

Adopted by the Board of Internal Economy September 30, 2013, effective October 1, 2013
Amended August 19, 2014, effective August 19, 2014
Amended November 28, 2017, effective November 28, 2017

DIRECTIVE #2.1
(s.49(3)(c) - c.L-11.3)

TELECOMMUNICATION AND RELATED EXPENSES

AUTHORITY

- (1) Telecommunication technology and service offerings are changing rapidly and this Directive recognizes the need for Members to stay in touch with their constituents and their constituency offices using a variety of technological options. The intent of this Directive is to capture all telecommunication and technology costs **incurred by the Member in respect of his or her duties as a Member** under this authority.

Each Member of the Legislative Assembly is eligible to seek reimbursement or have direct payment made on his or her behalf for telecommunication and related expenses incurred by the Member in respect of his or her duties as a Member as detailed below.

ELIGIBLE EXPENSES

- (2) Eligible expenses from this provision include:
- (a) **cellular or smart phone devices** for the Member and associated wireless expenses for the Member and constituency assistant(s) including:
 - (i) service, usage and airtime, maintenance and repair charges;
 - (ii) data usage charges for other wireless devices such as tablets and iPads;

 - (b) **constituency office telecommunication expenses** including:
 - (i) telephone installation, rental, long distance, directory advertising. The costs of other telephone services, including but not limited to, message manager, name and number display, call return, call forwarding, call waiting and 1-800/888 telephone service;
 - (ii) the costs associated with subscribing to and using the internet;
 - (iii) security system monitoring;
 - (iv) cable television.

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- (c) **residential telecommunication expenses** including:
 - (i) long distance expenses charged to a personal telephone line in the Member's residence provided they relate to MLA business. A Member may have one additional line installed in his or her residence for business purposes, in which case the telephone service and additional costs as outlined in clause (2)(b)(i), (ii) and (iii) are eligible expenses under this provision;
 - (d) **for Members who maintain two residences**, one of which is located in the city of Regina, eligible telecommunication expenses at the Regina residence include telephone service and additional costs as outlined in clause (2)(b)(i), (ii) and (iii) provided they relate to MLA business.
 - (e) **the design, maintenance and operation of Member constituency websites**. Member websites are subject to the restrictions outlined in clause (11) of Directive #4.1 – *Constituency Service Expenses*. Onetime costs for design and development of a new website or redesign of an existing website shall not exceed \$3,500.
 - (f) **fax expenses** including the purchase, installation, maintenance and repair costs of the machine. Line rental, long distance costs, fax paper and toner are also eligible expenses under this provision provided it is used for MLA business. Fax communication expenses are subject to the restrictions outlined in clause (11) of Directive #4.1 – *Constituency Service Expenses*.

EQUIPMENT EXPENSES AND RESTRICTIONS

- (3) This provision is intended to provide **one** cellular or smart phone device per Member. This would include but is not limited to batteries, chargers, cases, hands free vehicle mounts and installation, maintenance and repair costs for that one device.

Should a Member wish to operate more than one cellular or smart phone device, the costs of the additional cellular or smart phone device and associated accessories must come out of the *Constituency Service Expenses* provision, although the operating costs of the additional cellular or smart phone device will still be eligible under this provision.

- (4) This provision is intended to provide one fax machine per Member. Should the Member wish to have more than one fax machine, the costs to purchase an additional machine must come from the *Constituency Service Expenses* provision, although operating costs of the additional fax machine will still be eligible from this provision.

- (5) Equipment purchases such as iPads, tablets and other computer equipment able to operate wirelessly are not eligible for payment from this provision. The costs related to purchasing these devices are eligible for payment from the *Constituency Service Expenses* provision and is subject to clause (8).
- (6) Any equipment that has been purchased with public funds is the property of the Legislative Assembly and shall be returned to the Legislative Assembly Service when the Member ceases to be a Member.
- (7) Any equipment acquired with the *Telecommunication and Related Expenses* provision is subject to the Inventory Guidelines approved by the Board of Internal Economy.
- (8) Members who are assigned ministerial responsibilities may continue to maintain and operate their wireless devices such as smart phones, iPads and tablets acquired with the *Telecommunication and Related Expenses* provision or *Constituency Service Expenses* provision. In these instances, the device(s) must be purchased by Executive Government from the Legislative Assembly based on a prorated amount of remaining asset life. Further costs for this equipment must be assumed by Executive Government.

PERSONAL EXPENSES

- (9) Members who incur telephone expenses that are not MLA business related must reimburse the Minister of Finance for these charges. It is recommended that these reimbursements occur semi-annually but must occur at least once per fiscal year. Members may estimate a percentage of personal calls and process reimbursement based on a flat dollar amount. All reimbursements must include the GST component if it is not already included in the charge.
- (10) Cable television services in the Member's residence(s) are considered to be personal expenses of the Member.
- (11) Members have the option of personally purchasing their surplus cellular telephone equipment package(s) as described in clause (3).

Purchase costs are based on fair market value and shall adhere to the following scale: 100% of purchase price for equipment that is less than 1 year old; 50% of purchase price for equipment that is 1-2 years old; 20% of purchase price for equipment that is 2-3 years old; 10% of purchase price for equipment that is 3-5 years old. Equipment more than five years old is deemed to have zero value.

- (12) Members, both current and former, who choose to cancel existing MLA cellular contracts, are personally responsible for the return of the equipment to the Legislative Assembly Service and for any and all costs incurred as a result of this transaction including outstanding service and cancellation fees.

CLAIM PROCEDURES

- (13) Members may seek reimbursement or seek direct payment on their behalf as follows:
- (a) by attaching an original receipt or an original invoice to a Request for Payment form. Requests for reimbursement must also include the invoice and evidence of payment;
 - (b) by certifying on the Request for Payment form that the expense is in respect of his or her duties as a Member of the Legislative Assembly, being the representative of all constituents, and not in respect of his or her role as a member of a political party; and
 - (c) by signing his or her name directly upon the accompanying receipt or invoice, as the case may be. Invoices that exceed \$50 must be signed by the Member, while invoices of \$50 or less must be signed by either the Member or the constituency assistant.
- (14) Because of GST implications, Members are encouraged to submit bills for direct payment by Member Payments, rather than opting for a reimbursement of expenses.

Adopted by the Board of Internal Economy July 27, 2000
Amended February 23, 2004, effective April 1, 2004
Amended November 24, 2004
Amended February 10, 2005, effective January 1, 2005
Amended February 15, 2006
Amended February 12, 2007, effective April 1, 2007
Amended March 18, 2008, effective April 1, 2008
Amended February 12, 2009, effective April 1, 2009
Amended March 25, 2009
Amended September 30, 2013, effective October 1, 2013
Amended February 9, 2015, effective February 9, 2015
Amended April 19, 2016, effective April 1, 2016
Amended June 16, 2017, effective June 16, 2017
Amended November 28, 2017, effective November 28, 2017
Amended March 8, 2018, effective April 1, 2018
Amended September 25, 2018, effective January 1, 2019
Amended March 28, 2019, effective January 1, 2019
Amended January 11, 2023, effective January 24, 2023
Amended January 23, 2024
* *CPI applied April 1, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024*

DIRECTIVE #3.1
(s.49(3)(b), (f) - c.L-11.3)

MLA TRAVEL AND LIVING EXPENSES

AUTHORITY

- (1) Every Member is entitled to an annual accountable expense provision, to a maximum that is determined in accordance with clause (16), for travel and living expenses that are incurred by a Member who:
 - (a) is discharging that Member's duties; and
 - (b) is required to be absent from that Member's home.

- (2) Notwithstanding clause (1) and clause (2) of Directive #4.1 – *Constituency Service Expenses*, a Member may use up to a maximum of \$12,000 per year of expense funds calculated under clause (16) of this Directive for constituency service expenses subject to the following conditions:
 - (a) the Member has used all of the funds that have been allocated to him or her under clause (2) of Directive #4.1 – *Constituency Service Expenses*; and

- (b) constituency service expenses claimed under this clause meet all of the terms and conditions of Directive #4.1 – *Constituency Service Expenses*.

TRAVEL AND LIVING EXPENSES ELIGIBILITY CRITERIA

- (3) Members may seek reimbursement by attaching receipts to a travel expense claim form approved by the Board of Internal Economy or seek direct payment on their behalf by attaching invoices to the form, as follows:
 - (a) by certifying on the form that the expense is in respect of his or her duties as a Member of the Legislative Assembly, being the representative of all constituents, and not in respect of his or her role as a member of a political party; and
 - (b) by signing his or her name directly upon the accompanying receipt or invoice, as the case may be.

CLAIMING TRAVEL AND LIVING EXPENSES

- (4) In order to claim for travel and living expenses, a Member must:
 - (a) in the case of travel by private vehicle, submit a request for reimbursement for travel expenses, that states the claim period and the number of kilometres travelled each day in that claim period at the rate schedule for Saskatchewan as set out by the National Joint Council¹;
 - (b) in the case of travel by any mode other than private or CVA vehicle, submit a request:
 - (i) for reimbursement of the actual travel expenses to be supported by receipt; or
 - (ii) for direct payment on the Member's behalf to be supported by invoice;
 - (c) for meals, submit a request for reimbursement at not more than the rate schedule as set out by the National Joint Council, or the actual and reasonable expenses to be supported by receipts;
 - (d) for costs to attend functions or events where food is served, submit a request for reimbursement of actual expenses to be supported by receipts. Reimbursement is restricted to expenses incurred for the Member only, up to a maximum of \$250 per event.

¹The National Joint Council consists of representatives of the employers and bargaining agents of the Public Service. The purpose of the Council is to promote the efficiency of the public service and the well-being of those employed in the Public Service.

