

# **CONSOLIDATED MEMBERS' SERVICES COMMITTEE ORDERS**

*(Consolidated up to MSC Order No. 04/2024, dated November 26, 2024\*)*



**LEGISLATIVE ASSEMBLY OF ALBERTA**

*\*MSC Order No. 03/2024 to be consolidated on coming into force on April 1, 2025.*



# REVISED MEMBERS' SERVICES COMMITTEE ORDERS

## TABLE OF CONTENTS

Administrative Services Order	1
Constituency Services Order	5
Executive Council Salaries Order	17
Members' Allowances Order	19
Members' Committee Allowances Order	27
Members' Group Life Insurance Order	29
Members' Group Plans Order	33
Parliamentary Meetings Order	37
Records Management Order (No. 1)	39
Regulations Exemption and Variance Order	41
Third Party Allowances and Expenses Order	43
Transportation Order	45

## SCHEDULES

Members' Services Committee Orders, Schedule "A"	51
Percentages of Indemnity Allowance for Salaries and Additional Allowances (Reference Only)	53



(Consolidated up to MSCO 01/2018)

## **REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. A-1**

### ***Legislative Assembly Act***

#### **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* (RMSC 1992, c. M-1); 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
- (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 Committee Orders*;
  - (a.1) furnish to one individual employed in a constituency office, if authorized by the Member, a credit card 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 to obtain for a Member's constituency office as provided by statute, regulations made thereunder or *Members' Services Committee 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 Committee 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 Committee 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.





(Consolidated up to MSCO 02/2024)

## REVISED MEMBERS' SERVICES COMMITTEE ORDERS

RMSC 1992, c. C-1

### *Legislative Assembly Act*

## 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) \$29,936 for office operations in constituencies identified as "rural" in Schedule "A";
  - (i.1) \$35,923 for office operations in constituencies identified as "urban" in Schedule "A";
  - (ii) \$109,898 for staffing;
  - (iii) \$3,186 for supplies;
- (b)  $\$1.41 \times \frac{E}{1.5}$  ;
- (c) \$3,168 plus  $\$0.082 \times (C - 14,000)$ ;

(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	\$6,632
1 to 4	\$9,948
5 to 9	\$13,372
10 to 15	\$20,056
16+	\$26,742

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

## **PARTISAN ACTIVITIES OR MATERIALS**

**1.1** This Order is to be interpreted in a manner that supports a Member's exercise of discretion in relation to expenditures from the Member's Allowance, subject to the rules in this Order and the authority of the Members' Services Committee and the Legislative Assembly.

**1.2(1)** No amount of the Allowance shall be applied to payment for partisan activities or for materials that relate to, reference or promote partisan activities.

**(2)** For the purposes of this Order, "partisan activities" means

- (a) the solicitation of money or votes to be given to a candidate or political party,
- (b) the solicitation of memberships to be purchased for a political party,
- (c) the distribution or display of materials that include references to or use of political party logos, websites or publications,
- (d) activities that relate to the internal administration, organization, conventions, meetings or communications of a political party or constituency association, or
- (e) activities that relate to a leadership contest or nomination contest for a political party.

**(3)** For greater certainty, a Member's advocacy or policy statement or opinion, or provision of information about a program or service, is

not considered to be a partisan activity if it relates to either of the following:

- (a) activities related to the proceedings of the Legislative Assembly or its committees;
- (b) activities undertaken in representing the Member's constituency or constituents.

### **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;
- (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.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;
  - (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.

- (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* (RMSC 1992, c. M-1), and
- (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, including print or electronic 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 of communication 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.

## **EVENT TICKETS**

**5.1(1)** Subject to subsections (3) and (4) and any guidelines approved by the Members' Services Committee, the Allowance may be used for the cost of a ticket for a Member to attend an event in the Member's role as a representative of the Member's constituency

- (a) in the Member's constituency,
- (b) in a municipality in which all or part of the Member's constituency is located, and
- (c) in any other location in Alberta, to a maximum of 10 events per fiscal year.

**(2)** The Allowance may be used for the cost of a ticket to an event for

- (a) a constituency office employee who is attending the event in the course of the employee's duties, and
- (b) the Member's guest provided the Member is also in attendance at the event, to a maximum of 4 events per fiscal year.

