parties;
- Chief Whips of all recognized parties;
- Assistant Deputy Speaker and Deputy Chair of Committees of the Whole;
- Assistant Deputy Speaker and Assistant Deputy Chair of Committees of the Whole; and
- Caucus Chairs of all recognized parties.

5.2 The Speaker and Other Presiding Officers

At the dissolution of Parliament, the Speaker and the Deputy Speaker shall be deemed to remain in office until their replacements are elected. 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. If a new Speaker or Deputy Speaker is elected, their budget is prorated based on the number of days from the day of their election until the end of the fiscal year (March 31). In the event that the incumbents are re-elected, they are allocated the unspent portion of their respective annual budget until the end of the fiscal year.

The budgets of the Assistant Deputy Speaker and Deputy Chair as well as the Assistant Deputy Speaker and Assistant Deputy Chair of the Committees of the Whole cease as of the day of dissolution.

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 of the House of Commons activities following dissolution, the Speaker's and Deputy Speaker's Office Budgets continue uninterrupted until their replacements are elected. The Speaker's franking privileges also continue through dissolution.

Employees

The Speaker and the Deputy Speaker remain in office during dissolution until they are replaced. Their employees continue to be employed through this period. For more information, see section [8.2 Separation Entitlement](#) in the Employees chapter.

5.3 House Officer's Office Budget

During dissolution, the budgets of Opposition Party Leaders, House Leaders, and of all Chief Whips may be used to carry out their parliamentary functions, which never include election-related activities.

The budgets the Deputy Chair of Committees of the Whole, the Assistant Deputy Chair of Committees of the Whole, and the national caucus chairs of recognized parties cease as of the day of dissolution and therefore may not enter into new contracts during the dissolution.

Postal services

House Officers' postal expenses

During dissolution, 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 dissolution.

Party Leaders' postal expenses

During dissolution, Party Leaders' offices may charge to their office budget up to \$50 per Member in their caucus for the purchase of stamps for letter mail and courier services. Original receipts must be provided. Registered mail services may not be used during dissolution.

5.4 National Caucus Research Office Budget

During dissolution, the Member responsible for the research office may continue to use the office's budget for allowable expenses. Under no circumstances may any House resources be used for election purposes. Research office employees are limited to performing administrative activities such as closing files and terminating other matters related to the previous Parliament.

5.5 Travel

As of the date of dissolution, all entitlements under the Travel Points System cease. House Officers may no longer charge employees' travel expenses to their House Officers' Office Budgets. 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 before dissolution should be submitted so that the expenses can be charged to the appropriate budget.

5.6 Employees

Presiding Officers, House Officers and research offices hire employees to help them carry out of their parliamentary functions. As a result, during dissolution, these employees must perform all 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 offices.

During dissolution, employees may use previously accumulated vacation leave or compensatory time or take a leave of absence without pay, subject to their employer's approval. Requests for leave of absence without pay must be promptly submitted through *Source* under [Leave and departures](#).

Employees of Presiding Officers, House Officers and research offices who continue to work during dissolution may not provide any services to any constituents of any Members and are limited to performing administrative activities related to:

- any contracts for professional services or for other goods and services; 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](#) and the [Members By-law](#), no employees can undertake any election-related activities during their normal working hours. If Elections Canada or the House Administration 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 dissolution, under no circumstances, retroactive or otherwise, may Presiding Officers, 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 dissolution, Presiding Officers, House Officers and research offices may not hire new employees or extend the employment period of any term employee.

For more information on the impacts of the dissolution of Parliament and a general election on employees of Presiding Officers, House Officers and national caucus research offices, see section [8. Employee Departures](#) in the Employees chapter or contact Members' HR Services.

6. Elections

Salaries and benefits

Presiding Officers and House Officers are entitled to an additional salary 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 other Presiding Officers, their additional salary is paid from the date of their election or appointment 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 or Deputy Speaker is elected. The additional salaries of Opposition Party Leaders, Opposition House Leaders and Chief Whips resume if they are re-elected as Members.

Budgets

Following a general election, the budgets of research offices and House Officers of recognized parties are established based on a budget formula approved by the Board.

The office budgets of Opposition Party Leaders, Opposition House Leaders, Chief Whips and Caucus Chairs are calculated using party representation in the House of Commons and prorated from the day of the general election until the end of the fiscal year (March 31). They exclude any carry-forward from the previous Parliament.

The office budgets for Presiding Officers and the Government House Leader are fixed amounts set by the Board. Members who are Former Prime Ministers are also granted an annual office budget.

If a new Speaker or Deputy Speaker is elected, their budget is prorated from their election date until the end of the fiscal year. However, incumbents re-elected to these respective roles may use the unspent portion of their annual budget from the date of their re-election until the end of the fiscal year.

Thereafter, these budgets are allocated at the beginning of each fiscal year on April 1, and can only be 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 House of Commons during a parliament. For details on the budget formula, see section [7. Budget Formula Following a General Election](#) in this chapter.

Following a general election, Party Leaders are responsible for the budgets of their research office until a new Member is designated.

Delegation of authority

Following an election, or a House Officer's appointment or re-election, new *Delegation of Authorities* — *House Officers* forms must be completed and submitted to Financial Management Operations.

Contracts

If the House Officer ceases to be a House Officer following the general election, any existing contracts for professional services and for other goods and services are automatically assigned to a successor within their respective recognized party. If the mandatory assignment clause was omitted from a contract, the former House Officer will be held personally responsible for any early termination costs.

If 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 the 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.

Employees

Presiding Officers', House Officers' and research offices' employees may be impacted by a general election. For more information, see the [Employees](#) chapter.

7. Budget Formula Following a General Election

7.1 House Officers' Office Budgets

The following tables present the 2024-2025 House Officers' Office Budgets, established using party representation in the House of Commons following the last general election.

Note: In addition to the amounts shown below, the Chief Whip of each recognized party also receives budget allocations for information technology, translation services and national caucus meetings, as indicated in section [7.2 National Caucus Budget Allocations](#) of this chapter.

Opposition Party Leaders' Office Budgets	\$
For each opposition party with 12 to 25 Members	1,082,070
+ For each Member, from 26 to 50	72,130
+ For each Member, from 51 to 75	50,490
+ For each Member, from 76 to 100	46,900
+ For each Member, from 101 or more	7,220

Opposition House Leaders' Office Budgets	\$
For each opposition party with 12 Members	108,220
+ For each Member, from 13 to 25	10,820
+ For each Member, from 26 to 50	7,220
+ For each Member, from 51 or more	3,620

Chief Whips' Office Budgets	\$
For each party with 12 Members	144,270
+ For each Member, from 13 to 25	9,390
+ For each Member, from 26 to 50	7,220
+ For each Member, from 51 to 75	5,420
+ For each Member, from 76 to 100	5,050

Chief Whips' Office Budgets	\$
+ For each Member, from 101 or more	4,340

Caucus Chairs' Office Budgets	\$
For each party with 12 Members	77,050
+ For each additional Member	500

7.2 National Caucus Budget Allocations

The following tables present the 2024-2025 National Caucus Budget Allocations, established using party representation in the House of Commons following the last general election.

In addition to the amounts for the Chief Whip's Office Budget indicated in section [7.1 House Officers' Office Budgets](#) of this chapter, the following budget allocations are incorporated into the Chief Whip's House Officer's Office Budget:

Information Technology Budget Allocation	\$
For each party with 12 to 25 Members	72,130
+ For each Member, from 26 to 50	7,220
+ For each Member, from 51 or more	1,440

Translation Services Budget Allocation	\$
For each recognized party	175,080

National Caucus Meetings Budget Allocation	\$
For each recognized party	64,440

7.3 National Caucus Research Offices' Budget

The following table presents the 2024-2025 National Caucus Research Offices' Budget, established using party representation in the House of Commons following the last general election.

National Caucus Research Offices Budget	\$
For each party with 12 Members	721,390
+ For each Member, from 13 to 25	46,900
+ For each Member, from 26 to 50	36,080
+ For each Member, from 51 to 75	32,450
+ For each Member, from 76 to 100	10,820
+ For each Member, from 101 or more	2,690

12. Resignation or Death of a Member

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1. Introduction

The resignation or the death of a Member while in office affects the Member's salary and benefits, employees, budgets, travel allowances, and services in the parliamentary and constituency offices. This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

For more information on vacating parliamentary and constituency offices, see *Source*.

2. Resignation of a Member

2.1 Salary and Benefits

Salary and allowances

Members receive their salary and allowances up to and including the date of their resignation. For more information about their personal entitlements, Members should contact 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 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 *Source* 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 *Source* 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

For more information on the relocation benefit, contact Corporate Procurement and Asset Management Services 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. for cable television, phones, computers, and network and Internet access) continue, but the resources identified below 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 the day after the date of the by-election. Until 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 to 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 take up to five regular trips between the constituency and Ottawa and claim reasonable accommodation, meal and incidental expenses. The Whip or the Speaker may allow eligible employees to take some or all of these trips.

