



Interim Members' Guide

**Information for Members on indemnities, benefits,
allowances, services and interparliamentary relations**



©May 2015



Introduction

I am pleased to provide you with this Members' Guide, which provides Members of the Legislative Assembly with a single reference for frequently required information. It includes information on the services available to Members, including remuneration, benefits and allowances.

Inquiries regarding information in this guide should be directed to the appropriate managers, whose names and contact information are listed in the directory.

Much of the information within this document changes routinely and should be checked against original sources. The Assembly's website (assembly.ab.ca) and intranet site (<http://ourhouse>) are also excellent sources of current information.

The Honourable Gene Zwozdesky
Speaker of the Legislative Assembly

May 2015

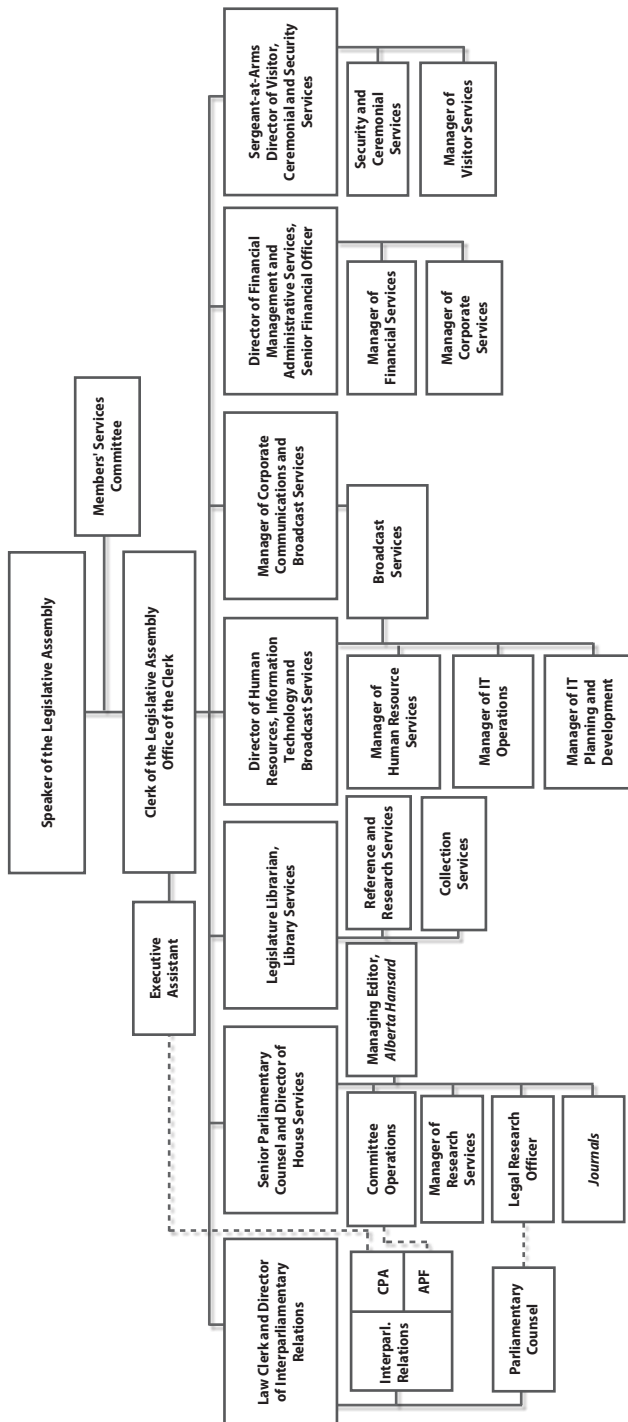


Table of Contents

Directory 1

Mailing Addresses 1

Caucus Offices 1

Legislative Assembly Office 2

Officers of the Legislature 5

Other Facilities and Services 7

Remuneration and Benefits 9

Remuneration 9

1. MLA Indemnity 9

2. Schedule of Indemnities and Allowances
Effective February 1, 2015 9

3. Automobiles 11

4. Committee Allowance 11

5. Parliamentary Meetings Allowance 11

6. Service on Government Boards, Commissions, Committees
and Agencies 11

7. Retirement Investment Option Payment 12

Benefits 12

8. Automatic Deductions 12

9. Members' Choice 12

10. Long-term Disability Insurance Plan 15

11. Extended Benefits Option 15

Allowances and Services 19

Allowances 19

12. Temporary Residence Accommodation Allowance 19

13. Accommodations and Meal Expenses (outside of Edmonton) 20

14. Travel Allowances 21

15. Committee Expenses 24

16. Members' Services Allowance 25

17. Constituency Office Space 29

18.	Constituency Office Staff.....	31
19.	Purchasing.....	32
20.	Credit Cards.....	32
21.	Telecommunications Services.....	33
22.	Furniture, Equipment, Supplies and Stationery.....	34
23.	IT Equipment, Network Support and IT Services.....	35
24.	Insurance.....	36
Services		39
25.	Scrolls.....	39
26.	Publications.....	39
27.	Caucus Services.....	39
28.	Information and Records Management and FOIP Services.....	39
Other Facilities and Services		40
29.	Property Management.....	40
30.	Health and Safety.....	40
31.	Media Room.....	40
32.	Meeting Rooms.....	41
33.	Parking.....	41
34.	Security.....	41
35.	Services for Visitors.....	43
36.	Retail Services.....	43
37.	Reference and Information Services.....	43

The Legislative Assembly Office 45

Introduction		45
38.	Introduction.....	45
Presiding Officers		46
39.	Speaker of the Legislative Assembly.....	46
40.	Deputy Speaker and Chair of Committees.....	46
41.	Deputy Chair of Committees.....	47
42.	Members' Services Committee.....	47
Organization		47
43.	Office of the Clerk.....	47
44.	Communications Services.....	48
45.	Broadcast Services.....	49
46.	Parliamentary Counsel.....	49
47.	Interparliamentary Relations.....	50
48.	House Services.....	50
49.	Human Resource Services.....	51
50.	Information Technology Services.....	51
51.	Financial Management and Administrative Services.....	52

52.	Visitor, Ceremonial and Security Services	52
53.	Library Services	53

House Procedures 55

The Legislature 55

54.	Life of a Legislature	55
55.	Becoming a Member	55
56.	Sessions	55
57.	Sittings	56

Responsibilities of Members 57

58.	Statutory Oath/Affirmation of Allegiance	57
59.	Conflicts of Interest and Disclosure Obligations under the <i>Conflicts of Interest Act</i>	57
60.	Notary Public/Commissioner for Oaths	58
61.	Sponsoring Petitions	59

Procedure in the Assembly 59

62.	Parliamentary Procedure	59
63.	Points of Order	60
64.	Privilege	60
65.	Voting	62
66.	Quorum	62

Documents of the Assembly 63

67.	Introduction	63
68.	Order Paper	63
69.	Votes and Proceedings	63
70.	<i>Journals</i>	64
71.	<i>Alberta Hansard</i>	64
72.	Bills	66
73.	Statutes	67
74.	Statutes Online	67
75.	Sessional Papers	67
76.	Legislative Assembly Websites and Social Media	68

Business of the Assembly 68

77.	Opening and Routine	68
78.	Introduction of Visitors	69
79.	Introduction of Guests	69
80.	Ministerial Statements	69
81.	Oral Question Period	69
82.	Members' Statements	70
83.	Presenting Reports by Standing and Special Committees	70
84.	Presenting Petitions	70

85.	Notices of Motions	70
86.	Introduction of Bills	70
87.	Tabling Returns and Reports	71
88.	Tablings to the Clerk	71
89.	Orders of the Day	71
90.	Consideration of His Honour the Lieutenant Governor's Speech	71
91.	Committee of Supply Procedure	72
92.	Government Motions	72
93.	Government Bills and Orders	72
94.	Private Members' Business	74
95.	Written Questions	74
96.	Motions for Returns	75
97.	Motions Other than Government Motions	75
98.	Public Bills and Orders Other than Government Bills and Orders	76

Standing and Special Committees **76**

99.	Introduction	76
100.	Appointment of Committees	77
101.	Terms of Reference of Committees	78
102.	Chairs of Committees	79
103.	Administration of Committees	80
104.	Procedure in Committees	80
105.	Reports of Committees	80
106.	Documents of Committees	81
107.	Minutes and Transcripts of Committees	81
108.	Attendance by the Public and Media	81
109.	Procedure on Private Bills	82

Interparliamentary Relations **85**

Commonwealth Parliamentary Association **85**

110.	Purpose	85
111.	Alberta Branch	85
112.	Canadian Region	85
113.	Conferences, Seminars and Exchanges	85
114.	Publications	86
115.	Further Information	86
116.	Other Interparliamentary Associations	86

Index **89**

Directory

For detailed, up-to-date contact information for Members and staff please consult PeopleFind on the Legislative Assembly Office's intranet site at <http://ourhouse> and the Legislative Assembly of Alberta's website at assembly.ab.ca

Mailing Addresses

Legislature Building

10800 – 97th Avenue NW
Edmonton, AB T5K 2B6 (Premier's Office: T5K 2B7)

Legislature Annex

9718 – 107th Street NW
Edmonton, AB T5K 1E4

Pedway Mall

10820 – 98 Avenue NW
Edmonton, AB T5K 2N6

Caucus Offices

Progressive Conservative Caucus Office

Main line 780.427.1800

Wildrose Caucus Office

Main line 780.638.3505

Alberta Liberal Caucus Office

Main line 780.427.2292
or 780.427.2293

New Democrat Party Caucus Office

Main line 780.415.1800

Legislative Assembly Office

Legislature Information Line **780.427.2826**
Website: assembly.ab.ca

Office of the Speaker

Hon. Gene Zwozdesky
325 Legislature Building
Phone 780.427.2464
Fax 780.422.9553

Office of the Clerk

801 Legislature Annex (outside session)
313 Legislature Building (during session)
Phone 780.427.2478
Fax 780.427.5688

Clerk of the Assembly

Dr. David McNeil 780.427.1347
david.mcneil@assembly.ab.ca

Communications Services

801 Legislature Annex
Phone 780.427.1653
Fax 780.427.5688

Manager, Corporate Communications and Broadcast Services

Rhonda Sorensen 780.427.1653
rhonda.sorensen@assembly.ab.ca

Broadcast Services

801 Legislature Annex
Fax 780.427.5688

Director, Human Resources, Information Technology and Broadcast Services

Cheryl Scarlett 780.427.1368
cheryl.scarlett@assembly.ab.ca

Manager, Corporate Communications and Broadcast Services

Rhonda Sorensen 780.427.1653
rhonda.sorensen@assembly.ab.ca

House Services

Senior Parliamentary Counsel and Director of House Services

801 Legislature Annex (outside session)
315 Legislaure Building (inside session)
Shannon Dean 780.427.1345
shannon.dean@assembly.ab.ca

Committee Services

801 Legislature Annex
 Fax 780.427.5688
 committees@assembly.ab.ca

Manager of Research Services

Philip Massolin 780.427.4597
 philip.massolin@assembly.ab.ca

Journals

801 Legislature Annex (outside session)
 315 Legislature Building (during session)
 Phone (Annex) 780.427.1202
 Phone (Legislature) 780.427.5439
 Fax (outside session) 780.427.5688
 Fax (during session) 780.422.1757

Hansard

1001 Legislature Annex

Phone 780.427.2490
 Fax 780.427.1623

Managing Editor

Janet Schwegel 780.427.1875
 janet.schwegel@assembly.ab.ca

Parliamentary Counsel

801 Legislature Annex (outside session)
 Phone 780.422.4837
 Fax 780.427.0744

Law Clerk and Director of Interparliamentary Relations

Robert Reynolds, QC 780.427.1346
 rob.reynolds@assembly.ab.ca

Senior Parliamentary Counsel and Director of House Services

Shannon Dean 780.427.1345
 shannon.dean@assembly.ab.ca

Interparliamentary Relations

801 Legislature Annex (outside session)
 Phone 780.422.4837
 Fax 780.427.0744

Law Clerk and Director of Interparliamentary Relations

Robert Reynolds, QC 780.427.1346
 rob.reynolds@assembly.ab.ca

Human Resource Services

901 Legislature Annex
 Phone 780.427.1364
 Fax 780.427.6436

Director, Human Resources, Information Technology and Broadcast Services

Cheryl Scarlett 780.427.1368
 cheryl.scarlett@assembly.ab.ca

Manager, Human Resource Services

Lyndsay Tischer 780.427.2268
 lyndsay.tischer@assembly.ab.ca

Financial Management and Administrative Services

901 Legislature Annex
 Phone 780.427.2477
 Fax 780.415.1714

Director and Senior Financial Officer

Scott Ellis 780.427.1566
 Fax 780.415.1714
 scott.ellis@assembly.ab.ca

Manager, Corporate Services

Jacqueline Breault 780.427.1359
 jacqueline.breault@assembly.ab.ca

Manager, Financial Services

Darren Joy 780.427.1356
 darren.joy@assembly.ab.ca

Visitor, Ceremonial and Security Services (VCSS)

412 Legislature Building 780.422.9259

Sergeant-at-Arms and Director of Visitor, Ceremonial and Security Services (VCSS)

Brian Hodgson 780.427.6048
 Fax 780.415.5829
 brian.hodgson@assembly.ab.ca

Visitor Services

Office 3rd Floor, 9820 107 Street
 Phone 780.427.7362
 Fax 780.427.0980

Education Centre Pedway Mall, 10820 98 Avenue
 School at the Legislature (classroom) 780.415.8174

Visitor Centre Main Floor, 9820 107 Street
 Alberta Branded (Retail Store) 780.422.3982

Manager of Visitor Services

Al Chapman 780.427.1630
 al.chapman@assembly.ab.ca

Library Services

216 Legislature Building

Legislature Librarian

Valerie Footz 780.427.0202
 Fax 780.427.6016
 val.footz@assembly.ab.ca

Reference Desk 780.427.2473

Legislature Information Line 780.427.2826

Information Technology Services

902 Legislature Annex

Phone 780.422.1680
 Fax 780.415.1714

Director, Human Resources, Information Technology and Broadcast Services

Cheryl Scarlett 780.427.1368
 cheryl.scarlett@assembly.ab.ca

Manager, IT Planning and Development

Val Rutherford 780.427.1586
 val.rutherford@assembly.ab.ca

Manager, IT Operations

Jillian Tilley 780.415.2898
 jillian.tilley@assembly.ab.ca

Senior Supervisor, Client Support

Debra Bahnmann 780.427.1568
 debra.bahnmann@assembly.ab.ca

Help Desk 780.422.1680

Officers of the Legislature

Office of the Auditor General

website www.oag.ab.ca
e-mail info@oag.ab.ca

Edmonton Office

8th Floor, 9925 – 109th Street T5K 2J8

Phone 780.427.4222
 Fax 780.422.9555

Calgary Office

#820, 600 – 6th Avenue SW T2P 0S5

Phone 403.297.6451

Fax 403.297.5195

Office of the Ombudsman

website www.ombudsman.ab.ca

Edmonton Office

Suite 2800, 10303 Jasper Avenue NWT5J 5C3

Phone 780.427.2756

Fax 780.427.2759

Calgary Office

Suite 2560, 801 – 6th Avenue SW T2P 3W2

Phone 403.297.6185

Fax 403.297.5121

Office of the Public Interest Commissioner

website www.yourvoiceprotected.ca

e-mail info@pic.alberta.ca

Edmonton Office

Suite 2800, 10303 Jasper Avenue NWT5J 5C3

Phone 780.641.8659

Calgary Office

Suite 2560, 801 – 6th Avenue SW T2P 3W2

Phone 403.592.3106

Office of the Chief Electoral Officer

website www.elections.ab.ca

e-mail info@elections.ab.ca

Suite 100, 11510 Kingsway Avenue NWT5G 2Y5

Phone 780.427.7191

Fax 780.422.2900

Office of the Ethics Commissioner

website www.ethicscommissioner.ab.ca

e-mail generalinfo@ethicscommissioner.ab.ca

Suite 1250, 9925 – 109th Street NW T5K 2J8

Phone 780.422.2273

Fax 780.422.2261

Office of the Information and Privacy Commissioner

website www.oipc.ab.ca

e-mail generalinfo@oipc.ab.ca

Edmonton Office

410, 9925 – 109th Street NW T5K 2J8

Phone 780.422.6860

Fax 780.422.5682

Calgary Office

Suite 2460, 801 6 Avenue SW

Calgary AB, T2P 3W2

Phone 403.297.2728

Fax 403.297.2711

Office of the Child and Youth Advocate

website www.advocate.gov.ab.ca

Provincial Office (Edmonton)

805 Peace Hills Trust Tower

10011 109 Street T5J 3S8

Phone 780.422.6056

Other Facilities and Services

Legislature Building

Loading Dock 780.427.7450

Building Maintenance/Property Management 780.427.7453

Legislature Mail Room 780.427.7194

Legislature Cafeteria

120 Legislature Building

Phone 780.420.9994

Legislature Annex Building

Building Maintenance/Property Management 780.427.7452

Meeting Room Bookings

Legislature Building

Carillon Room, Rooms 126, 210, 222, 410 and 512

Premier's Office 780.427.2251

Committee Rooms A, B and C (4th Floor Legislature Annex)

Committee Services 780.427.1831

e-mail committeebookings@assembly.ab.ca

Interpretive Centre Theatre

Visitor Services 780.427.7362

Parking, East and South Parkades

Human Resource Services (LAO) 780.427.1364

Security

Sergeant-at-Arms' Office 780.422.9259
Brian G. Hodgson, Sergeant-at-Arms 780.427.6048
412 Legislature Building

Executive Director, Sheriffs Branch, Justice and Solicitor General
Rick Taylor 780.644.6918
702 Oxford Tower

Manager Legislature Security, Justice and Solicitor General
Neil Lettis 780.427.7931
214 Legislature Building

Legislature Building Security
Front Desk 780.427.7359
West Door Entrance 780.405.4395
e-mail legislature.security@gov.ab.ca

Chamber Galleries Pass/Security Desk (Sessional)
4th Floor Legislature Building 780.422.5504

Legislature Annex Security
Front Desk 780.422.3662
e-mail security.annex@gov.ab.ca

After-hours security escort, Annex
Phone 780.422.3787

For more information and a more detailed version of this directory, please consult PeopleFind on the Legislative Assembly Office's intranet site at <http://ourhouse> and the Legislative Assembly of Alberta's website at assembly.ab.ca.

Remuneration and Benefits

The following information is based on provisions of the *Legislative Assembly Act* and Members' Services Committee Orders and is meant to aid understanding of those provisions. For authoritative and comprehensive guidance please refer to relevant portions of the Act or Members' Services Committee Orders.

Remuneration

1. MLA Indemnity

Members receive an annual MLA indemnity. Current amounts are indicated in section 2, Schedule of Indemnities and Allowance, below. The MLA indemnity and expense allowance is paid monthly and commences on the date the Member is elected and continues through the day preceding the next polling day.

The Human Resource Services branch issues monthly payments, deducting for income tax, Canada pension plan and the various benefit plans that Members select. No deduction is made for employment insurance since Members do not qualify for that benefit.

A Member may miss 10 sitting days in a session without penalty. For each day beyond that, \$100 is deducted from the MLA indemnity. Attendance at a legislative committee meeting counts as attendance at session for that day. No deductions will be made for absences due to illness or injury, bereavement or public or official business. In these cases, the Member advises the Speaker in writing of the reason for the absence.