- (e) for accommodation, submit a request for reimbursement on the basis of either the rate payable to out-of-scope employees under The Public Service Act, 1998 as set out in the Financial Administration Manual, or the actual and reasonable expenses to be supported by receipts.
- (f) reimbursement of all travel expenses by private aircraft shall be based exclusively on direct road distance in accordance with clause (4)(a).
- (g) obtain pre-approval, in writing, from the Speaker for travel outside of Canada and the continental United States. A Member must submit a written request to the Speaker's office that includes all relevant details of the travel request (e.g. purpose of travel, dates, related documentation and estimated costs.)

EXPENSE RESTRICTIONS

- (5) No Member shall claim an expense from this provision that is related to:
 - (a) an announcement of or attendance at party, or party constituency association meetings and events;
 - (b) a solicitation for party membership;
 - (c) a solicitation of contributions, monetary or otherwise, for the Member or the Member's party;
 - (d) the promotion and/or conduct of personal election nominations, campaigns or party leadership campaigns;
 - (e) the conduct or commissioning of surveys about voting intentions;
 - (f) travel outside the province of Saskatchewan for courses taken where tuition is paid through an accredited/non-accredited Canadian/non-Canadian post-secondary educational institution.
- (6) No Member shall claim an expense from this provision that is related to attendance at or participation in golf tournaments.

EXPENSE OPTIONS

- (7) Subject to clauses (8), (9), and (10), instead of clause (4)(e), with the required documentation, every Member who represents a constituency wholly outside the city of Regina has the option of claiming reimbursement for accommodation expenses in the city of Regina at the rate schedule as set out by the National Joint Council on January 1, 2017, for each day the private accommodation is available for the Member's occupancy and is not rented to any other person. Members may exceed the

daily rate in any month but may only claim up to a maximum of \$18,250 annually for reimbursement of accommodation expenses made in accordance with this directive. In the event a Member resigns, retires or is defeated at the polls, any prepaid expense (ie., property taxes, insurance, etc.) will be the personal responsibility of the Member to repay.

- (a) In the case of rental and leased accommodations, reimbursement must be for actual and reasonable expenses incurred to be supported by receipts in the following instances:
 - (i) Rent;
 - (ii) Contents insurance;
 - (iii) Utilities;
 - (iv) Parking;
 - (v) Property management services which includes snow removal and property checks for insurance purpose.
- (b) A Member may authorize the payment of rent directly to the landlord for rental and leased accommodations. Submission of a copy of the rental/lease agreement in the name of the Member is required.
- (c) In the case of owned accommodations, reimbursement must be for actual and reasonable expenses incurred to be supported by receipts and/or proof of payment in the following instances:
 - (i) Property taxes;
 - (ii) Mortgage interest;
 - (iii) Insurance;
 - (iv) Common element fees, if any;
 - (v) Utilities;
 - (vi) Parking
 - (vii) Property management services which includes snow removal and property checks for insurance purpose.
- (d) In the case of an owned accommodation, a Member may authorize the payment of expenses directly to a property manager or condo board. All other expenses will be reimbursed upon the presentation of receipts and/or proof of payment. Submission of documentation is required from a financial institution that identifies the mortgage principle and interest payable, as well as proof of

payment, for reimbursement of mortgage interest payable on an accommodation owned by the Member.

- (8) No claim for rent by any other Member in respect of the same premises may be reimbursed.
- (9) In the event two or more Members share accommodation in Regina, the total expenses claimed by those Members for the shared Regina accommodation may not exceed the amount that would be eligible to be claimed by one Member.
- (10) Leased accommodation may include hotel accommodation where a formal lease agreement is in place. A copy of this agreement must be filed with the Legislative Assembly Service upon commencement and thereafter on an annual basis or sooner if changes are negotiated. This provision is also subject to the reporting requirements of clause (12).
- (11) A Member who chooses the option set out in clause (7) is eligible for the amount claimed whether the Assembly is sitting or not and only if all of the following conditions are met:
 - (a) the Member decides to maintain two residences to facilitate that Member's duties;
 - (b) one of the residences is located in the city of Regina;
 - (c) the accommodation is owned or leased in the Member's name and the transaction is not with another Member or with a person or an entity that is listed in clause (15) in Directive #4.1; and
 - (d) in accordance with clause (12), the Member has provided the required statutory declaration to the Clerk of the Legislative Assembly.
- (12) At the beginning of each fiscal year, before a reimbursement may be made to a Member under clause (7), the Member must complete a statutory declaration in the form approved by the Board of Internal Economy that states the location of the Member's non-Regina residence and the location of the Member's Regina residence.
- (13) A Member who moves his or her non-Regina residence or his or her Regina residence from the location set out in his or her declaration provided under clause (12) shall, without delay after the move, provide to the Clerk a new statutory declaration stating the new location.

AIR PROVISIONS

- (14) In addition to the maximum amount set out in clause (16), Members for the constituencies of Athabasca and Cumberland are entitled to reimbursement or to have direct payment made on the Member's behalf for two return trips per year by air from the Member's place of permanent residence in the constituency to each community in the constituency.
- (15) If a Member travels between his or her constituency and Regina by means of a commercial scheduled airliner, the Member shall be reimbursed or have direct payment made on the Member's behalf for the actual cost of the air trip; the Member's travel expense provision shall be reduced by this amount.

MAXIMUM ACCOUNTABLE EXPENSE PROVISION

- (16) Subject to clause (14) and clause (3) of Directive #4.1 – *Constituency Service Expenses*, the maximum amount for reimbursement to a Member for that Member's annual travel and living expenses is to be determined as follows:
- (a) For Members who represent constituencies wholly located in the city of Regina the maximum allowable travel and living expenses is the sum of:
- (i) 30,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the National Joint Council's kilometre rate schedule, and
 - (ii) one-half of the amount calculated in sub clause (16)(b)(ii);
- (b) For Members who represent constituencies of 100 square kilometres or less, excluding those constituencies wholly located in the city of Regina, the maximum allowable travel and living expenses is the sum of:
- (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 30,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the National Joint Council's kilometre rate schedule, and
 - (ii) the amount of \$48* multiplied by 365;
- (c) For Members who represent constituencies of more than 100 square kilometres but less than 2,000 square kilometres, the maximum allowable travel and living expenses is the sum of:

- (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 42,500 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the National Joint Council's kilometre rate schedule, and
 - (ii) for constituencies located wholly outside of the city of Regina, the amount calculated in sub clause (16)(b)(ii);
 - (iii) for constituencies located partially within the city of Regina, one-half of the amount calculated in sub clause (16)(b)(ii);
- (d) For Members who represent constituencies over 2,000 square kilometres, the maximum allowable travel and living expenses is the sum of:
- (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 55,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the National Joint Council's kilometre rate schedule, and
 - (ii) the amount calculated in sub clause (16)(b)(ii).
- (17) In calculating the maximum annual allowable expenses for Members of Executive Council, the Speaker and the Leader of the Opposition only three quarters of the amounts stated in clauses (16)(a)(i), (b)(i), (c)(i) or (d)(i), as the case may be, is to be used in determining that Member's maximum annual allotment.

ADJUSTMENTS TO PROVISION

- (18) The dollar amounts, with the exception of sub clause (16)(b)(ii), stated in this Directive shall be adjusted to coincide with amendments to the National Joint Council rates.
- (19) Notwithstanding sub clause (16)(b)(ii), when a fiscal year is a leap year, the amount specified in clause (16)(b)(ii) is to be multiplied by 366.
- (20) On April 1 of each year, the amount specified in sub clause (16)(b)(ii) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may thereupon be reproduced without further amendment.

Adopted by the Board of Internal Economy January 12, 1998, effective February 1, 1998
Amended January 24, 2001
Amended November 24, 2004
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Amended February 15, 2006
Amended March 18, 2008, effective April 1, 2008
Amended February 12, 2009, effective April 1, 2009
Amended February 23, 2011, effective April 1, 2011
Amended June 8, 2011
Amended February 7, 2012
Amended September 30, 2013, effective October 1, 2013
Amended August 19, 2014, effective August 19, 2014
Amended April 19, 2016, effective April 1, 2016
Amended October 4, 2016, effective October 4, 2016
Amended March 8, 2018, effective April 1, 2018
Amended March 28, 2019, effective April 1, 2019
Amended February 4, 2020, effective April 1, 2020
Amended January 24, 2023
Amended January 23, 2024
Amended May 18, 2023, effective April 1, 2023
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DIRECTIVE #4.1
(s.49(3)(d), (e) - c.L-11.3)

CONSTITUENCY SERVICE EXPENSES

AUTHORITY

- (1) Each Member is entitled to receive reimbursement or to have direct payment made on his or her behalf from this annual expense provision for amounts incurred by him or her in respect of his or her duties as a Member for:
 - (a) postal, advertising and other communication expenses to assist Members to convey ideas and information through printed matter, electronic, radio and television media, and public presentations;
 - (b) expenses related to operating and maintaining a constituency office or offices outside of the Member's residence, including rental of office space, rent or purchase of office furnishings and equipment, payment of utilities and office insurance, office signage and office supplies;
 - (c) office and secretarial assistance and related services.
- (2) The maximum expense provision available to each Member per annum is \$76,506*.

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- (3) Notwithstanding clauses (2), (18) and (19) of Directive #3.1 – *MLA Travel and Living Expenses*, a Member may use up to a maximum of \$12,000 per year of expense funds calculated under clause (2) of this Directive for travel and living expenses subject to the following conditions:
- (a) the Member has used all of the funds that have been allocated to him or her under Directive #3.1 – *MLA Travel and Living Expenses*; and
 - (b) travel and living expenses claimed under this clause meet all of the terms and conditions of Directive #3.1 – *MLA Travel and Living Expenses*.
- (4) In addition to the amount specified in clause (2), each Member is entitled to receive reimbursement or to have direct payment made on his or her behalf for expenses incurred by him or her in respect of his or her duties as a Member for office renovations, furniture and equipment, to a maximum amount of \$10,000 during the term of a Legislature, meaning the period commencing on polling day for a general election and ending on the day immediately preceding polling day for the next general election. A Member may choose to use this provision to purchase and install, repair or upgrade a security system in their primary residence and secondary accommodation in the amount of \$2,000 per residence totalling \$4,000 per term of a Legislature.