**(3)** The Allowance shall not be used for

- (a) a ticket to attend a game of the National Hockey League or the Canadian Football League, or
- (b) golf fees or any other costs pertaining to participation in a golf event apart from the allowable cost of a meal, reception or other social function.

**(4)** The Allowance shall not be used for any component of an event ticket that

- (a) is a charitable donation eligible for a receipt for income tax purposes, or
- (b) may be exchanged for alcohol at the event.

**(5)** A Member shall disclose the cost of any event ticket that is \$100 or greater, and paid for or reimbursed pursuant to this section, as part of the Member's quarterly expense disclosure reports.

### **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;
- (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.



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

**EFFECTIVE MARCH 19, 2019**

<b>Constituency Name</b>	<b>Matrix Score</b>
Calgary-Acadia	-8
Calgary-Beddington	-10
Calgary-Bhullar-McCall	-6
Calgary-Bow	-9
Calgary-Buffalo	-12
Calgary-Cross	-9
Calgary-Currie	-11
Calgary-East	-10
Calgary-Edgemont	-9
Calgary-Elbow	-10
Calgary-Falconridge	-9
Calgary-Fish Creek	-9
Calgary-Foothills	-7
Calgary-Glenmore	-8
Calgary-Hays	-10
Calgary-Klein	-9
Calgary-Lougheed	-7
Calgary-Mountain View	-11
Calgary-North	-9
Calgary-North East	-3
Calgary-North West	-9
Calgary-Peigan	-4
Calgary-Shaw	-8
Calgary-South East	-5
Calgary-Varsity	-9
Calgary-West	-9

<b>Constituency Name</b>	<b>Matrix Score</b>
Edmonton-Beverly-Clareview	-13
Edmonton-Castle Downs	-15
Edmonton-City Centre	-18
Edmonton-Decore	-15
Edmonton-Ellerslie	-12
Edmonton-Glenora	-16
Edmonton-Gold Bar	-10
Edmonton-Highlands-Norwood	-17
Edmonton-Manning	-9
Edmonton-McClung	-15
Edmonton-Meadows	-16
Edmonton-Mill Woods	-15
Edmonton-North West	-15
Edmonton-Riverview	-15
Edmonton-Rutherford	-15
Edmonton-South	-10
Edmonton-South West	-10
Edmonton-Strathcona	-18
Edmonton-West Henday	-9
Edmonton-Whitemud	-15
Airdrie-Cochrane	-4
Airdrie-East	-4
Athabasca-Barrhead-Westlock	12
Banff-Kananaskis	14
Bonnyville-Cold Lake-St. Paul	12
Brooks-Medicine Hat	10
Camrose	12
Cardston-Siksika	18
Central Peace-Notley	17
Chestermere-Strathmore	-1
Cypress-Medicine Hat	0
Drayton Valley-Devon	5
Drumheller-Stettler	16
Fort McMurray-Lac La Biche	9
Fort McMurray-Wood Buffalo	3
Fort Saskatchewan-Vegreville	7
Grande Prairie	-4

<b>Constituency Name</b>	<b>Matrix Score</b>
Grande Prairie-Wapiti	13
Highwood	0
Innisfail-Sylvan Lake	5
Lac Ste. Anne-Parkland	5
Lacombe-Ponoka	-1
Leduc-Beaumont	-9
Lesser Slave Lake	16
Lethbridge-East	-3
Lethbridge-West	-3
Livingstone-Macleod	18
Maskwacis-Wetaskiwin	5
Morinville-St. Albert	-3
Olds-Didsbury-Three Hills	15
Peace River	17
Red Deer-North	-9
Red Deer-South	-14
Rimbey-Rocky Mountain House-Sundre	14
Sherwood Park	-8
Spruce Grove-Stony Plain	-9
St. Albert	-12
Strathcona-Sherwood Park	-3
Taber-Warner	18
Vermilion-Lloydminster-Wainwright	10
West Yellowhead	11



(Consolidated up to MSCO 02/2020)

## **REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. E-2**

### ***Legislative Assembly Act***

## **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) \$65,244 a year, in the case of the President of the Executive Council;
- (b) \$60,468 a year, in the case of a Member designated otherwise than as a Minister without Portfolio; and
- (c) \$27,216 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)** Despite subsection (1), the salaries referred to in that subsection must not be increased or decreased as provided in that subsection during the period beginning on April 1, 2020 and ending on the 180<sup>th</sup> day immediately following the day on which the 31<sup>st</sup> Legislature commences.

