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Appendix:

Sessional Allowance and Additional Salaries
1. Introduction

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

This chapter describes the following:

- Members’ Pay
- Insurance Plans
- Pension
- Relocation
- Employee Assistance Program
- Conflict Resolution and Harassment Prevention

For information about the impacts of dissolution of Parliament or of an election on Members’ salaries and benefits, see the Dissolution of Parliament and Elections chapters, respectively.

For information on the additional salaries and benefits of House Officers, see section 2. Salary and Benefits in the House Officers and Recognized Parties chapter.
2. Members’ Pay

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

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

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

For the current sessional allowance and additional salaries, see the *Sessional Allowance and Additional Salaries* appendix in this chapter.

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

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

- **Public Service Management Insurance Plan**
- **Public Service Health Care Plan**
- **Dental Care Plans**
- **Other Insurance Options**

### 3.1 Public Service Management Insurance Plan

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

- **Basic life insurance**: A lump sum benefit for basic life insurance is provided to the named beneficiary in the event of a Member’s death from any cause while insured.

- **Supplementary life insurance**: Members may, at their own expense, add supplementary life insurance coverage to the equivalent of their annual salary.

- **Accidental death and dismemberment benefit**: A lump sum benefit for accidental death and dismemberment is provided to a Member if mutilated in an accident or to a Member’s dependants or estate if the Member is killed in an accident.

- **Insurance for spouse and dependants**: Life insurance, as well as accidental death and dismemberment coverage, are provided for the Member’s spouse ($5,000) and for each dependent child ($2,500).

- **Long-term disability**: Continuing income may be provided to Members who are unable to work as a result of a disability.

- **Post-retirement life insurance**: This optional life insurance is available to former Members who receive a monthly retirement allowance under the [Members of Parliament Retiring Allowances Act](https://www.canada.ca/en/parks-canada/services/publications/parliamentary-information/publications/members-parliament-retiring-allowances-act.html) immediately upon ceasing to be a Member and to former Members who meet the eligibility criteria under section 71.2 of the [Parliament of Canada Act](https://laws-lois.justice.gc.ca/RSC-1985-c-P15.02/html/part-ii-book-ii-chapter-ii-eng.html).

For more information about insurance benefits for Members, see the [Public Service Management Insurance Plan](https://www.canada.ca/en/employment-social-development/services/employment-income/services/employees/private-insurance.html) or contact Pay and Benefits.
3.2 Public Service Health Care Plan

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

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

3.3 Dental Care Plans

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

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

3.4 Other Insurance Options

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

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

Flight and rail insurance: Insurance in the amount of $500,000 per person is provided to Members and their authorized travellers at no charge if their airline or rail ticket is booked and paid through Members’ Travel Services. The insurance covers accidental loss of life, sight or limbs. Travellers who pay for their airline and rail tickets by other means will not benefit from this insurance. Members may purchase optional flight or rail insurance at their own expense.
Other travel insurance: Additional insurance is provided to Members and their authorized travellers at no charge and includes coverage for lost and stolen baggage, and baggage and trip delays if their airline or rail ticket is booked and paid through Members’ Travel Services. Travellers who pay for their airline or rail tickets by other means will not benefit from this insurance. For more information about this coverage, contact Financial Management Operations. Members may purchase optional travel insurance at their own expense for tickets purchased through Members’ Travel Services or another travel agency.

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

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

4. Pension

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

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

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

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

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

- packing, unpacking and moving of furniture, household equipment and personal effects of the Member, the Member’s spouse and dependants residing with the Member;
- shipping of up to two family vehicles owned by the Member, the Member’s spouse or dependants residing with the Member (note: campers, snowmobiles, racing cars, and any other vehicle or boat with three-quarter ton rating or more are not allowed);
- transportation of household pets;
- in-transit storage of household goods and effects when necessary, up to three months;
- up to $1,500 in insurance premiums for household effects; and
- installation or removal of appliances, utilities, telecommunications and security systems, etc.

Restrictions and limitations: The following restrictions and limitations apply:

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

- Members must settle any disputes resulting from the move (e.g. damages to goods in transit) directly with the moving or insurance company prior to signing or submitting the invoices for payment or reimbursement within one year of ceasing to be a Member.

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

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

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

The estimates must include:

- the moving company’s business number and goods and services tax/harmonized sales tax registration number;
- the services to be provided, including the weight of the goods, as well as the departure and destination addresses;
- the insurance coverage;
- total fees; and
- the timelines and deliverables.

Once signed, a moving estimate is considered a binding contract and may not be amended or replaced by a new agreement that charges a greater amount for the same arrangements.
Invoices: All invoices for moving expenses must be sent to the Member or former Member, who is responsible for confirming the expenses and that the work performed is satisfactory. Original receipts for all relocation expense claims are required.

Invoices must indicate:

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

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

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

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

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

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

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

- Death of a Member while in office: The House Administration will pay the transportation and relocation costs of the former Member’s spouse and dependants from the NCR to their residence in Canada, outside the NCR. The House Administration will provide one economy class round trip to a maximum of two travellers (executor, family member or other) to arrange for the move of the former Member’s household and personal effects, subject to the conditions outlined in this policy. Air or road transportation costs, with receipts, will be reimbursed, but accommodation, meal and incidental expenses will not.
6. Employee Assistance Program

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

7. Conflict Resolution and Harassment Prevention

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

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

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

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

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