EMPLOYEE AND CONTRACTUAL SERVICES

- (5) Under this expense provision, Members may hire persons to perform services either as employees of the Member or as independent contractors.
- (a) An individual is hired as an employee of the Member when office-related work (clerical, secretarial, research, communication services) is performed in the constituency office, under the direction and control of the Member. In these instances, an employer/employee relationship is deemed to exist and the applicable Canada Revenue Agency source deductions must be remitted (CPP, EI and income tax). These individuals are paid via the Legislative Assembly Service payroll system.
 - (b) An individual is engaged to provide contractual services as an independent contractor when an employer/employee relationship does not exist.

Contractual services include the following:

- (i) office-related work that is not performed in the Member's constituency office, and that is performed by someone other than the regular constituency assistant, such as bookkeeping and accounting duties, photocopying, printing, etc.;
- (ii) preparation of communication materials when performed by someone other than the regular constituency assistant, such as speech writing, research duties, preparation and delivery of newsletters, specific

information technology services, surveys, public opinion polls, data base maintenance, and advertisements;

- (iii) yard and office maintenance such as window washing, office cleaning, office renovations and repairs, equipment installations and repairs.

Direct payment is made to the contractor on a fee-for-service invoice at the completion of a specific job or service. The fee-for-service invoice must clearly specify the services performed, and must be signed by the person performing the services. The Member must submit the fee-for-service invoice with a Request for Payment form.

ADDITIONAL ELIGIBLE EXPENSES

- (6) Expenses that may also be claimed from this expense provision include:
 - (a) books and subscriptions for use in the constituency office;
 - (b) provincial and national pins and flags, drinks and photographs with tour groups, wreaths, flowers, and plants;
 - (c) magnetic business cards;
 - (d) wall, desk or pocket calendars that include the Member's name and some contact information;
 - (e) halls and meeting rooms for events pertinent to the duties of an MLA;
 - (f) travel, training and registration fees for constituency assistants as approved by the Member;
 - (g) training, registration, and tuition fees for the Member to a maximum of \$7,000 in total per fiscal year. Training, registration, and tuition fees of more than \$250 per conference/course must be pre-approved by the Speaker. Tuition fees must be to an accredited Canadian post-secondary educational institution.

A Member must seek pre-approval by application in writing to the Board in exceptional circumstances that are one or more of the following:

- (i) Tuition fees beyond the \$7,000 maximum, individually or in total;
- (ii) Training or education in non-accredited programs offered in Canada;
- (iii) Tuition fees for education or training provided by accredited non-Canadian post-secondary educational institutions.

Requests for pre-approval by the Board must include rationale as to how the training or education is in support of the Member's duties as an MLA.

- (7) Subject to the restrictions outlined in clause (11), Members may advertise at various community events. These events may include but are not limited to community barbeques, rodeos, golf tournaments, and music festivals. Costs incurred for advertising at these community events shall not exceed \$1,500 per event. Eligible claims are limited to costs related to advertisements only. Members must ensure that their advertisements include the Member's contact information. Advertisements that indicate the Member is a "sponsor" of an event will not be

eligible for payment. Sponsorship in whole or in part of an event is strictly prohibited.

- (8) Subject to the restrictions outlined in clause (11), Members may advertise using bulk printed communications, radio and television communications, and billboards. These advertisements are not subject to the \$1,500 limit.
- (9) Members may make use of Central Services operated postal outlets for mail services. Postage expenses incurred this way will be charged monthly to each Member's *Constituency Service Expenses* provision.
- (10) A Member may apply to have a communication item approved in advance of its distribution by providing a written request and a sample or detailed description of the item to the Speaker's office. The Speaker's office must respond in writing within seven days of receiving the request by either approving the item, or not approving it and providing the reasons why it has not been approved.

EXPENSE RESTRICTIONS

- (11) No Member shall claim an expense from this provision that is related to:
 - (a) the utilization of party logos;
 - (b) an announcement of or attendance at party, or party constituency association meetings and events;
 - (c) a solicitation for party membership;
 - (d) a solicitation of contributions, monetary or otherwise, for the Member or the Member's party;
 - (e) a request for re-election support, including election campaign material;
 - (f) the promotion and/or conduct of personal election nominations or party leadership campaigns; or
 - (g) the conduct or commissioning of surveys about voting intentions.
- (12) No Member shall claim an expense from this provision for items, services or activities that are:
 - (a) of a personal nature;
 - (b) membership fees, such as fees to join an organization or Chamber of Commerce. Costs incurred inclusive of the membership such as advertising and subscriptions are also prohibited;
 - (c) hospitality (meals and beverages other than drinks as referred to in subclause (6)(b));
 - (d) donations, gifts, or novelty items, other than those items named in subclauses (6)(b), (c), and (d);
 - (e) communication material that includes information or graphics related to a commercial or non-commercial organization and the organization's logo or trademark. This provision applies to householder mailings, handbills, posters and billboards, but does not apply to congratulatory messages where the

commercial or non-commercial organization's logo or trademark is used with the express permission of the commercial or non-commercial organization.

- (13) Members may participate in advertisements that recognize the Members collectively as part of a group. Print media advertisements must contain some contact information (i.e. caucus website or email address).
- (14) No Member shall claim an expense from this provision for any print or electronic media announcements or advertising in a newspaper, program, circular, magazine, or journal that is produced or published by an individual who or an entity that is controlled by or has a direct affiliation with a registered political party in Saskatchewan.
- (15) No Member shall claim an expense from this provision for services provided by a family member, or a company owned by the Member or a family member. Family members are defined as "parents, spouses, common-law spouses, children and spouses of children".
- (16) Members are not allowed to contract with, or pay a management company to provide office management services. However, a company may provide office space, either furnished or unfurnished, and may charge for basic occupancy costs.

CLAIM PROCEDURES

- (17) At any point during the fiscal year, a Member is entitled to claim for expenses in an amount not to exceed any accumulated balance to date, plus one-twelfth of the annual expense provision for the current month, plus two-twelfths of the annual expense provision for the two-month advance period, to the extent that there is a balance remaining in the annual expense provision. The year-end for this expense provision is March 31; unused portions of this expense provision cannot be carried over into a new fiscal year.

Payments are processed utilizing the Ministry of Finance MIDAS payment system and are therefore subject to the fiscal year end cut-off dates set forth at the end of each fiscal year. Payment requests should be submitted to allow for sufficient processing time as indicated by the year-end cut-off dates.

- (18) All goods purchased and claimed from this expense provision that are greater than \$2,500 must be in accordance with best practice purchasing policies as follows:
 - (a) If a Member chooses to purchase independently, he or she must obtain three written quotes and the purchase must be made from the vendor who has provided the lowest quote with comparable quality;
 - (b) If a Member chooses not to obtain three quotes, he or she may authorize the Financial Services Branch to purchase the goods and services on the Member's behalf.

- (19) Members may seek reimbursement or seek direct payment on their behalf as follows:
- (a) by attaching an original receipt or an original invoice to a Request for Payment form. Requests for reimbursement must also include the invoice and evidence of payment such as a paid stamp, a receipt or a copy of the cancelled cheque; and
 - (b) in the case of goods purchased that are greater than \$2,500, by attaching the documentation described in clause (18)(a); and
 - (c) by certifying on the Request for Payment form that the expense is in respect of his or her duties as a Member of the Legislative Assembly, being the representative of all constituents, and not in respect of his or her role as a member of a political party; and
 - (d) by signing his or her name directly upon the accompanying receipt or invoice, as the case may be. Invoices that exceed \$50 must be signed by the Member, while invoices of \$50 or less must be signed by either the Member or the constituency assistant.
- (20) Expense claims by Members made under this expense provision shall,
- (a) for bulk printed communications with constituents (e.g. leaflets, newsletters, greeting cards, etc.), be supported by:
 - (i) original invoices that give a description sufficient to identify the product received and/or distributed, together with an enumeration of the services rendered with respect thereto; and
 - (ii) sample copies of the product received and/or distributed;
 - (b) for radio and television communications with constituents, be supported by:
 - (i) original invoices that indicate when the broadcast was scheduled to air; and
 - (ii) transcripts of the communications so broadcast.
 - (c) for billboard advertising, be supported by:
 - (i) original invoices that give a description sufficient to identify the product received and/or produced, together with term specifications; and
 - (ii) sample copies or photograph of the product received and/or produced.
 - (d) Billboard advertising in sporting and recreational facilities are considered a onetime expenditure for accounting purposes.

CAPITAL ASSETS

- (21) All equipment and furniture or supplies that have been purchased by a Member pursuant to this Directive is the property of the Legislative Assembly of Saskatchewan and accordingly should be adequately insured by the Member. The only exemption is the purchase of security system(s) outlined in Clause 4. When the Member ceases to be a Member, the Member is deemed to be the owner of the security system(s). Please refer to the **MLA Capital Assets and Disposal Policy**.

A Member may utilize this equipment and furniture in the manner the MLA considers appropriate to best exercise the Member's duties.

When the office equipment has been assumed by Executive Government as described in Directive #2.1 – *Telecommunication and Related Expenses*, clause (8), the Member's inventory shall be updated accordingly to reflect any transfer of assets.

