

House of Assembly
Newfoundland & Labrador



Colonial Building
1850-1959

Confederation Building
1960-present



House of Assembly Management Commission

2016-2017 Annual Report





Message from the Speaker



I am pleased to present the House of Assembly Management Commission Annual Report for the fiscal year ended March 31, 2017. This report includes a summary of the work of the Management Commission for the period from April 1, 2016 to March 31, 2017.

The work of the Management Commission is crucial to the effective operations of the Legislature and I thank members of the Commission for recognizing this important responsibility. The Commission works as a collaborative decision-making body to ensure that operations are transparent, and makes decisions that are in keeping with their financial responsibilities under the *House of Assembly Accountability, Integrity and Administration Act*.

I would also like to thank the employees of the House of Assembly Service for their dedication and commitment in supporting the work of the Management Commission.

Honourable Perry Trimper, MHA
Speaker of the House of Assembly
Chair, House of Assembly Management Commission



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Mandate

The House of Assembly Management Commission was established under the authority of the *House of Assembly Accountability, Integrity and Administration Act* (the Act), which received Royal Assent on June 14, 2007. The Act established an administrative framework for the House of Assembly that is transparent and accountable and includes subordinate legislation known as the *Members' Resources and Allowances Rules* which promote accountability in, and transparency with respect to, the expenditure of public funds.

The Commission membership comprises representatives of three elected parties, the Speaker, who is the Chair of the Commission, and the Clerk who is secretary to the Commission but does not have voting privileges.

The Commission derives its mandate from subsection 20(1) of the Act which states:

The Commission is responsible for the financial stewardship of all public money, within the meaning of the Financial Administration Act, that may be voted by the House of Assembly for the use and operation of the House of Assembly and statutory offices, and for all matters of financial and administrative policy affecting the House of Assembly, its members, offices, and staff and in connection with them, and, in particular, the commission shall

- 1) *oversee the finances of the House of Assembly including its budget, revenues, expenses, assets and liabilities;*
- 2) *review and approve the administrative, financial and human resource and management policies of the House of Assembly service and statutory offices;*
- 3) *implement and periodically review and update financial and management policies applicable to the House of Assembly service and statutory offices;*
- 4) *give directions with respect to matters that the commission considers necessary for the efficient and effective operation of the House of Assembly service and statutory offices;*
- 5) *make and keep current rules respecting the proper administration of allowances for members and reimbursement and payment of their expenditures in implementation of subsection 11 (2) of this Act;*
- 6) *annually report, in writing, to the House of Assembly, through the speaker, with respect to its decisions and activities in accordance with section 51; and*
- 7) *exercise other powers given to the commission and to perform other duties imposed on the commission under this or another Act.*



Membership

Membership of the Commission is detailed in subsection 18(3) of the Act as follows:

- *the speaker, or, in his or her absence, the deputy speaker, who is the chairperson;*
- *the clerk, who is the secretary but does not vote;*
- *the government house leader;*
- *the official opposition house leader;*
- *two members who are members of the government caucus, only one of whom may be a member of the Executive Council (this member is appointed by Cabinet);*
- *one member who is a member of the official opposition caucus; and*
- *one member, if any, from a third party that is a registered political party and has at least one member elected to the House of Assembly. (If there is no third party, an additional member is chosen from the official opposition caucus.)*

Membership of the Commission during the period from April 1, 2016 to March 31, 2017 included:

- Hon. Tom Osborne, MHA, Speaker
- Mr. Andrew Parsons, MHA, Burgeo-LaPoile (Government House Leader)
- Mr. Keith Hutchings, MHA, Ferryland (Opposition House Leader)
- Ms. Lorraine Michael, MHA, St. John's East-Quidi Vidi
- Ms. Siobhan Coady, MHA, St. John's West
- Mr. Mark Browne, MHA, Placentia West-Bellevue
- Mr. Paul Davis, MHA, Topsail-Paradise
- Ms. Sandra Barnes, Clerk of the House of Assembly, Secretary to the Commission

In the absence of the Speaker, the Deputy Speaker chairs the Commission meetings. The Deputy Speaker for the reporting period was Ms. Lisa Dempster, MHA, Cartwright-L'Anse au Clair.