2. Schedule of Indemnities and Allowances

Effective February 1, 2015

On May 29th, 2012 the Assembly passed Government Motion #11 approving in principle the recommendations of the Review of Compensation of Members of the Legislative Assembly of Alberta ("the Report") submitted by the Honourable J. C. Major, CC, QC, and referred the Report to the Special Standing Committee on Members' Services ("the Committee") for implementation where possible by June 30, 2012 subject to certain exceptions.

In accordance with the decisions of the Committee on June 7, 2012, components of Member remuneration were adjusted on April 23, 2012.

Annual Adjustments: On April 1 of each year, components of Member remuneration 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 immediate preceding calendar year.

However, based on an approved motion of the committee on November 9, 2013, there shall be no annual adjustment to the salaries as outlined (below) for the fiscal years April 1, 2013 to March 31, 2017.

Furthermore, based on approved motions of the committee on February 4, 2015, there shall be a 5% reduction applied to the salaries as outlined (below) effective February 1, 2015.

MLA Indemnity and Allowance

MLA indemnity.....	\$127,296
MLA tax free allowance	0.00

Additional Indemnity, Office Other than MLA

Premier	\$79,560
Speaker.....	63,648
Minister	
with portfolio.....	63,648
without portfolio.....	28,644
Leader of the Official Opposition	63,648
Deputy Speaker/Chair of Committees	31,824
Deputy Chair of Committees	15,912
Leader of a recognized opposition.....	28,644

Special Members' Allowances

Official Opposition House Leader	\$15,912
Third-party House leader.....	12,732
Chief government whip.....	12,732
Assistant government whip	9,552
Chief opposition whip	9,552
Assistant opposition whip.....	7,632
Third-party whip	7,632

Committee Allowances

Chair (or presiding Member)	
per meeting.....	\$200
Deputy-Chair.....	0.00
Member	0.00

Adjustment of Indemnities, Allowances and Deductions

The Members' Services Committee has the authority to set indemnities, allowances and deductions.

3. Automobiles

The Speaker and Deputy Speaker have the use of an automobile on the same basis as members of the Executive Council.

The Deputy Chair of Committees and leaders of recognized opposition parties as defined in section 42(1) of the *Legislative Assembly Act* have the use of an automobile on the same basis as deputy ministers.

Automobile use includes reimbursement for fuel and other items related to the operation, maintenance and repair of the automobile.

4. Committee Allowance

Members are not eligible for additional remuneration for service on committees of the Assembly, except as detailed in section 2, Schedule of Indemnities and Allowances.

Members may also be eligible to claim for meals, travel and living expenses when serving on committees of the Assembly. For information on how to claim for these expenses, see section 15, Committee Expenses.

5. Parliamentary Meetings Allowance

Members may claim for reasonable travel, accommodation and subsistence expenses while travelling to, attending and returning from functions sponsored by the Commonwealth Parliamentary Association or other parliamentary organizations that the Member is authorized by the Members' Services Committee or the Speaker to attend. Claims for these expenses are made through the Financial Management and Administrative Services branch.

6. Service on Government Boards, Commissions, Committees and Agencies

Unless otherwise ordered by the Lieutenant Governor in Council, Members who

- serve on a board, commission, committee or other body to which they are appointed by the Lieutenant Governor in Council, by a minister of the Crown or by regulation, or

- attend a function as representatives of the government of Alberta or of a minister of the Crown

are entitled to reimbursement for reasonable living and travel expenses incurred in the course thereof. Members should submit claims for such expenses directly to the appropriate government body or ministry, not to the Financial Management and Administrative Services branch.

7. Retirement Investment Option Payment

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.

In addition to the amount provided in 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 his or her 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.

Members who have reached the maximum age at which contributions can be made pursuant to the *Income Tax Act* (Canada) and are unable to contribute to a RRSP are eligible to receive an amount equal to 3.65% of his or her indemnity allowance in addition to the amount provided under subsection (1).

Benefits

8. Automatic Deductions

Premiums for benefits are deducted automatically from the monthly MLA indemnity processed by the Human Resource Services branch. Members forward requests for changes to benefit coverage or existing options to Human Resource Services.

9. Members' Choice

Members' Choice is a combined benefits plan available to all Members. This flexible benefits plan offers Members an opportunity to review and change coverage levels every two years.

9.1 Alberta Health Care

Coverage under the Alberta health care insurance plan is provided directly through Alberta Health.

9.2 Prescription Drugs and Extended Medical Benefits

Members' Choice provides comprehensive coverage for prescription drugs and extended medical benefits for Members and eligible dependants. The plan provides reimbursement for a portion of the costs for a wide range of services, including

- hospital,
- ambulance,
- prescription drugs,
- paramedical practitioners,
- eye exams and vision care,
- chartered psychologists,
- home nursing care, and
- emergency medical services when travelling outside Canada.

Both the Legislative Assembly and the Member contribute to the premium costs for enhanced coverage.

The benefit year is July 1 to June 30, and the claims administrator is Alberta Blue Cross.

9.3 Dental Benefits

Members' Choice dental coverage provides for partial reimbursement of costs of dental services for Members and eligible dependants. Members may select either core or enhanced coverage.

Core Coverage

The core plan provides

- 80 per cent reimbursement for basic dental services,
- 50 per cent reimbursement for major dental services, and
- 50 per cent reimbursement for orthodontic services.

The combined maximum is \$2,000 per insured in a benefit year for basic and major services and a lifetime maximum of \$2,000 per insured for orthodontic services.

The Legislative Assembly pays 100 per cent of the monthly premiums for core coverage.

Enhanced Coverage

The enhanced plan provides

- 100 per cent reimbursement for basic dental services,
- 80 per cent reimbursement for major dental services, and
- 60 per cent reimbursement for orthodontic services.

There is no ceiling on the benefit amount.

Both the Legislative Assembly and the Member contribute to the premium costs for enhanced coverage.

The benefit year for dental coverage is July 1 to June 30, and the claims administrator is Alberta Blue Cross.

9.4 Group Life Insurance

Accidental Death and Dismemberment

The benefit payable is equal to the Member's amount of core life insurance to a maximum of \$400,000. Coverage is automatic under Members' Choice, and Members pay no premiums.

Core Life Insurance

Members may select coverage based on either one or three times their total eligible recurring annual salary* to a maximum of \$400,000. Both the Legislative Assembly and the Member contribute to premium costs.

Enhanced Life Insurance

Coverage is based on one, two, three or four times the total eligible recurring maximum annual salary (to a maximum of \$150,000) and is subject to evidence of insurability. This is in addition to the core life insurance coverage. Premiums are based on age, gender and smoker status and are paid entirely by the Member.

* Total eligible recurring annual salary includes the MLA indemnity Retirement Investment Option Payment, remuneration for offices other than MLA, and special Members' allowances.

Dependant Life Insurance

The coverage is \$15,000 for an eligible benefit recipient and \$7,500 for each dependant child. The Member pays the entire monthly premium. All claims are administered by The Great-West Life Assurance Company.

10. Long-term Disability Insurance Plan

The long-term disability income continuance plan (LTDI) provides partial income for a Member who becomes mentally or physically disabled during their term and, as a result, must resign their seat.

The disability benefit is 70 per cent of the total eligible recurring annual salary.* There is no minimum service requirement for this benefit. The LTDI benefit continues until such time as the individual is deemed fit to return to gainful employment or reaches age 65.

11. Extended Benefits Option

The Extended Benefits Option (EBO) provides Members with continued benefit coverage when they resign, choose not to run for re-election or are defeated. Coverage may be extended for benefits listed under the Members' Choice plan.

Coverage for a former Member, if commenced, will continue up to the following, whichever occurs first, and may not thereafter be recommenced:

- the date that the former Member attains the age of 75 (except for life insurance coverage, which terminates at age 70),
- the death of the former Member, or
- the date the former Member gives written notice to discontinue the coverage.

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

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

Premiums are paid by the former Member and the Legislative Assembly in the same proportions as for current Members for the first five years of coverage or until the former Member reaches the age of 75 years, whichever occurs first.

If a former Member continues coverage beyond the five years, the premiums are to be paid entirely by the former Member.

Former Members can extend only that part of the coverage in place when they ceased to be Members. However, they may discontinue that coverage in whole or in part at any time. Once the extended coverage has been terminated, it may not be recommenced.

Allowances and Services

The following information is based on provisions of the *Legislative Assembly Act* and Members' Services Committee Orders and is provided as an aid to understanding those provisions. For authoritative and comprehensive guidance please refer to relevant portions of the Act or Members' Services Orders.

Please note that the rate for the Members' temporary residence accommodation allowance (\$193 per day/\$1,930 per month) is effective April 1, 2009, and the Members' automobile transportation allowance (43.5 cents per kilometre) is effective July 1, 2008. Allowance claim forms are available on OurHouse.

Allowances

12. Temporary Residence Accommodation Allowance

Members who require temporary residence in or near the city of Edmonton in order to carry out the duties of office may claim a temporary residence accommodation allowance for accommodation and living expenses according to the following guidelines. Note: Members may not claim the accommodations allowance for any day which deductions are made for nonattendance (see section 1, MLA Indemnity and Expense Allowance), and may claim only one allowance for living expenses for any one day.

Location of Permanent Residence

All Members whose permanent residence is not in the city of Edmonton and do not represent an Edmonton constituency may claim a temporary residence allowance when in or near Edmonton to perform public or official duties. Members whose permanent residence is less than 60 kilometres by primary highway from the Legislature Building may claim a temporary residence allowance only if they work 12 or more hours on the day for which they are claiming the allowance, including travel time. For a complete definition of permanent residence please see the Members' Allowances Order section 5(2) in the Consolidated Members' Services Committee Orders.

Accommodation Allowance (in or near Edmonton)

Members who qualify for a temporary residence accommodation allowance (see the Members' Allowances Order) may claim the allowance at the prescribed rate for periods during which they maintain a temporary residence in or near Edmonton and incur expenses. This may be when Assembly is sitting, or, if the

Assembly is adjourned, when a Member is in or near Edmonton carrying out the Member's official business.

Claiming the Accommodations Allowance

Upon meeting the eligibility criteria and submitting the required documentation Members may claim the accommodations allowance in one of the following ways:

- Daily option: Members may claim \$193 for each day, not exceeding 120 days in a fiscal year, upon submission of a Members' Temporary Accommodations Allowance Claim Form and proof of a stay in a temporary residence. Most commonly this is the receipt for a hotel or motel stay; or
- Monthly option: Members may arrange to be paid \$1,930 per calendar month. The Member must submit a copy of the temporary residence lease or land title, in his or her name, to Financial Management and Administrative Services as support for the allowance payments. All temporary residence leases/land titles are reviewed yearly, but Members are asked to notify the branch immediately of any changes of residence. Under the option a Member may either:
 - a) submit a Members' Temporary Accommodations Allowance Claim Form (select "Claimed by Month" claim type on the form) for each month claimed, or
 - b) submit a Members' Temporary Accommodations Allowance Claim Form (select "Claimed Annually" claim type on the form) once per fiscal year (April 1 to March 31). This claim form serves as notice to Financial Management and Administrative Services of the Member's request to be paid the allowance on a regular monthly basis for that fiscal year. At the beginning of each fiscal year or Legislature, eligible Members' will be asked to resubmit their request for automatic monthly payments for the fiscal year to ensure that up-to-date documentation is maintained.

13. Accommodations and Meal Expenses (outside of Edmonton)

Any Member who travels to a location within Alberta that is 60 kilometres or more by primary highway from both their declared permanent residence and the Legislature Building when carrying out their duties as a Member may claim, upon submission of a Members' Temporary Accommodations Allowance Claim Form and original detailed receipt(s), the cost of overnight accommodation. Claims are limited to 10 overnight stays in a fiscal year. The claim form must include the dates and municipality(ies) to where travelled, and it is submitted to Financial Management and Administrative Services for processing.

When a Member is required to travel to a location within Alberta that is 60 kilometres or more by primary highway from the declared permanent residence when carrying out the Member's duties, the Member may claim meal expenses at the per diem rates set out in the *Travel, Meal and Hospitality Expense Directive* that is issued by Alberta Treasury Board. See OurHouse for the Members' Travel Expenses Per-Diems Claim Form.

Expenses in this section may be claimed only if they are not claimed elsewhere in respect of travel under other provisions of the Members' Services Committee Orders.

14. Travel Allowances

The Legislative Assembly reimburses the following travel expenses incurred by Members if they are related to and reasonably necessary for the performance of their duties as Members.

14.1 Air Travel

Members are entitled to unlimited regularly scheduled air travel between their constituencies or normal places of residence and Edmonton. In addition, Members on official MLA business may use regularly scheduled air service between points anywhere in Alberta. The Assembly pays for a maximum of five such return trips per Member in a fiscal year (April 1 to March 31). A Member who is the leader of an opposition party is entitled to unlimited regularly scheduled air travel within Alberta.

Members representing the constituencies listed in the Transportation Order may be entitled to chartered air service within or close to their constituency's boundaries provided that the trip cannot be made with reasonable convenience using regularly scheduled air service. For information on eligibility such Members may contact the Clerk of the Assembly or Financial Management and Administrative Services.

Airline Bonus Points

Frequent flyer or airline bonus points earned on Legislative Assembly business may be used by the Member either for business or for personal use. Points redeemed for personal use are considered a taxable benefit. It is the Member's responsibility to report the fair market value of the taxable benefit in their annual tax return. Fair market value for an airline ticket is described as the cost for the same flight in the same travel class with the same restrictions. Members should contact Human Resource Services for further information on the taxable benefit of personal use of points earned on Assembly business.

14.2 Surface Travel in Lieu of Air Travel

Members choosing not to travel by air on any or all of the five allotted return trips in the fiscal year may claim a per-kilometre allowance as set out in the *Travel, Meal and Hospitality Expense Directive* less 7 cents per kilometre, to a maximum of 1,500 kilometres per trip, for surface travel by private automobile.

14.3 Automobile Travel

Members may claim expenses for operating private automobiles, including fuel, oil, lubrication fluid, antifreeze, gas-line antifreeze, transmission fluid, brake fluid, steering fluid, windshield washer fluid and car washing and waxing, including labour. Members may have two reasonably priced detailing services done during each fiscal year (April 1 to March 31). Contact Financial Management and Administrative Services for details on allowable amounts per detailing. Please note that any other vehicle maintenance not covered under Members' Services orders—for example, tune-ups, tire repair or replacement, engine repair, et cetera—will not be reimbursed.

In addition, Members may claim a per-kilometre allowance at the rate set out in the *Travel, Meal and Hospitality Expense Directive* less 7 cents per kilometre travelled by private automobile for general travel within the province. In each fiscal year Members representing rural constituencies may claim up to 18,000 kilometres without fuel receipts and up to 62,000 additional kilometres with receipts; that is, there is an 80,000-kilometre limit. Members representing urban constituencies may claim up to 10,000 kilometres in a fiscal year without fuel receipts and 25,000 additional kilometres with receipts. The limit in this case is 35,000 kilometres. Members are required to retain all original, detailed fuel receipts for subsequent attachment to either MLA vehicle fuel credit card statements or personal expense claims. Members may claim these allowances by completing a Member's automobile allowance claim form and submitting it monthly to Financial Management and Administrative Services.

An allowance as set out at the same per-kilometre rate covers up to 52 return trips per fiscal year between Edmonton and a Member's residence, place of employment, business or constituency. This allowance is in addition to that listed in the preceding paragraph. Members may claim it by completing a Member's automobile allowance claim form and submitting it to Financial Management and Administrative Services on a monthly basis. Members are encouraged to keep a travel log to support automobile allowance claims in the event of an audit.

14.4 Parking

Members are reimbursed for airport parking expenses. In addition, they may incur other parking expenses of up to \$900 in a fiscal year when attending meetings or other events in the course of their duties as Members. They may claim these expenses by submitting a personal expense claim form to Financial Management and Administrative Services or charge the expense to their LAO-provided travel credit card. If a parking charge exceeds the allowable rate set in the government of Alberta's *Travel, Meal and Hospitality Expense Directive*, a receipt must be supplied. Members may wish to have the Legislative Assembly Office enter into a contract with a specific airport or parking authority whereby the monthly airport parking fee is paid directly by the Legislative Assembly. The appropriate forms should be forwarded to Financial Management and Administration Services, reviewed by Parliamentary Counsel and approved by the Clerk of the Assembly.

14.5 Taxi Fares and Automobile Rentals

Members are reimbursed for taxi travel incurred anywhere in Alberta. A Member may choose to rent a vehicle within Edmonton, Calgary or surrounding areas or, additionally, anywhere in Alberta to a maximum of five days in a fiscal year. Members may submit a personal expense claim form to Financial Management and Administrative Services or charge the expense to their LAO-provided travel credit card.

14.6 Bus Travel

Members are entitled to regularly scheduled long-distance bus transportation within the province. Expenses may be claimed by way of a personal expense claim with receipts or charged to their LAO-provided travel credit card.

14.7 Spouse/Family Member/Guest Travel

When the spouse, family member or guest of a Member accompanies or joins that Member in Edmonton and when the trip is related to the Member's public or official business in any other part of Alberta, reasonable living and travelling expenses may be paid to them or on their behalf. A maximum of four round trips may be claimed in a fiscal year (April 1 to March 31).

For guidelines pertaining to travel by Members' constituency or legislative staff, see section 16, Member's Services Allowance.

14.8 Spouse/Guest Interparliamentary Travel

Spouses, family members or guests accompanying Members on the following may be reimbursed for travelling and living expenses when appropriate approvals are secured:

- a conference, meeting, seminar or other function sponsored by the Commonwealth Parliamentary Association or any of its regions or branches;
- a meeting of any other parliamentary association or any of its divisions; or
- any meeting or function attended by the Member as a representative of the Legislative Assembly or the Speaker.

Special travel accident insurance coverage is provided for a guest, spouse or family member when that person is invited by a Member to travel for an event under the corresponding Members' Services Committee Order. Payment of these limited benefits would depend on the specific facts of any claim.

Members should contact Financial Management and Administrative Services for a referral before making a claim with the risk management and insurance (RMI) branch of Alberta Treasury Board and Finance.

15. Committee Expenses

Members may claim expenses related to service on committees appointed by the Legislative Assembly. Expenses for accommodations and transportation may be claimed when committee members are travelling or engaged in committee business. Members may claim a per-kilometre allowance at the rate set out in the *Travel, Meal and Hospitality Expense Directive* less 7 cents per kilometre for travel by private vehicle or reasonable expenses for travel by other means.

Committee members may claim an allowance of \$193 per day for living expenses when they are engaged in committee business provided they are required to obtain accommodation because they are away from their normal place of residence. Committee members may not claim the \$193 allowance for living expenses if they have already claimed a temporary residence accommodation allowance for that day. Also, the accommodation allowance associated with committee business is subject to the maximum set out in the Members' Allowances Order, section 6(3).

For committee business outside of Edmonton the Committee Clerk usually arranges and pays for committee members’ travel, accommodation and meals.

Members may claim the committee allowances specified above by completing a Members’ expense claim for Legislature committee service. Claim forms are available from Committee Clerks. To ensure prompt payment, committee members are encouraged to complete and return claim forms to the Committee Clerk by the end of a meeting or as soon as possible thereafter.

16. Member’s Services Allowance

Each Member is entitled to a Member’s Services Allowance to provide services to constituents. Members are personally responsible for their allowance. Only Members can authorize expenditures against the allowance.