Travel expenses incurred by employees who are retained by the Whip or the Speaker following the Member's resignation may also be charged to the Member's Office Budget 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, constituency mail, and Christmas and holiday greeting 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 must remove their personal belongings from and vacate their parliamentary and constituency offices within 21 calendar days following the date of their resignation.

Office 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 under the mandatory clauses (see section [4.4. Office Leases](#) in the Offices chapter for more information). Should such clauses not be included in their lease, former Members should contact the Office of the Law Clerk and Parliamentary Counsel. 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 does not include the mandatory 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 suppliers (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 Member 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 penalties if they fail to transfer their accounts. Where the constituency office lease is assigned to the House of Commons in accordance with the mandatory lease clauses (for example, in the case of a by-election in the constituency), the landlord shall assume responsibility for all utility accounts (with the exception of Internet accounts) and for the maintenance of the premises. See *Source* for the mandatory clauses for constituency office leases.

Contracts

All other contracts are terminated 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 for 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 purchased through 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, iPads, portable GPS devices, books, reference materials, televisions, radios and video cassette recorders. Former Members may however keep, at the end of their mandate, all frames and framed items related to their parliamentary functions that were displayed in their offices.

Members must 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 Corporate Procurement and Asset Management Services. 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.

Purchase of assets

Members may not purchase any House assets from the parliamentary or constituency offices. However, upon resignation, they may purchase a replica of their chair in Chamber at replacement cost, plus applicable taxes, and their primary smartphone, which may be purchased at the established fair market value. If they wish to purchase their primary smartphone, Members who resign must indicate their intention in writing within 90 days following their resignation. For more information, contact the Tenant Operations Services Centre and Telecommunications Services, respectively.

Personal belongings

Personal belongings left behind in the parliamentary office of a Member who resigned will be kept for a 90-day period following the Member's resignation. Should the former Member not retrieve their belongings or make arrangements to do so with the party Whip (or with the Speaker in the case of a former independent Member) within that period, the belongings will be disposed of safely.

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, Members must ensure that all computers and peripheral equipment (e.g. computers, laptops, iPads, wireless devices, fax machines, modems and printers), as well as supporting infrastructure, are 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 office equipment suppliers to cancel contracts or transfer them to the Whip or the Speaker. Expenses incurred up to 21 calendar days after the date of resignation will be reimbursed. Former Members are responsible for any expenses incurred beyond this period. For assistance in returning leased equipment, contact Corporate Procurement and Asset Management Services.

Websites

The last monthly hosting fees for a designated website are chargeable to the Member's Office Budget (MOB); the invoicing period for these fees must 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 personal expenses. If the former Member decides to cancel the website hosting services, applicable cancellation fees may be charged to the MOB within 21 calendar days following the date of resignation.

Internet in the secondary residence

The last monthly service fees for these Internet services are chargeable to the MOB; the invoicing period for these fees must include the date of the Member's resignation. After this last charge, fees for Internet service in the secondary residence will become personal expenses. If the former Member decides to cancel the Internet service, the applicable cancellation fees may be charged to the MOB within 30 calendar 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](#) in the 6. Other House Services section of the Services chapter.

2.4 Services

The following resources and services are affected by a Member's resignation:

House of Commons identification card

Members who resign must exchange their House of Commons access card for an identification card to be subsequently used when visiting the parliamentary precinct. For more information, contact the Office of the Sergeant-at-Arms and Corporate Security.

Mobile duress devices

Members who resign must return their mobile duress devices within 90 days of the date of their resignation. For more information, contact the Office of the Sergeant-at-Arms and Corporate Security.

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, constituency mail, and Christmas and holiday greeting cards cease upon resignation.

Library of Parliament

Members' borrowing privileges cease on the date of resignation. All borrowed items must be returned within 21 calendar days following the Member's 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.

Wireless devices

Members who resign may keep their primary smartphone and one House-managed portable computing device to be used to access the Parliamentary Precinct Network and their files for up to 90 days after their resignation. For more information on the House-managed portable computing devices that can be used during the 90-day period and on the purchase of the Member's primary smartphone, contact Digital Services and Real Property.

Parliamentary Precinct Network

Members who resign maintain access to the network for 90 calendar days following their resignation through one House-managed portable device and their main smartphone in order to finalize the closing of their accounts.

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 former 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, within 30 calendar days of the date of their resignation, any outstanding claims for accommodation, meal and incidental expenses that they incurred while in travel status before 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 vacate their offices, Members who resign are entitled to one economy class return trip (without a stopover) between Ottawa and their constituency within 21 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 up 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

3.1 Salary and Benefits

Salary and allowances

The sessional allowance and any additional salaries 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 *Source* 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

For more information on the relocation benefit, contact Corporate Procurement and Asset Management Services or 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 return trips to Ottawa to arrange for the move of the Member's household and personal belongings. 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.

Personal belongings

Personal belongings left behind in the parliamentary office of a deceased Member will be kept for a 90-day period following the Member's death. Should the former Member's survivor or estate not retrieve the belongings or make arrangements to do so with the party Whip (or with the Speaker in the case of a former independent Member) within that period, the belongings will be disposed of safely.

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, Members' HR 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. for cable television, phones, computers, and network and Internet access) continue, but the resources identified below 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. Until 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 to 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 take up to five regular trips between the constituency and Ottawa and claim accommodation, meal and incidental expenses. The Whip or the Speaker may allow eligible employees to take some or all of these trips.

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.

Services

Following the Member's death, the following services continue but may require the Whip's or the Speaker's authorization:

- postal services;
- printing, photocopy or bindery services (other than for householders, constituency mail, 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.

Office leases

The office lease will automatically be assigned to the Whip or the Speaker under the mandatory clauses (see section [4.4 Office Leases](#) in the Offices chapter for more information).

In the event that the lease must be terminated by the Whip or the Speaker and that the lease 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 suppliers (for oil, natural gas, propane, electricity, water, water tanks, etc.) and transfer the accounts to their name. Where the constituency office lease is assigned to the House of Commons in accordance with the mandatory lease clauses (for example, in the case of a by-election in the constituency), the landlord shall assume responsibility for all utility accounts (with the exception of Internet accounts) and for the maintenance of the premises. See *Source* for the mandatory clauses for constituency office leases.

Contracts

All other contracts are terminated 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 purchased through 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, iPads, portable GPS devices, books, reference materials, televisions, radios and video cassette recorders. The former Member's estate may however keep all frames and framed items related to the former Member's parliamentary functions that were displayed in their offices.

After the Member's death, no new furniture or equipment may be purchased for the constituency offices until a new Member is elected.

Any individual or group 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 saved on office computers is deleted. All computers and peripheral equipment (e.g. computers, laptops, iPads, 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 to cancel the contracts or transfer them to their name. Expenses incurred up to 21 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 Corporate Procurement and Asset Management Services.

Websites

The last monthly hosting fees for a designated website are chargeable to the Member's Office Budget (MOB); the invoicing period for these fees must include the day of the Member's death. The Whip or the Speaker will have 21 days after the Member's death to cancel the website hosting services and charge the cancellation fees to the MOB.

Internet in the secondary residence

The last monthly service fees for these Internet services are chargeable to the MOB; the invoicing period for these fees must include the day of the Member's death. After this last charge, fees for Internet service in the secondary residence will become personal expenses. If the Internet service is cancelled, the applicable cancellation fees may be charged to the MOB 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. Corporate Procurement and Asset Management Services 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 [File storage and disposal](#) in the 6. Other House Services section of 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, constituency mail, and Christmas and holiday greeting cards cease upon 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.

- **Mobile duress devices:** Mobile duress devices are to be returned to the House Administration. For more information, contact the Office of the Sergeant-at-Arms and Corporate Security.

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](#) in the Travel chapter.

3.6 Employees

The employees of a Member who has died while in office 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 has died while in office, regular employees will continue to receive an amount equal to their salary for 60 calendar days starting

the day after 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 has died 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 has died 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 up 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 the accumulated sick leave.

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1. Introduction

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

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 *Source*.

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 part of their parliamentary functions. Therefore, any of the resources provided to Members by the House of Commons to support them in the fulfillment of their parliamentary functions must not be used for election purposes. These resources include, but are not limited to, householders, parliamentary and constituency office spaces, 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 dissolution. For more information on the effects of Dissolution on Presiding Officer's and House Officer's additional salaries, see chapter [11. Presiding Officers, House Officers and Recognized Parties](#).

Pension entitlements

Contributions will continue to be deducted during dissolution, as this period counts as pensionable service. For more information about retirement benefits for Members, see *Source* or contact Pay and Benefits.