When the office furniture and equipment is no longer required by the Member, the Member should advise the Legislative Assembly Service (Member Services) **prior** to disposing or transferring the equipment or furnishings to another MLA. When a Member ceases to be a Member, the equipment and furniture shall be disposed of in accordance with the **MLA Capital Asset Disposal Policy**.

- (22) Every Member shall, with the assistance of the Legislative Assembly Service, file an annual inventory of all capital assets of \$350 or more including office equipment, furnishings, artwork and items of special interest purchased pursuant to this Directive. All assets must be photographed and catalogued by the constituency office and a copy provided to the Legislative Assembly Service along with a copy of the invoice.

The Legislative Assembly Service will maintain the fixed asset listing, including photographs of the assets.

Members are required to review their inventory listing annually and are required to certify that the asset listing is correct and that all assets have been accounted for by June 30th of each year. The Legislative Assembly Service will periodically audit the inventories of constituency offices.

- (23) Purchases of artwork shall not exceed \$350.

ANNUAL ADJUSTMENT

- (24) On April 1 of each year, the amount specified in clause (2) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may thereupon be reproduced to include the indexed amount without further amendment.

OFFICE ACCOMMODATION

- (25) A lease entered into by a Member for a constituency office is the Member's personal responsibility. The Legislative Assembly is not a party to or in any way responsible for a lease entered into by a Member for a constituency office and is not liable either directly or vicariously for any cost associated with a lease entered into by a Member.
- (26) A Member may seek re-imbursement or seek direct payment for the rental costs of the leased constituency office premises if the lease meets all of the requirements set out in this Directive.
- (27) A lease for a constituency office:
- (a) Must contain the standard MLA escape clause provided by the Legislative Assembly. Escape clauses will only come into effect if a MLA resigns, retires or if there is a general election or by-election in their constituency; and,
 - (b) Must not contain a provision that allows for subletting of the premises.
- (28) New leases or rental agreements entered into after October 4, 2016 must be filed with the Legislative Assembly and must conform to all of the provisions of this Directive.
- (29) Notwithstanding the requirements of clause (28) existing leases or rental agreements that were renewed for the 28th Legislature before October 4, 2016, which contain subletting provisions or do not include an explicit escape clause, continue to be eligible for re-imbursement or direct payment under this Directive for the costs associated with the lease or rental agreement entered into by the Member if the Member undertakes, in writing by signing the standard letter provided by the Legislative Assembly, to not sublet the leased premises or any part of the leased premises while that individual remains a Member of the Legislative Assembly. Copies of existing leases or rental agreements that meet the requirements in this clause must be filed with the Legislative Assembly.
- (30) Members wishing to relocate their constituency office during the term of the lease will be responsible for all moving costs and associated penalties for breaking the lease agreement, if they do not have an escape clause in their lease agreement. The Board of Internal Economy will only consider, in exceptional circumstances, allowing a Member to pay a penalty for breaking a lease. Such requests must be made to the Board of Internal Economy and, if the Board determines that there is sufficient rationale to allow, the Member to break the lease agreement, the Member will be allowed to claim the cost of the penalty from his/her total allowance. The amount of the provision will be immediately reduced by the same amount. This reduction will remain in effect to the end of the fiscal year or the end of the following year until the entire amount is recovered.
- (31) In the event a Member resigns, retires or is defeated at the polls, any penalty amount not fully reimbursed will be the personal responsibility of the Member to repay. The payment of these penalties will be reported in the Member's Annual Disclosure Statement.

Adopted by the Board of Internal Economy September 30, 2013, effective October 1, 2013

DIRECTIVE #5.1

DELEGATION OF MEMBER SIGNING AUTHORITY

- (1) The Board of Internal Economy recognizes that there may be instances whereby a Member is unable to personally approve a payment document(s) related to the operation of their constituency office in a timely and efficient manner as a result of extra-ordinary absences or unavailability due to any of the following:
 - (a) long-term illness;
 - (b) vacation;
 - (c) extended periods of out-of-province travel while attending to business pertaining to the duties of a Member; and
 - (d) where there are final payments required to be made on behalf of a former Member for the period when they were a Member and the Legislative Assembly Service is not able to obtain the former Member's signature to authorize payment.
- (2) Where the Member is a member of a recognized caucus and not able to personally approve a payment document(s) (i.e. expense claim form, vendor invoice and/or constituency assistant timesheet) for any of the reasons noted in clause (1), the payment document(s) can be approved by the Member's respective caucus chair.
- (3) Where the Member is not a member of a recognized caucus (i.e. Independent Member) and not able to personally approve a payment document(s) (i.e. expense claim forms, vendor invoices and/or constituency assistant timesheets) for any of the reasons noted in clause (1), the payment document(s) can be approved by the Speaker.

April 1, 2024

Adopted by the Board of Internal Economy May 19, 1988
Amended May 9, 1991
Amended April 1, 1993, effective June 30, 1993
Amended March 3, 1994
Amended May 7, 1996
Amended January 12, 1998, effective April 1, 1998
Amended December 10, 1998, effective October 1, 1998
Amended February 23, 2000, effective April 1, 2000
Amended January 24, 2001, effective April 1, 2001
Amended February 10, 2005, effective April 1, 2005
Amended February 15, 2006, effective April 1, 2006
Amended March 18, 2008, effective April 1, 2008
Amended February 9, 2010, effective February 1, 2010
Amended September 30, 2013, effective October 1, 2013
Amended February 9, 2015, effective April 1, 2015
Amended December 6, 2016, effective December 6, 2016
Amended March 8, 2018, effective April 1, 2018
Amended May 18, 2023, effective April 1, 2023
* *Adjusted April 1, 2009, 2010, 2011, 2012, 2013, 2014, 2015 (deemed zero), 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024*

DIRECTIVE #6
(s.49(3)(d) - c.L-11.3)

CONSTITUENCY ASSISTANT EXPENSES

- (1) Each Member is entitled to have payment made on his or her behalf for constituency assistant expenses incurred by him or her in respect of his or her duties as a Member in his or her constituency. The total annual amount available to each Member for constituency assistant expenses is \$68,100*.
- (2) The annual amount specified in clause (1) shall be prorated according to the bi-weekly pay schedule to determine a bi-weekly maximum amount available to each Member. If the maximum bi-weekly amount is not used in any one bi-weekly pay period, the remaining funds will accrue to the credit of the Member. The year-end for this expense provision is March 31; unused portions of this expense provision cannot be carried over into a new fiscal year. This expense provision cannot be claimed in advance. On average in a fiscal year, in no instance shall a constituency assistant's remuneration exceed \$3,198 bi-weekly (\$83,148 per annum) inclusive of bonus payments over the course of the fiscal year.
- (3) The amount specified in clause (1) is intended to fund the vacation and statutory holiday pay entitlements for constituency assistants that are entitled to vacation leave of three weeks. If a constituency assistant is entitled to vacation leave in excess of three weeks, the individual Member's expense provision shall be increased by the amount that is required to fund vacation leave in excess of three weeks.

- (4) A Member may not pay a family member for constituency assistant expenses. Family members are defined as “parents, spouses, common-law spouses, children and spouses of children”.
- (5) The employment relationship exists only between the Member and his or her constituency assistant. Payments made by the Legislative Assembly on behalf of a Member to his or her constituency assistant may only be made after receipt of the necessary documentation, as the case may require.
- (6) Prior to payment, a Member must authorize all payments made by the Legislative Assembly on the Member’s behalf to his or her constituency assistant.
- (7) On April 1 of each year, the amount specified in clauses (1) and (2) shall be increased or decreased by the annual change in the Consumer Price Index of Saskatchewan, and this Directive may thereupon be reproduced to include the adjusted amount without further amendment.
- (8) A Member may provide a lump sum bonus payment to a constituency assistant.

The maximum amount of the lump sum payment must not exceed \$5,000 per fiscal year for a constituency assistant who has been employed for one full fiscal year.

Multiple lump sum bonus payments may be provided to a constituency assistant so long as the aggregate amount does not exceed \$5,000 per fiscal year.

A Member may not provide a lump sum bonus payment to a constituency assistant who has been employed for less than three months. Constituency assistants employed more than three months but less than twelve months in one fiscal year will have any bonus payment pro-rated based on the length of employment within the fiscal year. For example, a constituency assistant who has been employed for six months within the fiscal year may not receive a lump sum bonus payment, or aggregate thereof, in excess of \$2,500.

- (9) Member requests to provide a lump sum bonus payment to a constituency assistant shall be submitted to the Legislative Assembly Service no later than 5 p.m. on the last business day in February. Requests received by the Legislative Assembly Service after this date will not be processed and will be returned to the Member.

Adopted by the Board of Internal Economy September 30, 2013, effective October 1, 2013

DIRECTIVE #6.3

CONSTITUENCY ASSISTANT LONG SERVICE RECOGNITION PROGRAM

- (1) The Board of Internal Economy recognizes constituency assistants for their long service to Members of the Legislative Assembly of Saskatchewan.
- (2) Constituency Assistants shall be recognized with a gift at milestone anniversaries of 4, 8, 12, 16, 20 and 24 years of service.
- (3) The Constituency Assistant Long Service Recognition Program will be administered by, and budgeted for, through the Office of the Speaker. The Legislative Assembly Service's Human Resources Branch will identify those Constituency Assistants eligible for recognition of a milestone anniversary.
- (4) Members will be advised of their Constituency Assistant's milestone anniversary and shall arrange for the presentation of the long service recognition gift to their Constituency Assistant. The presentation must not be for the purpose of a political party fundraiser event.