Duties and Responsibilities of Members

The individual duties of commission members are listed in section 21 of the Act, which states

21. (a) *A member of the commission, in exercising his or her powers and discharging his or her duties, shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.*
- (b) *A member of the commission shall not be considered to be in breach of the duty in subsection (1) if he or she acts prudently and on a reasonably informed basis.*
- (c) *A member of the commission shall act honestly and in good faith on the basis of adequate information in arriving at decisions of the commission and shall:*
- i. attend meetings of the commission unless unable to do so for good reason;*
 - ii. spend sufficient time on the affairs of the commission to comply with his or her duties and responsibilities; and*
 - iii. consider and advocate policies that promote compliance with this Act and rules.*

Support to the Commission

The House of Assembly Management Commission is supported by the House of Assembly Service, established under the *House of Assembly Accountability, Integrity and Administration Act*. The House of Assembly Service supports the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

The House of Assembly Service includes the Speaker, the Clerk and the Office of the Clerk. It also includes the Corporate and Members' Services Division which provides financial, human resources, payroll and administrative services. The Information Management Division includes the services of the Legislative Library, Records Management, Broadcast Services and Hansard.

The Office of the Clerk provides full administrative support to the House of Assembly Management Commission by preparing Commission briefing materials, researching and analyzing issues on the Commission meeting agenda, coordinating and facilitating Commission meetings, and maintaining Commission records.



Proceedings of the Commission

Meetings of the Commission are broadcast live in the same manner as proceedings of the House of Assembly. In addition, live and archived webcasts are available on the House of Assembly website (www.assembly.nl.ca). Hansard provides a full transcript of each meeting which is also posted on the website, in addition to all briefing materials, Minutes and reports.

The Commission held seven (7) regular/televised meetings during the reporting period on the following dates:

- June 29, 2016
- August 24, 2016
- November 23, 2016
- November 30, 2016
- December 7, 2016
- February 27, 2017
- March 15, 2017

The decisions from these meetings can be viewed with the Minutes in **Appendix A**.

In Camera meetings

Subsection 19(1) of the Act outlines several circumstances where issues can be deliberated at *in camera* meetings. The substance of all decisions made *in camera* are recorded and reported at the next public meeting of the Commission.

The circumstances allowing for *in camera* meetings as outlined in subsection 19(1) include:

- (a) *personnel matters relating to officers and employees of the House of Assembly, political staff as defined in paragraph 2(1)(e) of the Conflict of Interest Act, 1995 and statutory offices;*
- (b) *legal matters, including actual or potential litigation;*
- (c) *matters protected by privacy and data protection laws; and*
- (d) *budget deliberations involving the preparation of the annual estimates of expenditure of the House of Assembly and the statutory offices*

The Commission held six (6) *in camera* meetings during the reporting period on the following dates:



- May 30, 2016
- July 15, 2016
- December 7, 2016
- February 1, 2017
- February 27, 2017
- March 15, 2017

Any decisions from these meetings can be viewed with the Minutes in **Appendix A**.

Commission Minutes

Minutes of the Commission meetings record the time, date, and location of the meetings as well as who was in attendance and include only the Decisions of the Commission and reports made to the Commission. The transcript of discussion is provided by Hansard and posted on the House of Assembly website.

Minutes of the Commission are approved at the next meeting. Once approved, the Minutes are provided to each MHA and posted on the House of Assembly website.

The Minutes are also tabled by the Speaker in the House of Assembly no later than 5 days after their approval (if the House is sitting), or no later than 5 days after the beginning of the next sitting of the House. The Minutes of the Commission meetings held during the reporting period can be found in **Appendix A**.

Authority of the Commission

The decision-making authority of the House of Assembly Management Commission is exercised through specific actions that include making rules, issuing directives and making specific decisions.