Insurance benefits

Health and dental care coverage continues during dissolution. For more information about insurance benefits for Members, see *Source* 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 dissolution, subject to the rules outlined in the [Budgets](#) chapter. Resources provided to Members to support them in the fulfillment 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

All contracts that came into effect before the date of dissolution can continue. Members may also enter into new contracts for professional services and for goods and other services, including office or

equipment leases, subject to the conditions set by the Board. For more information, see the [Contracts](#) chapter. For the impacts of a general 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 for advertising purposes from the day of dissolution up to and including the day of the election. Members should review and cancel their advertising commitments, as they are personally responsible for the cost of all advertisements during dissolution, including prior advertising commitments that cannot be cancelled.

Constituency office furniture, computers and equipment

Members may not purchase any office furniture, computers or equipment for their constituency offices nor charge these expenses to their Member's Office Budget during dissolution. Under exceptional circumstances, Members should contact Corporate Procurement and Asset Management Services.

Smartphones and iPads

Members may continue to use their smartphones and iPads 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 dissolution, 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 dissolution. The sale of postage stamps, money orders and parcel wrapping continues throughout dissolution.

Websites

During dissolution, Members' designated websites may be maintained. Members may only continue to charge their designated website expenses to their Member's Office Budget if they submit the House-provided form confirming that their website will continue to be used solely in support of their parliamentary functions. Should Members not submit the form, their designated website expenses will be deemed personal expenses during dissolution. Additionally, Members are personally responsible for the content of their websites, and any related costs may or may not be considered election-related expenses by Elections Canada.

Domain name

During dissolution, domain name purchases may not be charged to the Member's Office Budget (MOB). No domain name previously purchased as a charge against the MOB may be used for election purposes.

Training

Training that began before the date of dissolution and that was charged as an expense against either the Member's Office Budget or the Professional Development Budget may be completed at the Member's discretion. However, no training may be started during dissolution. In the event that the Member ceases to be a Member, all training must be completed by that date.

Interpretation services

During dissolution, the cost of interpretation services may not be charged to the Member's Office Budget.

Airport lounges

During dissolution, 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.

Hospitality and gifts

During dissolution expenses for hospitality and gifts may not be charged to the Member's Office Budget.

5. House Officer's Office Budget

For more information on the effects of Dissolution on the House Officer's Office Budgets, see chapter 11. [Presiding Officers, House Officers and Recognized Parties](#).

6. National Caucus Research Office Budgets

For more information on the effects of Dissolution on the National Caucus Research Office Budgets, see chapter 11. [Presiding Officers, House Officers and Recognized Parties](#).

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. 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.

During dissolution

Members are entitled to the equivalent of one return trip per week or portion thereof between Ottawa and their constituency, and may charge the cost to a House of Commons central budget. Travel must be in support of carrying out parliamentary functions, 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 and their authorized travellers 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. For more information, contact VIA Rail Canada as soon as possible.

8. Services and Offices

8.1 Services

Some services provided to Members are impacted during dissolution, including:

Office orders for supplies

Office supplies may be ordered during dissolution for routine office needs, but may not be used for election purposes.

Printing services**Householders, constituency mail and personalized stationery**

These items will not be printed during dissolution. 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 dissolution.

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.
- Only the Speaker's franking privileges continue through dissolution.

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 dissolution. 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 Member's re-election. Training that began before the date of dissolution will end on that day. New nominations for training participants will be required from Members after their re-election.

Translation

During dissolution, Members may request the translation of letters from or 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 dissolution, 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 dissolution. 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 dissolution. The following restrictions come into effect during dissolution:

Office furniture, computers and equipment

Requests for office furniture, furnishings, multifunctional devices, computers and equipment, except those required on an emergency basis, will not be processed until after the Member is re-elected.

Computers, Parliamentary Precinct Network, and television services

- **Computers:** All computers, peripherals and portable devices can be used during dissolution, 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.
- **Parliamentary Precinct Network and Parliamentary Television Network:** These networks are available during dissolution.

Constituency office

During dissolution, 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 their parliamentary functions. As a result, during dissolution, 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.

During dissolution, employees may use previously accumulated vacation or compensatory time or take a leave of absence without pay, subject to their employer's approval. Requests for leave of absence without pay must be promptly submitted through *Source* under [Leave and departures](#). In addition, during dissolution, employees' normal working hours may be temporarily changed by consent of the Member and the employee, and must be restored by the day before the general election. To do so, Members must submit a request through *Source* under [Modify employment](#).

In accordance with the [Canada Elections Act](#) and the [Members By-law](#), no employees can undertake any election-related activities during their normal working hours. If Elections Canada or the House Administration 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 to 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 dissolution, under no circumstances, retroactive or otherwise, may Members increase their employees' salaries, nor may they compensate their employees in any way for any election-related work using House funds.

Members may hire short-term employees to help them carry out their parliamentary functions and to replace regular employees at the same rate of pay or at a lower rate. Members may not extend the employment period of any term employee beyond the day before the general election.

For more information on the impacts of the dissolution of Parliament and of a general election on employees of House Officers and research offices, see section [8. Employee Departures](#) in the Employees chapter or contact Members' HR Services.

14. Elections

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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.

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.

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 [Presiding Officers, House Officers and Recognized Parties](#) chapter also provide details about these plans and entitlements.

Budgets

Newly elected Members are provided with a Member's Office Budget (MOB) to pay employee salaries, professional service contracts, operating and travel expenses, and other expenses, as determined by the Board of Internal Economy. The MOB 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, this supplement may be increased or decreased 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 [Budgets](#) 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

Following their election to the House of Commons and at any time during their continuous mandate, Members representing a constituency located outside the National Capital Region (NCR) may relocate once from a residence anywhere in Canada to a primary or secondary residence in the NCR. They may also relocate once from the NCR to a declared residence anywhere in Canada during their mandate or to any residence in Canada up to one year after they cease to be a Member. For more information, contact Corporate Procurement and Asset Management Services 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, constituency mail, householders, letterheads 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 under the website policy, only one can be designated for use in all communications. For more information, see section [6. Websites and Domain Names](#) in the Expenses chapter.

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. Smartphone costs may include charges for standard accessories, voice and data plans, as well as other applicable fees. These devices must be purchased through Telecommunications Services.

For more information, see section [5. Smartphones and iPads](#) in the Expenses chapter.

iPads

Members are provided with one iPad per parliament and may charge to their MOB the cost of one additional Apple iPad, including charges for standard accessories, a data plan, an extended warranty and roaming coverage. This device must be purchased through Telecommunications Services.

For more information, see section [5. Smartphones and iPads](#) 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.

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, or the Speaker in the case of independent Members. For more information, see section [3. Parliamentary Office](#) in the Offices chapter.

Constituency office

- A newly elected Member may use the constituency offices of the former Member for up to 120 days after the election, subject to certain conditions. Expenses for these offices, including rent and utility payments, will be charged to the Member's Office Budget (MOB) of the newly elected Member starting on the first day of the first full month that the office becomes available for the newly elected Member's use. To continue using the assigned office beyond 120 days, the newly elected Member must negotiate a new lease. For more information, see [section 4.4 Office Leases](#) in the Offices chapter.
- Newly elected Members may also select a new office elsewhere in their constituency and send a copy of the signed lease to FMO as soon as possible. Office leases must include the Mandatory Clauses for Constituency Office Leases. Once the new lease comes into effect, rent payments for the originally assigned office are stopped and rent payments for the newly selected office are charged to the newly elected Member's MOB. For more information on the constituency office requirements and mandatory clauses, see [section 4.1 Office Location](#) and [4.4 Office Leases](#) respectively, in the Offices chapter.
- 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 against their MOB, under certain conditions. To avoid significant termination costs, newly

elected Members should not sign equipment leases extending beyond the date of the next general election.

- Newly elected Members may choose to retain, return or exchange, for a period of six months following their election, the combination of computing devices that were provided by the House Administration for the former Member's constituency office.

For Members newly elected in a general election, the House Administration will pay all expenses associated with a one-time move of official constituency offices within twelve 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 for a one-time storage of assets up to a maximum of four months within twelve months of the election. Any further moving, set-up or storage costs will be charged to the MOB.

For Members elected in a by-election more than three years after a general election, expenses associated with an office move are to be charged to MOB. If the Member is re-elected after the next general election, the House Administration will pay all expenses associated with a one-time move of official constituency offices within twelve 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 for a one-time storage of assets up to a maximum of four months within twelve months of the election. Any further moving, set-up or storage costs will be charged to the MOB.

To access office moves charged against the House Administration central budget, Members must contact Corporate Procurement and Asset Management Services who will coordinate the move through a company contracted and paid directly by the House Administration.

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 twelve months of the election. If these costs are incurred after this period, they will be charged to the MOB. Any cancellation fees incurred for utilities and office equipment will also be charged to the MOB. Members must contact Corporate Procurement and Asset Management Services to discuss suitable options for the disposal of assets.

For assistance in coordinating an office move or the disposal of assets, contact Corporate Procurement and Asset Management Services. For more information about setting up Members' offices, see *Source* 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 a general election. Following an election, the House Administration will advise Members in writing about their budgets and travel allowances for that fiscal year. This section should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

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 (MOB) until the end of the fiscal year (March 31). If the constituency is eligible for the Elector Supplement, this supplement may be increased or decreased once the final lists of electors are published by the Chief Electoral Officer after the election. The Elector Supplement remains in effect for the duration of a parliament.

