

**CONSOLIDATED
MEMBERS' SERVICES COMMITTEE
ORDERS**



LEGISLATIVE ASSEMBLY OF ALBERTA
(Including amendments to September 26, 2016)

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS

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CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)
RMSC 1992, c. A-1

ADMINISTRATIVE SERVICES ORDER

TELEPHONE SERVICE

1 The following shall be provided to or for the use of Members on the condition that they are related to and reasonably necessary for the performance of their duties as Members:

- (a) the purchase or rental and installation of
 - (i) an office telephone in the Member's constituency office;
 - (ii) an office telephone in the Member's Legislature office;
 - (iii) a telephone in the Member's permanent residence, as defined in section 5(2) of the Member's Allowances Order; and
 - (iv) a telephone in the Member's temporary residence maintained pursuant to section 35 of the *Legislative Assembly Act*;
- (b) long distance telephone service, and

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- (c) payment for calls made by the Member on a cellular telephone used by the Member, but not the cost of the cellular telephone itself nor any activation or annual plan fees.

1.1 A Member shall be provided with office furniture and equipment, computer equipment and application software, e-mail and internet access, a security system and communications devices, at the standard prescribed by the Legislative Assembly Office, for use in the Member's constituency office.

MEMBER'S CORRESPONDENCE AND ADMINISTRATIVE SUPPORT

2 The following shall be provided to or for the use of Members on the condition that they are related to and reasonably necessary for the performance of their duties as Members:

- (a) the mailing of the Member's correspondence, except for letters, pamphlets, brochures and greetings sent to constituents where the cost of mailing is chargeable to the Member's communication allowance under section 5 of the Constituency Services Order (RMSC 1992, c. C-1);
- (b) Legislative Assembly stationery, business cards and cards bearing the words "Compliments of" to accompany business cards; and
- (c) administrative support and office services at the Legislature.

PAYMENT FOR SERVICES AND THINGS REQUIRED BY MEMBER

3 The Clerk may

- (a) furnish to a Member one or more credit cards for the purpose of facilitating the provision of any of the services and things to which the Member is entitled as a Member of the Legislative

Assembly as provided by statute, regulations made thereunder or Members' Services Orders;

- (b) reimburse the Member for any expenses incurred by the Member for the purchase of any of the services and things to which the Member is entitled as a Member of the Legislative Assembly as provided by statute, regulations made thereunder or Members' Services Orders; and
- (c) pay directly to the person entitled to payment any expenses incurred in the provision of any of the services and things to which the Member is entitled as a Member of the Legislative Assembly as provided by statute, regulations made thereunder or Members' Services Orders and any interest payable in respect thereof.

MEMBERS' EXTRAORDINARY MEAL EXPENSES

4 Repealed September 1, 2013

CROWN PROPERTY

5 Anything purchased for a Member's continuing use pursuant to this Order remains the property of the Crown in right of Alberta.

APPEALS

6(1) If any question arises as to the payment of any amount or the provision of any service or thing under this Order, the question shall be decided in the first instance by the Speaker, subject to appeal to the Members' Services Committee.

(2) Notwithstanding subsection (1) if a question arises under subsection (1) in relation to the Speaker, the question shall be decided by the Members' Services Committee.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)
RMSC 1992, c. C-1

CONSTITUENCY SERVICES ORDER

MEMBER'S SERVICES ALLOWANCE

1(1) Every Member is entitled to a Member's Services Allowance to be applied to payment for the goods and services provided for in sections 2 to 7.

(2) In this Order, "Allowance" means Member's Services Allowance.

(3) The amount of the Member's Services Allowance for a Member in each fiscal year shall be the sum of the following where E is the number of electors in the most recent list of electors compiled for the Member's electoral division under Part 2 of the *Election Act*, and where C is the population in the electoral division according to the Alberta Population Estimates as reported annually by Alberta Finance;

(a) (i) \$27,626 for office operations in constituencies identified as "rural" in Schedule "A";

(i.1) \$33,151 for office operations in constituencies identified as "urban" in Schedule "A";

(ii) \$88,324 for staffing;

(iii) \$2,940 for supplies;

(b) $\$1.30 \times \frac{E}{1.5}$;

(c) \$2,923 plus $\$0.0757 \times (C - 14,000)$;

(c.1) plus an adjustment amount based on the table below where the matrix score for the constituency is as outlined in the Schedule to this Order;

Matrix Score	Adjustment
-18 to 0	\$6,120
1 to 4	\$9,180
5 to 9	\$12,340
10 to 15	\$18,509
16+	\$24,679

(d) less any amount transferred by the Member by authorization in writing from the Member's Services Allowance pursuant to section 12.

CONSTITUENCY OFFICE

2(1) The Allowance may be used to pay expenses relating to the Member's constituency office and such other expenses as provided for in this Order.

(2) The Clerk shall, on the request of a Member, enter into the agreements on behalf of the Member that are necessary to provide the things referred to in this section to the Member, and the Clerk shall pay the cost of them.

GENERAL USE OF ALLOWANCE

3 The Allowance may be applied to the cost of

(a) rental office space, furnishings, fittings and office equipment including electronic equipment,

(b) office assistance and related services,

(c) reasonable living and travelling expenses for staff working for the Member to travel to Edmonton or to the Member's constituency;

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- (d) reasonable living and travelling expenses for the staff of a Member's constituency office in connection with travel within the Member's electoral division;
 - (d.1) reasonable living expenses incurred by a Member in connection with
 - (i) travel within the Member's electoral division, or
 - (ii) departure or arrival at the airport closest to the Member's constituency,requiring an overnight stay at a location 60 kilometres or more from the Member's permanent residence.
 - (d.01) reasonable living and travelling expenses for the staff of a Member's constituency office to attend a seminar or other non-partisan event in Alberta related to the performance of the staff member's duties in the constituency office.
 - (e) a residential security system for the Member subject to the requirements in section 3.1.