The amount of the Member’s Services Allowance is calculated as follows, where E is the number of electors in the most recent list of electors for that constituency and C is the population in the Member’s electoral division according to the Alberta population estimates as reported annually by Alberta Treasury Board and Finance.

- (a) (i) \$27,626 for office operations in constituencies identified as “rural” in Schedule “A” to the Consolidated Members’ Services Committee Orders, or
 - (i1) \$33,151 for office operations in constituencies identified as “urban” in Schedule “A” to the Consolidated Members’ Services Committee Orders
 - (ii) + \$88,324 for staffing
- (b) + \$2,940 for supplies
- (c) + $\$1.30 \times (E \div 1.5)$
- (c) + $\$2,982 + \$0.0757 \times (C - 14,000)$
- (d) + an adjustment amount based on the table below and matrix scores.

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

The Member's Services Allowance is allocated to each Member every fiscal year. The Member determines how much is spent on the constituency office, communications or promotional expenses. The Member may use the allowance for residential security systems or for reimbursement of living expenses in connection with travel within the Member's electoral division (guidelines follow). Note that this allowance cannot be used for charitable donations.

Members may obtain the calculation of their entitlement to this allowance from Financial Management and Administrative Services. See *Constituency Services Order* RMSC 1992, c. C-1 of the Consolidated Members' Services Committee Orders for the official orders on which the information in this Members' Guide is based.

Members may transfer up to 25 per cent of their allowance to the caucus office for administration or research. To authorize such a transfer, Members send a signed memorandum to the Clerk of the Assembly.

Financial Management and Administrative Services provides each Member with a month-end statement listing opening balance, debits, credits and closing balance for the Member's Services Allowance. *Please note that all contracts for office space, staff, supplies and services must be signed by the Clerk of the Assembly.*

Refer to the Legislative Assembly of Alberta Expenditure Guidelines for Members of the Legislative Assembly for additional guidance on compliant and noncompliant expenses from the Member's Service allowance.

Constituency Office Expenses

The allowance may be used to pay for office space, office furnishings and equipment, office assistance and related services. It may also be used to pay the reasonable living and travel expenses of staff working for the Member and travelling to the Legislature or to the Member's constituency or for the reasonable living and travelling expenses of constituency office staff who travel within their Member's electoral division on constituency-related business or within Alberta to attend a seminar or other nonpartisan event related to the performance of the staff member's duties in the constituency office. For employee per diem or kilometre rates or guidelines on allowable travel expenses please contact Financial Management and Administrative Services. The constituency office may not be used for promoting partisan political activities, nor may constituency office staff engage in such activities during normal working hours.

Communication Expenses

This allowance may be used to pay expenses related to nonpartisan communication between Members and their constituents, including but not limited to

- printing and postage for mass mailings of letters, pamphlets, brochures, Christmas cards and other greetings to constituents,
- postage for mailings to constituents,
- advertisements,
- purchase of mobile devices (e.g. smart phone, tablet), and
- reasonable expenses for registration, materials and tuition fees related to learning another language.

Members may contact Financial Management and Administrative Services for assistance with contacting Canada Post or Service Alberta to ensure preferred rates are obtained and delivery/address assistance is received for mailed items.

Financial Management and Administrative Services provides advice to Members and their staff on what may constitute nonpartisan communication and assesses compliance with the Constituency Services Order. A copy of printed materials or advertisements to be paid from the Member's Services allowance must accompany the invoice. If in a language other than English, a full translation must also be provided.

Should a Member wish to conduct a meeting or host an event that requires a venue rental or services such as catering or entertainment, contact Financial Management and Administrative Services for contracting assistance.

Members may use this allowance to pay for the development, design and hosting of a constituency website to facilitate communication with constituents. Members must use one of the domain names registered by the Information Technology Services branch on the Member's behalf for their website. This is provided at no cost to the Member's allowance. Rules regarding nonpartisan communication and use of the allowance apply. For additional guidance refer to the Legislative Assembly of Alberta Website Guidelines for Members of the Legislative Assembly, Constituency Offices and Caucus Offices on OurHouse.

This allowance may be used to pay for copy charges incurred through use of the multifunction device in the constituency office. See also section 23, IT Equipment, Network Support and IT Services.

Promotional Expenses

Members may purchase pins, flags and other promotional items to give to constituents and others in the course of their duties. Gifts or promotional items cannot exceed \$400 per item, may not be alcohol, currency or cash in kind where its use is unrestricted and may not be given to another Member or under personal or partisan circumstances. The Legislative Assembly Gift Shop provides a variety of promotional items which Members may order. Visitor, Ceremonial and Security Services compiles an annual catalogue of Gift Shop items and distributes it to Members' constituency and Legislature offices. Gift Shop orders cannot be processed without an MLA purchase order. Contact Visitor Services for more information about MLA Gift Shop purchasing. Members may also order promotional items directly from private suppliers.

When Members purchase customized gift or promotional items, where their name, electoral division, contact information, or a provincial emblem may appear, they must submit the design proof of the customization or a picture of the item for Financial Management and Administrative Services to assess compliance with the Constituency Services order and support payment of the expense.

For photographs and graphics of the Mace, Coat of Arms and Legislature Building contact Communications Services.

Residential Security Systems

Members may use the allowance for reimbursement of expenses incurred for the installation or monitoring of a security system in their permanent residence, temporary residence in or near Edmonton or both. See section 12 of this Guide for details on permanent and temporary residence definitions.

Members have the flexibility to negotiate with vendors and select the type of alarm system and options required to meet the Member's particular situation and the responsibility to enter into a contractual arrangement and pay the service provider based on the terms of the agreement. This includes contacting vendors, arranging an onsite assessment, determining equipment options and specifics of the installation, negotiating with the service provider, complying with any applicable municipal bylaws and obtaining the necessary permits related to installation and monitoring.

Upon submission of an expense claim by the Member to the LAO with the appropriate supporting documentation and detailed, original receipts, the residential alarm costs will be reimbursed from the Member's Services Allowance, subject to a maximum annual cost of \$1,500 per security system

installed in either the permanent or temporary residence or both. You may access the personal expense claim form from the forms section of OurHouse.

Residential alarm costs include costs associated with the procurement, installation, service, repair, ongoing monitoring, false alarms, permits, fees and early termination charges.

The LAO (Sergeant-at-Arms) will provide advice to Members, as requested, with respect to the features and options of an alarm system that a Member may wish to consider in addressing their specific needs or requirements. The LAO office of Sergeant-at-Arms can also provide a list of vendors, should the Member wish to use them, capable of providing quality products and services on a province-wide basis.

Members who cease to be Members of the Legislative Assembly may continue to pay for the services personally or discontinue the service. Upon ceasing to be a Member, the costs will no longer be reimbursable from the MSA.

If a taxable benefit were to accrue to a Member, as determined by Canada Revenue Agency, it is the responsibility of the individual Member to determine and record this benefit on their annual personal tax returns.

The LAO makes no representations, guarantees or warranties with respect to any of the services, equipment or protection of the residential alarm system.

Living Expenses for Members Travelling within their Constituencies

The allowance may be used to reimburse the Member for reasonable living expenses in connection with travel within the Member's electoral division or the departure or arrival at the airport closest to the Member's constituency that requires an overnight stay at a location 60 kilometres or more from the Member's permanent residence.

17. Constituency Office Space

Members are responsible for locating their own constituency office space. The space does not have to be in the Member's constituency, and two or more Members may share an office and the cost of the lease.

Members are encouraged to select offices that do not require tenant improvements. If work is required, it is advisable to negotiate with the landlord to have the work done by the landlord and the expenses included in the monthly rent. However, if construction or renovation is required to meet the Member's requirements and the landlord will not carry out the work, an accredited designer/architect and general contractor must be engaged and building

or design permits obtained prior to work being done. Contact Financial Management and Administrative Services to discuss tenant improvements, service provider selection and preparation of contracts.

When Members have found suitable space and made an informal arrangement with the lessor, they advise Financial Management and Administrative Services. Members are urged to consult Parliamentary Counsel when negotiating lease agreements. When details of the lease agreement have been established, Financial Management and Administrative Services will prepare a lease in the standard form for approval by the Member and signature by the landlord. When the lease has been signed by the lessor and the Member, the document should be returned to Financial Management and Administrative Services for final review by Parliamentary Counsel and the Clerk's signature. Financial Management and Administrative Services automatically pays office rents monthly and in advance.

Members should note that all leases are made between the lessor and the Legislative Assembly Office. All official notices from the lessor should be forwarded to the Clerk. As well, any official notices or correspondence, lease amendments or terminations must be initiated by the Legislative Assembly Office and signed by the Clerk.

Members are encouraged to resolve any day-to-day operational difficulties with their lessor's property managers directly and informally. However, if there are any ongoing, urgent contractual or financial problems regarding the lease, the office space or services provided by the lessor, Members should contact Financial Management and Administrative Services as soon as possible for assistance.

New Members are encouraged to take over outstanding leases if at all feasible; however, they may make every effort to secure the accommodation best suited to their needs in serving constituents.

Members must arrange for any signage in addition to that supplied by Financial Management and Administrative Services. Expenses for additional signage will be charged against the Member's Services Allowance.

The content of constituency office signage is limited to the Member's name, electoral division, the term "constituency office," Alberta's Coat of Arms and pertinent operational details. Members are advised to contact Financial Management and Administrative Services to ensure that any planned constituency office signage falls within these guidelines and complies with any requirements under the constituency office lease agreement.

18. Constituency Office Staff

The Member's Services Allowance (MSA) provides funds for administrative/office support and related services in the constituency office.

The Member is responsible for selecting and hiring staff with the skills and knowledge required to operate the constituency office under the direction of the Member and for determining the working level and commencement salary pursuant to the Constituency Compensation Plan.

For assistance with the recruitment and selection process please contact Human Resource Services. A step-by-step constituency recruitment guide is also available.

Constituency employees are paid according to the Constituency Compensation Plan, which was approved by the Members' Services Committee and implemented on April 1, 2006. The plan is designed to provide an equitable level of pay and benefits to constituency employees across Alberta.

Under this plan the Member determines the working level of each employee based on operational needs of the constituency office. The rate of pay for each employee is determined by the Member in comparison to the compensation pay grids established for the three working levels.

Constituency employees are hired on employment contracts with the Legislative Assembly Office. On the recommendation of the Member a contract is entered into by both the Member and employee, forwarded to Human Resource Services and then authorized by the Clerk of the Legislative Assembly or designate.

18.1 Independent Contractor (Fee-for-Service) Agreements

The Member's Services Allowance may be used to pay for independent contractors that provide ongoing constituency office services, periodic professional services, or a product. The services or deliverables must be compliant with the Constituency Services Order; contact Financial Management and Administrative Services for advice. The services or deliverables must also be compliant with Canada Revenue Agency's definition of an independent contractor, and must not constitute an employee/employer relationship.

For information on independent contractor agreements, see OurHouse. To assess an arrangement as to whether or not it is an employment relationship, contact Human Resource Services. For information on executing an

independent contractor agreement, contact Financial Management and Administrative Services.

19. Purchasing

Members order all items to be paid for from the Member's Services Allowance on a purchase order form, which can be obtained from Financial Management and Administrative Services. Items ordered through Financial Management and Administrative Services that are not provided from the MLA administration budget are automatically charged to the Member's allowance. Members must provide Financial Management and Administrative Services with invoices for items from private suppliers, proof of receipt of goods or services and a copy of the appropriate purchase order so that the supplier can be paid promptly.

Members are urged to use an MLA purchase order to initiate purchases as it contains the GST/HST disclaimer required by vendors for remittance to the Canada Revenue Agency. Where purchase orders are not accepted, as in cases of prepayment, Members can use a copy of the Legislative Assembly's GST/HST disclaimer obtained from the forms section of OurHouse or Financial Management and Administrative Services.

To claim out-of-pocket purchases against the Member's Services Allowance, Members present original, detailed receipts and complete a personal expense claim form obtained from the forms section of OurHouse or Financial Management and Administrative Services. Personal expense claims for staff must be approved by the Member.

Ownership of Equipment

All equipment and furnishings purchased through the Member's Services Allowance remain the property of the Legislative Assembly Office. See also section 22.

20. Credit Cards

Members are provided with a credit card for Assembly-related MLA travel, a gasoline credit card and a calling card for long-distance calls if requested. These are the only credit and toll cards authorized for use. For audit purposes Members must forward their original, detailed vendor receipts for credit card transactions to Financial Management and Administrative Services with monthly statements, which will be sent to Members for signature and must be returned to Financial Management and Administrative Services for payment processing. If any credit card is lost or stolen, the Member should

immediately notify the credit card company and Financial Management and Administrative Services.

21. Telecommunications Services

Constituency Office

Financial Management and Administrative Services arranges and pays for the installation, rental and tolls for three telephone sets and three incoming lines for one constituency office per constituency. The three incoming lines include a main voice line, a rotary voice line and a third line to be used at the discretion of the constituency office. Each office is provided with voice mail, call display and a single telephone line for use in support of facsimile service.

The branch will also arrange for installation and pay rental and long-distance tolls for single-line service to additional offices in a constituency. Members should note that the cost of fax and other telephone lines for additional offices may be chargeable to their Member's Services Allowance.

Financial Management and Administrative Services will arrange for a dedicated telephone line to support any constituency office alarm system co-ordinated by the Office of the Sergeant-at-Arms.

Primary Residence

Upon request Financial Management and Administrative Services arranges and pays for the installation, rental and tolls for one single-line service in a Member's primary residence provided the line is a second service to the location.

Temporary Residence

For Members whose constituencies are outside the city of Edmonton and who are eligible to maintain a temporary residence in Edmonton under the Members' allowances order, Financial Management and Administrative Services arranges and pays for the installation, rental and tolls for one single-line service per temporary residence.

Ancillary Charges

If Members require extra telephone features or equipment for both conventional and cellular services beyond the standard issue, they may pay for them from their Member's Services Allowance. Please contact Financial Management and Administrative Services for details and help in obtaining

these services for conventional telephone services and Information Technology Services for cellular services.

22. Furniture, Equipment, Supplies and Stationery

Furniture

Each Member is provided with a standard constituency office furniture package for their main constituency office sufficient to accommodate the Member and staff. The package includes a medium-weight shredder. A limited, more basic package will be provided if a Member chooses to open a satellite constituency office.

Equipment

Besides equipment provided by the Legislative Assembly Office to constituency offices, Members may use their Member's Services Allowance to purchase office or electronic equipment to facilitate office operations. Items that meet a cost threshold will be identified, recorded in a register of assets, and assigned bar code labels for tracking purposes. The labels are sent to the constituency office and are to be affixed clearly to the items.

If an item purchased with public funds is beyond repair or no longer required, Financial Management and Administrative Services may arrange for the declaration of the item as surplus and make arrangements for it to be picked up by the Surplus Sales division of Service Alberta. Items that have bar codes should not be thrown out; contact Financial Management and Administrative Services for direction on disposal.

New Members will be provided with an inventory report of the assets of which they are assuming responsibility. On an annual basis or upon the dissolution of the Legislative Assembly Financial Management and Administrative Services will provide updated inventory reports, and Members are required to account for the listed items.

Supplies and Overprinted Stationery

Financial Management and Administrative Services and Administrative Services facilitates online ordering of office supplies via a vendor-supported web-based application. Members may request employee access to the application by completing an authorization form, found on OurHouse, and submitting it to Financial Management and Administrative Services.

Employees should only place orders that are supported by MLA purchase orders, which are authorized by the Member in advance, as the expense will be charged to the Member's Services allowance. The accounts copy of the purchase order must be sent to the administrative services coordinator in Financial Management and Administrative Services. Upon receipt, pending orders are reviewed and approved for fulfillment. Most approved orders are filled and shipped directly to the Member's constituency office by the vendor within 72 hours. Completed orders are billed to a consolidated monthly invoice that is delivered directly to the branch and processed for payment.

Financial Management and Administrative Services also provides standard format business cards and letterhead, which may be personalized by overprinting a Member's name and other information. These may be ordered through the online ordering application maintained by Financial Management and Administrative Services. Members are encouraged to contact Financial Management and Administrative Services before ordering business cards or letterhead with special or extra features since additional costs may be incurred and the issuance of an appropriate purchase order may be required. Note that staff business cards are charged to the Member's Services allowance and require the issuance of a purchase order.

For either ordering application, if there is any problem accessing the website, ordering particular product, or receiving or returning ordered goods, contact the administrative services co-ordinator assigned to your office.

22.1 Constituency Office Security Alarm Systems

The Sergeant-at-Arms co-ordinates the installation and support of an alarm system in each constituency office, including satellite offices, at the expense of the LAO. When occupying an office or in advance of moving furniture within a constituency office, and for any maintenance or servicing requirements for the alarm system, please contact the Sergeant-at-Arms' office in advance.

23. IT Equipment, Network Support and IT Services

Information Technology Services (ITS) provides IT equipment, training and ongoing technical support to all Members and constituency offices. Equipment and services may include

- Desktop/laptop computers with suite of applications;
- Networked printers, including a multifunction device in the constituency office (printer/copier/scanner/fax);

- Network functionality and co-ordinated internet access/services. ITS will co-ordinate the installation, billing and basic charges for Internet as required in a Member's primary and temporary residences. They will also co-ordinate all installations and billed service in the constituency offices.

Copy charges incurred through use of a multi-function device in the constituency office will be applied against the Member's Services allowance.

Satellite constituency offices can be set up with a basic IT package based on the standard equipment lease agreement that is charged to an MLA's Member's Services allowance (MSA).

In addition, ITS will manage all Member requests for the purchase of LAO mobile devices. The Legislative Assembly Office will cover charges related to voice (airtime and long distance) incurred by the Member; mobile device equipment and monthly data charges will be applied against their MSA. Members must contact ITS prior to initiation, transfer or termination of any mobile services. All contractual agreements must be signed by the Clerk of the Legislative Assembly.

24. Insurance

The Legislative Assembly Office co-ordinates insurance coverage for general liability for Members when they are conducting their official duties and responsibilities and for property of the Legislative Assembly. Coverage is maintained and claims are processed by the risk management and insurance (RMI) branch of Alberta Treasury Board and Finance on behalf of the LAO, based on applicable legislation and regulations. It is very important to have all contracts reviewed by Parliamentary Counsel and signed by the Clerk to ensure that appropriate wording regarding insurance and liability is included in the agreement and the Assembly's insurance requirements are met. Note that this information on insurance is general. Contact Financial Management and Administrative Services to discuss specific details.

24.1 General Liability Coverage

While acting within the scope of their duties as Members, current and former Members are covered for civil liability claims by the Risk Management and Insurance fund. Criminal or intentionally harmful acts are not covered. The coverage applies to all sums resulting from liability imposed on Members by law or for which they are legally responsible, for loss or damage caused by an occurrence because of bodily and/or personal injury or for property damage as referenced in section 24.4.

Members are protected from liability in certain circumstances on the basis of parliamentary privilege. For example, parliamentary privilege offers Members immunity from civil suits for statements they make in the Assembly or in a committee of the Assembly. Should Members be served or threatened with legal action in what they perceive as a matter of parliamentary privilege, they should contact Parliamentary Counsel immediately.

Members' Liability Insurance Claim Process

Members who become aware that they may be subject to legal action are requested to follow the steps below in order to assist them in determining whether they should approach Risk Management and Insurance (RMI) for coverage.