Expenses incurred before the election may continue to be charged to the balance of the prorated MOB. 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, 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.
- **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, or the Speaker in the case of independent Members.

Constituency office

All expenses associated with the move of a 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 Corporate Procurement and Asset Management Services.

4. Members Not Re-elected

This section describes the impacts of a general election on the allowances and services provided to Members who are not re-elected.

4.1 Members' Salary and Benefits

Sessional allowance

The Members' sessional allowance is paid up to and including the day of the general election. Final payment of the sessional allowance is made on the last day of the month in which the general election is held. 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. These former 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 *Source* or contact Pay and Benefits.

Insurance benefits

All life insurance and health and dental care plans are affected when a Member is not re-elected. For more details about Members' insurance benefits, see *Source* 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, their spouses, and their dependants can use these services for up to one year following the general election. For more information, contact Occupational Health, Safety and Environment.

Relocation benefit

Members who are not re-elected and who had established a residence in the National Capital Region (NCR) may relocate from the NCR to a residence anywhere in Canada within one year of ceasing to be a Member. For more information, contact Corporate Procurement and Asset Management Services 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 Transition Support

Members who are not re-elected are entitled to transition support to help them re-establish themselves and may use up to \$15,000 for the following:

- career transition services;
- training or education;
- travel (local transportation, commercial accommodations, and meals and incidentals at an approved per diem rate); and
- other eligible expenses.

Career transition services

The House Administration provides Members who are not re-elected with career transition services through a contracted third-party outplacement firm that offers several standard programs.

These packages include one-on-one career coaching that allows Members who are not re-elected to:

- identify practical strategies to re-enter the marketplace;
- explore entrepreneurial opportunities and retirement planning;
- successfully search for jobs through career portals;
- update resumés and prepare for interviews; and
- evaluate and negotiate job offers.

Career transition programs must be:

- started during the transition period (i.e. within 12 months following the general election or the conclusion of a judicial recount, as the case may be); and

- completed within the extension period (i.e. within 12 months of the program's start date).

Costs for these programs are charged to the House Administration central budget and deducted from the \$15,000 transition support allocation.

Members who are not re-elected and who wish to select an alternative recognized outplacement service firm for their career transition services may submit a written request with justification to the Chief Human Resources Officer for consideration.

To ensure payment of costs for the career transition services of another outplacement firm, costs must be incurred in Canada and the selected outplacement firm must meet the following conditions in order to be considered as a recognized outplacement firm:

- The selected firm or institution must have a business address, a publicly listed phone number and its own official letterhead.
- Rates charged to the Member who is not re-elected must be no greater than those normally charged by the selected 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 salary can be earned by the Member who is not re-elected from the selected 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 Administration under this arrangement.
- The selected firm must be registered federally or provincially or hold membership in a professional association.

Career transition programs of recognized placement firms must be started during the transition period and completed within the extension period. Former Members using the career transition services of the House-contracted firm are not required to submit claims for reimbursement purposes, while those using another recognized firm must submit claims within 90 calendar days of completing their career transition program. Proof of completion is required.

Training or education

Eligible training or education programs must be started within the transition period (i.e. within 12 months following the general election or the conclusion of a judicial recount, as the case may be), and completed within the extension period (i.e. within 12 months of the program's start date). To ensure payment of costs for training or education at a recognized institution, costs must be incurred in

Canada. The institution must meet the conditions listed in the Career transition services section above as well as the following conditions in order to be considered a recognized institution:

- The training or educational institution must issue official receipts for tuition or registration fees for income tax purposes.
- The institution must also be under written contract with the Member who is not re-elected, permitting the former Member to work on-site and receive on-the-job instruction, tutoring, training or supervision so that the former Member can update or acquire skills (e.g. teaching, legal, accounting, engineering and trade skills).
- The selected training or education must be in a field related to the vocation that the former Member is intending to pursue.

Members who are not re-elected and who wish to take training or education that does not fall within the usual training parameters must submit a written request with justification to the Chief Human Resources Officer for consideration.

Claims must be submitted within 90 calendar days of completing any course or training module. Proof of completion is required.

Tax implications

The reimbursement of training and educational costs is a taxable benefit.

Travel

Members who are not re-elected are entitled to up to four return trips in Canada (economy class, without a single stop) for the following purposes and during the following periods:

Purpose	Eligible Period
To travel to and from courses part of training, education or career transition programs	Travel must occur during the transition period or within the extension period to complete a service
To travel to and from job interviews	Travel must occur during the transition period or within any extension period
To sell the Member's residence	Travel must occur during the transition period

Expenses for local transportation, commercial accommodations, and meals and incidentals at an approved per diem rate may be claimed against the transition support allocation of \$15,000 under the following conditions:

- expenses must be incurred for travel purposes during specific periods, as stated above; and
- the former Member must be at, in transit to, or returning from a location that is more than 100 kilometres from the Member's previously declared primary residence.

Claims must be submitted, with receipts, within 90 calendar days of the date when the expenses were incurred.

Claimed travel expenses must be reasonable to be eligible for reimbursement. The forms *Transition Support Expense Claim - Travel Expenses* and *Transition Support Expense Claim* must be used to claim expenses. Claims must be submitted within 90 calendar days of the end of travel, and must include receipts, the purpose of travel, and supporting documentation regarding the purpose of travel.

Members may not claim expenses for accommodations, meals and incidentals if related expenses were reimbursed by another source, or the Member did not personally incur the expenses.

For current per diem rates, see the [Schedule of Rates](#) in the Budgets chapter.

Other eligible expenses

During the transition period (i.e. within 12 months following the general election or the conclusion of a judicial recount, as the case may be) and, if applicable, during any extension period to complete a transition service, Members who are not re-elected may also incur expenses for the following against the transition support allocation of \$15,000:

- long-distance phone calls within Canada;
- postal services; and
- stationery and office supplies.

Members may not use the transition support allocation for:

- 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.

Claims must be submitted, with receipts, within 90 calendar days of the date when the expenses were incurred.

Tax implications

The reimbursement of counselling fees for mental, physical, re-employment or retirement purposes is not a taxable benefit.

Reimbursement process

Members must complete the *Transition Support Expense Claim* form and submit it, along with all required supporting documentation, to Financial Management Operations within the specified timeframe. For more information or a copy of the form, contact Financial Management Operations.

Members should contact Financial Management Operations before making any commitments or incurring any expenditures under this entitlement.

4.3 Budgets

Expenses incurred before the general election will continue to be charged to the balance of the Member's Office Budget of the Member who is not re-elected. For more information, contact Financial Management Operations.

Vacating of Members' offices and closing of operations

For the purpose of completing outstanding parliamentary business and vacating their parliamentary and constituency offices, Members who are not re-elected may charge to the balance of their MOB the following reasonable costs, if incurred in Canada during the closing period (i.e. within 21 calendar days, excluding holidays as defined by the *Members By-law*, following the election or the completion of a judicial recount):

- 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 during office closures;
- during the closing period, costs for travel between the constituency and Ottawa (up to two return trips), as well as related accommodation and per diem expenses, for their eligible employees retained on closing notice to assist them with office closures;

- 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;
- eligible costs for accommodations, per diem, and transportation by the most economical and direct means within the constituency for former Members and their regular employees in order to vacate constituency offices; and
- eligible costs for accommodations and per diem for former Members while they are in the NCR to vacate 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 their former MOB is insufficient to pay for these costs, Members who are not re-elected may charge up to an additional \$12,000 to their MOB, with the prior approval of the Chief Financial Officer.

Members who are not re-elected must submit claims for these costs within 90 calendar days after election day. To expedite the reimbursement process, they are strongly encouraged to submit their claims through the Financial Portal. To do so, Members have access to the Parliamentary Precinct Network for 90 calendar days after the election through one House-managed portable computing device and their primary smartphone. At the end of the 90-day period, the House-managed portable computing device must be returned to the House of Commons along with the primary smartphone, unless the Member opted to purchase the phone. For more information, contact Financial Management Operations.

For more information about vacating Members' offices or completing outstanding parliamentary business, see *Source*.

Petty cash

Members who are not re-elected must submit a final claim for office expenses incurred up to the day of the general 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 day when they cease to be a Member.

Contracts

Contracts for professional services and contracts for goods and other services terminate on the day when a Member ceases to be a Member. Members who are not re-elected must advise contractors to cancel their contracts. If the mandatory termination clauses were omitted from a contract, former Members will be held personally responsible for any early termination costs. For more information, see the [Contracts](#) chapter.

4.4 Travel

Outstanding claims for pre-election travel

The travel allowances that are in effect during dissolution end at midnight the day before the election. Any outstanding claims for expenses related to accommodations, meals and incidentals incurred before the election must be submitted to Financial Management Operations within 30 calendar days following the day when a Member ceases to be a Member. All airline or railway tickets that were not used by Members who are not re-elected, their designated traveller, dependants or employees must be returned to Financial Management Operations as soon as possible. Former Members must reimburse the House of Commons for the cost of any unused flight pass segments.