### **CONTINUANCE OF ALLOWANCE**

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



(Consolidated up to MSCO 04/2024)

## REVISED MEMBERS' SERVICES COMMITTEE ORDERS

RMSC 1992, c. M-1

### *Legislative Assembly Act*

## MEMBERS' ALLOWANCES ORDER

### MEMBERS' INDEMNITY AND EXPENSE ALLOWANCE

**1** There shall be paid to each Member:

- (a) an indemnity allowance at the rate of \$120,936 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)** Subject to subsections (3) to (5), there shall be paid to Members holding positions described herein an additional allowance at the rate of:

- (a) \$15,120 a year, in the case of the Official Opposition House Leader;
- (b) \$12,096 a year, in the case of the Third Party House Leader;
- (c) \$12,096 a year, in the case of the Chief Government Whip;

- (c.01) \$12,096 a year, in the case of the Deputy Government House Leader;
- (d) \$9,072 a year, in the case of the Assistant Government Whip;
- (e) \$9,072 a year, in the case of the Chief Opposition Whip;
- (f) \$7,260 a year, in the case of the Assistant Opposition Whip;
- (g) \$7,260 a year, in the case of the Third Party Whip.

**(3)** If more than one Member holds the position of Deputy Government House Leader, only one of those Members is entitled to the additional allowance prescribed for that position under subsection (2).

**(4)** A Member who holds a position referred to in subsection (2) is not entitled to be paid the additional allowance prescribed for that position if the Member receives a salary in accordance with section 1 of the *Executive Council Salaries Order*.

**(5)** A Member who concurrently holds more than one position referred to in subsection (2) is entitled to only one of the additional allowances prescribed for those positions.

### **THIRD PARTY LEADER ALLOWANCE**

**4** The allowance provided for by section 42(2) of the *Legislative Assembly Act* shall be \$27,216.

### **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)** Despite subsection (1), the allowances referred to in that subsection must not be increased or decreased as provided in that subsection during the period beginning on April 1, 2020 and ending on the 180<sup>th</sup> day immediately following the day on which the 31<sup>st</sup> Legislature commences.



## **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.

## **DECLARATION FOR OWNED OR LEASED PREMISES**

**5.1** A Member may not claim any expenses under section 6 with respect to a temporary residence that the Member leases or owns until the Member has completed and filed with the Clerk's Office a declaration in a form prescribed by the Clerk and has provided any documentation required by section 6(2).

## **UPDATE TO INFORMATION IN DECLARATION**

**5.2** A Member shall advise the Clerk's Office as soon as is reasonably practicable following a change in any of the information set out in a declaration made under section 5(2) or 5.1, and shall provide the Clerk's Office with an updated declaration if required.

## **ACCOMMODATION ALLOWANCE**

**6(1)** Subject to subsections (3) and (4), a Member who qualifies for an allowance under section 5(1) may claim an allowance for accommodation that reflects the actual costs incurred, as follows:

- (a) in the case of a temporary residence for which costs are incurred based on a daily rate, up to \$350 per day for each day the Member maintains a temporary residence in or near Edmonton if
  - (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;

(b) in the case of a temporary residence for which costs are incurred based on a monthly amount, up to \$2,200 per month for each month the Member maintains a temporary residence in or near Edmonton if the Member owns or leases the temporary residence in the Member's name.

**(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)** Subject to subsection (4), 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 \$26,400 in a fiscal year.

**(4)** On April 1 of each year, the amounts set out in subsections (1) and (3) 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.

## **SHORT-TERM RENTAL OF TEMPORARY RESIDENCE**

**6.1** A Member who claims an allowance for a temporary residence under section 6 of this Order shall not, during the period of time the allowance is claimed, use any commercial service through which the Member, or a third party on behalf of the Member, rents out the residence for a fee as a vacation rental or any other type of short-term accommodation.

## **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* (Treasury Board Directive No. 05/2020), as amended from time to time.