April 1, 2024

Adopted by the Board of Internal Economy May 6, 2015

DIRECTIVE #6.4
(s.49(3)(d) - c.L-11.3)

CONSTITUENCY ASSISTANT BENEFITS

GENERAL

- (1) Constituency assistants are eligible for vacation benefits and statutory holiday benefits in a manner similar to Members of the PS/GE collective bargaining agreement within the Saskatchewan Public Service. The administration of constituency vacation benefits shall be in accordance with the Legislative Assembly Constituency Assistant Vacation Leave/Pay policy.
- (2) Constituency assistants are entitled to receive the same number of sick leave entitlements that are available to Members of the PS/GE collective bargaining agreement within the Saskatchewan Public Service. The administration of constituency assistant sick leave provisions shall be in accordance with the Legislative Assembly Constituency Assistant Sick Leave Policy and the Pressing Necessity and Personal/Family Responsibility Policy.
- (3) Constituency assistants who meet the eligibility criteria must be enrolled in the following benefit plans: Group Life Insurance Plan, Disability Plan, Public Employees Pension Plan, Dental Plan, and Extended Health Care Plan. Constituency assistants may participate in the Legislative Assembly Employee and Family Assistance Program.
- (4) In the absence of a specific policy/program established by the Board of Internal Economy, the Members shall default, at the least, to the minimum provisions of *The Saskatchewan Employment Act*.
- (5) Constituency assistants shall not receive any payments in excess of the amounts specified in this directive for any of the benefits that are authorized by this directive. The Member, as the employer, shall be responsible for any costs incurred beyond what is allowable under the provisions of this Directive.
- (6) In the event of the Member's death, the Speaker may authorize payments to constituency assistants pursuant to this directive.
- (7) The cost of the provisions outlined in this directive, except for the benefits specified in clause (1), shall be paid by the Legislative Assembly on behalf of the Member, but shall not reduce the amount of funds that are available to the Member under Directive #4.1 – *Constituency Service Expenses* or Directive #6 – *Constituency Assistant Expenses*.

April 1, 2024

WORKERS' COMPENSATION BENEFITS

- (8) A constituency assistant is eligible to receive Workers' Compensation benefits if he or she is injured in the performance of his or her duties and the injury is compensable under the provisions of *The Workers' Compensation Act*. The administration of Workers' Compensation benefits will be in a manner similar to that used for Members of the PS/GE collective bargaining agreement within the Saskatchewan Public Service.

MATERNITY/ADOPTION/PATERNITY LEAVE SUPPLEMENT TO EI BENEFIT (SUB) PROGRAM

- (9) A constituency assistant, who takes a leave of absence for maternity, adoption, or paternity reasons, is eligible for benefits under a maternity/adoption/paternity leave supplement to EI benefit (SUB) Program. The provisions and the administration of the program will be in a manner similar to that provided to Legislative Assembly Service employees.

COMPASSIONATE CARE LEAVE SUPPLEMENT TO EI BENEFIT (SUB) PROGRAM

- (10) In this section, "member of the constituency assistant's family" means a member of a class of persons prescribed pursuant to the regulations made pursuant to *The Employment Insurance Act (Canada)*.
- (11) A constituency assistant is entitled to a compassionate care leave of up to eight weeks to provide care or support to a member of the constituency assistant's family who has a serious medical condition with a significant risk of death within twenty-six weeks from the date the leave commences.
- (12) A constituency assistant who takes a leave of absence for compassionate care is eligible for benefits under a compassionate care leave supplement to EI benefit (SUB) program. The Legislative Assembly will be responsible for the first two weeks of the constituency assistant's salary at 100%. The Legislative Assembly will then provide a supplement to EI benefits up to 100% of the constituency assistant's salary immediately prior to commencing the leave for up to an additional six weeks of the compassionate care leave period.
- (13) In a period of fifty-two weeks, a constituency assistant is not entitled to take more than one compassionate care leave pursuant to clause (11).
- (14) A constituency assistant's compassionate care leave pursuant to clause (11) ends:
- (a) if the constituency assistant is no longer providing care or support to the family member;
 - (b) on the termination of the twenty-six week period described in clause (11); or
 - (c) on the death of the constituency assistant's family member.

- (15) A constituency assistant must have served a minimum of one year of consecutive service with a Member and be a full-time employee of the Member in order to be eligible for this benefit.

NOTICE OF LAY-OFF

- (16) A constituency assistant shall receive proper written notice of lay-off.
- (a) The amount of notice a constituency assistant will receive depends on their length of eligible service and shall be in accordance with *The Saskatchewan Employment Act*. Eligible service for the purposes of this provision includes continuous employment with a Member or Members of the Legislative Assembly without a break in service.

A break in continuous service would occur in the following circumstances:

- (i) dismissal;
- (ii) resignation;
- (iii) previous receipt of a pay in lieu of notice payment as a constituency assistant.
- (b) If the Member is unable to provide proper written notice, the constituency assistant shall receive pay in lieu of notice payment provided that the Legislative Assembly receives the appropriate documentation signed by the Member requesting that the pay in lieu of notice payment be made.

NOTICE UPON TERMINATION OF EMPLOYMENT

Employment of less than one year and/or Casual Constituency Assistants

- (17) A constituency assistant whose employment is terminated without just cause, or due to the defeat, resignation or death of a Member, shall receive pay in lieu of notice of termination according to *The Saskatchewan Employment Act* provided that:
- (a) the Member provides formal written notification of termination, as the case may be, to the constituency assistant; and
- (b) a copy of the notification is received by the Legislative Assembly.

Eligible service for the purposes of this provision includes continuous employment with a Member or Members of the Legislative Assembly without a break in service as defined in 16 (a) (i) to (iii) above .

Employment of one year or more - TRANSITION ALLOWANCE

- (18) A transition allowance, calculated in accordance with clause (21) shall be paid to each eligible constituency assistant by the Legislative Assembly who:
- (a) has been employed as a CA for a minimum of one calendar year ; and
 - (b) was a full or part time constituency assistant for the full 120 days prior to dissolution;
 - (c) ceased to be a constituency assistant due to their Member’s defeat at the polls;
 - (d) was a constituency assistant for a Member at dissolution but who’s Member does not stand as a candidate for re-election;
 - (e) was a constituency assistant for a Member who resigned his or her seat prior to dissolution;
 - (f) was a constituency assistant for a Member who died; or
 - (g) was a constituency assistant terminated without just cause;
- (19) Transition allowance shall be paid bi-weekly during the transition period. Constituency Assistants must complete a bi-weekly declaration to confirm their eligibility for the transition allowance during the entire transition period. These declarations must be filed in accordance with the bi-weekly pay schedule. Late declarations will be processed in a subsequent pay period.
- (20) A constituency assistant is not eligible to receive a transition allowance if the constituency assistant:
- (a) is appointed to a paid position on a government board, commission or agency during the transition period;
 - (b) begins employment or returns to his or her former position of employment in a provincial government ministry, Crown corporation, agency, board, commission or recognized political party caucus office during the transition period; or
 - (c) begins employment as a constituency assistant with another Member;

- (21) The transition allowance shall be based upon the constituency assistant's years of eligible service as follows:
- (a) two weeks of pay per year of service to a maximum of twenty-four weeks for twelve years or more of service; transition allowance will be prorated for less than full years of service;
 - (b) service shall be calculated based on actual hours worked, adjusted for periods of mandatory definite leaves, with one year of service equaling 1872 hours.

Eligible service for the purposes of this provision includes continuous employment with a Member or Members of the Legislative Assembly without a break in service. For the purposes of this provision, a break in service means any:

- (i) dismissal;
 - (ii) resignation; or
 - (iii) previous receipt of a severance or transition allowance payment as a constituency assistant.
- (22) Any transition allowance calculated in accordance with clause (21) shall be deemed to be inclusive of Pay in lieu of Notice of Termination. In the event that a transition allowance calculation results in an amount lower than the pay in lieu of notice required by *The Saskatchewan Employment Act*; the provisions of the Saskatchewan Employment Act shall prevail.
- (23) Periods of employment which were compensated by a previous severance or transition allowance payment(s) are not eligible for consideration in subsequent transition allowance payments.
- (24) A constituency assistant is limited to a cumulative lifetime maximum of 24 weeks of transition allowance. In those instances where a constituency assistant has achieved the lifetime maximum, the constituency assistant will receive pay in lieu of notice of termination in accordance with *The Saskatchewan Employment Act*.

CONSTITUENCY OFFICE CLEAN-UP AND CLOSURE

- (25) Upon the defeat, resignation or death of the Member, one constituency assistant who is assigned responsibility for constituency office clean-up and closure may receive a maximum of fifty (50) hours pay for performing this duty provided that the Legislative Assembly receives the appropriate documentation signed by the Member authorizing the assignment of this responsibility.

Adopted by the Board of Internal Economy January 24, 2001, effective April 1, 2001

Amended February 21, 2002

Amended February 15, 2006, effective April 1, 2006

Amended December 14, 2006

Amended June 8, 2011

Amended March 19, 2013, effective November 7, 2007

Amended February 9, 2015, effective April 1, 2015

* *CPI applied April 1, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 (deemed zero), 2016, 2017 (deemed zero), 2018, 2019, 2020, 2021, 2022, 2023*

** *CPI applied April 1, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 (deemed zero), 2016, 2017 (deemed zero), 2018, 2019, 2020, 2021, 2022, 2023, 2024*

DIRECTIVE #7.2

(s.54(a) - c.L-11.3)

CAUCUS RESOURCES

- (1) The Board of Internal Economy recognizes that a caucus is an organized group of two or more individuals who are elected members of the Legislative Assembly and who have the same party affiliation. The Board authorizes the payment of public money to each caucus to provide resources to support the members of that caucus in their roles as legislators in the Legislative Assembly and in legislative committees and to support the caucus in determining its political strategy.
- (2) In order to assist each caucus in performing its function within the parliamentary system, the Board of Internal Economy shall provide funding for research, information technology, administrative services and other operating expenses of the caucus in the amount calculated in accordance with clause (3).
- (3)
 - (a) Annual funding to a caucus, other than the government caucus, is to be calculated in accordance with the following formula:

A base amount of \$433,986** plus the product of \$34,403* multiplied by the number of Private Members in the caucus excluding Ministers of the Crown (cabinet ministers), the Speaker, the Leader of the Opposition and the Leader of the Third Party.
 - (b) Annual funding to the government caucus is to be calculated in accordance with the following formula:

A base amount of \$433,986** plus the product of \$34,403* multiplied by the number of Private Members in the caucus plus two and excluding Ministers of the Crown (cabinet ministers), the Speaker, the Leader of the Opposition and the Leader of the Third Party.