Claims for post-election travel

Members who are not re-elected will be personally responsible for any travel expenses incurred as of election day. However, to close their offices and operations, they are entitled to the equivalent of up to two return trips (in economy class, without a single stop), paid from the House Administration central budget, between their constituency and Ottawa within 30 calendar days after the day when they cease to be a Member. Also, they can 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 the equivalent of up to two return trips between Ottawa and the constituency within that period. To support Members in the closing and vacating of their offices, eligible employees retained on closing notice may be entitled to the equivalent of up to two return trips (in economy class, without a single stop) between the constituency and Ottawa, including related accommodation and per diem expenses, paid from the Member's Office Budget, subject to fund availability. Under no circumstances will ministerial travel costs be reimbursed.

Claims for constituency travel

Since Members who are not re-elected must vacate their constituency offices within the closing period (i.e. 21 calendar days, excluding holidays as defined by the *Members By-law*, following the general election or the completion of a judicial recount), 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 this period, subject to current conditions regarding travel.

Members who are not re-elected 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 are impacted when a Member is not re-elected.

House of Commons identification card

Members who are not re-elected must exchange their House of Commons access card for an identification card to be subsequently used when visiting the parliamentary precinct. For more information, contact the Office of the Sergeant-at-Arms and Corporate Security.

Mobile duress devices

Members who are not re-elected must return their mobile duress devices to the House Administration within 90 calendar days of the date of the general election. For more information, contact the Office of the Sergeant-at-Arms and Corporate Security.

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 the Secure Storage Facility. All other office supplies provided by the House Administration are to be left in the former Member's office.

Parliamentary Precinct Network

Members who are not re-elected maintain access to the network for 90 calendar days following the general election through one House-managed portable computing device and their primary smartphone. Employees retained on closing notice will have access to the network until the end of their closing notice.

Closing period

Services are impacted when a Member is not re-elected. Some of these are subject to the closing period.

Postal services

During dissolution, Members are allocated \$500 for postal services. Members who are not re-elected may continue to use any remaining funds during the closing period (i.e. 21 calendar days, excluding holidays as defined by the Members By-law, following the general election or the completion of a judicial recount).

Library of Parliament

The borrowing privileges of Members and their employees end on the day when the Member ceases to be a Member. All borrowed items must be returned during the closing period.

Translation services

Members who are not re-elected may continue to use translation services during the closing period. 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 may continue to use the phone equipment and services, including long-distance, in their parliamentary and constituency offices during the closing period. Employees retained on closing notice will also be able to use the phone equipment and services, including long distance, until the end of their closing notice. 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 until the end of the closing period.

Wireless devices

With the exception of their primary smartphone and one House-managed portable computing device to be used to access the Parliamentary Precinct Network and their files, Members who are not re-elected must return all telecommunication equipment to Telecommunications Services during the closing period. All services related to this equipment will be discontinued at the end of the closing period or once the equipment is returned, whichever comes first. Former Members must return their primary smartphone, unless they opted to purchase it, and the House-managed portable computing device kept to access the Parliamentary Precinct Network within 90 days following the general election. Further, former Members must sign the Telecommunications Information Management System Profile Report indicating that all assets

were returned. For more information on the House-managed portable computing devices that can be used during the 90-day period and on the purchase of the Member's primary smartphone, contact Digital Services and Real Property.

For more information on the closing period, see the [Glossary](#).

4.6 Offices

Parliamentary office

Members who are not re-elected must vacate their parliamentary office and empty any secure storage units during the closing period (i.e. 21 calendar days, excluding holidays as defined by the *Members By-law*, following the general election or the completion of a judicial recount).

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 parliamentary office. Members who are not re-elected must account for these assets before vacating their parliamentary office by signing the Asset Inventory Report and returning it to Corporate Procurement and Asset Management Services during the closing period. They will be invoiced for any missing assets, including furniture, laptops, iPads and wireless devices. Former Members may however keep, at the end of their mandate, all frames and framed items related to their parliamentary functions that were displayed in their offices.

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 Corporate Procurement and Asset Management Services.

Personal belongings

Personal belongings left behind in parliamentary offices will be kept for a 90-day period following the general election. Should former Members not retrieve their belongings or make arrangements to do so with their party Whip (or with the Speaker in the case of independent Members) within that period, their belongings will be disposed of safely.

Purchase of assets

Members who are not re-elected may not purchase House assets for their personal use, with the exception of a replica of their chair in Chamber, which may be purchased at replacement cost, plus applicable taxes, and their primary smartphone, which may be purchased at fair

market value. If they wish to purchase their primary smartphone, Members who are not re-elected must indicate their intention in writing within 90 days following the election. For more information, contact the Tenant Operations Services Centre and Telecommunications Services, respectively.

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 Corporate Procurement and Asset Management Services and all wireless devices, such as iPads and smartphones, must be returned to Telecommunications Services during the closing period, with the exception of one House-managed portable computing device and the Member's primary smartphone, which may be kept for up to 90 days following the election to maintain access to the Parliamentary Precinct Network and the former Member's files. Members who are not re-elected must ensure that all House assets assigned to their employees are returned.

Also, they 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 during the closing period. During this period, essential costs for maintaining an office, including costs for office supplies, office leases, utilities, furniture and equipment rentals, may be charged to their Member's Office Budget (MOB). For more information, see section [4.3 Budgets](#) in this chapter.

Office leases

The leases of Members who are not re-elected are automatically assigned to the House of Commons under the mandatory clauses (see section [4.4 Office Leases](#) in the Offices chapter for more information). Should such clauses not be included in their lease, former Members should contact the Office of the Law Clerk and Parliamentary Counsel. Any lease penalties will be charged to their Member's Office Budget (MOB).

In the event that a lease agreement does not include the mandatory 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 their MOB is 12 months' rent. Members who are not re-elected will be personally responsible for any costs in excess of this amount.

Utilities

Members who are not re-elected must contact their landlords and utility suppliers (for oil, natural gas, propane, electricity, water, water tanks, etc.) and, if as tenants they are responsible for utility accounts under their leases, they must transfer these accounts to the landlord. Former Members must advise utility suppliers of their departure and of the transfer of their accounts as soon as possible to avoid unnecessary service interruptions or penalties. Former Members may be personally responsible for these penalties if they fail to transfer their accounts.

Leased equipment

Members who are not re-elected must advise suppliers, cancel their contracts and return all leased office equipment. Expenses incurred during the closing period will be reimbursed. Any remaining expenses become the responsibility of the former Member. For assistance in returning this equipment, contact Corporate Procurement and Asset Management Services.

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 who are not re-elected must ensure that all House assets assigned to their employees are also returned and must sign the Asset Inventory Report as well as 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 Corporate Procurement and Asset Management Services provides written confirmation. Former Members will be invoiced for any missing assets, including furniture, laptops, iPads and wireless devices. Former Members may however keep, at the end of their mandate, all frames and framed items related to their parliamentary functions that were displayed in their offices. For more information, contact Corporate Procurement and Asset Management Services or Telecommunications Services.

Purchase of assets

Members who are not re-elected 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 iPads must be returned to Corporate Procurement and Asset Management Services.

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 Member who is not re-elected has a designated website, the last monthly hosting fee chargeable to the Member's Office Budget (MOB) will include the month in which dissolution begins, or, if they have submitted the required House-provided form, the month in which the Member ceases to be a Member. After this last charge, all expenses related to the former Member's designated website will become personal expenses. If the former Member decides to cancel the website hosting services, the cancellation fees, if applicable, may be charged to the MOB during the closing period.

Internet in the secondary residence

The last monthly service fee chargeable to the Member's Office Budget (MOB) will include the day when the Member ceases to be a Member. After this, Internet service fees in the secondary residence will become personal expenses. If the Member who is not re-elected cancels the Internet service, the cancellation fees, if applicable, may be charged to the MOB within 30 calendar days following the day when they cease to be a Member.

Fax in the residence

If Members who are not re-elected have a fax machine installed in their residence, it must be returned to the constituency office during the closing period.

For more information on the closing period, see the [Glossary](#).

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 [8. 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 Member ceases to be a Member, 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 employee eligible for this leave was approved before the election, the employee is entitled to the maternity or parental allowance as long as 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 will 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 a federal government department or agency may transfer accumulated sick leave.

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. Terminated employees, their spouses, and their dependants can use these services for up to one year following the termination date. For more information, contact Occupational Health and Safety.

Subsequent employment

Members', Presiding Officers' and House Officers' regular employees who have lost their positions because the Member is not re-elected will be considered for positions in the House Administration 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 impacts of an election on the allowances and services provided to Members who are not seeking re-election.

For more information about vacating Members' offices or about completing outstanding parliamentary business, see *Source*.