**(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;
- (e) 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
  - (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;

where 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).



(Consolidated up to MSCO 04/2020)

## **REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. M-2**

### ***Legislative Assembly Act***

## **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)** Despite subsection (1), the allowance referred to in that subsection must not be increased or decreased as provided in that subsection during the period beginning on April 1, 2020 and ending on the 180<sup>th</sup> day immediately following the day on which the 31<sup>st</sup> Legislature commences.

### **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* (RMSC 1992, c. M-1) if claimed in respect of an overnight stay in or near Edmonton.





**REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. M-3**

***Legislative Assembly Act***

**MEMBERS' GROUP LIFE INSURANCE ORDER**

**DEFINITIONS**

**1** In this Order,

- (a) "Plan" means the Group Life Insurance Plan for management, opted out 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 Chair of Committees, Leader of His 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*;
  - (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) the retirement investment amount provided under section 10 of the *Members' Allowances Order*.

## **MEMBERS' LIFE INSURANCE**

**2(1)** Every Member shall have a single opportunity to be exercised within 31 days from the date of the Member's 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 \$400,000, in an amount equal to

- (a) the Member's remuneration; or
- (b) three times the Member's 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 the Member 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 in a further amount equal to one of the following:

- (a) the Member's remuneration;
- (b) twice the Member's remuneration;
- (c) three times the Member's remuneration;
- (d) four times the Member's 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 subsections (1)(a) to (d) if the Member 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

- (a) under section 2, or
- (b) under section 3, if the Member has enrolled in that optional coverage for at least 2 years.

## **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 the Member's dependents providing for a payment of \$15,000 in the case of the death of a spouse and \$7,500 in the case of the death of a child, and providing coverage for a dependent child commencing at birth or as otherwise permitted under the Plan.

**(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 elect to be covered in accordance with subsection (1)

- (a) no later than 31 days after the date of the Member's election,
- (b) within 31 days of the Member's marriage or the birth of the Member's first child, or
- (c) as otherwise permitted under the Plan.

## **FOLLOWS PUBLIC SERVICE PLAN**

**6(1)** The insurance coverage made available to Members under this Order shall remain, as far as practicable, similar in respect of the amount, types, cost and level of insurance coverage provided to employees of the Public Service under the Plan.

**(2)** Notwithstanding any other provision in this Order, if a change is made to the insurance coverage provided to employees of the Public Service under the Plan, an equivalent change is deemed to have been ordered in respect of the 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 the 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.

(Consolidated up to MSCO 02/2022)

## **REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. M-4**

### ***Legislative Assembly Act***

## **MEMBERS' GROUP PLANS ORDER**

### **DENTAL COVERAGE**

**1** Members shall, if they so elect, be covered on behalf of themselves and the Member's dependents in the following parts of the Dental Program for management, opted out and excluded employees of the Public Service of Alberta:

- (a) the Base Dental Plan;
- (b) the Enhanced Dental Plan.

### **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 share of the premium payable by management, opted out and excluded employees of the Public Service of Alberta under the Dental Program.

### **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,
- (c) within 31 days of the birth of a first child, or
- (d) as otherwise permitted under the Plan.

**4** Repealed December 19, 2022.

### **ATTAINMENT OF AGE 65**

**5** Dental coverage for Members 65 years and older 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 COVERAGE**

**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 supplemental health care 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.

**(2)** Coverage pursuant to subsection (1) shall be subject to a maximum of \$400,000.

**(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.

**10** Repealed December 19, 2022.

## **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;

- (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;
- (b) the death of the former Member; or
- (c) the date the former Member gives written notice to discontinue the coverage.

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

- (a) repealed December 19, 2022;
- (b) the former Member must not be out of Canada or the province of residence for more than 30 consecutive days per trip.

**(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 75 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.

### **FOLLOWS PUBLIC SERVICE PLAN**

**13(1)** The group benefits coverage made available to Members under this Order shall remain, as far as practicable, similar in respect of the

amount, types, cost and level of group benefits coverage provided to management, opted out and excluded employees of the Public Service of Alberta.