RESIDENTIAL SECURITY SYSTEM

3.1(1) On the production of receipts and subject to a maximum of \$1,500 per fiscal year for each residence, the Allowance may be used to reimburse a Member for expenses incurred for the installation or monitoring of a security system, or both, at

- (a) the Member's permanent residence as defined in section 5(2) of the *Members' Allowances Order* (RMSO 1992, c. M-1), and

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- (b) the Member's temporary residence maintained pursuant to section 35 of the *Legislative Assembly Act*.

(2) Section 14 of this Order does not apply to this section.

IDEM

4 The Allowance may be used, on the production of receipts, to reimburse a Member for minor expenses incurred by the Member that are necessary for and incidental to the purpose of an agreement under section 2(2).

COMMUNICATION

5(1) The Allowance may be used to pay expenses which relate to non-partisan communication between the Member and the Member's constituents, including payment for

- (a) the cost of printed items to be sent to constituents and the cost of postage for such items;
- (b) the cost of advertisements;
- (c) the rental or purchase of mobile automobile telephones; and
- (d) reasonable expenditures for registration, materials and tuition fees for a Member learning another language.

(2) An item may not be paid for under subsection (1) if it bears any political party logo, promotes political party activities, solicits political party funds or memberships or contains personal criticism of another Member.

(3) If a Member contracts for a service to facilitate communication, the Member shall, where reasonably possible, contract with a person who is licensed and insured to carry out that service.

GIFTS, PROMOTIONAL ITEMS

6(1) Subject to subsection (2), this Allowance may be used for the purchase of

- (a) pins, flags or other things suitable for the Member's constituents and others, or
- (b) items suitable as gifts to be given in the course of the Member's duties.

(2) Purchases under this section are subject to the following restrictions:

- (a) the value of an item must not exceed \$400;
- (b) the following items are prohibited:
 - (i) alcohol,
 - (ii) currency in the form of cash, cheque, bank draft or money order, and
 - (iii) cash-in-kind where its use is unrestricted;
- (c) an item must not be given to another Member; and
- (d) an item must not be given under personal or partisan circumstances.

7 Repealed April 1, 2001.

USE OF SUPPLIES OR EQUIPMENT

8 Reasonable supplies or equipment paid for out of the Allowance or provided to a Member pursuant to section 1.1 of the *Administrative Services Order* (RMSC 1992, c. A-1) may be used in the Member's constituency office or residence in connection with the Member's official duties.

GENERAL RESTRICTIONS

9 Nothing in this Order

- (a) requires rental office space to be located within the boundaries of the electoral division the Member represents,
- (b) affects the right of a Member to have the Clerk enter into an agreement on the Member's behalf under section 2(2) in respect of office assistance and services, notwithstanding that there is no agreement in respect of rental office space for that Member, or
- (c) prohibits an agreement under section 2(2) whereby a Member shares with one or more other persons, in the proportions they determine, the use and cost of any of the things referred to in section 3.

RESTRICTIONS ON POLITICAL ACTIVITY

10 A constituency office may not be used for promoting political party activities; holding party events; conducting election, nomination or leadership campaigns; storing or distributing party material or information; sale of party memberships; or soliciting of financial contributions.

CONSTITUENCY OFFICE SIGNS

11(1) Signs or directory entries relating to a constituency office shall refer to it as such, and signs and entries shall include only, all or any of the following:

- (a) the name of the Member;
- (b) the name of the electoral division;
- (c) the designation "constituency office";
- (d) the address, telephone numbers and hours of operation of the office and of any other office operated by the Member;

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- (e) directions to reach the office; and
 - (f) in the case of a sign, the coat of arms of the Legislative Assembly.

(2) All constituency office signage erected after February 20, 1991, must comply with this Order.

(3) Failure to comply with this section will result in the office not being recognized as a constituency office, and funding for the constituency office will cease until compliance with the Order.

TRANSFER TO CAUCUS OFFICE

12 A Member may authorize in writing to the Clerk the transfer of up to 25% of the total of the Member's constituency office communication and promotional allowances to the office of the Member's caucus to be used for administration or research in the caucus office.

VACANCY IN CONSTITUENCY

13 During a period when a constituency has no Member, the Member's Services Allowance may be expended as if there were a Member, providing each expenditure is authorized by the Clerk.

CROWN PROPERTY

14 Anything purchased for a Member's continuing use pursuant to this Order remains the property of the Crown in right of Alberta.

APPEALS

15(1) If any question arises as to the payment of any amount or the provision of any service or thing under this Order, the question shall be decided in the first instance by the Speaker, subject to appeal to the Members' Services Committee.

(2) Notwithstanding subsection (1), if a question arises under subsection (1) in relation to the Speaker, the question shall be decided by the Members' Services Committee.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS

SCHEDULE
TO SECTION 1(3) OF THE
CONSTITUENCY SERVICES ORDER

EFFECTIVE APRIL 23, 2012

<u>Constituency Name</u>	<u>Matrix Score</u>
Airdrie	-4
Athabasca-Sturgeon-Redwater	10
Banff-Cochrane	13
Barrhead-Morinville-Westlock	4
Battle River-Wainwright	11
Bonnyville-Cold Lake	9
Calgary-Acadia	-2
Calgary-Bow	-9
Calgary-Buffalo	-12
Calgary-Cross	-9
Calgary-Currie	-11
Calgary-East	-9
Calgary-Elbow	-10
Calgary-Fish Creek	-9
Calgary-Foothills	-8
Calgary-Fort	-5
Calgary-Glenmore	-9
Calgary-Greenway	-9
Calgary-Hawkwood	-9
Calgary-Hays	-9
Calgary-Klein	-10
Calgary-Lougheed	-8
Calgary-Mackay-Nose Hill	-3
Calgary-McCall	-7
Calgary-Mountain View	-11
Calgary-North West	-9