- The affected Member will notify the Speaker in writing.
- Written notification will provide as much detail as possible related to the claim.
- Upon receipt of such written notification the Speaker will meet with the Member and consult with appropriate resources, including officers of the Legislature, regarding the claim.
- After reviewing the advice obtained by the Speaker during this consultative process, the Member will determine if a request for coverage should be forwarded to the risk management and insurance (RMI) branch of Alberta Treasury Board and Finance.
- RMI will evaluate the claim and determine whether coverage is applicable.
- If coverage is applicable, RMI will manage the claim from that point on.

Activities away from the Assembly or constituency office may be covered if they are within the scope of a Member's duties. Events of this nature can be reviewed to ensure coverage exists and proof of insurance is provided. A Member is not covered, however, for personal injury or liability if he or she is acting on behalf of another entity such as his or her political party or riding association. Contact Financial Management and Administrative Services to discuss specific details.

For more information on the general liability process or coverage, please contact Parliamentary Counsel.

24.2 Property Insurance Coverage

The contents of the constituency office or Legislature office that are owned or financed by the Assembly or that the Assembly has agreed in writing to insure are covered for physical loss, damage, theft or burglary.

Members and staff are reminded that personal property is excluded. If there is a special circumstance, Members should contact Financial Management and Administrative Services for details.

24.3 Automobile Insurance Coverage

Private vehicles or privately leased or rented vehicles are covered only by an individual's personal automobile liability policy. If a Member rents a vehicle and anticipates using it for nonbusiness purposes (i.e., not related to their duties as a Member), it is strongly suggested that the loss damage waiver or collision damage waiver offered by the rental company be purchased. In these cases the vehicle should be rented in the name of the Member who will be required to provide proof of a liability insurance policy. If a vehicle is being rented and will be definitely used only in the course of the Member's duties as a Member, the vehicle can be rented in the name of the Legislative Assembly Office, and the loss damage waiver and the collision damage waiver are not necessary. Losses arising from the Member's use of the rental vehicle are to be reported to the LAO.

For information on coverage or claims procedures Members should contact Financial Management and Administrative Services.

24.4 Bodily Injury and Property Damage Coverage

Coverage is provided by RMI to the Legislative Assembly Office and MLAs for damages arising out of third-party bodily injury, personal injury or property damage provided there is a legal responsibility to pay and such damages are not intentional.

Activities that take place away from the Legislative Assembly or constituency office such as town hall meetings, seasonal open house events, constituency pancake breakfasts or barbecues may be covered if they are within the scope of a Member's duties. Events of this nature can be reviewed to ensure coverage exists, and proof of insurance can be provided when required. Contact Financial Management and Administrative Services to discuss specific details or to request an RMI assessment.

Services

25. Scrolls

Members may obtain congratulatory scrolls for significant birthdays and anniversaries, usually in five-year increments, by completing the scroll request form on the Assembly website or OurHouse.

The Legislative Assembly Office provides scrolls for significant birthdays and anniversaries at no charge to the Member, but other scroll requests are charged to the Member's Services Allowance at a rate of \$5 per scroll. Members may obtain detailed information on scrolls from the websites or by contacting 780.427.1302.

26. Publications

For details on obtaining copies of Bills, *Alberta Hansard* and other sessional publications, see sections 69 through 77, Documents of the Assembly. For details on the availability of the *Statutes of Alberta* see section 74, Statutes. The Legislative Assembly Office also distributes a range of educational, informational and commemorative publications, including English and French editions of the *Citizen's Guide to the Alberta Legislature* as well as a variety of promotional brochures about programs and services.

27. Caucus Services

Offices are provided to Members in the Legislature Building and Legislature Annex and are grouped according to party caucus. Each caucus traditionally has its own budget and allocates funds for administrative, research, secretarial and other support to the Members of that caucus. For guidelines on compliant and noncompliant caucus expenditures consult the *Legislative Assembly of Alberta Expenditure Guidelines for Caucus*, which is available on OurHouse.

28. Information and Records Management and FOIP Services

The Information and Records Management unit of Financial Management and Administrative Services is available to all Members and their staff to provide advice on the effective organization, storage, protection and disposition of Members' records. They act as a liaison with the Alberta Records Centre, Service Alberta, to co-ordinate the secure destruction of Members' records upon request. Also, the unit is available to consult should Members' records be damaged or destroyed.

The Director of Financial Management and Administrative Services acts as a FOIP co-ordinator for the Legislative Assembly Office. Any requests from the public for records or information, advice on privacy concerns or other issues related to the application of the *Freedom of Information and Protection of Privacy Act* or requests for advice on best practices in this area can be addressed by the Director.

Other Facilities and Services

29. Property Management

Alberta Infrastructure, through the facilities manager, co-ordinates all regular building services in both the Legislature Building and the Legislature Annex, including cleaning, plumbing, electrical, heating and cooling, carpentry and care of plants provided to office areas. Members may direct all related inquiries and requests to the facilities manager at 780.427.7183. Members needing telephone repairs, modifications or relocations or furniture and equipment repairs or moves are asked to contact Financial Management and Administrative Services. Members should be aware that telephone service to the Legislature Building and Legislature Annex is provided by Bell Canada.

30. Health and Safety

The Legislative Assembly Office is committed to the health, safety and well-being of Members and employees. The LAO provides necessary resources, information and training to enable Members to recognize health and safety concerns, minimize the occurrence of work-related incidents and promote health and well-being.

As a component of this program evacuation guidelines are in place for constituency offices and the Legislature precincts. Contact Human Resource Services for information or visit OurHouse.

31. Media Room

There is a media interview room on the first floor, south wing of the Legislature Building. It is available to Members and has a capacity of 30. Members may book the room through the Legislature Building facilities manager on a first-come, first-served basis.

32. Meeting Rooms

Members may book any of several meeting rooms at the Legislature. Locations and availability follow.

32.1 Legislature Building Meeting Rooms

Carillon Room, Rooms 126, 210, 410, and 512

Available year-round. To book, please call 780.427.2251. Individual Members' reservations of the Carillon Room may be cancelled if they conflict with government requirements.

Seating

The Carillon Room seats approximately 20 at a large table, with additional seating available along the walls. Room 512 seats 45 while rooms 410, 126 and 210 are available for smaller groups.

32.2 Legislature Annex Meeting Rooms

Committee rooms A, B and C are on the fourth floor of the Legislature Annex. The three rooms are available year-round. Room A seats 25, and Room B seats 23. Both rooms have additional seating for the media and the public. Room C provides casual seating for 65-70.

For questions or to book, please call the committees office at 780.427.1831 or e-mail committeebookings@assembly.ab.ca.

33. Parking

Members are provided with a parking stall in one of the parkades at the Legislature. Please contact Human Resource Services at 780.427.1364 for assistance.

Please note that parking restrictions on the Legislature Grounds are strictly enforced.

34. Security

Security in the Assembly Chamber and its precincts, including the Speaker's, Public, Members' and Press Galleries, is provided by Legislative Assembly Security Staff (LASS) under the direction of the Sergeant-at-Arms. The Sergeant-at-Arms also provides security advice to Members and constituency office staff and co-ordinates the installation of constituency office alarm

systems. Any matters related to security may be referred to the office of the Sergeant-at-Arms at 780.422.9259.

During session Members' staff who wish to access the Confederation Room and Opposition Lounge require a House Precinct Pass card issued by the Sergeant-at-Arms.

Security services in the Legislature Building, Annex and surrounding grounds are provided by the Department of Justice and Solicitor General, sheriff protection services branch (JSG), who report to the Solicitor General. JSG staff are stationed at the main entrances of the Legislature and Annex buildings.

Security in the parkades and pedway as well as traffic and parking control are also the responsibility of JSG staff. The patrol is headquartered in the pedway next to the Interpretive Centre. Security matters related to these areas may be referred to the Manager, Legislature Security, at 780.427.7931.

34.1 Security Access Cards

The Legislative Assembly Office issues security access cards to all Members and staff of the Legislative Assembly. Executive Council and their staff may contact government centre security for cards. Lost cards should be reported immediately to the Sergeant-at-Arms at 780.422.9259.

Members and staff working after normal hours in the Legislature Building and Annex may arrange to be accompanied to their cars by security staff. Persons whose offices are in the Legislature Building may ask one of the sheriffs at the main entrance to accompany them while those in the Legislature Annex may call 780.422.3787, and a sheriff will be sent to the office. Members and staff are advised to take normal precautions such as locking their cars and storing valuables out of sight. When working after hours, Members and staff should also ensure that office areas and individual offices are secure even if they must be away from their desks for a short time.

34.2 Members' Identification Card

The Legislative Assembly Office, through the office of the Sergeant-at-Arms issues to each Member a Members' Identification Card (MIC). The MIC can be used to establish occupational documentation when travelling or in other circumstances where photographic identification or proof of occupation is required. It features the Member's name, photograph and signature on the front. It is countersigned by the Speaker on the reverse. The MIC is valid until a Member ceases to be a Member or on the dissolution of the Assembly. The loss or theft of an MIC should be reported to the office of the Sergeant-at-Arms.

35. Services for Visitors

The LAO, through the office of Visitor Services, will arrange tours and reserve seats in the galleries for guests. Members can request that time be set aside for them to speak or take photographs with their groups. All group tours or gallery visits require advance booking and may be booked through Visitor Services at 780.427.7362.

Members may wish to participate in school programming such as the weeklong *School at the Legislature* for Grade 6 and *Mr. Speaker's MLA for a Day* for high school students. The Legislative Assembly Office pays for travel for these programs from any constituency in the province.

36. Retail Services

The Legislative Assembly Gift Shop provides a retail service to all constituencies and departments at preferred pricing. A Members' catalogue is distributed annually, and sample items can be viewed on the website. Where feasible the shop also handles special order requests for Members.

37. Reference and Information Services

The Legislature Library provides customized information services to Members in their various roles as legislators, political debaters, public orators and constituency representatives. Library staff can assist in locating and retrieving research and facts on various public policy matters in a timely, confidential and nonpartisan manner. Library cards are available and they enable easy access to full text documents online and licensed electronic resources. The Alberta Library (TAL) cards are also issued to enable borrowing privileges from over 200 libraries throughout the province. Contact the Legislature Library at 780.427.2473 or email library.requests@assembly.ab.ca.

The Legislative Assembly Office

Introduction

The Legislative Assembly Office is organized according to the chart at the beginning of this guide. The responsibilities of the presiding officers, the Clerk and senior managers are described in the following paragraphs.

38. Introduction

The origins of the Legislative Assembly Office can be traced to 14th century England, when Parliament elected the first Speaker and appointed the first Clerk. Because the Speaker has administrative authority over the office, it is sometimes called the Speaker's department; however, it is not a government department. Its current title was made official when the *Legislative Assembly Act* was passed in 1983.

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

- support the Speaker of the Legislative Assembly in carrying out the duties of office;
- support Members in carrying out their roles as elected representatives of the people of Alberta;
- record the proceedings and maintain and preserve the records of the Legislative Assembly;
- inform and educate the public on behalf of Members and the institution of Parliament;
- provide a positive, productive, healthy and secure environment for Members and staff of the Assembly;
- enable Members and staff to perform their duties in adherence with legislation, policies and professional practices applying to the Legislative Assembly Office;
- support the Assembly in protecting its institutions and privileges;
- support the exchange of information and ideas among Parliaments;
- build partnerships with external clients in support of the institution of Parliament.

Presiding Officers

39. Speaker of the Legislative Assembly

The Speaker is the presiding officer of the Legislative Assembly and is responsible for its organization as a legislative body and an administrative unit. The Speaker ranks in precedence directly after the Premier and for administrative purposes has the same rank as a minister. Traditionally the Speaker, while embodying the authority and impartiality that characterize the office, exercises responsibility in three areas:

- presiding over the Assembly's proceedings, maintaining order, regulating debate according to the established rules of procedure and ensuring that all viewpoints may be heard;
- guarding the privileges of the Assembly and protecting the rights of its Members; and
- representing the Assembly in its relationship with Her Majesty and Her representatives, with external institutions and on ceremonial occasions.

In addition, the Speaker is the chief administrator of the Legislative Assembly Office, with ultimate responsibility for the administration and financial management of the Assembly and for providing services to its Members. In this function the Speaker is assisted by the Special Standing Committee on Members' Services.

The Assembly elects the Speaker from among its own Members as its first act at the opening of a new Legislature. The Speaker holds office until the day before the commencement of the next Legislature to ensure administrative continuity during the election period.

40. Deputy Speaker and Chair of Committees

Members of the Legislative Assembly elect the Deputy Speaker and Chair of Committees to act as Speaker when the Speaker is absent or the Office of the Speaker is vacant. The chair facilitates meetings of the Committee of Supply and the Committee of the Whole. The term of this office continues after dissolution of the Assembly through the day preceding polling day.

41. Deputy Chair of Committees

Members elect the Deputy Chair of Committees to act as Speaker when the Speaker and Deputy Speaker are absent. The Deputy Chair facilitates meetings of the Committee of Supply and the Committee of the Whole in the place of the Chair of Committees. The term of this office continues after dissolution of the Assembly through the day preceding polling day.

42. Members' Services Committee

The Special Standing Committee on Members' Services is appointed at the commencement of each Legislature. The Speaker is traditionally its chair. This committee approves the annual estimates of the Legislative Assembly Office and may modify certain regulations, orders or directives governing the office's financial and personnel administration. The committee also sets Members' allowances, constituency office allowances and Members' benefits and establishes human resource and financial management policy for the Legislative Assembly Office.

Organization

43. Office of the Clerk

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

The Office of the Clerk is responsible for

- providing advice, research and support to the Speaker and Members on procedural matters concerning the privileges, rules, usages and proceedings of the Assembly and co-ordinating procedural services by other officers of the Assembly;
- preparing documents of the Assembly and ensuring the safekeeping of the Assembly's documents and records;
- providing all necessary administrative and support services to the Assembly during its sittings and ensuring that essential services are provided to the Assembly Chamber;

- presiding over the election of the Speaker at the opening of a new Legislature;
- announcing the Assembly's order of business and conducting its recorded votes or divisions during its sittings; and
- supervising the officers of the Assembly, including the Law Clerk and the Director of Interparliamentary Relations, Senior Parliamentary Counsel and Director of House Services, Sergeant-at-Arms and Parliamentary Counsel.

As chief operating officer the Clerk has the following managerial responsibilities:

- directing the operation of the Legislative Assembly Office;
- authorizing all financial commitments the Assembly enters into;
- directing the preparation of the Assembly's annual estimates and advising the Members' Services Committee in their consideration and approval;
- acting as liaison at the deputy minister level with government departments on matters related to the Assembly, the Chamber and the Legislative Assembly Office; and
- serving as chair of the LAO Executive Committee, which comprises the Law Clerk and Director of Interparliamentary Relations, Senior Parliamentary Counsel and Director of House Services, Sergeant-at-Arms, Director of Human Resources, Information Technology and Broadcast Services, Director of Financial Management and Administrative Services, Legislature Librarian, and Manager of Corporate Communications and Broadcast Services.

4.4. Communications Services

Communications Services provides strategic planning, consulting and design expertise to the LAO's internal and external audiences. Communications Services' responsibilities include:

- supporting the organizational goals of the LAO and the mandates of all-party committees;
- delivering professional writing, design and web services in the creation of promotional and educational materials;
- co-ordinating social media and media relations and maintaining internal and external websites for the Legislative Assembly; and

- assisting with planning, execution and documentation in support of special events.

Members are encouraged to follow the Legislative Assembly on social media to stay up-to-date with communications about events and activities at the Legislature.

45. Broadcast Services

Broadcast Services oversees the accurate and high-quality broadcast production of the House proceedings. Additional responsibilities of Broadcast Services include

- managing the communication of information affecting the broadcast,
- developing guidelines and procedures for broadcast operations, and
- assisting with the co-ordination of remote broadcasts involving external media.

The Daily Routine, including Oral Question Period, is broadcast live on CTV Two beginning at 1:30 p.m. Monday to Thursday during session.

As well, audio and video of House proceedings and audio of committee proceedings are streamed live and can be accessed through Assembly Online at assembly.ab.ca. These proceedings are archived and available following the end of each sitting day or after each committee meeting for the duration of the current Legislature.

46. Parliamentary Counsel

The office of Parliamentary Counsel is comprised of the Law Clerk and Director of Interparliamentary Relations, who heads the branch, Senior Parliamentary Counsel and Director of House Services, lawyers and staff. The branch provides legal advice to the Speaker, Members, committees and the LAO on a broad range of legal issues, including contract law, employment law and leasing. The office is also responsible for:

- providing legal assistance to Members in the performance of their duties;
- serving as corporate counsel to the LAO in executing contracts and other legal agreements;
- defending and asserting the rights, privileges and immunities of Members and the Assembly;
- assisting Members with administering oaths and using their ex officio notarial powers.

- serving as counsel to the committees of the Assembly, including Members' Services, Legislative Offices, Private Bills and the Legislative Policy Committees;
- aiding Members with the drafting of private Members' Bills and amendments to all types of Bills as well as providing advice on private Bills;
- approving petitions prior to their presentation in the Assembly; and
- preparing official copies of the Bills enacted by the Legislature.

In addition, some members of the office serve as Table Officers, providing legal and procedural advice in the Assembly

47. Interparliamentary Relations

Interparliamentary Relations is responsible for organizing Alberta's participation in various parliamentary associations and organizations and managing relations between the Assembly and other Canadian and international parliaments. Responsibilities include

- co-ordinating the Legislative Assembly's participation in conferences, seminars and exchanges of a parliamentary nature in Canada and abroad; and
- organizing programs for incoming parliamentarians and legislators from around the world.

48. House Services

House Services oversees House and committee proceedings and is responsible for the provision of procedural advice to the Speaker and Members. In addition, the branch is responsible for the production of various House and committee documents and records, including the official report of the debates of the Assembly and its committees, also known as *Alberta Hansard*, as well as the Order Paper, Votes and Proceedings and the *Journals*.

Other responsibilities include

- ensuring that all administrative, financial and support services are available for the effective operation of standing and special committees of the Assembly;
- providing nonpartisan research and issue analysis as directed and in support of the mandates of the committees of the Assembly; and

- processing items to be placed on notice on the Order Paper, including Bills, Motions, Written Questions, Motions for Returns and Motions Other than Government Motions.

49. Human Resource Services

Human Resource Services (HRS) provides customized programs and services as well as expert advice to Members, caucuses, constituency offices and LAO branches. HRS is committed to developing and delivering multi-disciplinary human resource strategies that balance the LAO's people and processes and best support the Legislative Assembly. These services include:

- development and implementation of multidisciplinary human resource strategies to meet operational objectives;
- leadership and advice on human resources related issues such as organizational design and planning, recruitment, talent management and development, employee relations, health and wellness, disability management, Member remuneration and staff compensation and classification;
- management of the integrated, in-house payroll and HR systems; and
- ensuring an efficient transition of staff and MLAs at general elections, by-elections and cabinet shuffles.