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- (4) The amounts calculated in clause (3) shall be prorated over 12 months and paid monthly in arrears.
- (5) With respect to the calculations specified in clause (3), any change in the number of Private Members in a caucus will increase or reduce the size of the caucus for purposes of calculating a caucus' annual funding.
- (6) A caucus may pay caucus staff directly or may request that the Legislative Assembly Service pay an employee of a caucus in accordance with the written direction of the caucus chair or designate. Subject to clause (6.1), any portion of caucus funding that is paid directly to an employee by the Legislative Assembly Service shall be deducted from the amount of that caucus' monthly payment.
 - (6.1) Where a caucus terminates the employment of a caucus employee without cause, the amount of money that is paid as severance to the employee shall be in accordance with guidelines approved by the Board of Internal Economy. The amount of money that is paid as severance shall be in addition to that caucus' annual grant amount that is determined pursuant to clause (3) and shall not be deducted from the amount of that caucus' annual grant.
- (7) Caucus funding shall not be used for items, services or activities that are:
 - (a) of a personal nature;
 - (b) a donation or loan to an individual or to a party organization;
 - (c) payments to an individual, association or elected member for anything that is not directly related to caucus activities;
 - (d) for any of the following or similar purposes:
 - (i) announcements of or attendance at party, or party constituency association meetings and events;
 - (ii) solicitations for party membership;
 - (iii) solicitations of contributions, monetary or otherwise, for a political party;
 - (iv) requests for re-election support including election campaign material;
 - (v) the promotion and/or conduct of election nominations or party leadership campaigns;
 - (vi) the conduct or commissioning of surveys about voting intentions;
 - (vii) print or electronic media announcements or advertising in a newspaper, program, circular, magazine, or journal that is produced or published by an individual who or an entity that is controlled by or has a direct affiliation with a registered political party in Saskatchewan.

- (8) On April 1 of each year, the dollar amounts specified in clause (3) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may be reproduced to include the indexed amount.

Adopted by the Board of Internal Economy February 23, 2004

DIRECTIVE #7.3
(s.54(a) - c.L-11.3)

CAUCUS INFORMATION TECHNOLOGY RESOURCES

- (1) Following the returns to the writs of election, there shall be paid to each caucus of the Legislative Assembly, a grant in the amount of \$1,000 per elected Member belonging to that caucus, to be used for information technology enhancements in the caucus office. Information technology enhancements include the purchase of information technology hardware and software, technical computer support, maintenance and system development expenses.
- (2) The grant amount specified in clause (1) shall be subject to all of the accountability requirements specified in Directive #23 – *Caucus Accountability and Disclosure*.
- (3) This amount shall be paid to the caucus once each term of the Legislature.

April 1, 2024

Adopted by the Board of Internal Economy January 24, 2001, effective April 1, 2001
Amended June 8, 2011

* CPI applied April 1, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017 (deemed zero), 2018, 2019, 2020, 2021, 2022, 2023, 2024

DIRECTIVE #10.1
(s.54(b) - c.L-11.3)

RESOURCES FOR THE OFFICE OF AN INDEPENDENT MEMBER

- (1) Each office of an independent Member is entitled to receive annual funding of \$35,230 * for research, information technology, administrative services and other operating expenses. "Independent Member" is defined by s.2 of *The Legislative Assembly Act, 2007* as a Member who does not belong to a caucus.
- (2) The amount mentioned in clause (1) shall be prorated over 12 months and paid monthly in arrears.
- (3) An independent Member may pay that Member's staff directly or may request that the Legislative Assembly Service pay an employee of that Member's office in accordance with the written direction of the independent Member. Any portion of the funding that is paid directly to an employee by the Legislative Assembly Service shall be deducted from the amount of that independent Member's monthly payment that is made pursuant to this directive.
- (4) Resources for the office of an independent Member shall not be used for items, services or activities that are:
 - (a) of a personal nature;
 - (b) a donation or loan to an individual or to a party organization;
 - (c) payments to an individual, association or elected member for anything that is not directly related to an independent Member's activities;
 - (d) for any of the following or similar purposes:
 - (i) announcements of or attendance at party, or party constituency association meetings and events;
 - (ii) solicitations for party membership;
 - (iii) solicitations of contributions, monetary or otherwise, for a political party;
 - (iv) requests for re-election support, including election campaign material;
 - (v) the promotion and/or conduct of election nominations or party leadership campaigns;
 - (vi) the conduct or commissioning of surveys about voting intentions;

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- (vii) print or electronic media announcements or advertising in a newspaper, program, circular, magazine, or journal that is produced or published by an individual who or an entity that is controlled by or has a direct affiliation with a registered political party in Saskatchewan.
- (5) An independent Member shall submit an annual statement showing all monies received and disbursed from funding provided pursuant to this directive. The statement shall be submitted to the Speaker on or before September 30 of each year and Directive #23 applies with any necessary modification.
- (6) When the office of an independent Member ceases to exist, the independent Member shall prepare and submit to the Speaker within 3 months a statement covering the period of time from the last statement submitted to the Speaker up to and including the date the office ceased to exist showing:
 - (a) all receipts and disbursements;
 - (b) any surplus funds; and
 - (c) all fixed assets (including furniture and equipment) that have been purchased with Crown funds.
- (7) When the office of an independent Member ceases to exist all surplus funds and all fixed assets (including furniture and equipment) that have been purchased with the funding shall be returned to the Crown.
- (8) On April 1 of each year, the annual funding set out in clause (1) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may be reproduced to include the indexed amount.

Adopted by the Board of Internal Economy May 19, 1988
Amended March 30, 1989
Adjusted January 1, 1990
Adjusted January 1, 1991
Amended May 9, 1991
Adjusted January 1, 1992
Amended December 17, 1992
Amended January 6, 1994
Amended January 6, 1995
Amended March 5, 1996
Amended May 7, 1996
Amended January 12, 1998, effective February 1, 1998
Amended February 9, 2015, effective April 1, 2015
** CPI applied April 1, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 (deemed zero), 2016, 2017 (deemed zero), 2018, 2019, 2020, 2021, 2022, 2023, 2024*

DIRECTIVE #11
(s.54(c) - c.L-11.3)

GRANT TO THE OFFICE OF THE LEADER OF THE OPPOSITION

- (1) The Office of the Leader of the Opposition is entitled to a grant of \$213,962* per annum to cover the cost of staff, supplies, stationery and services. This grant shall be paid on a monthly basis.
- (2) On April 1, 1997, and April 1 of each year thereafter, the grant set out in clause (1) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may thereupon be reproduced to include the indexed amount without further amendment.

Adopted by the Board of Internal Economy May 7, 1996
Amended January 12, 1998, effective February 1, 1998
Amended February 23, 2004
Amended February 13, 2009
Amended November 28, 2017, effective November 28, 2017
Amended October 23, 2019, effective October 21, 2019

DIRECTIVE #13.1
(s.49(3)(g) - c.L-11.3)

TRANSITION ALLOWANCE

- (1) Subject to clause (4), a transition allowance, calculated in accordance with clause (3) shall be paid to each Member who:
 - (a) ceases to be a Member due to defeat at the polls;
 - (b) was a Member at dissolution but does not stand as a candidate for re-election;
or
 - (c) resigns his or her seat prior to dissolution.

- (2) A Member is not eligible to receive the transition allowance if the Member:
 - (a) is appointed to a paid position on a government board, commission or agency during the period of transition;
 - (b) begins employment or returns to his or her former position or employment in a provincial government ministry, Crown corporation, agency, board or commission during the period of transition;
 - (c) is elected as a Federal Member of Parliament or appointed to the Senate of Canada during the period of transition.

- (3) The transition allowance shall be equal to one month's indemnity, as determined pursuant to clause (1) of Directive #21 – *Annual Indemnity and Allowances*, for each period of twelve months of service to a cumulative lifetime maximum of twelve months to be paid monthly during the transition period. For purposes of this calculation, service will be calculated starting on polling day and ending on the day the Member ceases to be a Member for pay purposes (both included) and any portion of a twelve month period of service is deemed to be equal to one twelve month period of service.

- (4) If a Member dies while in office, the Member's estate shall receive a payment in the amount equal to the amount of any transition allowance that the Member would have been entitled to receive on the day of the Member's death.

Adopted by the Board of Internal Economy June 22, 1988
Amended March 30, 1989
Adjusted January 1, 1990
Adjusted January 1, 1991
Amended May 9, 1991
Adjusted January 1, 1992
Amended December 17, 1992
Amended January 6, 1994
Amended January 6, 1995
Amended March 5, 1996
Amended May 7, 1996
Amended January 12, 1998, effective February 1, 1998
** CPI applied April 1, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024*

DIRECTIVE #15
(s.54(d) - c.L-11.3)

GRANT TO THE OFFICE OF THE LEADER OF THE THIRD PARTY

- (1) The Office of the Leader of the Third Party is entitled to an annual grant of \$110,754*, being one-half of the grant to the Office of the Leader of the Opposition. This grant shall be paid on a monthly basis to cover the cost of staff, supplies, stationery and services.
- (2) On April 1, 1997, and April 1 of each year thereafter, the annual grant set out in clause (1) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may thereupon be reproduced to include the indexed amount without further amendment.