Constituency Name	Matrix Score
Calgary-Northern Hills	-9
Calgary-Shaw	-11
Calgary-South East	-3
Calgary-Varsity	-9
Calgary-West	-9
Cardston-Taber-Warner	11
Chestermere-Rocky View	-3
Cypress-Medicine Hat	4
Drayton Valley-Devon	8
Drumheller-Stettler	15
Dunvegan-Central Peace-Notley	16
Edmonton-Beverly-Clareview	-7
Edmonton-Calder	-3
Edmonton-Castle Downs	-9
Edmonton-Centre	-15
Edmonton-Decore	-9
Edmonton-Ellerslie	-10
Edmonton-Glenora	-15
Edmonton-Gold Bar	-15
Edmonton-Highlands-Norwood	-16
Edmonton-Manning	-9
Edmonton-McClung	-15
Edmonton-Meadowlark	-11
Edmonton-Mill Creek	-11
Edmonton-Mill Woods	-15
Edmonton-Riverview	-15
Edmonton-Rutherford	-15
Edmonton-South West	-9
Edmonton-Strathcona	-18
Edmonton-Whitemud	-15
Fort McMurray- Conklin	5
Fort McMurray-Wood Buffalo	0
Fort Saskatchewan-Vegreville	-3
Grande Prairie-Smoky	3
Grande Prairie-Wapiti	6
Highwood	-3
Innisfail-Sylvan Lake	8
Lac La Biche-St. Paul-Two Hills	14

Constituency Name	Matrix Score
Lacombe-Ponoka	3
Leduc-Beaumont	-8
Lesser Slave Lake	9
Lethbridge-East	-4
Lethbridge-West	3
Little Bow	17
Livingstone-Macleod	10
Medicine Hat	4
Olds-Didsbury-Three Hills	10
Peace River	10
Red Deer-North	-3
Red Deer-South	-14
Rimbey-Rocky Mountain House-Sundre	13
Sherwood Park	-11
Spruce Grove-Sturgeon-St. Albert	-6
St. Albert	-15
Stony Plain	2
Strathcona-Sherwood Park	-9
Strathmore-Brooks	15
Vermilion-Lloydminster	10
West Yellowhead	9
Wetaskiwin-Camrose	-1
Whitecourt-Ste. Anne	9

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)
RMSC 1992, c. E-2
EXECUTIVE COUNCIL SALARIES ORDER

EXECUTIVE COUNCIL SALARIES

1 There shall be paid to members of the Executive Council a salary at the rate of:

- (a) \$79,560 a year, in the case of the President of the Executive Council;
- (b) \$63,648 a year, in the case of a Member designated otherwise than as a Minister without Portfolio; and
- (c) \$28,644 a year, in the case of a Member designated as a Minister without Portfolio.

ANNUAL ADJUSTMENT

1.1(1) On April 1 of each year, the salaries outlined in section 1 shall be increased or decreased by the year-over-year percentage increase or decrease in the Alberta (All Items) Consumer Price Index published by Statistics Canada for the immediately preceding calendar year.

(2) Notwithstanding subsection (1), there shall be no adjustment to the salaries outlined in that subsection for the period commencing April 1, 2013 until 2 months after the first day of the 30th Legislature.

CONTINUANCE OF ALLOWANCE

2 The allowance referred to in section 44 of the *Legislative Assembly Act* shall be in the amount of \$0.00.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)

RMSC 1992, c. M-1

MEMBERS' ALLOWANCES ORDER

MEMBERS' INDEMNITY AND EXPENSE ALLOWANCE

1 There shall be paid to each Member:

- (a) an indemnity allowance at the rate of \$127,296 a year; and
- (b) an expense allowance at the rate of \$0.

DEDUCTIONS

2 The deductions referred to in section 34 of the *Legislative Assembly Act* shall be \$100 a day from the indemnity allowance and \$50 a day from the expense allowance of a Member for each day in excess of 10 sitting days during a session on which the Member did not either take the Member's seat in the Assembly or a meeting of a committee of the Assembly otherwise than by reason of

- (a) illness or injury;
- (b) bereavement;
- (c) or public or official business.

SPECIAL MEMBERS' ALLOWANCE

3(1) In this section "third party" shall mean a "recognized opposition party" as defined in section 42(1) of the *Legislative Assembly Act*.

(2) There shall be paid to Members holding positions described herein an additional allowance at the rate of:

- (a) \$15,912 a year, in the case of the Official Opposition House Leader;
- (b) \$12,732 a year, in the case of the Third Party House Leader;
- (c) \$12,732 a year, in the case of the Chief Government Whip;
- (d) \$9,552 a year, in the case of the Assistant Government Whip;
- (e) \$9,552 a year, in the case of the Chief Opposition Whip;
- (f) \$7,632 a year, in the case of the Assistant Opposition Whip;
- (g) \$7,632 a year, in the case of the Third Party Whip.

THIRD PARTY LEADER ALLOWANCE

4 The allowance provided for by section 42(2) of the *Legislative Assembly Act* shall be \$28,644.

ANNUAL ADJUSTMENT

4.1(1) On April 1 of each year, the allowances outlined in sections 1(a), 3(2) and 4 shall be increased or decreased by the year-over-year percentage increase or decrease in the Alberta (All Items) Consumer Price Index published by Statistics Canada for the immediately preceding calendar year.

(2) Notwithstanding subsection (1), there shall be no adjustment to the allowances outlined in that subsection for the period commencing April 1, 2013 until 2 months after the first day of the 30th Legislature.

TEMPORARY RESIDENCE

5(1) A Member may claim an allowance for temporary expenses while in or near the City of Edmonton to facilitate that Member's public or official duties

- (a) where the Member's permanent residence is located 60 kilometres or more by primary highway from the Legislature Building, or
- (b) where the Member, other than a Member whose constituency is in the City of Edmonton, whose permanent residence is less than 60 kilometres by primary highway from the Legislature Building works 12 or more hours in a day for which the allowance is claimed, including travel time.

(2) "Permanent residence" referred to in subsection (1) means the residence the Member declares, in a form prescribed by the Clerk and filed with the Clerk's Office, to be that Member's permanent home with which the Member may maintain personal, legal, business, community or family ties, or which may be considered permanent by the Member through other criteria such as being the community in which that Member is counted for census and enumeration purposes.

ACCOMMODATION ALLOWANCE

6(1) A Member who qualifies for an allowance under section 5(1) may claim an allowance for accommodation reflecting the actual costs incurred up to a maximum amount of

- (a) \$193 per day for each day the Member maintains a temporary residence in or near Edmonton when
 - (i) the Assembly is sitting, or
 - (ii) the Assembly is adjourned or not in session and the Member is in or near Edmonton on public or official business

or

(b) \$1,930 per calendar month where that Member owns or leases, in the Member's own name, a temporary residence in or near Edmonton.