50. Information Technology Services

Information Technology Services (ITS) provides all technology services to the Speaker, Members, caucuses, constituency offices and LAO branches. ITS focuses on introducing the latest in technology to best serve the needs of the stakeholders. Services include:

- acquiring, deploying and maintaining all hardware and software,
- procuring, contract negotiating and supporting mobile devices,
- co-ordinating and delivering IT training;
- supporting all network infrastructure, including network servers, cabling and wireless facilities;
- enforcing policies and guidelines to provide a secure IT environment;
- providing consultation services to analyze business needs and deploy the best technology solution;
- developing and deploying applications on multiple platforms, including desktop and web;

- supporting enterprise applications with a focus on workflow and integrating with the business processes; and
- supporting audiovisual and multimedia technology throughout the LAO, including the Chamber and committee rooms. The technology focuses on recording all proceedings for *Hansard* transcription, audio/video conferencing to support remote participation in meetings, web streaming and archiving and presentation tools.

51. Financial Management and Administrative Services

Financial Management and Administrative Services (FMAS) supports the Speaker, Members and the LAO by providing financial management and administrative services.

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

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

In addition, FMAS is also responsible for:

- administering the *Freedom of Information and Protection of Privacy Act* as it pertains to the LAO and providing advice and assistance in access and privacy matters for Members and the LAO,
- managing the development and implementation of an information and records management program for the Legislative Assembly and providing advice and support on information records management issues to Members of the Assembly and staff, and
- providing risk management and insurance coverage, advice and claims co-ordination services to Members and LAO branches.

52. Visitor, Ceremonial and Security Services

Visitor, Ceremonial and Security Services (VCSS) is responsible for a broad range of services to both Members of the Legislative Assembly and the public. In support of the mandate of the LAO VCSS engages the public to become involved in the parliamentary process through participation in tours

of the building, educational programs and special events. As well, VCSS manages all security for the Legislature Chamber and constituency offices. The branch is also the principal adviser to the LAO on matters of ceremony, security and protocol.

In addition, VCSS advises MLAs, constituency staff and LAO employees on security matters, liaises with external intelligence, public safety and security organizations and is responsible for

- directing the LAO security access card program;
- overseeing the Page program;
- taking attendance of Members in the House;
- providing the care and custody of the Mace;
- the furniture and fittings of the Assembly;
- directing the operation of the Visitor Centre; and
- offering services to the public, including guided tours, educational programs, special events and gallery bookings.

53. Library Services

The Legislature library was established in 1906 to serve as a parliamentary library for Members of the Legislative Assembly. Library Services provides nonpartisan, confidential and timely information, news and reference services to Members and their constituency and caucus staff as well as the LAO.

Applying both a traditional approach and the latest technology, Library Services is also responsible for:

- compiling and delivering a customized daily electronic news service to Members;
- responding to Members' information needs through licensed databases and e-books as well as an electronic government documents repository and network;
- collecting and providing access to information on public policy matters in areas such as health, laws, science, business, environment, energy, social issues and education; and
- preserving and chronicling information about Alberta's history and parliamentary heritage, including data about Members and electoral divisions.

House Procedures

The Legislature

54. Life of a Legislature

By statute and the *Constitution Act, 1982*, the Legislative Assembly may not continue for longer than five years from the date fixed for the return of the writ at a general election; that is, 10 days after the official results have been announced.

55. Becoming a Member

Under the *Legislative Assembly Act* a successful candidate officially becomes a Member of the Legislative Assembly 18 days after polling day. This may be delayed if election results are appealed within the eight-day period after the official count is announced. The official count is announced 10 days after polling day. However, when a candidate is elected by acclamation, he or she becomes a Member on the date that nominations close in that constituency.

56. Sessions

By statute and the *Constitution Act, 1982*, at least one sitting of the Legislature must be held each year, and the interval between the last sitting day of one session and the first sitting day of the next can be no more than 12 months.

The Legislative Assembly is called into session by a proclamation issued under the seal of the province and signed by the Lieutenant Governor or, in the Lieutenant Governor's absence, by the Administrator, who is typically the Chief Justice of Alberta.

In accordance with the Standing Orders and unless otherwise ordered, the Assembly meets for a spring sitting commencing the second Tuesday in February and concluding no later than the first Thursday in June. The fall sitting commences on the last Monday of October and concludes no later than the first Thursday in December.

As soon as possible after January 15 each year the Clerk must publish a sessional calendar that indicates the days on which the Assembly shall sit and which weeks will be constituency weeks, when the Assembly will stand adjourned. These days are provided to the Clerk by the Government House Leader

following consultation with opposition House leaders. The spring or fall sitting of the Assembly may be shortened or extended by passage of a motion.

Note: The government may advise the Speaker that the public interest requires the Assembly to meet on a certain date, and the Speaker shall give notice that the Assembly shall meet at that time to transact its business.

Prorogation and Dissolution

Prorogation terminates a session of the Legislature and all remaining business on the Order Paper. The Legislature is prorogued by proclamation of the Lieutenant Governor on the advice of the Premier.

To be considered again, items that “die on the Order Paper” have to be reintroduced in a subsequent session. However, under Standing Order 51 a member of Executive Council may, on one day’s notice, move to reinstate a government Bill “from a previous session of the current Legislature to the same stage that the Bill stood at the time of prorogation and the motion shall not be subject to debate or amendment.” Under Standing Order 50 returns or papers ordered by the Assembly that have not yet been provided must be tabled at the next session without renewal of the order.

Dissolution terminates the Legislature itself. A Legislature is dissolved by proclamation of the Lieutenant Governor on the advice of the Premier.

57. Sittings

During a session of the Legislature the normal daily sittings of the Assembly are from 1:30 to 6 p.m. Monday through Wednesday and 1:30 to 4:30 p.m. on Thursday. Upon passage of a government motion the Assembly may meet on Monday, Tuesday or Wednesday evenings commencing at 7:30 p.m.

Adjournment

On Mondays, Tuesdays and Wednesdays the Assembly adjourns at 6 p.m. until the next sitting day. On Thursdays at 4:30 p.m. the Assembly adjourns without motion until Monday. Standing Order 3(3) lists holidays when the Assembly does not meet. The Standing Orders provide for a constituency week for every three sitting weeks unless varied by the sessional calendar filed by the Government House Leader by January 15 of each year.

Responsibilities of Members

58. Statutory Oath/Affirmation of Allegiance

All Members elected or re-elected to the Legislative Assembly must take and subscribe to an oath of allegiance or make a solemn declaration and affirmation of allegiance before taking their places in the Assembly.

Oath of Allegiance

I, (*Member's name*), do swear that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Her heirs and successors according to law. So help me God.

Affirmation of Allegiance

I, (*Member's name*), do solemnly and truly declare and affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Her heirs and successors according to law.

Members take the oath or make the affirmation after the time limit for appealing the results of an election has expired. The eight-day appeal period follows the returning officer's announcement of the official count, which occurs 10 days after polling day. Usually all Members of a caucus take the oath or make affirmation at the same time, and Members are advised of the time and place by the Speaker's office. Members who are unable to attend at that time, independent Members and any Members elected in a by-election may contact the Clerk of the Assembly for an appointment to take the oath or make the affirmation.

59. Conflicts of Interest and Disclosure Obligations under the Conflicts of Interest Act

The provisions of the *Conflicts of Interest Act* identify the responsibilities of Members to refrain from certain conduct during their terms of office. These obligations of Members are contained in part 2 and part 4 of the Act and include obligations respecting decisions furthering private interests, influence, insider information, offices and employment, gifts and benefits from persons other than the Crown, travel on noncommercial aircraft, contracts with the Crown and payments from the Crown. In addition, part 3 of the *Conflicts of Interest Act* contains requirements for Members to file disclosure statements and returns with the office of the Ethics Commissioner. The Ethics Commissioner may investigate any complaint of an alleged breach of the *Conflicts of Interest Act*. Members who believe they may be in a conflict-of-interest situation are advised to consult the Ethics Commissioner.

Members are required to file disclosure statements with the Ethics Commissioner within 60 days after becoming a Member of the Legislative Assembly, within 60 days after being appointed to the Executive Council if the Member has not filed a current disclosure statement as a Member, and in each subsequent year at the time specified by the Ethics Commissioner. The Ethics Commissioner requests an interview with each Member as soon as practicable after a Member has filed a disclosure statement to ensure that the Member has made adequate disclosure and to advise about the Member's obligations under the *Conflicts of Interest Act*. A Member must also file with the Ethics Commissioner an amending disclosure statement within 30 days after the occurrence of any material changes to the information.

Members who have any questions regarding their obligations under the *Conflicts of Interest Act* should contact the office of the Ethics Commissioner.

60. Notary Public/Commissioner for Oaths

Each Member may act *ex officio* as a notary public and commissioner for oaths in and for the province of Alberta. Members may administer oaths and affidavits to others anywhere within Alberta. As notaries public they may use a personal notarial seal to certify true copies of documents and witness or certify and attest the execution of a document for use both within and outside the province of Alberta.

Many provincial and federal government forms as well as nongovernment forms require authorization before a notary public or commissioner for oaths. By acting in this capacity, Members may provide important benefits to their constituents.

However, authorizing, authenticating and swearing documents can be complex procedures, and Members are strongly advised to contact Parliamentary Counsel for instruction prior to administering oaths or exercising notarial powers.

To order notarial seals, rubber stamps, specimen signature cards and related items, Members should contact Financial Management and Administrative Services. For further information on the duties and responsibilities of these offices Members should contact Parliamentary Counsel.

Members must not notarize or commission documents after they cease to be Members or after an election is called.

61. Sponsoring Petitions

Any citizen or group of citizens may petition the Assembly for redress of a grievance. However, since the Assembly considers only those matters brought before it by its own Members, citizens may exercise their right to petition only through a Member. Therefore, constituents may from time to time ask individual Members to help them prepare or present a petition.

By parliamentary tradition Members are not obliged to present petitions even from their own constituents, and presenting a petition does not imply agreement with the request. By convention members of Executive Council do not present petitions. Members presenting petitions are required to endorse their name on the first page. Petitions must meet certain criteria as to form and may not ask the Assembly to directly spend public funds or to do anything that would affect the privileges of the Assembly. Parliamentary Counsel must approve petitions as to form before they can be presented to the Assembly.

Petitions require a notice on each page stating that the name and address of persons signing the petition may be made available to the public. Only those petitions that have been presented are available to the public. Guidelines for submitting petitions to the Legislative Assembly can be found on the Legislative Assembly website at assembly.ab.ca.

Members requiring assistance with a petition should contact Parliamentary Counsel.

Procedure in the Assembly

62. Parliamentary Procedure

Parliamentary procedure governs how the Assembly conducts its business. It is a combination of two elements:

- formal, written rules, called Standing Orders, which govern such matters as the Assembly's order of business, the format for debates, how time is allocated and how Members conduct themselves; and
- the usages and precedents of the Assembly as developed over time through interpretation, Speakers' rulings and parliamentary tradition.

The Standing Orders cover most matters that come before the Assembly, and they are always consulted first. In any situation not covered by Standing Orders, the Speaker refers to past practice of the Assembly to determine

whether the situation has an applicable precedent. In the absence of such a precedent the Speaker considers precedents in Canadian and other Commonwealth parliaments.

The authorities most often consulted in these cases are *House of Commons Procedure and Practice* [2nd ed.] and *Beauchesne's Parliamentary Rules and Forms*, both of which cover the practice in the Canadian House of Commons, and *Erskine May's Treatise on the Law, Privileges, Proceedings and Usage of Parliament*, which is the authority for United Kingdom practice. However, the main authority for transacting business in the Assembly is always its own Standing Orders. Other sources are consulted in the order above only when Standing Orders or past practice of the Assembly cannot resolve the issue.

Communications Services sends copies of Standing Orders to new Members plus additional copies to Members who require them. From time to time the Assembly may pass a motion to amend the Standing Orders. Parliamentary Counsel distributes copies of individual amendments as they occur.

Reference copies of *Beauchesne's*, *House of Commons Procedure and Practice* and *Erskine May* and other authorities are available in the Legislature Library and in the bookcases in the Assembly Chamber.

63. Points of Order

Any Member may bring any perceived divergence from the Standing Orders or practice of the Assembly to the Speaker's immediate attention. In these cases the Member interrupts debate by rising and saying, "Point of order, Mr./Madam Speaker" and then stating concisely the point in question and the pertinent authority. The Speaker may then allow debate on the matter and rule on the matter either at that time or later. Points of order that arise during the daily Routine, including Oral Question Period, are dealt with after question period.

64. Privilege

Privilege in the parliamentary sense is all the rights and powers, other than the power to legislate, enjoyed collectively by the Assembly and individually by its Members without which they could not perform their duties.

Among the privileges the Assembly possesses collectively are

- the right to provide for its composition and membership, including the right to secure writs to fill vacancies in its membership and to determine whether Members are qualified to sit although not whether they have been duly elected;
- the right to regulate its own internal affairs and procedures, including the power to establish, amend or suspend its procedural rules;
- the power to compel witnesses to attend and documents to be produced;
- the power to expel Members the Assembly considered unfit to be Members;
- the power to eject strangers from the House and its precincts; and
- the right to control publication of the debates and proceedings of the Assembly.

Probably the most important privilege enjoyed by Members is freedom of speech. Members are protected by privilege and statute from liability for anything they say in the Assembly or any of its committees even if it is defamatory. This privilege does not imply, however, that Members may say anything they wish in the Assembly, since the rules of debate require proper parliamentary language. Some of the matters that constitute breaches of privilege or contempts are outlined in section 10 of the *Legislative Assembly Act*.

Members should bring any perceived breaches of privilege to the Assembly's attention at the earliest opportunity. There are two ways to do so.

1. At any point in the Assembly's proceedings Members may rise as soon as they hear words or observe events they consider a violation of privilege.
2. Members may call attention to a matter of privilege arising on a previous day by providing the Speaker with a brief written explanation of the alleged breach at least two hours before the day's sitting opens. They may then rise immediately before Orders of the Day is called, point out the alleged breach and explain it.

The Speaker may allow debate on the matter then or defer it. The Speaker's role is to determine whether a *prima facie* breach of privilege has occurred and whether the matter has been raised at the earliest opportunity. In either case if the Speaker finds that no breach of privilege has occurred, the matter is dropped. If, however, the Speaker decides that there is a *prima facie* breach and that it was raised promptly, any Member may give notice, not later than at the conclusion of the next sitting day, of a motion to deal further with the matter. Usually a Member moves that the matter be referred to the Standing Committee on Privileges and Elections, Standing Orders and Printing. This committee may hold meetings to discuss the matter before reporting back to the Assembly.

According to *Beauchesne's* paragraph 27, "A genuine question of privilege is a most serious matter and should be taken seriously by the House." Therefore, Members are cautioned about invoking parliamentary privilege to comment on the accuracy of reports in the media or to point out a dispute as to facts with another Member. Such matters are more properly personal explanations and may proceed only with the indulgence of the Assembly.

65. Voting

No motion in the Assembly or its committees requires a seconder although there is traditionally a seconder on the motion for address in reply to the Speech from the Throne.

Every Member in the Assembly Chamber at the time a matter comes to a vote is required to vote. Members who do not wish to vote or who believe they should not vote because of a direct pecuniary interest in a matter should leave the Chamber before the Speaker puts the question. In cases involving direct pecuniary interest, Members must, according to section 2(2) of the *Conflicts of Interest Act*, declare that interest and withdraw from the proceeding.

Voting in the Assembly is by simple majority. The Speaker first calls a voice vote of "ayes" and "noes" and announces the result. At this point any three Members may request a recorded vote, or division, by standing or otherwise indicating their request for a recorded vote. The division bell is then rung to call all Members to the Chamber, and the recorded vote takes place 10 minutes later.

Divisions may take place in committees of the whole Assembly but not in other committees of the Assembly. However, any Member may request a recorded vote for the committee transcript and minutes.

66. Quorum

For the Assembly to meet and exercise its powers, at least 20 Members must be present, including the Speaker, Deputy Speaker or Acting Speaker. If the Speaker's attention is drawn to the absence of a quorum, the division bells are sounded for one minute, and if a quorum is then not present, the Speaker may declare a recess or adjourn the Assembly, in which case the adjournment time and the names of the Members present are recorded in Votes and Proceedings.

Documents of the Assembly

67. Introduction

The Legislative Assembly Office publishes and distributes a number of documents related to the sittings of the Assembly. These are the Order Paper, Votes and Proceedings, *Journals*, *Alberta Hansard*, Standing Orders, the Consolidated Members' Services Orders and Bills. The office also maintains a website and other online services to enable Members to access and search pertinent documents. This section briefly describes these documents and their availability. Also discussed are sessional papers, a term covering a wide variety of documents tabled with the Assembly.

Most documents are available online on the Assembly website, assembly.ab.ca, and through the House business portal, which is accessible via the OurHouse intranet site.

68. Order Paper

Each day the Clerk's office publishes the Order Paper, the Assembly's agenda. A complete Order Paper, listing all items of business that could be considered by the Assembly, is printed on Monday, the only day on which private Members' business is discussed. An abbreviated Order Paper, listing only government business, is printed on Tuesdays, Wednesdays and Thursdays. A separate section of the Order Paper contains the required notice of items of business to come before the Assembly on subsequent days. Items listed on the Order Paper are not necessarily dealt with in order, nor are all items dealt with on any sitting day.

As well as being posted online, a paper copy of the Order Paper is placed on each Member's desk in the Chamber. If you require any additional copies, please ask a Page in the Chamber or contact *Hansard* at 780.427.1302.

69. Votes and Proceedings

The Votes and Proceedings, also called Votes, are the Assembly's minutes, the official record of the Assembly's daily business. Typical entries include stages of Bills, proceedings of committees of the whole Assembly, outcomes of motions, adjournments of debates, divisions and documents tabled.

House Services is responsible for preparing Votes and Proceedings at the end of each sitting day. Votes and Proceedings are available online. If you require a paper copy, please ask a Page in the Chamber or contact *Hansard* at 780.427.1302.

70. Journals

The *Journals* are the complete, official, indexed record of a session and are compiled from the Votes and Proceedings of that session, incorporating any corrections. The *Journals* for each session are available online on the Assembly website.

71. Alberta Hansard

Alberta Hansard publishes the official report of the debates of the Assembly and its committees, provides index information on those debates and operates the Assembly's sound amplification and recording systems. *Hansard's* editorial policy is outlined in Standing Order 113, which stipulates that the final report must accurately reflect what was said and that editing is limited to ensure correct grammar, spelling and punctuation; observe correct parliamentary forms; and minimize superfluous repetition and redundancies.

Inquiries about services provided by the *Hansard* office should be directed to the Managing Editor of *Hansard* at 780.427.1875.

71.1 Blues and Suggested Corrections

Initial printed *Hansard* transcripts in five-minute segments, called Blues, are normally available on OurHouse within 60 to 90 minutes of the proceedings they report. Paper copies are later posted in the Members' lounges and the Speaker's office.

Members are encouraged to suggest corrections to the Blues if they notice any inaccuracies. Because the final *Hansard* is produced within 24 hours, Members are asked to submit their suggested corrections to the *Hansard* office no later than 9 p.m. the day of an afternoon sitting and no later than 10 a.m. after an evening sitting. Proposed corrections submitted after these deadlines may still be considered for the online edition and for inclusion in the bound volumes. Please e-mail suggested corrections to HansardResearch@assembly.ab.ca or call the *Hansard* office at 780.427.2490.

Hansard does not make changes that are not supported by the audio. Members wishing to correct their mistakes on the record normally rise in the Assembly to correct those mistakes, and *Hansard* footnotes those corrections in the record.

71.2 Delivery Times and Internet Availability

Final *Hansard* issues are available online by 11 p.m. for an afternoon sitting and by noon the next day for an evening sitting. Paper copies are available the following day in the Members' lounges beside the Chamber.