5.1 Members' Salary and Benefits

Sessional allowance

The Members' sessional allowance is paid up to and including the day of the general election. Final payment of the sessional allowance is made on the last day of the month in which the general election is held. 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 do not seek re-election. These former 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 *Source* or contact Pay and Benefits.

Insurance benefits

All life insurance and health and dental care plans are affected when a Member does not seek re-election. For more details about Members' insurance benefits, see *Source* 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 not seeking re-election, their spouses, and their dependants can use these services for up to one year following the election. For more information, contact Occupational Health, Safety and Environment.

Relocation benefit

Members who do not seek re-election and who had established a residence in the National Capital Region (NCR) may relocate from the NCR to a residence in Canada anytime during their continuous mandate, up to one year after ceasing to be a Member. For more information, contact Corporate Procurement and Asset Management Services or see section [5. Relocation](#) in the Members' Salary and Benefits chapter.

Parliamentary Dining Room access

Members not seeking re-election and their spouses continue to have access to the Parliamentary Dining Room and the cafeterias in the parliamentary precinct.

5.2 Transition Support

Members who do not seek re-election are entitled to transition support to help them re-establish themselves as of the date of dissolution, and may use up to \$15,000 for the following:

- career transition services;
- training or education;
- travel (local transportation, commercial accommodations, and meals and incidentals at an approved per diem rate); and
- other eligible expenses.

Career transition services

The House Administration provides Members not seeking re-election with career transition services through a contracted third party outplacement firm that offers several standard packages.

These packages include one-on-one career coaching that allows Members not seeking re-election to:

- identify practical strategies to re-enter the marketplace;
- explore entrepreneurial opportunities and retirement planning;
- successfully search for jobs through career portals;
- update resumés and prepare for interviews; and
- evaluate and negotiate job offers.

Career transition programs must be started within 12 months following the dissolution of Parliament (i.e. during the transition period) and completed within 12 months of the start date (i.e. within the extension period). Costs for these programs are charged to the House Administration central budget and deducted from the \$15,000 transition support allocation.

Members not seeking re-election who wish to select an alternative recognized outplacement services firm for their career transition services may submit a written request with justification to the Chief Human Resources Officer for consideration.

To ensure payment of costs for the career transition services of another outplacement firm, costs must be incurred in Canada and the selected outplacement firm must meet the following conditions in order to be considered as a recognized outplacement firm:

- The selected firm or institution must have a business address, a publicly listed phone number and its own official letterhead.
- Rates charged to the Member not seeking re-election must be no greater than those normally charged by the selected 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 salary can be earned by the Member not seeking re-election from the selected 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 Administration under this arrangement.
- The selected firm or institution must be registered federally or provincially or hold membership in a professional association.

Career transition programs of recognized outplacement firms must be started during the transition period and completed within the extension period. Former Members using the career transition services of the House-contracted firm are not required to submit claims for reimbursement purposes,

while those using another recognized firm must submit claims within 90 calendar days of completing their career transition program. Proof of completion is required.

Training or education

Eligible training or education programs must be started within 12 months following the dissolution of Parliament (i.e. within the transition period) and completed within 12 months of the start date (i.e. within the extension period). To ensure payment of costs for training or education at a recognized institution, costs must be incurred in Canada. The institution must meet the conditions listed in the Career transition services section above as well as the following conditions in order to be considered as a recognized institution:

- The training or educational institution must issue official receipts for tuition or registration fees for income tax purposes.
- The institution must also be under written contract with the Member who is not seeking re-election, permitting the former Member to work on-site and receive on-the-job instruction, tutoring, training or supervision so that the former Member can update or acquire skills (e.g. teaching, legal, accounting, engineering and trade skills).
- The selected training or education must be in a field related to the vocation that the former Member is intending to pursue.

Members not seeking re-election who wish to take training or education that does not fall within the usual training parameters must submit a written request with justification to the Chief Human Resources Officer for consideration.

Claims must be submitted within 90 calendar days of completing any course or training module. Proof of completion is required.

Tax implications

The reimbursement of training and educational costs is a taxable benefit.

Travel

Members not seeking re-election are entitled to up to four return trips in Canada (economy class, without a single stop) for the following purposes during specific periods:

Purpose	Eligible Period
To travel to and from courses part of training, education or career transition programs	Travel must occur during the transition period or within the extension period to complete a service

Purpose	Eligible Period
To travel to and from job interviews	Travel must occur during the transition period or within any extension period
To sell the Member's residence	Travel must occur during the transition period

Expenses for local transportation, commercial accommodations, and meals and incidentals at an approved per diem rate may be claimed against the transition support allocation of \$15,000 under the following conditions:

- expenses must be incurred for travel purposes during specific periods, as stated above; and
- the former Member must be at, in transit to, or returning from a location that is more than 100 kilometres from the Member's previously declared primary residence.

Claims must be submitted, with receipts, within 90 calendar days of the date when the expenses were incurred.

Claimed travel expenses must be reasonable to be eligible for reimbursement. The forms *Transition Support Expense Claim - Travel Expenses* and *Transition Support Expense Claim* must be used to claim expenses. Claims must be submitted within 90 calendar days of the end of travel, and must include receipts, the purpose of travel, and supporting documentation regarding the purpose of travel.

Members may not claim expenses for accommodations, meals and incidentals if related expenses were reimbursed by another source, or the Member did not personally incur the expenses.

For current per diem rates, see the [Schedule of Rates](#) in the Budgets chapter.

Other eligible expenses

During the 12 months following the date of dissolution (i.e. during the transition period) and, if applicable, during any extension period to complete a transition service, Members not seeking re-election may also incur expenses for the following against the transition support allocation of \$15,000:

- long-distance phone calls within Canada;
- postal services; and
- stationery and office supplies.

Members may not use the transition support allocation for:

- 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.

Claims must be submitted, with receipts, within 90 calendar days of the date when the expenses were incurred.

Tax implications

The reimbursement of counselling fees for mental, physical, re-employment or retirement purposes is not a taxable benefit.

Reimbursement process

Members must complete the *Transition Support Expense Claim* form and submit it, along with all required supporting documentation, to Financial Management Operations within the specified timeframe. For more information or a copy of the form, contact Financial Management Operations.

Members should contact Financial Management Operations before making any commitments or incurring any expenditures under this entitlement.

5.3 Budgets

Expenses incurred before the election will continue to be charged to the balance of the Member's Office Budget of the Member not seeking re-election. Claims must be submitted to Financial Management Operations promptly and no later than 90 calendar days after the election. To do so, Members have access to the Parliamentary Precinct Network for 90 calendar days after the election through one House-managed portable computing device and their primary smartphone. At the end of the 90-day period, the House-managed portable computing device must be returned to the House of Commons along with the primary smartphone, unless the Member opted to purchase the phone. For more information, contact Financial Management Operations.

Petty cash

Members not seeking 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

Contracts for professional services and contracts for goods and other services terminate on election day. Members not seeking re-election must advise all 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.

5.4 Travel

Post-election

Members not seeking re-election are entitled to up to the equivalent of two return trips (economy class, without a single stop) between their constituency and Ottawa, within 30 calendar days after the general election. The Member's designated traveller and dependants may each use up to the equivalent of two return trips between the former Member's constituency and Ottawa within 30 calendar days after the election. Only transportation expenses will be reimbursed. Under no circumstances will ministerial travel costs be reimbursed.

All airline or railway tickets that were not used by Members not seeking re-election, their designated traveller, dependants or employees must be returned to Financial Management Operations as soon as possible. Former Members must reimburse the House of Commons for the cost of any unused flight pass segments.

Constituency travel

No constituency travel is allowed between the date of dissolution and the date of the general election. However, to vacate their constituency offices and close operations before election day, reasonable direct travel to the constituency offices will be permitted. Members not seeking re-election must submit travel claims for expenses incurred before dissolution within 30 calendar days after the election.

5.5 Services

The following services are impacted when a Member does not seek re-election.

House of Commons identification card

Members not seeking re-election must exchange their House of Commons access card for an identification card to be subsequently used when visiting the parliamentary precinct. For more information, contact the Office of the Sergeant-at-Arms and Corporate Security.

Mobile duress devices

Members not seeking re-election must return their mobile duress devices to the House Administration within 90 calendar days following the date of the general election. For more information, contact the Office of the Sergeant-at-Arms and Corporate Security.

Wireless devices

With the exception of their primary smartphone and one House-managed portable computing device to be used to access the Parliamentary Precinct Network and their files, Members who are not seeking re-election must return all telecommunication equipment to Telecommunications Services before election day. All services related to this equipment will be discontinued the day before the election or once the equipment is returned, whichever comes first. Former Members must return their primary smartphone, unless they opted to purchase it, and the House-managed portable computing device kept to access the Parliamentary Precinct Network within 90 days following the general election. Further, former Members must sign the Telecommunications Information Management System Profile Report indicating that all assets were returned. For more information on the House-managed portable computing devices that can be used during the 90-day period and on the purchase of the Member's primary smartphone, contact Digital Services and Real Property.