(2) A claim for an allowance under this section shall be supported by documentation evidencing the Member's stay in, or ownership or lease of, a temporary residence.

(3) The total amount of all allowances claimed by a Member under this section and section 3 of the *Members' Committee Allowances Order* (RMSC 1992, c. M-2) for accommodation in or near Edmonton shall not exceed \$23,160 in a fiscal year.

MEMBERS' TRAVEL EXPENSES

7(1) When a Member is required to travel to a location within the province that is 60 kilometres or more by primary highway from both

(a) the Member's permanent residence, and

(b) the Legislature Building

for the purpose of carrying out duties as a Member, the Member may claim, upon production of a receipt, the cost for the Member's overnight accommodation to a maximum of 10 overnight stays in a fiscal year.

(2) When a Member is required to travel to a location within the province that is 60 kilometres or more by primary highway from the Member's permanent residence for the purpose of carrying out duties as a Member, the member may claim expenses for meals at the per diem rates set out in the *Travel, Meal and Hospitality Expenses Directive* issued by Treasury Board (1/2015).

(3) Expenses claimed under subsections (1) and (2) shall not include any expenses for which the Member is eligible to be reimbursed in respect of the travel under any other provision of the *Members' Services Committee Orders*.

LIMITATION

8 A Member cannot claim more than one allowance for living expenses for any particular day while on public or official business in Edmonton or the Edmonton area.

TRANSITION ALLOWANCE

9(1) In this section, "salary" includes the following amounts:

- (a) in respect of a Member, the amounts payable under sections 33(1), 36(1)(a) and 37(3)(a) of the *Legislative Assembly Act* and section 10 of this Order;
- (b) in respect of a Member of Executive Council, the amount payable under sections 43(1)(a) and 44 of that Act;
- (c) in respect of the office of Speaker, Deputy Speaker or Deputy Chairman of Committees, the amounts payable under section 40(1) of that Act;
- (d) in respect of the Leader of the Official Opposition, the amounts payable under section 41(1) of that Act;
- (d) in respect of any other leader of a recognized opposition party, the amounts payable under section 42(2) of that Act; and
- (f) in respect of a Member holding a position described in section 3(2) of this Order, the amount payable under that section.

(2) A transition allowance shall be paid in accordance with subsections (4) and (5) to

- (a) every Member who resigns their seat as a Member,
- (b) every person who was a Member at the time of dissolution and

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- (i) does not stand as a candidate for re-election in, or
 - (ii) is defeated at the election immediately following dissolution.

(3) When a person who is a Member dies, there shall be paid an amount equivalent to the amount of the transition allowance that the deceased person would have been entitled to under subsections (4) and (5) at the date of death.

(4) For service commencing on or after March 20, 1989, the amount of the transition allowance to be paid to or in respect of a person eligible under subsections (2) or (3) shall be determined by the formula

$$A \times B \times 3$$

where A means

- (i) the average monthly salary based on the 3 calendar years in which the person received their highest salary; or
- (ii) if the Member served less than 3 calendar years, the average monthly salary for the person's term of service;

B is the number of years the person served as a Member during the period commencing March 20, 1989.

(5) For service prior to March 20, 1989, the amount of the transition allowance to be paid to or in respect of a person who is eligible under subsections (2) or (3) shall be determined by multiplying the highest rate of the Member's monthly indemnity and expense allowances by one month for every year of service prior to March 20, 1989.

(6) Notwithstanding any other provision of this section, for the purpose of calculating the amount of a transition allowance, no

person shall be credited for any years of service as a Member for which that person has previously received a payment under this section or the predecessor sections.

(7) Repealed November 13, 2007.

CESSATION OF TRANSITION ALLOWANCE

9.1(1) Only persons who were Members of the Legislative Assembly prior to April 23, 2012 are eligible to receive a transition allowance under section 9.

(2) In computing the number of years that a Member has served for the purposes of calculating the transition allowance in section 9, no service after April 22, 2012, and no salary earned during that service, shall be taken into account.

INDIVIDUAL RETIREMENT INVESTMENT OPTION

10(1) Once in a fiscal year every person who is a Member and has served a minimum of 3 months in that fiscal year shall receive a retirement investment amount equal to 13% of the Member's indemnity allowance.

(2) In addition to the amount provided under subsection (1), a Member who has served a minimum of 3 months in that fiscal year may make a contribution to the Member's RRSP account up to 3.65% of the Member's indemnity allowance, and the Legislative Assembly Office shall contribute an amount to the Member's RRSP account that is equal to the contributions made by the Member under this subsection.

(3) If a Member is unable to make a contribution to a RRSP account in a fiscal year under subsection (2) because the Member has reached the maximum age at which contributions can be made pursuant to the *Income Tax Act* (Canada), the Member shall, if the Member has served a minimum of 3 months in that fiscal year, receive an amount equal to 3.65% of the Member's indemnity allowance in addition to the amount provided under subsection (1).

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)
RMSC 1992, c. M-2

MEMBERS' COMMITTEE ALLOWANCES ORDER

COMMITTEE CHAIR ALLOWANCE

1 (1) A Member who serves as Chair of a Standing or Special Committee of the Assembly, including a Member who substitutes for the Committee Chair in accordance with the Standing Orders, is entitled to be paid an allowance at the rate of \$200 per meeting.

(2) No member of Executive Council or the Speaker is entitled to be paid the allowance under subsection (1).

ANNUAL ADJUSTMENT

2(1) On April 1 of each year, the allowance outlined in section 1 shall be increased or decreased by the year-over-year percentage increase or decrease in the Alberta (All Items) Consumer Price Index published by Statistics Canada for the immediately preceding calendar year.

(2) Notwithstanding subsection (1), there shall be no adjustment to the allowance outlined in that subsection for the period commencing April 1, 2013 until 2 months after the first day of the 30th Legislature.