Adopted by the Board of Internal Economy July 27, 2000

Amended February 15, 2006

Amended December 14, 2006

Amended March 19, 2013, effective November 7, 2007

Amended September 30, 2013, effective October 1, 2013

Amended February 9, 2015 effective April 1, 2015

Amended March 21, 2023, effective April 1, 2023

* *CPI applied April 1, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 (deemed zero), 2016, 2017 (deemed zero), 2018, 2019, 2020, 2021, 2022, 2023, 2024*

DIRECTIVE #17.2
(s.49(3)(i) - c.L-11.3)

COMMITTEE INDEMNITY AND EXPENSES

- (1) Subject to clauses (6) and (7), every Member, excluding a Minister of the Crown (cabinet ministers), who serves on a committee appointed by a motion of the Legislative Assembly or pursuant to the Rules and Procedures of the Legislative Assembly shall be paid a per diem indemnity and to be reimbursed for travel and living expenses for each day the Member attends a meeting of the committee or attends to the business of the committee, that is authorized by the committee when:
 - (a) the Legislative Assembly is not sitting; or
 - (b) the Legislative Assembly is sitting but the business of the committee occurs outside of Regina.
- (2) The amount of the per diem indemnity specified in clause (1) is \$129*.
- (3) Where the Member is claiming for committee travel and living expenses, the claim shall be made in the same manner as set out in Directive #3.1 - *MLA Travel and Living Expenses*, but shall not be charged against the Member's annual travel and living expenses provision.
- (4) Travel arrangements for standing and special committees conducting business throughout the province may be administered by the Committees Branch of the Legislative Assembly Service. Costs incurred will be charged to the Member's appropriate committee budget.
- (5) All claims for a Member's committee indemnity and expenses shall be charged to the appropriate committee budget.
- (6) A Member who chooses the monthly accommodation option set out in clause (7) of Directive #3.1 - *MLA Travel and Living Expenses* is not entitled to claim for

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accommodation expenses when the committee is meeting in the city of Regina or the Member is attending to committee business in the city of Regina.

- (7) Notwithstanding clause (1), a Minister of the Crown (cabinet ministers) who serves on a committee appointed by a motion of the Legislative Assembly or pursuant to the Rules and Procedures of the Legislative Assembly, is entitled to be reimbursed for travel and living expenses for each day the Member attends a meeting of the committee as a committee member, or attends to the business of the committee that is authorized by the committee when:
 - (a) the Legislative Assembly is not sitting; or
 - (b) the Legislative Assembly is sitting but the business of the committee occurs outside of Regina.
- (8) On April 1 of each year the dollar amount of the per diem indemnity set out in clause (2) of this Directive shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan to a maximum of 3% and a minimum of 0%, and this Directive may be reproduced to include the indexed amounts without further amendment.

Adopted by the Board of Internal Economy May 7, 1996
Amended February 15, 2006

DIRECTIVE #18.1
(s.49(3)(h) - c.L-11.3)

SPEAKER AND DEPUTY SPEAKER EXPENSES

- (1) The Speaker or Deputy Speaker is eligible to claim travel and living expenses while absent from his or her place of residence for the purpose of attending to the duties of the Speaker's Office, other than as a Member of a committee appointed by a motion of the Legislative Assembly or pursuant to the Rules and Procedures of the Legislative Assembly.
- (2) Subject to clauses (3) and (4), payments and reimbursements for travel and living expenses incurred by the Speaker or Deputy Speaker pursuant to clause (1) shall be made in accordance with the expense provisions payable to Ministers under *The Executive Government Administration Act* as set out in the Financial Administration Manual respecting "Ministers' Travel and Business Expenses".
- (3) If the Speaker or Deputy Speaker has chosen the monthly accommodation option set out in clause (4) of Directive #3.1 - *MLA Travel and Living Expenses*, he or she is not entitled to claim for accommodation expenses when the Speaker or Deputy Speaker is attending to the duties of the Speaker's Office in the city of Regina.
- (4) For travel by private vehicle, the Speaker or Deputy Speaker shall be reimbursed for mileage costs based on the per kilometre rate payable to Saskatchewan civil servants in accordance with the Federal Government's kilometre rate schedule.
- (5) Travel and living expenses incurred by the Speaker or Deputy Speaker pursuant to this Directive shall be charged to the Office of the Speaker.

Adopted by the Board of Internal Economy February 15, 2006

Amended December 14, 2006

Amended March 19, 2013, effective November 7, 2007

Amended February 9, 2015 effective April 1, 2015

Amended March 21, 2023, effective April 1, 2023

* *CPI applied April 1, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 (deemed zero), 2016, 2017 (deemed zero), 2018, 2019, 2020, 2021, 2022, 2023, 2024*

DIRECTIVE #19
(s.67(7) - c.L-11.3)

BOARD OF INTERNAL ECONOMY INDEMNITY AND EXPENSES

- (1) Subject to clauses (5) and (6), the Chair of the Board of Internal Economy and each Member of the Board of Internal Economy, excluding Ministers of the Crown (cabinet ministers), are entitled to be paid a per diem indemnity and to be reimbursed for travel and living expenses incurred by the Member for each day that the Member of the Board is attending to the business of the Board when:
 - (a) the Legislative Assembly is not sitting; or
 - (b) the Legislative Assembly is sitting but the business of the Board occurs outside Regina.
- (2) The amount of the per diem indemnity specified in clause (1) is \$129*.
- (3) Claims for Board of Internal Economy travel and living expenses shall be made in the same manner as set out in Directive #3.1 - *MLA Travel and Living Expenses*, but shall not be charged against the Member's annual travel and living expenses provision.
- (4) All claims for a Member's Board of Internal Economy indemnity and expenses shall be charged to the budget for the Board of Internal Economy.
- (5) A Member who chooses the monthly accommodation option set out in clause (4) of Directive #3.1 - *MLA Travel and Living Expenses* is not entitled to claim for accommodation expenses when the Board of Internal Economy is meeting in the city of Regina or the Member is attending to Board of Internal Economy business in the city of Regina.

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- (6) Notwithstanding clause (1), a Minister of the Crown (cabinet minister) who serves on the Board of Internal Economy is entitled to be reimbursed for travel and living expenses incurred by the Member for each day that the Member of the Board is attending to the business of the Board when:
- (a) the Legislative Assembly is not sitting; or
 - (b) the Legislative Assembly is sitting but the business of the Board occurs outside of Regina.
- (7) On April 1 of each year the dollar amount of the per diem indemnity set out in clause (2) of this Directive shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan to a maximum of 3% and a minimum of 0%, and this Directive may be reproduced to include the indexed amounts without further amendment.

Adopted by the Board of Internal Economy February 25, 2008, effective November 7, 2007
Amended February 9, 2010, effective February 1, 2010
Amended September 30, 2013, effective October 1, 2013
Amended February 9, 2015, effective April 1, 2015
Amended March 28, 2019, effective April 1, 2019
Amended March 21, 2023, effective April 1, 2023
* *CPI applied April 1, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 (deemed zero),
2016, 2017 (deemed zero), 2018 (deemed zero), 2019, 2020, 2021, 2022, 2023, 2024*

DIRECTIVE #21

(s.47, 49(2), 58-62, 66(4) - c.L-11.3)

ANNUAL INDEMNITY AND ALLOWANCES

- (1) Every Member of the Legislative Assembly shall, subject to clauses (2) and (5), be paid an annual indemnity of \$109,575* payable in 12 equal installments, on the last day of each month.
- (2) A deduction shall be made from the annual indemnity payable to a Member pursuant to clause (1) for the following reasons:
 - (a) in the amount of \$250 for each day on which the Member is absent from a sitting of the Legislature for reasons other than those enumerated in clause (3); or
 - (b) in the amount of \$400 for each day on which the Member is named by the Speaker and suspended from the Chamber for the remainder of the day's sitting.
- (3) Where a Member is absent from a sitting of the Legislature for the following reasons:
 - (a) constituency business,
 - (b) business of:
 - (i) the Government of Saskatchewan;
 - (ii) the Legislative Assembly; or
 - (iii) the Member in respect of his or her duties as:
 - (A) a member of a caucus or a Committee of the Assembly;
 - (B) a critic of a ministry, a program, or a Crown corporation; or
 - (C) Leader of the Opposition or Leader of the Third Party,
 - (c) bereavement,
 - (d) illness related to the Member's family,
 - (e) exceptional family circumstances, approved by the Speaker,
 - (f) injury to or illness of the Member, certified to, if of more than five days duration, by a duly qualified medical practitioner, or
 - (g) maternity/paternity/adoption leave,

no deduction shall be made pursuant to sub clause (2)(a).