**(2)** Notwithstanding any other provision in this Order, if a change is made to the group benefits coverage provided to management, opted out and excluded employees of the Public Service of Alberta, an equivalent change is deemed to have been ordered in respect of the group benefits coverage for Members.

## **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.



(Consolidated up to MSCO 03/1994)

**REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. P-1**

***Legislative Assembly Act***

**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.



(no amdt)

**MEMBERS' SERVICES COMMITTEE ORDERS**

**MSCO 1996, c. R.01**

***Legislative Assembly Act***

**RECORDS MANAGEMENT ORDER (NO. 1)**

**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.



(Consolidated up to MSCO 01/2024)

## **REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. R-1**

### ***Legislative Assembly Act***

## **REGULATIONS EXEMPTION AND VARIANCE ORDER**

### **CONTRACTS OF EMPLOYMENT REGULATIONS**

**1** Regulations made pursuant to section 28(5)(b) of the *Public Service Act* do not apply to any contract of employment entered into by the Legislative Assembly Office.

### **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 the *Termination and Release of Employees Directive* (Treasury Board Directive No. 03/1992) do not apply to the Legislative Assembly Office nor to severance payments made to its Officers or staff.

### **CREDIT CARD POLICY DIRECTIVE**

**3** The *Credit Card Policy Directive* (Treasury Board Directive No. 03/2007) does not apply to the Legislative Assembly Office or its officers or employees, or to Members of the Legislative Assembly with respect to credit cards issued under the authority of section 3(a) of the *Administrative Services Order* (RMSC 1992, c. A-1).

### **TRAVEL, MEAL AND HOSPITALITY EXPENSES DIRECTIVE**

**4** The *Travel, Meal and Hospitality Expenses Directive* (Treasury Board Directive No. 05/2020), as amended from time to time, does not apply to the Legislative Assembly Office or its officers or employees, or to Members of the Legislative Assembly with respect to expenses of a Member that are payable or reimbursable by the Legislative Assembly Office pursuant to an Act, regulation or the *Members' Services Committee Orders*.



(Consolidated up to 03/2018)

## **REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. T-1**

### ***Legislative Assembly Act***

#### **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.

##### **LIVING AND TRAVELLING EXPENSES IN ALBERTA OF MEMBER'S SPOUSE OR GUEST**

**1.1** Reasonable living and travelling expenses may be paid to or on behalf of a Member's spouse or guest who accompanies a Member to or joins a Member in Edmonton or, provided that 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.

## **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.



(Consolidated up to MSCO 01/2024)

## **REVISED MEMBERS' SERVICES COMMITTEE ORDERS**

**RMSC 1992, c. T-2**

### ***Legislative Assembly Act***

## **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:
  - (i) the service may be used only by the Members for the electoral divisions of Fort McMurray-Lac La Biche, Fort McMurray-Wood Buffalo, 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 *Travel, Meal and Hospitality Expenses Directive* (Treasury Board Directive No. 05/2020), as amended from time to time.

**1.1** Repealed June 21, 2018.

## **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(1)** Use of any automobile provided by this Order 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.

**(2)** A Member who is a member of Executive Council and provided with the use of an automobile pursuant to a directive of the Treasury Board may be provided with fuel for the operation of that automobile, if related to and reasonably necessary for the performance of the Member's duties as a Member of the Legislative Assembly.

#### **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) repealed September 1, 2019;
- (b) a per kilometre allowance as set out in the *Travel, Meal and Hospitality Expenses Directive* (Treasury Board Directive No. 05/2020), as amended from time to time, in respect of a Member's use of a private automobile on the following conditions:
- (i) repealed September 1, 2019;
- (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* (Treasury Board Directive No. 05/2020), as amended from time to time, 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*;

- (d) an adverse driving condition allowance at the rate set out in the *Travel, Meal and Hospitality Expenses Directive* (Treasury Board Directive No. 05/2020), as amended from time to time, in respect of a Member's use of a private automobile for a day, if on that day
  - (i) the Member drives 10 kilometres or more on unpaved roads, or
  - (ii) the private automobile is frequently stopped and parked at least 5 or more times during a single trip in an urban area.

**(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; and
- (b) for a Member representing a rural electoral division as identified in Schedule "A", up to 80,000 kilometres per year.