ACCOMMODATION ALLOWANCE

3(1) Pursuant to section 36(1)(b) of the *Legislative Assembly Act* a Member may claim an allowance for accommodation at the rate prescribed in section 6(1)(a) of the *Members' Allowance Order* (RMSC 1992, c. M-1) in connection with

services on a committee if the Member is required to be absent from the Member's ordinary place of residence on that day.

(2) The accommodation allowance provided for in subsection (1) is subject to the maximum set out in section 6(3) of the *Members' Allowances Order* (RMSO 1992, c. M-1) if claimed in respect of an overnight stay in or near Edmonton.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)
RMSC 1992, c. M-3

MEMBERS' GROUP LIFE INSURANCE ORDER

DEFINITIONS

1 In this Order

- (a) "Plan" means the Group Life Insurance Plan for management and excluded employees of the Public Service of Alberta;
- (b) "remuneration" means the sum of
 - (i) the allowances provided for, from time to time, by section 33(1) of the *Legislative Assembly Act*;
 - (ii) any fees received on a monthly or yearly rate pursuant to section 37(3)(a) of the *Legislative Assembly Act*;
 - (iii) in the case of the Speaker, Deputy Speaker, Deputy Chairman of Committees, Leader of her Majesty's Loyal Opposition or a leader of a recognized opposition party, the salary payable pursuant to sections 40, 41 and 42 of the *Legislative Assembly Act*;

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- (iv) in the case of a Member of Executive Council, the applicable salary and allowance payable under sections 43(1)(a) and 44 of the *Legislative Assembly Act*;
 - (v) in the case of a Member holding a position described in section 3 of the *Members' Allowances Order* (RMSC 1992, c. M-1), the allowance payable under that section; and
 - (vi) in the case of the Chairman of a Category A Committee as defined in section 1(a) of the *Members' Committee Allowances Order* (RMSC 1992, c. M-2), any allowances received on a monthly or yearly rate pursuant to section 3(1) of that Order.

MEMBERS' LIFE INSURANCE

2(1) Every Member shall have a single opportunity to be exercised within 31 days from the date of his election without showing evidence of insurability to opt to be covered by group life insurance on the same basis as provided in the Plan and up to a maximum of \$300,000, in an amount equal to

- (a) his remuneration; or
- (b) three times his remuneration.

(2) A Member may at a date later than as provided in section 2(1) apply to be covered by group life insurance in the amounts described in section 2(1)(a) or (b) if he provides evidence of insurability satisfactory to the insurer.

(3) The share of the premium payable by the Member in respect of coverage pursuant to this section shall be the same

as the share of the premium payable under the Plan for Public Service employees.

PURCHASE OF ADDITIONAL INSURANCE

3(1) Every Member who exercises an option for group life insurance coverage under section 2(1)(b) shall, in addition, have a single opportunity to be exercised at the same time, to opt to be covered by group life insurance, without being required to give evidence of insurability in a further amount equal to either

- (a) his remuneration, or
- (b) twice his remuneration.

(2) A Member may at a date later than as provided in section 2(1) apply to be covered by the additional amounts described in subsection (1)(a) or (b) if he provides evidence of insurability satisfactory to the insurer.

(3) The premium for insurance provided pursuant to this section shall be paid entirely by the Member and shall be the same as the premium paid by Public Service employees for equivalent coverage under the Plan.

SUICIDE

4 Notwithstanding any condition in the policy relating to the Plan, suicide by a Member shall not be a ground for denying a group life insurance benefit under sections 2 or 3.

DEPENDENTS

5(1) Every Member who has made an election to be covered for group life insurance coverage pursuant to this Order may also acquire group life insurance coverage for his dependents providing for a payment of \$10,000 in the case of the death of a spouse and \$5,000 in the case of the death of a child, and providing coverage for a dependent child commencing 24 hours from birth.

(2) Every Member who elected to have coverage for a dependent's insurance under the Plan prior to December 12, 1986, shall continue to be covered in accordance with subsection (1).

(3) A Member who has not previously elected to have coverage for dependents under the Plan but has made an election to be covered by group life insurance pursuant to this Order, may, no later than 31 days after the date of his election, or within 31 days of the Member's marriage or birth of a first child, elect to be covered in accordance with subsection (1).

FOLLOWS PUBLIC SERVICE PLAN

6 Subject to this Order, the insurance made available to Members pursuant to this Order shall be and shall remain as far as possible on the same basis as that made available to Public Service employees pursuant to the Plan, and in the event of any change in the insurance coverage under the Plan, an equivalent change shall be made in respect of insurance coverage for Members.

CONSULTATION WITH OTHER AUTHORITIES

7 The initiation and administration of the insurance coverage provided in this Order and of any changes resulting from changes in the Plan shall be as determined by Mr. Speaker.

ATTAINMENT OF AGE 70

8(1) Any coverage acquired by a Member under section 3 shall terminate upon the date the Member attains age 70.

(2) Section 3(2) does not apply to a Member 70 years of age or more.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)

RMSC 1992, c. M-4

MEMBERS' GROUP PLANS ORDER

DENTAL COVERAGE

1 Members shall be covered on behalf of themselves and their dependents in the following parts of the Dental Program established by the Government of the Province of Alberta, on the following basis:

- (a) in the Base Dental Plan; and
- (b) if the Member so elects, in an additional dental benefit plan, increasing coverage up to reimbursement of 100% of the cost of basic dental services, 80% of the cost of major dental services and 60% of the cost of orthodontic services with no annual maximum applicable.

COST

2(1) In respect of coverage under section 1(a) the cost shall be paid by the Legislative Assembly for the benefit of the Member.

(2) In respect of coverage under section 1(b) the Member shall pay the same premium as is paid by participants in the Optional Dental Plan for Management and Excluded Employees of the Public Service.

TIME FOR ENROLMENT FOR ADDITIONAL DENTAL COVERAGE

3 A Member may elect to be covered under the additional benefit plan, effective the next first day of a calendar month:

- (a) within 31 days of becoming a Member;
- (b) within 31 days of marriage; or
- (c) within 31 days of the birth of a first child.

DENTAL COVERAGE UNTIL 75 YEARS OF AGE

4 Members may enrol or continue their participation in the Base Dental Plan and the Optional Dental Plan for Management and Excluded Employees of the Public Service until 75 years of age.