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- (4) Every Member of the Legislative Assembly shall make a declaration with respect to his or her attendance for the previous month in a form approved by the Board of Internal Economy, signed by that Member and filed with the Speaker on or before the 10th day of each month, and thereafter the Speaker shall make the declaration available for examination by the public during normal business hours at the Clerk’s office.
- (5) Where a Member has been absent for a reason other than those enumerated in clause (3), the Speaker shall consult with the Member’s Party Whip or, in the case of an independent Member, with that Member, to ensure, to the Speaker’s satisfaction, that the deduction prescribed by clause (2) is justified, and thereupon both the Speaker and the Whip (except in the case of an independent Member) shall authorize the deduction from the annual indemnity of the Member pursuant to clause (2).
- (6) Every Member with additional duties in the Legislative Assembly shall be paid:
- (a) an annual allowance for extra duties as follows:

<u>Positions</u>	<u>Amount*</u>
Speaker	\$55,789
Deputy Speaker	\$16,303
Premier	\$79,696
Deputy Premier	\$63,756
Minister	\$55,789
Leader of the Opposition	\$55,789
Leader of the Third Party	\$27,893
Deputy Chair of Committees	\$ 8,153
Legislative Secretary	\$16,303
Deputy Leader of the Opposition	\$16,303
Government House Leader	\$16,303
Deputy Government House Leader	\$ 8,153
Opposition House Leader	\$16,303
Deputy Opposition House Leader	\$ 8,153
Third Party House Leader	\$ 8,153
Government Whip	\$16,303
Opposition Whip	\$16,303
Third Party Whip	\$ 8,153
Government Deputy Whip	\$ 8,153
Opposition Deputy Whip	\$ 8,153
Chair, Standing or Special Committee	\$16,303
Deputy Chair, Standing or Special Committee	\$ 8,153
Government Caucus Chair	\$16,303
Opposition Caucus Chair	\$16,303
Third Party Caucus Chair	\$ 8,153
Government Deputy Caucus Chair	\$ 8,153
Opposition Deputy Caucus Chair	\$ 8,153

- (b) Annual allowances for extra duties shall be payable in 12 equal installments, on the last working day of each month.
 - (c) A Member may assume any number of the extra duties enumerated above; however, no Member shall claim more than one annual allowance for extra duties pursuant to this clause.
- (7) With respect to the additional duties for the positions of Chair and Deputy Chair of Standing and Special Committees set out in sub clause (6)(a), the Board of Internal Economy directs that Members who occupy the positions of Chair and Deputy Chair for the following committees are eligible to receive remuneration for these additional duties:
- (a) Standing Committee on Public Accounts
 - (b) Standing Committee on Human Services
 - (c) Standing Committee on the Economy
 - (d) Standing Committee on Crown and Central Agencies
 - (e) Standing Committee on Intergovernmental Affairs and Justice
- (8) On April 1 of each year, the annual indemnity set out in clause (1) and the allowances for extra duties set out in clause (6) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan to a maximum of 3% and a minimum of 0%, and this Directive may thereupon be reproduced to include the indexed amounts without further amendment.

Adopted by the Board of Internal Economy May 7, 1996, effective April 1, 1997
Amended January 12, 1998, effective February 1, 1998
Amended January 23, 2001

DIRECTIVE #22
(s.49(2), (3), (4) - c.L-11.3)

MEMBERS' ACCOUNTABILITY AND DISCLOSURE

(1) Every Member shall, with the assistance of the Legislative Assembly Service, prepare an annual report in a standard format approved by the Board of Internal Economy, showing the expenditures made by or on behalf of the Member during the previous fiscal year, under:

- (a) Directive #2.1 – *Telecommunication and Related Expenses*;
- (b) Directive #3.1 – *MLA Travel and Living Expenses*;
- (c) Directive #4.1 – *Constituency Service Expenses*; and
- (d) Directive #6 - *Constituency Assistant Expenses*;

including details of suppliers, amounts paid, and brief descriptions of items or services purchased. This report shall be submitted on or before September 30 in each year to the Speaker, who shall:

- (e) immediately transmit the report to the Board of Internal Economy;
- (f) promptly thereafter make the report available for examination by the public during normal business hours at the Clerk's Office and the Member's constituency office; and

cause the report to be tabled in the next following session of the Legislative Assembly.

Adopted by the Board of Internal Economy May 7, 1996, effective April 1, 1997
Amended January 12, 1998, effective February 1, 1998
Amended December 10, 1998
Amended January 24, 2001, effective April 1, 2001
Amended February 21, 2002, effective for the fiscal year ending March 31, 2003
Amended January 23, 2024

DIRECTIVE #23
(s.54 - c.L-11.3)

CAUCUS ACCOUNTABILITY AND DISCLOSURE

- (1) Each caucus shall cause to be undertaken annually by an independent auditor an audit of all monies received and disbursed from grants made pursuant to Directives #7.2, #11, and #15 during the previous fiscal year, and a schedule of fixed assets purchased with caucus grants.
- (2) Each caucus shall prepare the financial statements and schedule of fixed assets in a standard format approved by the Board of Internal Economy.
- (3) The independent auditor must form an opinion on, and report his or her findings regarding:
 - (a) the preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations;
 - (b) the adequacy of the caucus office's rules and procedures to safeguard and control public money; and
 - (c) whether the caucus office used the money given to it in compliance with Directives #7.2, #11, and #15.
- (4) The auditor's report and the audited financial statements and schedule of fixed assets shall be submitted on or before September 30 in each year to the Speaker, who shall:
 - (a) immediately transmit the auditor's report, the audited financial statements and schedule of fixed assets to the Board of Internal Economy;
 - (b) promptly thereafter make the auditor's report, the audited financial statements and schedule of fixed assets available for examination by the public during normal business hours at the Clerk's Office and the respective caucus offices; and
 - (c) cause the auditor's report, the audited financial statements and schedule of fixed assets related to each caucus to be tabled in the next following session of the Legislative Assembly.

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- (5) Upon the dissolution of each Legislature, no caucus shall make, or commit to the making of, any new expenditures above and beyond its ordinary operating costs between the day of dissolution of that Legislature and the polling day for the election of Members to the next following Legislature, and each caucus shall, within 6 months following the polling date subsequent to the dissolution of each Legislature, provide the Speaker of the Legislative Assembly with:
- (a) audited financial statements covering the term of the Legislature, in a standard format approved by the Board of Internal Economy, showing its financial assets and listing the outstanding accounts (including employee benefits and existing lease payments) as at the polling day subsequent to such dissolution that should be paid from those assets, thereby determining the surplus funds of that caucus for the purposes of clauses (6) and (7);
 - (b) a schedule of fixed assets that have been purchased with caucus grants; and
 - (c) a report from an independent auditor on his or her opinions regarding:
 - (i) the preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations;
 - (ii) the adequacy of the caucus office's rules and procedures to safeguard and control public money; and
 - (iii) whether the caucus office used the money given to it in compliance with Directives #7.2, #11, and #15;

whereupon the Speaker shall:

- (d) immediately transmit the auditor's report, the audited financial statements and schedule of fixed assets to the Board of Internal Economy;
- (e) promptly thereafter make the auditor's report, the audited financial statements and schedule of fixed assets available for examination by the public during normal business hours at the Clerk's Office and the respective caucus offices; and
- (f) cause the auditor's report, the audited financial statements and schedule of fixed assets related to each caucus to be tabled in the next following session of the Legislative Assembly.

- (6) Within 6 months following the polling date subsequent to the dissolution of each Legislature, all surplus funds determined pursuant to clause (5)(a) shall revert to the Crown.
- (7) Where a caucus ceases to exist, within 6 months following:
- (a) the polling date subsequent to the dissolution of a Legislature, and that caucus ceases to exist as a result of that dissolution and subsequent election; or
 - (b) the date on which, for any reason other than as a result of a dissolution and a subsequent election, a caucus ceases to exist;

all surplus funds

- (c) determined pursuant to subclause (5)(a), where that caucus ceases to exist as a result of a dissolution and a subsequent election; or
- (d) where a caucus ceases to exist for any reason other than as a result of a dissolution and a subsequent election, determined by an audited financial statement covering the time from the March 31st immediately preceding the cessation of the caucus until the date of such cessation, in a standard format approved by the Board of Internal Economy, showing its financial assets and listing the outstanding accounts (including employee benefits and existing lease payments) as at the date of cessation that should be paid from those assets and an audited schedule of fixed assets that have been purchased with caucus grants;

shall revert to the Crown, and all fixed assets that have been purchased with caucus grants, as determined by an audited schedule, shall be returned to the Crown.

Adopted by the Board of Internal Economy November 28, 2017

DIRECTIVE # 31
(s.68(2.1) – c. L-11.3)

ANTI-HARASSMENT POLICY

AUTHORITY

- (1) Every Member is subject to the anti-harassment policy established by this directive in accordance with Subsection 68(2.1) of *The Legislative Assembly Act, 2007*.

GOVERNING PRINCIPLES

- (2) Every Member shall commit to contributing to an environment free of personal harassment and sexual harassment and will make every reasonably practicable effort to that end. In furtherance of this commitment, a Member shall not personally harass or sexually harass another Member.

The policy established under the authority of this directive is governed by the following principles:

- (a) The policy aims to create an environment that allows all Members to excel in their public duties and functions and that is free of personal harassment and sexual harassment;
- (b) The policy aims to encourage reporting by Members of instances of personal harassment and sexual harassment; and
- (c) The policy establishes a resolution process that deals with complaints of personal harassment or sexual harassment, as far as reasonably practicable, in a discrete, timely, and confidential manner.

SCOPE OF APPLICATION

- (3) The policy established by this directive applies only to allegations of personal harassment or sexual harassment between Members. Pursuant to section 28 of *The Legislative Assembly Act, 2007*, the policy does not apply to anything said by a Member before the Legislative Assembly or any of its committees.

ANTI-HARASSMENT POLICY

- (4) The “[*Code of Conduct for Members of the Legislative Assembly of Saskatchewan: Anti-Harassment Policy*](#)” (anti-harassment policy) is established.
- (a) The anti-harassment policy shall be published with the directives of the Board of Internal Economy;
 - (b) The confidentiality of the process and records of any anti-harassment case will be protected by the Board;
 - (c) The Board will fulfil its responsibilities under the policy in a timely manner as far as reasonably practicable; and
 - (d) The Board will review this policy and its procedures, as is required by the anti-harassment policy, or otherwise, and make necessary adjustments to ensure that it meets the needs of all Members.
 - (e) For incidents prior to the implementation of this directive and policy, complaints shall be filed within 90 days of the date of implementation.
- (5) Any costs associated with the administration of this policy shall be provided by the Legislative Assembly of Saskatchewan.