Library of Parliament

As of election day, the borrowing privileges of Members 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 Administration are to be left in the office.

Parliamentary Precinct Network

Members who are not seeking re-election maintain access to the network for 90 calendar days following the general election through one House-managed portable computing device and their primary smartphone. Employee access to the network ends on the day before the general 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 not seeking 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 parliamentary office. Members not seeking re-election must account for these assets before vacating their parliamentary office by signing the Asset Inventory Report and returning it to Corporate Procurement and Asset Management Services. They will be invoiced for any missing assets, including furniture, laptops, iPads and wireless devices. Former Members may however keep, at the end of their mandate, all frames and framed items related to their parliamentary functions that were displayed in their offices.

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 Corporate Procurement and Asset Management Services.

Personal belongings

Personal belongings left behind in parliamentary offices will be kept for a 90-day period following the general election. Should former Members not retrieve their belongings or make arrangements to do so with their party Whip (or with the Speaker in the case of independent Members) within that period, their belongings will be disposed of safely.

Purchase of assets

Members not seeking re-election may not purchase House assets for their personal use, with the exception of a replica of their chair in Chamber, which may be purchased at replacement cost, plus applicable taxes, and their primary smartphone, which may be purchased at the established fair market value. If they wish to purchase their primary smartphone, Member not seeking re-election must indicate their intention in writing within 90 days of the election. For more information, contact the Tenant Operations Services Centre and Telecommunications Services, respectively.

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 Corporate Procurement and Asset Management Services and all wireless devices, such as iPads and smartphones, must be returned to Telecommunications Services before election day, with the exception of one House-managed portable computing device and the Member's primary smartphone, which may be kept for up to 90 days following the election to maintain access to the Parliamentary Precinct Network and the former Member's files. All services related to returned devices will be discontinued the day before the election. Members not seeking re-election must ensure that all House assets assigned to their employees are returned.

Also, they 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 not seeking re-election are required to vacate their constituency offices by election day and must complete their outstanding parliamentary business.

Office leases

The leases of Members not seeking re-election are automatically assigned to the House of Commons under the mandatory clauses (see section [4.4 Office Leases](#) in the Offices chapter for more information). Should such clauses not be included in their lease, former Members should contact the Office of the Law Clerk and Parliamentary Counsel. Any lease penalties will be charged against the former Member's Office Budget (MOB).

In the event that a lease agreement does not include the mandatory 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 their MOB is 12 months' rent. Members not seeking re-election will be personally responsible for any costs in excess of this amount.

Utilities

Members not seeking re-election must contact their landlords and utility suppliers (for oil, natural gas, propane, electricity, water, water tanks, etc.) and, if as tenants they are responsible for utility accounts under their leases, they must transfer these accounts to the landlords. Former Members must advise utility suppliers of their departure and of the transfer of their accounts as soon as possible to avoid unnecessary service interruptions or penalties. Former Members may be personally responsible for these penalties if they fail to transfer their accounts.

Leased equipment

Members not seeking re-election must advise suppliers, cancel their contracts and return all leased office equipment. Any lease penalties will be charged to their MOB. Expenses incurred up to 21 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 Corporate Procurement and Asset Management Services.

Assets

All assets, whether provided by the House Administration 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 not seeking re-election must ensure that all House assets assigned to their employees are also returned and must sign the Asset Inventory Report as well as 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 Corporate Procurement and Asset Management Services provides written confirmation. Former Members will be invoiced for any missing assets, including furniture, laptops, iPads and wireless devices. Former Members may however keep, at the end of their mandate, all frames and framed items related to their parliamentary functions that were displayed in their offices. For more information, contact Corporate Procurement and Asset Management Services and Telecommunications Services.

Purchase of assets

Members not seeking re-election 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 iPads must be returned to Corporate Procurement and Asset Management Services.

Members 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 Member not seeking re-election has a designated website, the last monthly hosting fee chargeable to the Member's Office Budget (MOB) will include the month in which the date of dissolution begins. After this last charge, all expenses related to the former Member's

designated website will become personal expenses unless the Member has submitted the House-provided form confirming that the website will only be used in support of their parliamentary functions. If this form was submitted, the Member may continue to charge designated website expenses to their MOB until the date of the general election. If the former Member decides to cancel the website hosting services, the cancellation fees, if applicable, may be charged to the MOB within 30 calendar days following the general election.

Internet in the secondary residence

The last monthly service fee chargeable to the Member's Office Budget (MOB) will include the day of the general election. After this last charge, Internet service fees in the secondary residence will become personal expenses. If the Member not seeking re-election decides to cancel the Internet service, the cancellation fees, if applicable, may be charged to the MOB within 30 calendar days following the election.

Fax in the residence

If Members not seeking re-election have 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 [8. 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 a Member not seeking re-election approved, before the general election, the maternity or parental leave of an employee eligible for this leave, the employee is entitled to the maternity or parental allowance as long as 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 will 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 a federal government department or agency may transfer accumulated sick leave.

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 not seeking re-election, their spouses, and their dependants can use these services for up to one year following the general election. For more information, contact Occupational Health and Safety.

Subsequent employment

Members', Presiding Officers' and House Officers' regular employees who have lost their positions because the Member is not seeking re-election will be considered for House Administration positions over applicants who are 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

For more information, see chapter 11. [Presiding Officers, House Officers and Recognized Parties](#).

15. Glossary

Glossary

All references in this glossary are to the [Members By-law](#).

Term	Definition
Authorized traveller	<p>Authorized travellers include the Member's:</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 of Internal Economy	<p>The Board of Internal Economy is the governing body of the House of Commons. Presided over by the Speaker, the Board is responsible for all financial and administrative matters affecting the House of Commons. The Board is constituted by section 50 of the <i>Parliament of Canada Act</i>. The Clerk of the House is its Secretary.</p> <p>(subsection 1[1])</p>
By-election	<p>An election held to fill a vacancy arising during the course of a parliament. The date of the by-election is fixed by the Governor in Council.</p>

Term	Definition
Canada Gazette	<p>A periodical publication of the Government of Canada consisting of three parts:</p> <p>Part I contains public notices, official appointments and proposed regulations from the Government of Canada;</p> <p>Part II contains all regulations that have been enacted. It also contains documents such as orders in council, orders and proclamations;</p> <p>Part III contains public Acts of Parliament.</p> <p>It also contains a list of the proclamations of Canada and Orders in Council relating to the acts.</p>
Chief Electoral Officer	<p>An officer of Parliament, appointed by resolution of the House of Commons, responsible for the administration of federal elections, including the monitoring of compliance with statutory provisions regarding election expenses.</p>
Clerk of the House	<p>The chief procedural and administrative adviser to the Speaker and to Members of the House of Commons, and Secretary to the Board of Internal Economy. Appointed by the Governor in Council, the Clerk, as the senior permanent official of the House, is responsible for a wide range of administrative and procedural duties relating to the work of the House and its committees.</p>

Term	Definition
Closing notice	<p>The 14-calendar day period during which some employees of Members who are not re-elected and of certain House Officers (Party Leaders, House Leaders and Chief Whips) who become former House Officers as a result of their party losing its recognized status can be retained, at the discretion of the former Member or House Officer, to assist them in closing their files and offices.</p> <p>The closing notice is in effect following the day the Member ceases to be a Member or the day the House Officer ceases to be a House Officer.</p>
Closing period	<p>The 21-calendar day period (not including holidays as defined by the <i>Members By-law</i>) during which Members not re-elected in a general election must vacate their constituency and parliamentary offices. It begins the day following the general election, or in the event of a judicial recount, the day following the completion of the judicial recount.</p>
Code of Conduct for Members of the House of Commons: Sexual Harassment	<p>The code that is adopted by the House of Commons with the purpose of creating an environment free of sexual harassment. It also establishes a resolution process to deal with sexual harassment complaints. The code is appended to the Standing Orders.</p>
Consolidated Revenue Fund	<p>The government account which is drawn upon whenever an appropriation is approved by Parliament and replenished through the collection of taxes, tariffs and excises. It is the aggregate of all public moneys that are on deposit at the credit of the Receiver General for Canada.</p>

Term	Definition
Constituency mail (previously known as ten percenters)	Printed or photocopied material reproduced and distributed by the House Administration to households in the Member's electoral district and to constituents living outside Canada who are registered to vote in the Member's electoral district, in quantities not exceeding eight times the total number of households in the constituency per calendar year. (Part 2, Division 1)
Constituency office	An office established by a Member in or near the Member's constituency so that the Member can serve constituents and carry out parliamentary functions. (Part 2, Division 1)
Continuous employment	A period of employment with a Member, a Presiding Officer, 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 has not been interrupted for more than three months for regular employees or for more than five working days for short-term employees.
Continuous service	A period of employment with a Member, Presiding Officer or House Officer that has not been interrupted for more than one compensation day between two periods of employment, specifically with that Member or House Officer.
Continuous travel	Travel that starts at the scheduled departure time and ends with the arrival at the destination, or with an overnight stop, or a layover equivalent to an overnight stop.