ATTAINMENT OF AGE 65

5 Dental coverage for Members between the ages of 65 and 74 inclusive will be provided for any insured services, up to the benefit maximum, above those covered by the Alberta Health Care Plan for senior citizens.

EXTENDED HEALTH BENEFITS

6(1) Members may be covered for supplemental health care insurance in accordance with this Order.

(2) The Speaker is authorized to enter into a contract of insurance, on behalf of the Legislative Assembly Office, to provide for benefits for Members and their dependents as identified in the contract.

COST OF EXTENDED HEALTH COVERAGE

7 The premiums for the insurance shall be paid 50% by the Member and 50% by the Legislative Assembly on behalf of the Member.

ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE

8(1) Members who have not elected to be covered under section 2 of the *Members' Group Life Insurance Order* (RMSC 1992, c. M-3) will automatically be covered by the group plan for accidental death and dismemberment insurance for Members of the Assembly and senior executives to which the Government is a party.

(2) Coverage pursuant to subsection (1) shall be subject to a minimum of \$150,000 and a maximum of \$300,000.

(3) The premiums for insurance pursuant to this section shall be paid by the Legislative Assembly on behalf of Members.

GENERAL LIABILITY COVERAGE

9(1) Members shall be provided general liability coverage related to the performance of their duties as Members.

(2) Costs incurred pursuant to subsection (1) shall be paid by the Legislative Assembly on behalf of Members.

ALBERTA HEALTH CARE COVERAGE

10 The Legislative Assembly shall pay for the benefit of Members 50% of the premiums payable by the Member under the *Health Insurance Premiums Act*.

BENEFITS FOR FORMER MEMBERS

11 A Member who resigns, chooses not to run for re-election or is defeated in an election may elect to continue any of the benefit coverage held by the Member under this Order or under the *Members' Group Life Insurance Order* (RMSC 1992, c. M-3) on the following conditions:

- (a) the continuing coverage must be elected by the former Member, in writing, promptly upon ceasing to be a Member;

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- (b) the coverage may extend to the former Member up to the extent of the coverage in force at the time of ceasing to be a Member; and
 - (c) a former Member may elect to take only that part of the coverage held at the date of ceasing to be a Member and may later discontinue coverage in whole or in part.

COVERAGE FOR FORMER MEMBERS

12(1) Coverage for a former Member, if commenced, will continue up to the following, whichever occurs first, and may not thereafter be re-commenced:

- (a) with respect to benefit coverage under this Order, the date the former Member attains the age of 75;
- (a.1) with respect to benefit coverage under the *Members' Group Life Insurance Order*, the date the former Member attains the age of 70;
- (c) the death of the former Member; or
- (d) the date the former Member gives written notice to discontinue the coverage.

(1.1) Out-of-Canada emergency travel coverage may be provided to a former Member between the ages of 70 to 75 on the following conditions:

- (a) the former Member must pay any additional monthly premium, and
- (b) the former Member must not be out of the country for more than 30 consecutive days per trip.

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- (2) Premiums are paid by the former Member and the Legislative Assembly in the same proportions as for current Members for the first five years or until the former Member reaches the age of 70 years, whichever occurs first.
 - (3) If a former Member continues coverage beyond the five years referred to in subsection (2), the premiums are to be paid entirely by the former Member.

13 Repealed March 16, 2005

APPEALS

14(1) If any question arises as to the payment of any amount under this Order or in relation to any other matter arising under this Order, the question shall be decided in the first instance by the Speaker, subject to appeal to the Members' Services Committee.

(2) Notwithstanding subsection (1), if a question arises under subsection (1) in relation to the Speaker, the question shall be decided by the Members' Services Committee.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)
RMSC 1992, c. P-1

PARLIAMENTARY MEETINGS ORDER

ALLOWANCES

1 A Member who is authorized by the Members' Services Committee or the Speaker to attend a meeting or event referred to in section 39(1)(c) of the *Legislative Assembly Act* shall receive reimbursement of the Member's reasonable travel, accommodation and subsistence expenses incurred while travelling to, attending and returning from the meeting.

MEMBERS' SERVICES COMMITTEE ORDERS

MSC 1996, c. R.01

RECORDS MANAGEMENT ORDER (NO. 1)

**(Pursuant to section 22 of the
Legislative Assembly Act)**

INFORMATION AND RECORDS MANAGEMENT PROGRAM

1 The Information and Records Management Program established and amended from time to time by the Legislative Assembly Office shall govern the management of records in the custody or under the control of the Legislative Assembly Office.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)
RMSC 1992, c. R-1

REGULATIONS EXEMPTION AND VARIANCE ORDER

CONTRACTS OF EMPLOYMENT REGULATIONS

1 Orders in Council 394/72 and 980/72 passed pursuant to section 29 of the *Public Service Act* do not apply to any contract entered into by the Legislative Assembly Office

- (a) that appoints a person to a position of employment as an Officer or employee of the Legislative Assembly Office;
- (b) that employs a person to serve a caucus or one or more members;
- (c) that provides office, administrative or other services to assist a Member in a constituency office or otherwise in connection with the Member's duties as a Member.

TERMINATION REGULATIONS NOT APPLICABLE

2 Regulations made pursuant to the *Public Service Act* relating to severance payments made on the termination or release of an employee, and Treasury Board Directive No. 11/85 do not apply to the Legislative Assembly Office nor to severance payments made to its Officers or staff.

ACCOUNTING REGULATION VARIED

3 The Order issued pursuant to section 39 of the *Financial Administration Act* and identified as "Accounting and Financial Control – Expenditures and Disbursements – Travel", section 10.12.1 (policy), does not apply to limit the types of expenditure for which the Officers and staff of the Legislative Assembly Office listed below may use credit cards issued in the name of the Legislative Assembly when such cards are being used for proper expenditures later accounted for, on the business of the Legislative Assembly or any of its committees or of the Commonwealth Parliamentary Association:

Clerk;
Clerk Assistant;
Parliamentary Counsel;
Administrative Assistants to Committees.