Committee transcripts are posted on the Assembly's website within two to three days.

71.3 Research

A *Hansard* editor takes notes during all meetings of the Assembly and its committees. To ensure the accuracy of the final text, editors may request research material by e-mail from *Hansard*Research to the relevant Member.

Typical requests ask for the correct spelling of names Members have mentioned or copies of quoted material. Because of *Hansard*'s publication deadline it is important that *Hansard* receive this material as quickly as possible. Any material received from a Member is treated as confidential.

71.4 Index

Hansard produces a cumulative index of the current session of the Assembly by speaker and by subject. An electronic version is posted online in two formats: in PDF and in HTML with links directly to pages in the transcript.

At the end of session the final index is printed and included with the bound volumes of *Hansard*.

71.5 Hansard Online Searching

Hansard makes the complete text of Assembly proceedings available on the Legislative Assembly website so that anyone can search the text for references to specific keywords. Afternoon and evening transcripts are available in PDF and HTML format, and a compilation of all the transcripts in a session is available in PDF format. For a tutorial on searching *Hansard*, please see the *Hansard* video on OurHouse under About LAO.

71.6 Bill Status Report

The Bill status report is a quick reference to the status of Bills before the Assembly, including *Hansard* page numbers for the relevant debate. The Bill status report is normally included in the Thursday issue of *Hansard*. It is also available on the Legislative Assembly website at assembly.ab.ca.

71.7 Speech Reprints

Members may order paper, electronic or audio reprints of speeches they made in the Assembly by submitting the online request form on OurHouse or by contacting the *Hansard* office at 780.427.1302.

71.8 Members' Services Orders

Under the *Legislative Assembly Act* the Members' Services Committee may pass orders governing Members' indemnities, allowances and services as well as other orders pertaining to the Legislative Assembly Office. Communications Services compiles and distributes a consolidated looseleaf edition of Members' Services Committee Orders plus required updates to all Members. Members should direct any inquiries about the distribution of Members' Services Orders to Communications Services at 780.422.5481.

72. Bills

Bills are basically of two types, public and private. Public Bills may be further divided into government and private Members' Bills. Public Bills involve matters affecting all Albertans while private Bills concern only a specific person or group. Subject to certain conditions, Members may present either type to the Assembly. All government Bills are public Bills.

Government Bills are drafted by Legislative Counsel in the Ministry of Justice and are numbered from 1 to 200. Private Members' Bills are drafted by Parliamentary Counsel. Private Members' public Bills are numbered from 201. Private Bills are numbered from 1 with the prefix Pr; hence, Pr1, Pr2 and so on.

All Bills are printed prior to being introduced in the Assembly. Parliamentary Counsel is in charge of producing all private Bills and private Members' Bills while government Bills are produced under the direction of Legislative Counsel.

Members receive one copy each of the Bills introduced in the Assembly. These are delivered to their desks in the Chamber. Bills are available on the Assembly website shortly after introduction. Copies of amendments accepted by the Assembly are available on the website the following day. Bills from previous sessions can also be found on the Assembly website in PDF format.

Note: Amendments accepted by the Assembly in previous sessions are available dating back to the First Session of the 27th Legislature (2008). Bills are provided for reference only and are shown as introduced at First Reading.

73. Statutes

A Bill becomes an Act, or statute, once the Assembly passes it and the Lieutenant Governor gives it Royal Assent. The term statute is derived from the Latin *statutum*, meaning “it is decided.” At the end of the Assembly’s sittings in any session Legislative Counsel incorporates all amendments into the Bills passed at those sittings and prepares them as statutes. They are then consolidated periodically into the multi-volume looseleaf edition of the *Statutes of Alberta*, which Members may purchase from the Queen’s Printer Bookstore at 780.427.4952. Reference copies are also available in the Chamber and the Legislature Library.

74. Statutes Online

The complete text of the *Statutes of Alberta* is available in the Reference section of the Assembly intranet site under Alberta Statutes. The Assembly also has a subscription to the Queen’s Printer website, which has a searchable database of the statutes.

This link is on OurHouse under Resources, QP Source. For information about online searching of the Statutes of Alberta, please contact the Legislature Library at 780.427.2473.

75. Sessional Papers

Sessional papers are documents that are either tabled in the Assembly as required by statute or order of the Assembly or voluntarily provided by Members as information to the Assembly.

The Assembly requires five copies of all tabled documents. Responses to written questions and motions for returns ordered by the Assembly require additional copies, one for the Member who asked the written question or moved the motion for a return, one for the Leader of the Opposition and a sufficient number of additional copies must also be tabled for distribution to the leader of any other party or group in opposition.

Copies of documents required to be tabled by statute or order of the Assembly, other than responses to questions or motions for returns, may be distributed to all Members at their desks in the Chamber. This is particularly the case with annual reports of departments, boards, agencies, commissions and so on.

Copies are also available in the Legislature Library.

76. Legislative Assembly Websites and Social Media

Members are encouraged to visit the Assembly's website at assembly.ab.ca. It contains a variety of information about the Assembly and its business, including an MLA directory, online access to *Hansard*, Bills and amendments, the Order Paper, Votes and Proceedings, Legislature Library catalogue, electronic government documents, Standing Orders, the Bill status report, the *Citizen's Guide*, the annual report of the Assembly, information on educational programs and other visitor services, Assembly news releases and live and archival streamed audio/video of Assembly proceedings.

In addition, OurHouse, the intranet site of the Legislative Assembly Office, contains useful information about the LAO and its current activities such as MLA/employee information; services, forms and resources; links to Committee websites; and a link to the House business portal, which is a single access point for documents and forms that Members and their staff refer to during session.

Links to all of the LAO's social media accounts are available on both the Assembly site and OurHouse. For questions about the LAO websites or its social media activities please contact Communications Services.

Business of the Assembly

77. Opening and Routine

The Standing Orders govern the sequence of business of the Assembly. The notes that follow briefly describe the individual items that comprise the Assembly's business.

Members are called to each sitting by a bell, which sounds 10 minutes before the sitting starts. Members enter the Assembly Chamber through the south doors off the Members' lounge, which they may reach via the Confederation Room and Room 313. The main entrance to the Chamber has been designated a wheelchair entrance.

The sitting opens with the Speaker's procession. At the Sergeant-at-Arms' call, "Order, order. Mr./Madam Speaker," all Members and visitors rise and remain standing while the Speaker offers prayers. At the conclusion of prayers all take their seats and the Clerk calls the items of the daily Routine in the sequence in which they appear on the Order Paper:

O Canada (first sitting day of each week)

Oral Question Period, beginning at 1:50 p.m. daily
Introduction of Visitors
Introduction of Guests
Ministerial Statements
Members' Statements
Presenting Reports by Standing and Special Committees
Presenting Petitions
Notices of Motions
Introduction of Bills
Tabling Returns and Reports
Tablings to the Clerk

78. Introduction of Visitors

The Speaker, a minister or designated Member introduces visiting parliamentarians, diplomats, officials and others to be recognized. They are seated in the Speaker's gallery.

79. Introduction of Guests

Members make brief, nonpartisan introductions of school groups and other visitors in the galleries.

80. Ministerial Statements

Under this item ministers may make brief statements on matters concerning their areas of responsibility. A member of the Official Opposition may then respond briefly.

81. Oral Question Period

Members question ministers regarding topics of current importance related to their responsibilities. So that the Assembly may deal with as many questions as possible within the 50 minutes allotted, Members are asked to keep their questions brief and framed to permit as concise and pertinent a response as possible. Members whose questions are not of a pressing nature or which require lengthy or detailed responses may submit them under Written Questions.

There are certain rules governing a Member's conduct and the types of oral questions they may ask. These are covered by *House of Commons Procedure and Practice*, pages 491 through 510. However, the caucuses themselves determine the order of questioners and then give the Speaker a prioritized list.

The rotation of questions during Oral Question Period is often determined by a House leaders' agreement or by a Speaker's ruling. Preambles to supplementary questions are not permitted after the first set of questions for each recognized party. Questions and answers may not exceed 35 seconds.

82. Members' Statements

Private Members may speak on matters of concern to themselves or their constituents. Up to six private Members may speak for up to two minutes each.

83. Presenting Reports by Standing and Special Committees

The chairs of the various committees appointed by resolution of the Assembly present their committees' reports.

84. Presenting Petitions

When presenting petitions, Members may state only the number of signatures on the petition, the geographical area or sector of the public represented by the signatures and the remedy the petition seeks. The Assembly's guidelines for petitions are found in Standing Orders 84 through 88. All petitions must be submitted to Parliamentary Counsel for approval at least one sitting day prior to being presented in the Assembly. Only petitions that are in order may be presented during the daily Routine. Members or persons wishing to submit petitions may wish to consult the Guidelines for Submitting Petitions to the Assembly, which is available from Parliamentary Counsel or on the Assembly's website at assembly.ab.ca.

85. Notices of Motions

While business to be brought before the Assembly is normally placed on notice on the Order Paper, Ministers may give oral notice of a motion or a Bill to appear on the Order Paper for the next sitting day. Members may also give oral notice of motions to debate matters of urgent public importance. Such motions are moved after Oral Question Period and before Orders of the Day.

86. Introduction of Bills

Members introduce all public and private Bills under this item after one day's notice pursuant to Standing Order 39(1)(d). To introduce a Bill, the sponsoring Member rises when recognized by the Speaker and requests leave of the Assembly to introduce the Bill. The Member identifies the Bill by number and title and then very briefly describes its purpose without speaking to its merits.

Bills proposing that public funds be spent or that impose or increase a tax are called money Bills and can only be introduced by a minister. This is because in the parliamentary system the government is responsible for managing public funds and thus has the sole prerogative to make legislative proposals that have direct fiscal implications. The Constitution requires that Bills providing for the expenditure of public money must be accompanied by a recommendation from the Lieutenant Governor.

Bills are not debated on introduction. In recognition of the parliamentary tradition that no suitable subject should be denied a hearing, the Assembly grants leave for all Bills to be introduced, at which time they are deemed to have received first reading. The Bills can then come before the Assembly for debate on a future occasion.

87. Tabling Returns and Reports

Replies to written questions previously accepted by ministers, returns ordered under Motions for Returns and all reports required by statute are tabled in the Assembly. Members also present their voluntary tablings at this time. Standing Order 37 specifies the number of copies required of each type of document.

88. Tablings to the Clerk

Documents may be tabled by providing the required number of copies to the Clerk prior to 11 a.m. any day the Assembly sits. If the tabling is in order, the Clerk will read the title of the document when Tablings to the Clerk is called in the daily Routine.

89. Orders of the Day

When the Speaker calls Orders of the Day, the Assembly deals with the various items of public business for that day. Public business falls into two general categories, government business and private Members' business.

Members take up items on the Order Paper in order of precedence except government orders, whose priority is determined by the government.

90. Consideration of His Honour the Lieutenant Governor's Speech

Each session of the Legislature opens with the Lieutenant Governor delivering the Speech from the Throne, in which the government outlines its initiatives for that session. Following the Speech from the Throne, the Premier moves that it "be taken into consideration" the following sitting day. On that day two designated Members of the government caucus move and second a

motion thanking the Lieutenant Governor for the speech. The throne speech debate follows.

This motion remains as the first item of business on the Order Paper for no more than 10 sitting days. Standing Order 19(2) establishes a limit of one amendment and one subamendment to the motion, and Standing Order 19(1)(a) and (b) limits the length of time the Assembly may debate each.

91. Committee of Supply Procedure

This item appears on the Order Paper following a motion that “the Assembly resolve itself into committee, when called, to consider the supply to be granted to Her Majesty.” The purpose of this committee is to consider government estimates in detail.

The committee, which is comprised of all Members, sits at the call of the government to consider interim and supplementary estimates and to vote on the main estimates considered by legislative policy committees.

92. Government Motions

Government motions are resolutions sponsored by ministers. They must receive appropriate notice prior to being called for debate.

93. Government Bills and Orders

Under this heading Members deal with the various stages of Bills sponsored by the government. A private government Member occasionally pilots a government Bill, and on these occasions after the Bill has been introduced, the Government House Leader moves a motion to place it on the Order Paper under Government Bills and Orders.

Every Bill, regardless of whether it is public or private or whether it is sponsored by a minister or a private Member, must receive three readings and study by the Committee of the Whole before receiving Royal Assent and becoming law. Standing Order 77 provides that these readings take place on different days. A Bill may receive more than one reading on a single day with the unanimous consent of the Assembly.

A Bill receives first reading by being introduced under Introduction of Bills. The most important stage it must pass is second reading; at issue is the very principle of the Bill. The sponsor moves second reading of a Bill and may comment on it. At that point Members debate the principle of the Bill, after which the sponsor

closes debate. The Assembly then votes on the motion for second reading. If the motion passes, the Bill is automatically referred to Committee of the Whole.

Bills may also be referred to legislative policy committees after first or second reading.

A Bill comes under detailed study in Committee of the Whole, a committee comprising all Members of the Legislative Assembly and facilitated by the Chair of Committees. The Speaker leaves the Chamber when the committee meets.

The committee may examine the text of the Bill clause by clause, line by line and, if necessary, word by word. At this stage Members debate and vote on any amendments to the Bill. There are a number of limitations on amendments, and these are listed in *Beauchesne's* paragraph 698 and chapter 16 of *House of Commons Procedure and Practice*.

After detailed study of a Bill the chair asks if the committee wishes to report it. If the committee agrees, the Bill is reported to the Assembly. When the committee does not conclude its consideration of a Bill at one sitting, the committee “reports progress” on it.

A sitting of the Committee of the Whole concludes on a motion that the committee rise and report. When this motion is approved, the Speaker enters and resumes the chair. The committee rises and reports to the Assembly the titles of the Bills the committee has discussed and asks leave to sit again. Then the Speaker asks the Assembly if it agrees with the report. This question is not debatable. If Members agree, all Bills reported out of committee, except those on which only progress has been reported, proceed to third reading.

The final stage through which the Bill must pass in the Assembly is third reading. As the Bill's principle has already been approved at second reading and its contents discussed in detail and amended, if need be, in committee, third reading debate is limited to the Bill itself as reported by the committee. However, it can also be the last opportunity for Members to oppose a Bill or try to prevent its passage. If the Assembly agrees to a motion that the Bill be read a third time, the Bill is passed and awaits Royal Assent before becoming law.

For further information on how public Bills are passed, Members may refer to Standing Orders 70 through 83.

94. Private Members' Business

Monday afternoons are devoted to the concerns of private Members; that is, Members who are not ministers. These concerns come under four headings on the Order Paper: Written Questions, Motions for Returns, Motions Other than Government Motions and Public Bills and Orders Other than Government Bills and Orders. The business transacted under each of these headings is briefly discussed below. Standing Order 8 provides time limits for each item.

95. Written Questions

Written questions are questions that are either not sufficiently urgent to qualify as oral questions or require lengthy or complex responses that not only take time to prepare but are also too long to be asked orally. Members wishing to ask a question of this type complete a notice of question form, which may be obtained on OurHouse, the Assembly's intranet site. In preparing the text of a written question, Members should bear in mind that, like oral questions, written questions are governed by certain rules. These guidelines and historical perspective can be found in *House of Commons Procedure and Practice*, pages 517 through 526.

Members return a completed notice of question form to have the question appear on notice on the Order Paper, after which it is added to the Order Paper's list of written questions. Once a question is disposed of, it is dropped from the Order Paper, and its outcome is reported in Votes and Proceedings for that day.

On Thursday afternoons under Notices of Motions the Government House Leader gives notice of any written questions that will be accepted or otherwise dealt with on the following Monday.

On Monday afternoons the Clerk reads the number, text and name of the sponsor of any written question for which notice of acceptance has been given. The Clerk then calls written questions for which notice has been given to be dealt with (either amended or rejected). The government then indicates that it accepts or rejects the question. The government is not obliged to answer a written question but must either accept, accept with amendments or reject it within 15 sitting days of its appearance on the Order Paper. An amendment to a written question must be approved by Parliamentary Counsel the Wednesday preceding the day the amendment is moved. A copy of the amendment must also be provided to the mover of the written question by 11 a.m. on the day the amendment is to be moved. At the end of the debate the Assembly votes on the motion. If the motion passes, the government must table an answer in the Assembly within 30 sitting days.

96. Motions for Returns

Motions for returns request that the government produce documents for the information of the Assembly. Members wishing to place such motions before the Assembly complete a notice of motion for a return form, which they can obtain on OurHouse, the Assembly's intranet site. Members return the completed form, and the motion is then placed on notice on the Order Paper. Once a motion for a return has been disposed of, it is dropped from the Order Paper, and its outcome is reported in the Votes and Proceedings for that day.

On Thursday afternoons under Notices of Motions the Government House Leader gives notice of any motions for returns that will be accepted or otherwise dealt with on the following Monday. On Monday afternoon the Clerk reads the number, text and name of the sponsor of any motion for a return for which notice of acceptance has been given. The Clerk then calls motions for returns for which notice has been given to be dealt with (either amended or rejected). The mover then rises to move the motion and begins the debate on it.

A minister or the Government House Leader then rises and recommends that the Assembly accept the motion with some amendments or defeat it. An amendment to a motion for a return must be approved by Parliamentary Counsel the Wednesday preceding the day the amendment is moved. A copy of the amendment must also be provided to the mover of the motion for a return by 11 a.m. on the day the amendment is to be moved. Motions for returns are debatable. Following debate the Speaker asks the sponsoring Member to conclude debate, after which the Assembly votes on the motion.

If the Assembly approves the motion, it becomes an order for a return, which commits the government to tabling the requested information or documents in the Assembly. If the motion is defeated, no further action is taken. As with written questions, motions for returns must be dealt with within 15 sitting days of appearing on the Order Paper and the reply tabled within 30 sitting days of approval of the motion.

97. Motions Other than Government Motions

Motions other than government motions are motions sponsored by private Members. These are debated in the Assembly between 5 and 6 p.m. on Mondays. Members submit the notice of motion form, available on OurHouse, the Assembly's intranet site. These motions are debated in the order in which they appear on the Order Paper.

A Member may have no more than two notices of motions other than government motions in his or her name on the Order Paper at the same time.

Motions are numbered by draw as outlined in Standing Order 41 before being listed on the Order Paper; additional motions are added to the bottom of the list. Upon providing four sitting days' notice and prior to being moved in the Assembly, a motion other than a government motion may be withdrawn by a Member. The Assembly deals with these motions in order, and each motion retains its place on the Order Paper until Members have debated it for 60 minutes unless it is voted on sooner. After 60 minutes the Speaker puts the question.

98. Public Bills and Orders Other than Government Bills and Orders

These are Bills sponsored by private Members. Any Member who is not a minister may present a Bill on any matter within the jurisdiction of the Assembly so long as it does not propose to spend public funds or to impose or increase a tax. Although the sponsor alone determines the actual content of the Bill, Parliamentary Counsel drafts the Bill and/or advises on any related matters.

Bills are available on the Assembly website shortly after introduction. Copies of amendments approved by the Assembly are available on the website the following day. Prior to each session a draw is held to determine the numerical precedence of public Bills on notice by private Members, and they appear on the Order Paper in this sequence. Procedure for the draw is outlined in Standing Order 72.