#### **TRANSFER OF AUTOMOBILE TRAVEL ALLOWANCE TO EMPLOYEES**

**6.1(1)** A Member may transfer any amount of the kilometres for which the Member is eligible to be reimbursed for general travel under section 6 of this Order to employees of the Member's constituency office for reimbursement under subsection (2).

**(2)** An employee may claim reimbursement if authorized by a Member in accordance with subsection (1) for general travel within the Province required in the performance of the employee's duties at the per kilometre allowance as set out in the *Travel, Meal and Hospitality Expenses Directive* (Treasury Board Directive No. 05/2020), as amended from time to time.

#### **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.



(Consolidated up to MSCO 03/2022)

**MEMBERS' SERVICES COMMITTEE ORDERS**

**MSCO 14/2013**

**SCHEDULE "A"**

**URBAN**

Calgary-Acadia	Edmonton-City Centre
Calgary-Beddington	Edmonton-Decore
Calgary-Bhullar-McCall	Edmonton-Ellerslie
Calgary-Bow	Edmonton-Glenora
Calgary-Buffalo	Edmonton-Gold Bar
Calgary-Cross	Edmonton-Highlands-Norwood
Calgary-Currie	Edmonton-Manning
Calgary-East	Edmonton-McClung
Calgary-Edgemont	Edmonton-Meadows
Calgary-Elbow	Edmonton-Mill Woods
Calgary-Falconridge	Edmonton-North West
Calgary-Fish Creek	Edmonton-Riverview
Calgary-Foothills	Edmonton-Rutherford
Calgary-Glenmore	Edmonton-South
Calgary-Hays	Edmonton-South West
Calgary-Klein	Edmonton-Strathcona
Calgary-Lougheed	Edmonton-West Henday
Calgary-Mountain View	Edmonton-Whitemud
Calgary-North	Grande Prairie
Calgary-North East	Leduc-Beaumont
Calgary-North West	Lethbridge-East
Calgary-Peigan	Lethbridge-West
Calgary-Shaw	Red Deer-North
Calgary-South East	Red Deer-South
Calgary-Varsity	Sherwood Park
Calgary-West	Spruce Grove-Stony Plain
Edmonton-Beverly-Clareview	St. Albert
Edmonton-Castle Downs	

## RURAL

Airdrie-Cochrane	Grande Prairie-Wapiti
Airdrie-East	Highwood
Athabasca-Barrhead-Westlock	Innisfail-Sylvan Lake
Banff-Kananaskis	Lac Ste. Anne-Parkland
Bonnyville-Cold Lake-St. Paul	Lacombe-Ponoka
Brooks-Medicine Hat	Lesser Slave Lake
Camrose	Livingstone-Macleod
Cardston-Siksika	Maskwacis-Wetaskiwin
Central Peace-Notley	Morinville-St. Albert
Chestermere-Strathmore	Olds-Didsbury-Three Hills
Cypress-Medicine Hat	Peace River
Drayton Valley-Devon	Rimbey-Rocky Mountain House-Sundre
Drumheller-Stettler	Strathcona-Sherwood Park
Fort McMurray-Lac La Biche	Taber-Warner
Fort McMurray-Wood Buffalo	Vermilion-Lloydminster-Wainwright
Fort Saskatchewan-Vegreville	West Yellowhead



**PERCENTAGES OF INDEMNITY ALLOWANCE FOR  
SALARIES AND ADDITIONAL ALLOWANCES  
(reference only)**

The following are the percentages of the Members' indemnity allowance that form the salaries under the *Executive Council Allowances Order* and additional allowances under the *Members Allowances Order*.

Premier	53.95% of indemnity allowance
Speaker	50% of indemnity allowance
Minister with Portfolio	
Leader of the Official Opposition	
Deputy Speaker and Chair of Committees	
Minister without Portfolio	22.5% of indemnity allowance
Leader of a Recognized Opposition Party	
Official Opposition House Leader	12.5% of indemnity allowance
Deputy Chair of Committees	
Third Party House Leader	10% of indemnity allowance
Chief Government Whip	
Deputy Government House Leader	
Assistant Government Whip	7.5% of indemnity allowance
Chief Opposition Whip	
Assistant Opposition Whip	6% of indemnity allowance
Third Party Whip	