OUT OF COUNTRY TRAVEL REGULATIONS

4 Treasury Board Directive No. 06/92 entitled "Out of Country Travel Directive", made pursuant to sections 5(1), 7 and 27 of the *Financial Administration Act* does not apply to Members, Officers and employees of the Legislative Assembly Office.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS

(Pursuant to the Legislative Assembly Act)

RMSC 1992, c. T-1

THIRD PARTY ALLOWANCES AND EXPENSES ORDER

LIVING AND TRAVELLING EXPENSES OF MEMBER'S SPOUSE OR GUEST

1 The following may be paid to or on behalf of a Member's spouse or guest, on production of receipts:

- (a) reasonable living and travelling expenses of the Member's spouse or guest, if the expenses are related to the attendance of the spouse or guest in company with the Member
 - (i) at a conference or meeting of the Commonwealth Parliamentary Association or of one or more of its regional or other committees, councils or branches,
 - (ii) at a seminar or other meeting sponsored by the Commonwealth Parliamentary Association or one of its branches or at a regional meeting of the Commonwealth Parliamentary Association,
 - (iii) at a meeting or event related to an exchange of representatives, or to a visit to Alberta of representatives, where the exchange or visit is sponsored by the Commonwealth Parliamentary

Association or a branch of that Association,

- (iv) at a meeting of any other parliamentary association or any of its divisions, and
- (v) at a meeting or event attended by the Member as a representative of the Assembly or the Speaker.

APPEALS

2(1) If any question arises as to the payment of any amount or the provision of any service or thing under this Order, the question shall be decided in the first instance by the Speaker, subject to appeal to the Members' Services Committee.

(2) Notwithstanding subsection (1), if a question arises under subsection (1) in relation to the Speaker, the question shall be decided by the Members' Services Committee.

CONSOLIDATION
REVISED
MEMBERS' SERVICES COMMITTEE ORDERS
(Pursuant to the Legislative Assembly Act)
RMSC 1992, c. T-2

TRANSPORTATION ORDER

AIR, BUS AND TAXI TRAVEL

1 The following shall be provided to or for the use of Members on the condition that they are related to and reasonably necessary for the performance of their duties as Members:

- (a) regularly scheduled air travel service
 - (i) between the Member's constituency or normal place of residence and Edmonton, or between other points in or outside Alberta if it is more reasonable and convenient to use air travel service between such points when travelling between the Member's constituency or normal place of residence and Edmonton, and
 - (ii) between any points in Alberta for travel on business, limited in the case of all Members except a Member who is the leader of an opposition party, to no more than 5 return trips in a fiscal year;
- (b) chartered aircraft service, subject to the following conditions:

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- (i) the service may be used only by the Members for the electoral divisions of Fort McMurray-Conklin, Fort McMurray-Wood Buffalo, Dunvegan-Central Peace-Notley, Lesser Slave Lake and Peace River,
 - (ii) the use of the service shall relate to a trip to or from a destination within the Member's electoral division,
 - (iii) the use of the service for a trip on any day, either to or from the destination referred to in subclause (ii), shall not be allowed if the trip could have been made with reasonable convenience on that day by way of regularly scheduled air service,
 - (iv) subject to subclause (v), the charter shall be between points within the Member's electoral division, and
 - (v) a charter may be arranged under which the trip is to or from a point outside the Member's electoral division if it is more practical to do so in the circumstances and if that point is reasonably close to the boundaries of the Member's electoral division;
- (c) the cost of renting a vehicle in the cities of, or areas surrounding, Edmonton and Calgary, subject to the submission of supporting receipts;
 - (c.1) the cost of renting a vehicle anywhere in Alberta, up to a maximum of five days in a fiscal year, subject to the submission of supporting

receipts in addition to vehicle rentals under clause (c);

- (d) regularly scheduled long-distance bus transportation within the Province where privileges are not otherwise provided;
- (e) cost of taxi travel anywhere in Alberta subject to the submission of supporting receipts;
- (f) the reimbursement of expenses incurred in parking a vehicle at an airport; and
- (g) the amount of parking expenses incurred by a Member up to a maximum of \$900 in a fiscal year upon production of receipts for each claim over the allowable rate set in the Government of Alberta's *Travel, Meal and Hospitality Expenses Directive* issued by Treasury Board (No. 1/2015).

LIVING AND TRAVELLING EXPENSES OF MEMBER'S SPOUSE, FAMILY MEMBER OR GUEST

1.1 Reasonable living and travelling expenses may be paid to or on behalf of a Member's spouse, family member or guest who accompanies a Member to or joins a Member in Edmonton or, providing the trip is related to the Member's public or official business, any other part of Alberta, subject to a maximum of 4 round trips in any one fiscal year.

PROVISION OF AUTOMOBILES

2(1) The use of an automobile shall be provided on the same basis on which they are provided to or for the use of Members of Executive Council to

- (a) the Speaker;
- (b) the Deputy Speaker.

(2) The use of an automobile shall be provided on the same basis on which they are provided to or for the use of Deputy Ministers to

- (a) the Deputy Chairman of Committees;
- (b) the leader of a recognized opposition party as defined in section 42(1) of the *Legislative Assembly Act*.

INCIDENTAL AUTO EXPENSES

3 Use of any automobile provided by this section includes fuel and other things related to the operation, maintenance and repair of that automobile including, with respect to automobiles provided pursuant to section 2(1) and section 2(2)(a), mobile telephone services.

TREASURY BOARD DIRECTIVES

4 Use of any automobile provided by this Order is subject to any directives of the Treasury Board regarding that automobile.