A private Member's Bill must go through the same stages as a government Bill before becoming law. It retains its place on the Order Paper until it has been debated for 120 minutes at second reading, 120 minutes in Committee of the Whole and 60 minutes at third reading unless it is voted on sooner. Private Members' Bills that receive second reading must come before the Committee of the Whole within eight sitting days of receiving second reading, and those that are reported by Committee of the Whole must be moved for third reading within four sitting days of being reported by the committee.

Standing and Special Committees

99. Introduction

The Assembly appoints committees composed of its own Members to which it assigns specific responsibilities. Basically, there are three types of committees of the Assembly: committees of the whole Assembly, standing committees and

special committees. The two committees of the whole Assembly have already been discussed in sections 92 and 94.

100. Appointment of Committees

There are nine standing committees of the Assembly, including three legislative policy committees.

- Privileges and Elections, Standing Orders and Printing
- Public Accounts
- Private Bills
- Alberta Heritage Savings Trust Fund
- Legislative Offices
- Members' Services

There are three legislative policy committees.

- Alberta's Economic Future
- Families and Communities
- Resource Stewardship

Members are appointed to these committees at the beginning of each new Legislature. Changes to membership may be made as necessary by a motion of the Assembly, but historically Committee memberships have remained substantially intact through the duration of each Legislature.

From time to time the Assembly may by motion appoint a special committee to consider and report on a particular matter. Normally the motion appointing the committee includes a date or time frame within which the committee must table its report. Unless the Assembly orders otherwise, a special committee's work is completed and it is dissolved when its report is tabled.

The membership of committees is, to the extent possible, proportional to the numerical representation of the various parties in the Assembly, with each caucus submitting nominees. Once the membership of a committee is appointed, additions or changes may be made only by a motion in the Assembly.

The Standing Orders include provision for temporary substitutions in committee membership. For a temporary substitution to be made, a written notification signed by the original committee member must be received by the Clerk of the Legislative Assembly and the committee chair no less than 24

hours prior to the meeting. For meetings held on Mondays, the notification must be received by the end of the business day on the preceding Friday.

A temporary substitution in committee membership may be permitted for a specific time period or for committee consideration of a specific issue. The substitution may be terminated at any time by the original committee member.

101. Terms of Reference of Committees

The motion that establishes a special committee and appoints its members also sets its terms of reference and operating authority.

The specific terms of reference for the 9 standing committees are defined either in the Standing Orders or by statute.

- The Public Accounts Committee examines the public accounts of the province and reports by the Auditor General as they become available.
- The Legislative Offices Committee makes orders governing the operation of the offices of the Auditor General, the Child and Youth Advocate, the Chief Electoral Officer, the Ethics Commissioner, the Information and Privacy Commissioner, the Ombudsman, and the Public Interest Commissioner.
- The Private Bills Committee deals with petitions for private Bills.
- The Alberta Heritage Savings Trust Fund Committee reviews and annually approves the business plan for the heritage fund, receives and reviews quarterly reports on the operation and results of the fund, approves the fund's annual report, reviews the fund's performance after each fiscal year-end, reports to the Assembly as to whether the mission of the fund is being fulfilled and holds public meetings with Albertans on the investment activities and results of the fund.
- The Privileges and Elections, Standing Orders and Printing Committee convenes only to consider matters the Assembly refers to it by motion.
- For terms of reference for the Members' Services Committee see section 44.
- The Standing Committee on Families and Communities' mandate relates to the areas of Health, Human Services, Justice and Solicitor General, Culture and Tourism, Education, Seniors and Service Alberta.
- The Standing Committee on Alberta's Economic Future has a mandate related to the areas of Agriculture and Rural Development, International and Intergovernmental Relations, Innovation and Advanced Education, Infrastructure and Jobs, Skills, Training and Labour.

- The Standing Committee on Resource Stewardship has a mandate related to the areas of Environment and Sustainable Resource Development, Transportation, Municipal Affairs, Treasury Board and Finance, Energy and Aboriginal Relations.

Unless otherwise ordered, following the Budget Address the main estimates of departments stand referred to the legislative policy committees according to their respective mandates.

The schedule for consideration of the main estimates is prepared by the Government House Leader in consultation with the House leaders of other parties represented in the Assembly and the chairs of the legislative policy committees.

Each department's estimates shall receive a minimum of three hours of consideration and the estimates of Executive Council shall receive a minimum of two hours. Speaking time and rotation are determined by the Standing Orders or House Leaders' agreement.

When the time allotted for a department's estimates has not expired but there are no Members who wish to speak, that department's estimates are deemed to have been considered for the time allotted.

Amendments to a department's estimates may be moved in a legislative policy committee, but the vote on the amendments is deferred until the date scheduled for the vote on the main estimates.

When a legislative policy committee has finished consideration of the main estimates of the departments within its mandate, the chair so reports to the Committee of Supply on the date scheduled for the vote on the main estimates.

102. Chairs of Committees

Chairs of standing committees are recommended when the committees are appointed. The chair preserves order and decorum at meetings, rules on points of order and tables in the Assembly any reports the Assembly may order. Like the Speaker in the Assembly, the chair of a committee votes only to break a tie.

By tradition the chair of the Standing Committee on Public Accounts is a member of the Official Opposition. The Standing Orders indicate that the chair of a legislative policy committee shall be a member of the government caucus and the deputy chair a member of the Official Opposition.

103. Administration of Committees

All matters pertaining to the operation and administration of committees are co-ordinated by the Senior Parliamentary Counsel and Director of House Services.

104. Procedure in Committees

Like the Assembly, committees follow the Standing Orders with the exception that in committee Members may speak more than once on a given topic. However, certain procedures and operations are particular to committees, and these are briefly described below.

The quorum for a committee is one-third of its members, including the chair. If at any time during a committee's proceedings the quorum drops below one-third, the committee may continue meeting but may not vote on any matter or adjourn to another item of business.

A committee may sit when the Assembly is adjourned but may not sit without leave of the Assembly when the Assembly itself is sitting. Dates, times and locations of committee meetings are set by the chair with the concurrence of the committee. Electronic notices of all committee meetings are sent to all Members of the Legislative Assembly, and notices are posted online at assembly.ab.ca/committees.

Attendance at committee meetings is recorded and included in the meeting minutes. Members who are not on a given committee may attend its meetings and participate in its deliberations but may not vote or be counted for quorum.

Committee meetings adjourn at the call of the chair or by majority vote. A motion for adjournment is in order at any time and is not debatable. If a motion for adjournment is defeated, another motion for adjournment may not be moved until some other item of business has intervened.

105. Reports of Committees

Often a committee's terms of reference include reporting to the Assembly. Reports of committees reflect the consensus or majority opinion of its members. Minority reports may be attached to a committee's report. Committee reports are signed by the chair and tabled in quintuplicate in the Assembly during the daily Routine under Presenting Reports by Standing and Special Committees. Electronic copies of reports by standing and special committees are made available on each committee's website.

106. Documents of Committees

All correspondence, briefs, submissions or other documents supplied to a committee or prepared by or for a committee are the property of that committee as long as it exists. These documents then become the property of the Assembly, and House Services is responsible for their safekeeping.

107. Minutes and Transcripts of Committees

Committee Clerks take minutes of committee proceedings. Committee members receive a draft copy of the minutes and may propose amendments to the minutes. Committee meeting minutes are approved by a majority vote of the committee and are signed by the committee chair and committee clerk. Documents included as appendices to approved minutes are available to the public. Copies of meeting minutes are available through the Legislature Library.

The *Hansard* office records and transcribes committee proceedings following the same editorial guidelines used in preparing the text of the Assembly's proceedings. Blues are available on the OurHouse intranet site and at the *Hansard* office usually within 24 hours. Final transcripts are posted on the Legislative Assembly website at assembly.ab.ca. Any perceived errors in these transcripts should be reported to the Managing Editor of *Alberta Hansard* at 780.427.1875.

108. Attendance by the Public and Media

Committee proceedings are open to the public and the media when space permits. Recording, broadcasting and photographing of proceedings by the media may be permitted at the discretion of the chair.

The audio of committee proceedings is streamed live on the Internet and archived online for the duration of the Legislature.

A committee may conduct some of its proceedings in camera. Committees go in camera on motion, at which point all nonmembers are excluded except for the committee clerk and such support staff as the committee requires until the committee passes a motion to return to an open forum. Legislative policy committees may only go in camera with the unanimous consent of the committee members present.

Minutes are not taken during in camera proceedings, nor are these proceedings recorded, audiostreamed or transcribed. However, both the minutes and the transcript will note that the committee held part of its deliberations at a meeting

in camera. In order to be put into effect, any decisions made in camera must be reported in the committee when it sits once again in open forum.

109. Procedure on Private Bills

A private Bill applies only to a specific person or group of people such as shareholders of a company as opposed to affecting the public as a whole. The procedure for initiating and piloting a private Bill is described in Standing Orders 89 through 106. Members or petitioners may obtain a booklet entitled *How to Petition the Alberta Legislature to Pass a Private Bill* from Parliamentary Counsel on the Assembly's website at assembly.ab.ca.

Petitioners formally request the Legislative Assembly and the Lieutenant Governor to approve a private Bill. Petitioners are required to advertise in a newspaper published in Alberta. They submit proof of advertising, their petition and a draft Bill to Parliamentary Counsel on or before the 15th day following the first day of the first sitting in the calendar year. The Clerk advertises the deadline for receiving petitions following the publication of the sessional calendar on January 15 in any year.

Parliamentary Counsel ensures that draft private Bills comply with established criteria for legislation. Normally Parliamentary Counsel consults informally with the petitioner or the petitioner's solicitor, if there is one, during the drafting stage to make suggestions. Parliamentary Counsel also reports to the Private Bills Committee on the Bill's purposes and any unusual features or powers requested in the Bill.

The chair of the Private Bills Committee presents to the Assembly, usually on the same day, all petitions received for private Bills. The Private Bills Committee scrutinizes the petitions and the chair reports to the Assembly whether the petitions comply with Standing Orders.

Following the chair's report the sponsors of private Bills may introduce those Bills in the Assembly for first reading. Petitions that have not complied with Standing Orders may proceed only if the Private Bills Committee recommends that the relevant Standing Order be waived and the Assembly agrees. Following introduction every private Bill is referred to the Private Bills Committee.

The petitioners and their solicitors, if they have retained counsel, are advised when to appear before the Private Bills Committee. Normally the petitioner or solicitor outlines the background of the Bill and presents evidence. Witnesses give evidence under oath. Members of the committee ask questions of the petitioner or solicitor, who may make a closing statement. Prior to closing discussion, any objectors or intervenors have an opportunity to speak. The

committee considers the merits of each Bill, sometimes in camera, and then recommends to the Assembly that the Bill proceed, not proceed or proceed with amendments.

The chair reports the committee's decision on each Bill under Presenting Reports by Standing and Special Committees and asks for the Assembly's concurrence in the report. Upon the concurrence of the Assembly, any Bill receiving a favourable report from the committee goes on the Order Paper for second reading and proceeds in the same fashion as a public Bill.

A committee member who has a personal interest in a private Bill must declare that interest and decline from voting on that Bill.

Interparliamentary Relations

Commonwealth Parliamentary Association

110. Purpose

The Commonwealth Parliamentary Association (CPA) fosters understanding and co-operation among parliamentarians from Commonwealth countries and promotes the study of and respect for parliamentary institutions. Each jurisdiction constitutes a branch and has its own executive; membership is made up of those elected to that jurisdiction's parliament. The various branches are grouped geographically into seven regions, each of which is represented on the executive committee of the association and sponsors regional conferences and seminars.

111. Alberta Branch

The Alberta branch consists of all Members of the Legislative Assembly. Following CPA practice, the president of the branch is the Speaker of the Legislative Assembly, the vice-presidents are the Premier and the Leader of the Official Opposition, and the secretary is the Clerk. Funding for branch operations, including all membership fees and a grant to the CPA general council, is voted by the Assembly in its annual estimates.

112. Canadian Region

The Canadian region of the CPA consists of the Alberta branch, branches representing the other nine provincial Assemblies and the three territories and the branch representing the federal Parliament.

113. Conferences, Seminars and Exchanges

Delegates from the Alberta branch may attend the following CPA functions:

- The Commonwealth Parliamentary Association conference, usually held in late summer or early fall and hosted by a different region each year;
- The Canadian regional conference, usually held in the summer and hosted by a different branch each year. Alberta hosted the 2013 conference in Edmonton;

- The Canadian regional seminar, which normally takes place in late fall or early winter and is hosted by a different branch each year.

In addition to these formal gatherings the branches of the Canadian region encourage interbranch exchanges and visits by delegations and individual Members. The Alberta branch receives visitors from other jurisdictions. Members are encouraged when travelling throughout the Commonwealth to visit other branches of the association.

114. Publications

Members of the Alberta branch receive two quarterly CPA publications. *The Parliamentarian* is published by the CPA secretariat and contains articles, book reviews and bibliographies on parliamentary and constitutional topics as well as reports of major proceedings in Commonwealth parliaments. *Canadian Parliamentary Review* reports on conferences, seminars, appointments and related matters of interest to Canadian members.

The secretariat and the secretary general of the CPA also publish newsletters at regular intervals. These contain news about parliamentary and political events in the Commonwealth and association activities.

The annual report of the Alberta branch is published in the spring as part of the Legislative Assembly Office's annual report.

115. Further Information

Further details about the Commonwealth Parliamentary Association may be found in the booklet *Commonwealth Parliamentary Association: Aims, Organization, Activities*, which the Speaker's office distributes to all Members.

116. Other Interparliamentary Associations

The Assembly has involvement in a number of other interparliamentary associations and organizations, including the Assemblée parlementaire de la Francophonie (APF); the National Conference of State Legislatures, U.S.A. (NCSL); the Partnership of Parliaments, (PoP)(Germany) and various other twinning and exchange programs.

Index

A

Absence of Member	9
Accident insurance (family/spouse/guest).....	22
Acclamation, Member elected by	53
Accommodation allowance	
<i>See</i> Living expenses; Residence allowance	
Acting Speaker.....	60
Acts	
<i>See</i> Statutes of Alberta	
Address in reply to throne speech	
<i>See</i> Speech from the Throne: Consideration of (debate)	
Adjournment in committees.....	78
Adjournment of debate, Votes and Proceedings entries.....	61
Adjournment of the Assembly	54, 60
Administrator.....	53
Advertisements by Members.....	25
Affirmation of allegiance	
<i>See</i> Allegiance, oath/affirmation of	
Agencies	
Members' service on.....	11
Tablings related to	65
Air travel	
Chartered airplane use.....	19
<i>Alberta Hansard</i>	
<i>See</i> <i>Hansard</i>	
Alberta health care insurance plan (AHCIP)	12
Alberta Heritage Savings Trust Fund, Standing Committee on	
Terms of reference	76
Alberta Records Centre	37
Allegiance, oath/affirmation of.....	55
Ambulance expense coverage	12
Amendments to Bills.....	54, 64, 65, 66, 71
Previous sessions	64
Amendments to motion to consider Speech from the Throne.....	70
Anniversaries	
<i>See</i> Scrolls	
Assemblée parlementaire de la Francophonie (APF)	84
Assembly Chamber	65
Access to	66–67
Parliamentary references available in	58
Security in	39
Auditor General.....	76
Audits.....	30

Automobiles	
Expense allowances	20–22
Insurance	36–37
Provision of	10
Rentals	21
Security issues	40
Average weekly earnings index	9

B

<i>Beauchesne</i>	58, 59, 71
Bells	
Divisions	60
Start of sitting	66
Benefit plan	12–15
Deductions	9, 12
Extended benefit option	15
Bereavement absences	9
Bills, Legislative	49, 64–65, 66
<i>See also</i> Amendments to Bills; Committees of the Whole Assembly	
1st reading (Introduction)	64, 66, 68, 70
2nd reading	70, 71, 81
3rd reading	71, 74
Availability of	37, 74
Length of debate on	74
Money bills	68
Numbering of	64
Previous sessions	64
Printing and distribution of	64
Private Bills	64, 80, 81
Private Members' Bills	64
Private Members' Bills, timeline on debate	74
Private Members' public Bills	64, 74
Public Bills	64, 70–71
Public Bills, reinstatement of	54
Referral to policy field committees	71
Royal Assent	65, 70, 71
Sequence on Order Paper	74
Sponsorship of	70
Status reports	61, 63, 66
Types of	64
Birthdays	
<i>See</i> Scrolls	
Blue Cross	13, 14
Blues	62, 79
Boards	
Members' service on	11
Tablings related to	65

Bodily injury	
See Injury	
Breaches of privilege	
See Privilege, Parliamentary	
Broadcast Services	47
Budget	
See Interim estimates; Main estimates; Supplementary estimates	
Business cards	33
Businesses	
See Corporations	
Business interests, declaration of	
See <i>Conflicts of Interest Act: Application to Members</i>	
Business of the Legislative Assembly	66–75
Bus travel	21
By-elections	49, 55

C

Cabinet	
See Executive Council	
Calling cards, long-distance	30
Canada pension plan	9
<i>Canadian Parliamentary Review</i>	84
Capital residence allowance	
See Residence	
Carillon Room	39
Cars	
See Automobiles	
Caucus expenditures	
Guidelines for	37
Office expenses	24
Caucus services	37
Cellular telephones	31
Ceremonial services	
See Visitor, Ceremonial and Security Services	
Chair of Committees	
See Deputy Speaker and Chair of Committees	
Chartered air service	19
Chief Electoral Officer	76
Chief Justice of Alberta	53
<i>Citizen's Guide to the Alberta Legislature</i>	37, 66
Clerk	45–46, 55, 66, 75, 80, 83
Authorization of allowance transfers	24
Authorization of contracts	29, 34
Authorization of expenditures	21, 24, 28
History of position	43
Publication of sessional calendar	53
Role in motions for returns	73

Role in written questions.....	72
Tablings to	67, 69
Clerk of Committees	
See Committee Clerk	
Coat of Arms	
Photographs and graphics of.....	26
Use in signage.....	28
Commissioner for Oaths, Member as	47, 56
Commissions	
Members' service on.....	11
Tablings related to	65
Committee allowances	22–23
Member allowance	11
Travel expenses.....	11
Committee Clerk	23, 79
Committee of Supply	44, 45, 70, 77
Committee on Legislative Offices, Standing	
See Legislative Offices, Standing Committee on	
Committee on Members' Services, Special Standing	
See Members' Services Committee	
Committee on Private Bills, Standing	
See Private Bills, Standing Committee on	
Committee on Privileges and Elections, Standing Orders and Printing, Standing	
See Privileges and Elections, Standing Orders and Printing, Standing Committee on	
Committee on Public Accounts, Standing	
See Public Accounts, Standing Committee on	
Committees.....	75–82
Administration.....	78–80
Chairs.....	77
Documents.....	79
Meeting minutes	78, 79
Meeting schedule	78
Meeting transcripts	63
Membership in.....	75
Notices of meetings	78
Presenting reports (Routine)	67, 68
Procedure.....	78–79
Public and media attendance at	79
Quorum in	78
Reports	78
Supports for	48
Temporary substitutions.....	75
Transcripts of meetings	79
Committees of the Whole Assembly.....	44, 45, 70, 71, 74
Divisions in.....	60
Votes and Proceedings entries.....	61
Committees, Special	74