Term	Definition
Contract for professional services	<p>An agreement to retain the services of a person or an entity to directly assist a Member in carrying out parliamentary functions.</p> <p>Included services are: Research, writing and communications assistance, as well as temporary office assistance.</p> <p>Excluded services are: Legal advice or representation.</p> <p>(subsection 1[1])</p>
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 the Member's 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"><li data-bbox="714 1008 1047 1039">(a) under 21 years of age;<li data-bbox="714 1081 1453 1207">(b) 21 or older, but not more than 25 years of age and in full-time attendance at a recognized educational institution; or<li data-bbox="714 1249 1356 1333">(c) regardless of age, wholly dependent upon the Member by reason of a disability. <p>(subsection 1[1])</p>
Designated traveller	<p>A traveller designated by the Member other than:</p> <ul style="list-style-type: none"><li data-bbox="779 1533 1169 1564">▪ a Member's employee; or<li data-bbox="779 1596 1404 1627">▪ a Member who is not the Member's spouse. <p>(Part 2, Division 2)</p>

Term	Definition
Dissolution	A period that starts on the expiration of the day immediately before dissolution of Parliament and ends on the expiration of the day on which the general election is held, Eastern standard time. (Part 5)
Eligible employee	An employee of a Member, House Officer, or Member responsible for a national caucus research office who regularly works, and is paid for, a minimum of 15 hours in total per week for one or more of these employers. (section 34)
Employee	There are three categories of Members' employees: <ul style="list-style-type: none">▪ regular employees, who are hired full- or part-time for a period greater than six months;▪ short-term employees, who are hired full- or part-time for a period of six months or less; and▪ on-call employees, who are hired for a specified or unspecified period and reports to work as required.
Former Member	A Member who resigned, did not seek re-election, was not re-elected, or died. (section 106)
Franking privilege	A Member's right to free mailings within Canada in accordance with the <i>Canada Post Corporation Act</i> . A frank (i.e. official signature, initials or mark) indicating this privilege must appear on mailed items, excluding parcels.
General election	An election held following dissolution at which Members are elected for every electoral district.

Term	Definition
House Administration	<p>The Clerk of the House of Commons and the employees under the Clerk's authority.</p> <p>(subsection 1[1])</p>
House Officers	<p>House Officers include any of the following persons:</p> <ul style="list-style-type: none">a) the Member occupying the following positions:<ul style="list-style-type: none">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,vii. House Leader of a recognized party,viii. Whip of a recognized party, orix. Chair of the national caucus of a recognized party; orb) any Member who is a former Prime Minister. <p>(subsection 1[1])</p>
Householder	<p>An information bulletin sent by a Member to households in the Member's electoral district and to constituents living outside Canada who are registered to vote in the Member's electoral district. Householder's are printed material exclusively prepared and distributed by the House Administration for Members so that they can inform their constituents about parliamentary activities and issues.</p>

Term	Definition
Independent Member	A Member who is not a member of a recognized party. A Member may be elected as an independent or may leave or be expelled from a recognized party during a Parliament and will then sit as an independent.
Immediate family	<ul style="list-style-type: none">a) a Member's spouse;b) a child, grandchild, parent, grandparent, brother or sister of a Member or of a Member's spouse;c) a nephew or niece of a Member or of a Member's spouse; ord) the spouse of a person referred to in paragraph (b) (subsection 1[1])
Layover	<p>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; orb) 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>
Managed computer	A device that is configured by the House Administration before deployment, allowing the House Administration to control the installation of applications and remotely update security policies, virus definitions and software.

Term	Definition
<i>Members' Allowances and Services Manual</i>	The manual issued by the House Administration under the authority of the Board that serves as a guide to the policies and decisions of the Board as they apply to the budgets, amounts, allowances, rates and limits set by the Board in accordance with section 16 of the <i>Governance and Administration By-law</i> with respect to the funds, goods, services and premises provided under the <i>Members' By-law</i> . (subsection 1[1])
National Capital Region	The seat of the Government of Canada and its surrounding area, more particularly described in the schedule to the <i>National Capital Act</i> . (section 34)
National caucus	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. (subsections 1[1] and 1[2])
New York City trip	A trip between Ottawa or a Member's constituency and New York City to attend a United Nations meeting. (section 34)
Official constituency office	A permanent office for which a lease is signed in the Member's capacity as a Member.
On-call employee	A person hired for a specified or unspecified employment period and who reports to work as required.

Parliamentary functions

Duties and activities that relate to the position of Member, wherever performed and whether 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.

(subsection 1[1])

For greater certainty, 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])

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.

Term	Definition
	<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	<p>One of a group of university graduates who are selected for the Parliamentary Internship Programme, administered by the Canadian Political Science Association, and who are assigned to work as researchers and assistants in Members' offices.</p>
Parliamentary office	<p>An office located on or near Parliament Hill.</p> <p>(subsection 1[1])</p>
Parliamentary precinct	<p>Premises, other than the constituency offices of Members of the House of Commons, that are used by the House of Commons, its Members, and other parliamentary entities.</p>
Petty cash	<p>An accountable advance on the Member's Office Budget used to pay suppliers directly for office expenses.</p>
Political party executive	<p>Any person who has been identified as an officer, an auditor or a chief agent:</p> <ul style="list-style-type: none"> a) of a political party under section 385 of the <i>Canada Elections Act</i>; or b) of a registered political party under section 405 of that Act. <p>(subsection 1[1])</p>

Term	Definition
Premises	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. (Part 1)
Presiding Officers	A Member elected to one of the following positions: <ul style="list-style-type: none"><li data-bbox="787 577 998 609">▪ the Speaker;<li data-bbox="787 640 1307 714">▪ the Deputy Speaker and Chair of the Committees of the Whole;<li data-bbox="787 745 1388 819">▪ the Deputy Chair of the Committees of the Whole; or<li data-bbox="787 850 1469 924">▪ the Assistant Deputy Chair of the Committees of the Whole.
Primary residence	A residence, other than a seasonal or recreational dwelling or a recreational vehicle: <ul style="list-style-type: none"><li data-bbox="771 1092 1421 1165">a) that is ordinarily occupied by the Member and available for his or her use at all times; and<li data-bbox="771 1186 1404 1260">b) the main purpose of which is not to generate income. (section 34)
Private accommodation	A non-commercial dwelling other than a Member's residence.
Recognized party	A party that has a recognized membership of 12 or more persons in the House of Commons. (subsection 1[1])
Regular employee	A full- or part-time employee hired for an employment period of greater than six months.

Term	Definition
Regular trip	A trip <ul style="list-style-type: none">a) between Ottawa and a Member's constituency;b) within the Member's constituency; orc) between the Member's constituency and the capital of the province or territory in which that constituency is located or between Ottawa and the capital of the province or territory in which that constituency is located (section 34)
Research office	An office of the national caucus of a recognized party that conducts research to support its Members and House Officers in the fulfillment of their parliamentary functions. (Part 4, Division 1)
Resignation	The loss of seat by operation of law. (section 106)
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	An annual allowance paid to Members of the House of Commons in accordance with the <i>Parliament of Canada Act</i> .
Short-term employee	A full- or part-time employee hired for an employment period of six months or less.

Term	Definition
Special trip	<p>A trip within Canada (other than a regular trip).</p> <p>(Part 2, Division 2)</p>
Spouse	<p>With respect to a Member at any time, means a person who, at that time, is:</p> <ul style="list-style-type: none"> ▪ married to the Member; ▪ cohabiting with the Member in a conjugal relationship, having so cohabited for a period of at least one year; or ▪ cohabiting with the Member in a conjugal relationship and is the parent of a child of whom the Member is a parent. <p>Not included is 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.</p> <p>(subsection 1[1])</p>
Transition period (Members)	<p>Transition period means:</p> <ol style="list-style-type: none"> a) in the case of a Member who is not re-elected, the period that starts on the expiration of the day on which the general election is held or, in the case of a judicial recount, on the date of certification under section 308 of the <i>Canada Elections Act</i>, and ends 12 months after that day; and b) in the case of a Member who does not seek re-election, the period that starts on the day of dissolution and ends on the day that is 12 months after the day of dissolution. <p>(section 113)</p>

Term	Definition
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, or the province or territory in which their constituency is located;▪ 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>A trip, by any means, to one destination for a particular purpose and that is direct or without interruption other than a single stop.</p> <p>A single stop is not a layover and cannot be longer than the period determined by the Board.</p> <p>(section 34)</p>
Unmanaged computer	<p>An unmanaged device that allows the Member and the Member's employees to decide on the types of software to be installed on the device (closed circuit monitoring systems for example). This device is not connected to the Parliamentary Precinct Network.</p>
Washington trip	<p>A trip between Ottawa or a Member's constituency and Washington, D.C.</p> <p>(subsection 1[1])</p>