AUTOMOBILE TRAVEL ALLOWANCE FOR MEMBER'S OWN VEHICLE

5(1) The following shall be provided to or for the use of Members on the condition that they are related to and reasonably necessary for the performance of their duties as Members

- (a) the provision of fuel, oil, lubrication, antifreeze, gas line antifreeze, transmission fluid, brake fluid, steering fluid, windshield washer fluid, washes and waxing, including labour, if they relate to the operation of a private automobile;
- (b) a per kilometre allowance as set out in the *Travel, Meal and Hospitality Expenses Directive* issued by Treasury Board (No. 1/2015) less 7 cents per kilometre in respect of a Member's use of a private automobile on the following conditions:

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- (i) the purpose of an allowance is to cover the expenses of operating the automobile other than those items covered by clause (a); and
 - (ii) the allowance is limited to payment for up to 52 trips per year between the Member's residence or place of employment or business, and the City of Edmonton, and for general travel within the Province;
- (c) a per kilometre allowance as set out in the *Travel, Meal and Hospitality Expenses Directive*, issued by Treasury Board (No. 1/2015) less 7 cents per kilometre in respect of a Member of a committee of the Assembly on committee business, subject to the conditions in section 36 of the *Legislative Assembly Act*.

(2)For the purposes of this section and section 6, "private automobile" includes an automobile rented by a Member but does not include a rental under section 1(c) and (c.1).

TRAVEL LIMITS BY PRIVATE AUTOMOBILE

6 The amount of general travel within the Province for which the allowance provided for in section 5(1)(b) may be paid shall be:

- (a) for a Member representing an urban electoral division as identified in Schedule "A", up to 35,000 kilometres per year which may be paid without production of fuel receipts in respect of 0-10,000 kilometres and subject to the provision of fuel receipts in respect of 10,000-35,000 kilometres; and
- (b) for a Member representing a rural electoral division as identified in Schedule "A", up to 80,000 kilometres per year which may be paid without production of fuel receipts in respect of

0-18,000 kilometres and subject to the provision of fuel receipts in respect of 18,000-80,000 kilometres.

USE OF PRIVATE AUTOMOBILE BY MEMBERS ENTITLED TO VEHICLE

7 A Member who is provided with an automobile at public expense may also claim the allowance in respect of the use of a private automobile, where it was not possible or reasonably convenient for the Member to use the automobile provided at public expense.

CLAIMS

8 Claims for the allowance provided in section 6 shall be submitted using a form approved by the Select Special Standing Committee on Members' Services.

AUTO TRAVEL IN LIEU OF AUTHORIZED AIR TRAVEL

9 In addition to the travel covered by this Order, a Member who chooses not to travel by air on official business during the fiscal year as provided by section 1(a)(ii) may claim in lieu mileage for up to 1,500 kilometres for each of the 5 air trips not taken and receive an allowance at the rate provided in section 5(1)(b).

APPEALS

10(1) If any question arises as to the payment of any amount or the provision of any service or thing under this Order, the question shall be decided in the first instance by the Speaker, subject to appeal to the Members' Services Committee.

(2) Notwithstanding subsection (1), if a question arises under subsection (1) in relation to the Speaker, the question shall be decided by the Members' Services Committee.

SCHEDULE "A"

URBAN

Calgary-Acadia	Calgary-South East
Calgary-Bow	Calgary-Varsity
Calgary-Buffalo	Calgary-West
Calgary-Cross	Edmonton-Beverly-Clareview
Calgary-Currie	Edmonton-Calder
Calgary-East	Edmonton-Castle Downs
Calgary-Elbow	Edmonton-Centre
Calgary-Fish Creek	Edmonton-Decore
Calgary-Foothills	Edmonton-Ellerslie
Calgary-Fort	Edmonton-Glenora
Calgary-Glenmore	Edmonton-Gold Bar
Calgary-Greenway	Edmonton-Highlands-Norwood
Calgary-Hawkwood	Edmonton-Manning
Calgary-Hays	Edmonton-McClung
Calgary-Klein	Edmonton-Meadowlark
Calgary-Lougheed	Edmonton-Mill Creek
Calgary-Mackay-Nose Hill	Edmonton-Mill Woods
Calgary-McCall	Edmonton-Riverview
Calgary-Mountain View	Edmonton-Rutherford
Calgary-North West	Edmonton-South West
Calgary-Northern Hills	Edmonton-Strathcona
Calgary-Shaw	Edmonton-Whitemud
Lethbridge-East	Red Deer-South
Lethbridge-West	Sherwood Park
Medicine Hat	St. Albert
Red Deer-North	

RURAL

Airdrie	Lac La Biche-St. Paul-Two Hills
Athabasca-Sturgeon-Redwater	Lacombe-Ponoka
Banff-Cochrane	Leduc-Beaumont
Barrhead-Morinville-Westlock	Lesser Slave Lake
Battle River-Wainwright	Little Bow
Bonnyville-Cold Lake	

Cardston-Taber-Warner
Chestermere-Rocky View
Cypress-Medicine Hat
Drayton Valley-Devon
Drumheller-Stettler
Dunvegan-Central Peace-
Notley
Fort McMurray-Conklin
Fort McMurray-Wood Buffalo
Fort Saskatchewan-Vegreville
Grande Prairie-Smoky
Grande Prairie-Wapiti
Highwood
Innisfail-Sylvan Lake

Livingstone-MacLeod
Olds-Didsbury-Three Hills
Peace River
Rimbey-Rocky Mountain
House-Sundre
Spruce Grove-St. Albert
Stony Plain
Strathcona-Sherwood Park
Strathmore-Brooks
Vermilion-Lloydminster
West Yellowhead
Wetaskiwin-Camrose
Whitecourt-Ste. Anne

SCHEDULE "B"

Salaries and allowances in addition to the indemnity allowance set out in the Orders are based on the following percentages of the indemnity allowance:

Premier	62.5% of indemnity allowance
Speaker	50% of indemnity allowance
Minister with Portfolio	50% of indemnity allowance
Leader of the Official Opposition	50% of indemnity allowance
Deputy Speaker and Chair of Committees	25% of indemnity allowance
Minister without Portfolio	22.5% of indemnity allowance
Leader of a Recognized Opposition Party	22.5% of indemnity allowance
Official Opposition House Leader	12.5% of indemnity allowance
Deputy Chair of Committees	12.5% of indemnity allowance
Third Party House Leader	10% of indemnity allowance
Chief Government Whip	10% of indemnity allowance
Assistant Government Whip	7.5% of indemnity allowance
Chief Opposition Whip	7.5% of indemnity allowance
Assistant Opposition Whip	6% of indemnity allowance
Third Party Whip	6% of indemnity allowance