Appointment to	75–76
Committees, Standing	74
Terms of reference	76
Commonwealth Parliamentary Association (CPA)	11, 83–84
Communications	
Constituency expenses	25
Constituency guidelines	25
Communications Services	26, 46, 58, 64
Computers.....	33
<i>See also</i> Information technology	
Confederation Room	40
Conferences	
<i>See also</i> Canadian Parliamentary Association (CPA); Interparliamentary relations	
Spouse, family member, or guest of Member, reimbursement for travel.....	22
<i>Conflicts of Interest Act</i>	
Application to Members	55–57, 60
Congratulatory scrolls	
<i>See</i> Scrolls	
Consolidated Members’ Services Committee Orders	24
Consolidated Members’ Services Orders and Bills.....	61
Constituency offices	
Communication expenses.....	25–26
Evacuation guidelines.....	38
Funding allocation.....	24
Furniture	32
IT packages	33, 34
Office space.....	27–28
Property insurance	35
Satellite offices	31, 34
Security.....	39
Signage.....	28
Staff	29
Supplies	32
Telecommunications services.....	31
Constituency Services Orders.....	24
<i>Constitution Act, 1982</i>	53
Corrections to <i>Hansard</i>	62
Credit cards	20, 21, 30
Loss or theft of	30

D

Daily Routine	
<i>See</i> Order Paper; Routine	
Death of Member	15
Deductions.....	9, 10, 12
Dental plan.....	13
Dependants of Members	

Life insurance.....	14
Medical benefit plan.....	12–13
Deputy Chair of Committees	
Automobile provision	10
Indemnity.....	10
Role of.....	45
Deputy Speaker and Chair of Committees	44, 60
Absence of.....	45
Automobile provision	10
Indemnity.....	10
Director of House Services	46, 78, 79
Disclosure statements and returns under FOIP	55
Dissolution of the Legislature	54
Divisions.....	60, 61
Documents, Legislative Assembly powers re.....	59
Documents of the Assembly	45, 61–67
Online availability of.....	41, 66
Drugs, Prescription	
Benefit plan	12–13

E

EBO	
See Benefit plan: Extended benefit option	
Elections.....	44, 49, 53
Emergency medical and dental care	13
Employment insurance	9
<i>Erskine May</i>	58
Estimates of supply	
See Committee of Supply	
Ethics Commissioner	55, 56, 76
Evacuation guidelines.....	38
Evening sittings of the Legislature.....	54
Executive Council	57
Cabinet shuffles	49
Disclosure statements.....	56
Indemnities.....	10
Main estimates, consideration of.....	77–78
Questioning of	
See Oral Question Period	
Security cards	40
Expense allowances	9–10, 64
Adjustments to	10
Monthly statements on expenditures	24
Personal claims	30
Schedule of	10
Special members' allowances.....	10
Eye examination costs.....	12

F

Facsimile machines	31, 33
Family of Member	
Travel expenses	21–22
Financial Management and Administrative Services (FMAS)	29
First reading of Bills	
See Introduction of Bills	
Flags	
See Promotional expenses	
Forms	
See also Notary Public, Member as; See also Scrolls	
Automobile allowance claims	20
Expense claims	17, 21, 27
Expense claims, committee service	23
GST/HST disclaimer	30
Motions for returns	72
Notices of motions	73
Notices of questions	72
Parking expenses	21
Speech reprint requests	64
Travel expenses	21
<i>Freedom of Information and Protection of Privacy Act (FOIP Act)</i>	
LAO co-ordinator	38
Freedom of speech	59
Frequent flyer points	19
Fuel credit cards	20, 30
Fuel reimbursement	10

G

Galleries	67
Reservations for	41
Security in	39
Gifts given by Members	26
Gifts given to Members	55
Gift Shop	26, 41
Government Bills and Orders (Order Paper)	70–71
Government business	69
Publication of	61
Government departments, tablings related to	65
Government House Leader	53, 70, 72, 73, 77
Government motions	70
Government whips, special allowance for	10
Great West Life Assurance Company	14
GST/HST	30
Guests	
Introduction in Assembly	66

Travel with Member, expenses re 21
 Guidelines for Submitting Petitions to the Assembly 68–69

H

Hansard 48, 59, 61, 62–64
 Availability of 37
 Committee transcripts 79
 Delivery times 63
 Indexes 63
 Online searching of 63
 Requests for research 63
 Health and safety initiatives (LAO) 38
 Holidays 54
 Home nursing care costs 13
 Hospital expense coverage 12
 House
 See Legislative Assembly
 House Leaders
 Agreements 54, 67, 72–73, 76
 Special allowances 10
House of Commons Procedure and Practice 58, 67, 72
 House Services 48, 62
 Human Resource Services (HRS) 9, 49–50

I

Identification cards 40
 Members' ID cards 40
 Precinct passes 40
 Security access 40, 51
 Illness of Member 9
 In camera meetings 79
 Income tax 9
 Indemnities 9–10, 64
 Adjustments to 10
 Schedule of 10
 Independent Members 55
 Information and Privacy Commissioner 76
 Information and Records Management unit, FMAS 37
 See also Records management
 Information technology 33
 Mobile devices (PDAs, mobile sticks, tablets, etc.) 34
 Service contracts 34
 Information Technology Services 49
 Injury 9
 Third-party liability 36

Insurance	
<i>See also</i> Death benefits; Life insurance; Travel insurance Claims	
Claims	22
Liability insurance.....	34–36
Interim estimates.....	70
Internet	
<i>See also</i> Websites	
Residential access	34
Streaming of committee proceedings on	50, 79
Streaming of House proceedings on	50
Interparliamentary relations	48
Expenses for spouse, family, or guest of Member.....	22–23
Travel expenses.....	11
Interpretive Centre.....	51
Intranet	
<i>See</i> OurHouse (Intranet)	
Introduction of Bills	64, 67, 68, 70
Introduction of Guests	
<i>See</i> Guests: Introduction in Assembly	
Introduction of Visitors	
<i>See</i> Visitors, Introduction of	
IT	
<i>See</i> Information technology	
J	
<hr/>	
<i>Journals</i>	48, 61, 62
L	
<hr/>	
Laptop computers	
<i>See</i> Computers; Information technology	
LASS (Legislative Assembly Security Staff)	
<i>See</i> Security	
Laws	
<i>See</i> Statutes	
Lawsuits.....	35
Leader of the Official Opposition.....	65
Indemnity	10
Leases and contracts	24, 29, 34
Automobiles	36–37
Constituency offices.....	27, 34
LAO involvement in.....	28
Liability issues.....	34
Legal Services	34, 47, 56, 58
<i>See also</i> Parliamentary Counsel	
Assistance with petitions.....	57
Legislative Assembly	

Administration.....	45–46
Annual report.....	66
Attendance taking in	51
Broadcasting of proceedings	47, 50, 66
Debates and proceedings, publication of	59
<i>See also Hansard</i>	
Educational programs.....	41, 66
Expulsion of Members	59
Financial oversight.....	46
News releases	66
Presiding officers	44–45
Procedures.....	53–54, 57–60
Vacancies in	58
<i>Legislative Assembly Act</i>	9, 17, 43
Provisions for breaches of privilege or contempts.....	59
<i>Legislative Assembly of Alberta Expenditure Guidelines for Caucus</i>	37
Legislative Assembly Office.....	43–50
Administration.....	44, 46
Annual report.....	84
Estimates (budget).....	45
Orders related to	64
Legislative Assembly Security Staff	
<i>See Security</i>	
Legislative Counsel, Ministry of Justice.....	64
Legislative Offices, Standing Committee on	75
Terms of reference	76
Legislature	
Life cycle of	53–54
Opening of	44
Legislature Annex	
Meeting rooms	39
Property management	37
Security services	40
Legislature Building	
Meeting rooms	39
Photograph and graphics of	26
Security services	40
Legislature offices of Members	
Property insurance	35
Letterhead	33–34
Library.....	41, 51, 58, 65
Online catalogue.....	66
Lieutenant Governor	53, 54, 80
<i>See also Royal Assent</i>	
Lieutenant Governor in Council.....	11
<i>See also Executive Council</i>	
Life insurance.....	14

Enhanced coverage	14
Premium costs	14
Termination of coverage	15
Living expenses.....	11, 17, 24
Constituency office staff	24
Member travel within constituency	27
Spouse, family, or guest of Member	21
Long-term disability insurance (LTDI).....	14

M

Mace	
Care and custody of.....	51
Photographs and graphics of.....	26
Mail	
See Postage expenses	
Main estimates	
Consideration in Committee of Supply	70
Consideration in policy field committees	77–78
Preparation of	46
Schedule of	77–78
Matrix score for Member's services allowance.....	24
Meals, claiming expenses for	
See Travel expenses	
Media	47, 50
See also Communications Services	
Attendance at committees	79
Electronic news service.....	51
Media room.....	38
Medical benefit plan	12–13
Meeting rooms.....	39
Meetings and functions	
Reimbursement for expenses.....	11
Spouse/guest of Member reimbursement for travel	22
Members' Allowances Order	17
Members' Choice benefit plan	12–14
Benefit year.....	13
Members' gallery.....	39
Members of the Legislative Assembly	
Conduct of.....	67
See also Parliamentary procedure; Points of Order	
Determination of qualification to sit.....	58
Election of	53
Online directory of.....	66
Responsibilities of.....	55–58
Retirement of, continuation of benefits	27
Speech reprints.....	64
Member's services allowance (operating expenses).....	21, 23

Authorization of expenditures.....	23
Expense claims.....	26
Guidelines on expenses	24
Members' Services Committee	75, 76
Appointment of	45
Authorization of parliamentary meeting attendance	11
Consideration of Legislative Assembly main estimates.....	46
Motion to forgo annual adjustment to salaries	10
Members' Services Orders.....	9, 17, 20, 64
Members' Statements.....	67, 68
MIC (Members' Identification Card)	
See Identification cards	
Ministerial Statements.....	66, 67
Ministers	68, 69, 70, 73
See also Executive Council	
Indemnities.....	10
Minority reports.....	78
Mobile phones	
See Cellular telephones; PDAs	
Money Bills.....	68
Motions	49
See also Notices of Motions	
Amendments to Standing Orders	58
Consideration of throne speech.....	69
Length of Assembly sitting.....	54
Seconding of	60
Votes and Proceedings entries.....	61
Motions for returns	49, 72
Tabling of returns.....	65, 69
Motions Other than Government Motions	49, 73–74
Motor vehicles	
See Automobiles	
Mr. Speaker's MLA for a Day	41
Multifunction office machines (printer/copier/scanner/fax)	33

N

National anthem	
See <i>O Canada</i>	
National Conference of State Legislatures, U.S.A. (NCSL)	84
News media	
See Media	
Nonsessional residence allowance.....	18
Notary public, Member as.....	47, 56
Notices of Motions	67, 68
Nursing care costs	13

O

Oath of allegiance	
<i>See</i> Allegiance, oath/affirmation of	
Oaths, Commissioner for	
<i>See</i> Commissioner for Oaths, Member as	
<i>O Canada</i>	66
Office of the Clerk	
<i>See</i> Clerk	
Officers of the Assembly	46
Offices of Members	
<i>See</i> Constituency offices; Legislature offices of Members	
Official Opposition	77
House Leader, special allowance for	10
Leader indemnity.....	10
Ombudsman	76
Opposition House Leaders	54
Opposition Lounge.....	40
Opposition parties	
Automobile provision to leaders.....	10
Leader's indemnity	10
Opposition whips	
Special allowance for	10
Oral notice	
<i>See</i> Notices of motions	
Oral Question Period	66, 67
Points of Order in	58
Preambles to supplementary questions	67
Order Paper	48, 49, 61, 66, 70, 71
Addition of motions of returns for	73
Addition of motions other than government motions to	73–74
Addition of written questions to	72
Position of bills on.....	74
Reinstatement of items from previous session.....	54
Orders of the Day.....	69
OurHouse (Intranet)	
Blues posted on	62, 79
Evacuation guidelines posted on	38
Scroll requests	37
Statutes published on	65
Website guidelines posted on.....	25

P

Page program	51
Paramedical practitioner expenses	12
Parking	
Legislature parkades.....	39

Security.....	40
Travel-related	21–22
Parliament	
History of	43
Parliamentary Counsel.....	46, 57, 64, 68, 72, 73, 74, 80
<i>See also</i> Senior Parliamentary Counsel	
Parliamentary privilege	
<i>See</i> Privilege, Parliamentary	
Parliamentary procedure	57–60
Parliaments, relations with	
<i>See</i> Interparliamentary relations	
Partnerships (Business)	
<i>See</i> Corporations	
PDA.....	25
Personal computers	
<i>See</i> Computers	
Petitions.....	57–58, 68
Guidelines for.....	57
Private Bills.....	80
Routine placement	67
Pins	
<i>See</i> Promotional expenses	
PNWER	
<i>See</i> Pacific Northwest Economic Region	
Points of Order	58
Points of privilege	
<i>See</i> Privilege, Parliamentary	
Policy field committees.....	75
Chair.....	77
Deputy chair.....	77
Main estimates debated in	77
Postage allowance	25
Postage rates	25
Prayers	66
Precedents of the Assembly.....	57
Precinct passes.....	40
Premier	54, 69
Prescription drug benefits	12
Presenting Reports by Standing and Special Committees.....	78
Presiding Officers	
<i>See</i> Deputy Chair of Committees; Deputy Speaker and Chair of Committees; Speaker of the Legislative Assembly	
Press gallery.....	39
Printing costs	25
Privacy Commissioner	
<i>See</i> Information and Privacy Commissioner	

Private Bills	
See Bills, Legislative	
Private Bills, Standing Committee on	75
Chair	80
Terms of reference	76
Private Members' business	61, 69, 71
Private Members' public Bills	
See Bills, Legislative	
Privilege	35
Privilege, Parliamentary	35, 47, 58–59
Privileges and Elections, Standing Orders and Printing, Standing Committee on	75
Referral of matter of privilege to	59
Terms of reference	76
Promotional expenses	26
Property insurance	35
Third-party liability	36
Property management	37
Property management, Legislature	38
Prorogation of the Legislature	54
Psychologist expense coverage	13
Public Accounts, Standing Committee on	75
Chair of	77
Terms of reference	76
Publications	37
See also Documents of the Legislative Assembly	
Canadian Parliamentary Association	84
Legislative Assembly control of	
See Privilege, Parliamentary	
Public attendance at committees	79
Public Bills and Orders Other than Government Bills and Orders	74
See also Bills, Legislative	
Public business	69
Public gallery	39
Public Service Subsistence, Travel and Moving Expenses Regulation	20, 22
Purchasing	26, 30, 32, 33, 34, 56

Q

Questions	
See Oral Question Period; Written questions	
Quorum	
In committees	78
In Legislative Assembly	60

R

Recess of the Assembly	60
Records management	37–38, 45

Reference and information services
See Library; Research and reference services

Registered retirement savings plan
See RRSP allowance

Remuneration for Members
See Expense allowances; Indemnities

Research and reference services 45, 48, 51, 65

Residence
See also Temporary residence

Internet access 34

Location of permanent residence 17

Security 26

Telephone service 31

Residence allowance 17

Outside of session 18

Retail Services 41

Retirement
See Benefit plan: Long-term disability insurance (LTDI);
RRSP allowance; Transition allowance

Routine (daily Assembly business) 58, 66

Royal Assent 65, 70, 71

S

School at the Legislature (SATL) 41

Scrolls 37

Second language learning, reimbursement for expenses 25

Security 39

Security access cards 40, 51

Senior Parliamentary Counsel 78

Sergeant-at-Arms 27, 39, 46, 50

Services to Members
See Members' Services

Sessional allowance 17

Sessional Papers 65

See also Tabling Returns and Reports

Sessions of the Legislature 53–54

Calling on matters of public interest 54

Length of 54

Sheriffs 40

Sittings of the Legislature 53, 54

Minutes
See Votes and Proceedings

Opening of 66

Software 33, 49

See also Information technology

Speaker 40, 57, 60, 67, 83

Absence of 45

Authorization of parliamentary meeting attendance	11
Automobile provision	10
Departure from Chamber during committee meetings	71
Election and term of office of	44, 46
Indemnity	10
Notice of matter of public interest	54
Notification of liability insurance claims	35–36
Notification of Member's absence	9
Opening of Legislature sitting	66
Role in issues of privilege	59
Role of	43–44
Role of, as chair of Members' Services Committee	45
Rulings	57, 67
Speaker's gallery	39, 67
Special committees	
<i>See</i> Committees, Special	
Special events	47, 48, 51
Special Standing Committee on Members' Services	
<i>See</i> Members' Services Committee	
Speech from the Throne	
Consideration of (debate)	69
Seconding of	60
Speech reprints	64
Spouse of Member	
Travel expenses	21
Standing committees	
<i>See</i> Committees	
Standing Orders	54, 57, 61, 66, 68, 73, 80
Amendments to	58
Limits on debate under	70
Online availability of	66
Provisions for precedence of public Bills	74
Provisions for private Members' business	72
Provisions for public Bills	71
Provisions for Sessions of the Legislature	53–54
Provisions for tablings	69
Provisions related to <i>Hansard</i> editorial policy	62
Situations not covered by	57
Statements	
<i>See</i> Members' Statements; Ministerial Statements	
Statutes	37, 65
Online availability of	65
Strangers, ejection from the House	59
Supplementary estimates	70
Supplies	
<i>See</i> Constituency offices: Supplies, Purchasing	

Surface travel
 See Automobile travel

T

Tabling Returns and Reports.....	65, 67, 69
Motions for returns	73
Provisions for tabling in subsequent sessions	54
Responses to written questions.....	72
Voluntary tablings	69
Votes and Proceedings entries.....	61
Tablings to the Clerk.....	67, 69
Tax-free expense allowances <i>See</i> Expense allowances	
Taxi fares	21
Telecommunications services	31
Telephone calls, long distance calling card	30
Telephone service Ancillary charges.....	32
Legislature Building and Annex.....	38
Temporary residence Security of.....	26
Telephone service	31
Temporary residence allowance	17
Extraordinary allowance.....	18
Third party House Leader, special allowance for	10
Special allowance for whip	10
Throne speech <i>See</i> Speech from the Throne	
Tradition, parliamentary.....	57
Travel Expenses related to constituency or legislative staff.....	24
Expenses related to constituency or legislative staff, guidelines for	21
Expenses related to spouse, family, or guest of Member.....	21
Insurance coverage for spouse/guest of Member	22
Insurance coverage, third-party liability.....	36
International travel, emergency medical service costs	13
International travel, extended benefit option coverage.....	15
Liability insurance.....	35
Living expenses for travel within constituency	27
Occupational documentation for	40
Travel allowance	17, 19
<i>See also</i> Automobiles	

U

Urgent public importance

Motions re.....	68
-----------------	----

V

VCSS

See Visitor, Ceremonial and Security Services

Vision care costs.....	12
Visitor, Ceremonial and Security Services	26, 50
<i>See also</i> Security	
Visitor Services.....	41, 66
Visitors, Introduction of	66, 67
Votes and Proceedings	48, 60, 61, 62, 66, 72
Voting	60
Committee chairs.....	77
Motions for returns	73
Motions other than government motions	74
Withdrawal from because of pecuniary/personal interest.....	60, 81
Written questions	72

W

Website of the Legislative Assembly.....	61, 63
Contents.....	66
<i>Hansard</i> searches	63
Websites	
<i>See also</i> Communications Services	
Websites of constituencies.....	25
Whips, Special allowances for.....	10
Witnesses, testimony of	
<i>See</i> Privilege	
Workplace health and safety	38
Written questions	49, 72
Amendments to	72
Tabling of responses to	65, 69