Rules

Paragraph 20(6)(a) of the Act provides the Commission the authority to make rules of general application respecting the amounts which Members may claim for reimbursement or payment of allowable expenses and the manner in which the allowances will be claimed and paid; the employment and payment of constituency assistants and the reimbursement of reasonable expenses incurred by those assistants in carrying out their duties; the financial accountability of Members; and the duties and responsibilities of the Clerk with respect to the financial administration of the House of Assembly and the statutory offices.



Amending Process

The process for making or amending rules which adjust the levels of expenses is contained in subsection 15(5) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act). The general power to enact amendments is contained in Section 64 of the Act.

Some of the rules amended during the reporting period came under subsection 15(5) of the Act and followed the process outlined below:

- a) a draft of the amendment is proposed at a meeting of the Commission;
- b) notice and reading of the draft shall be given in the House of Assembly (when in session) and posted on the House website; when the House is not in session, the draft must be distributed to all Members;
- c) the draft amendment is voted on at a subsequent meeting of the Commission; and
- d) the Office of Legislative Counsel prepares the final version for publishing in the Newfoundland and Labrador Gazette as subordinate legislation, upon which date the rule becomes effective.

The process for amending the annual level of allowances or resources is outlined in subsection 20(7) of the Act.

There were ten (10) rule amendments approved during the 2016-2017 reporting period, the details of which is outlined in **Appendix B**.

Distribution Process

Once the rule amendments are published in the Newfoundland Gazette, they are distributed to all Members of the House of Assembly, the Comptroller General, the Auditor General, Office Managers of each of the caucuses, the Assistant Deputy Clerk of Executive Council and the Director of Operations, Office of the Premier. The amendments are also distributed internally to the Clerk's Office and the Corporate and Members' Services Division.

Issuing Directives

The Commission has authority under paragraph 20(6)(b) of the Act to issue directives which interpret, clarify or amplify the rules contained in the *Members' Resources and Allowances Rules*. Directives may also establish policies, including financial and management policies, or alter, on appeal, rulings of the Speaker.

There were seven (7) directive issued by the Commission during the reporting period, the details of which are included in **Appendix C**.



Distribution Process

All Directives are distributed to all Members of the House of Assembly, the Comptroller General, the Auditor General, Office Managers of each of the caucuses, the Assistant Deputy Clerk of Executive Council and the Director of Operations, Office of the Premier. The Directives are distributed internally to the Clerk's Office, Corporate and Members' Services Division and the Legislative Library. The Directives are also posted on the House of Assembly website at www.assembly.nl.ca/mancomm/directives.

Specific Decisions

The Commission has authority under paragraph 20(6)(c) of the Act to make Decisions on individual cases or appeals brought to the Commission and on other matters that require a Decision by the Commission in relation to the administration of the House of Assembly.

All decisions made by the Commission during the reporting period are included in the Minutes of the Commission meetings in **Appendix A**.

Rulings on Allowance Use

Under section 24 of the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker or the Commission may make a ruling when an expense claim has been rejected by the Corporate and Members' Services Division. Subsections 24 (8) and (9) state as follows:

- (8) *Where the ruling of the speaker is that the expenditure does not comply with the rules and directives of the commission, the member may appeal that ruling to the commission and, after giving the member an opportunity to make a submission in writing in support of the appeal, the commission may decide to reverse, uphold or modify the ruling of the speaker, and the decision of the commission is final.*
- (9) *Notwithstanding that an expense claim has been denied by an officer, staff member or the speaker, in accordance with the rules, where there is an appeal to the commission under this section and the commission determines that claimed expense amount*
 - (a) *has been incurred by the member; and*
 - (b) *is a permitted expense under the Act and rules; and*
 - (c) *does not exceed an expense amount or allowance allocation permitted under the rules,*



and a denial of payment of the expense amount would, in the opinion of the commission, be unjust, the commission may approve the expenditure for the claimed expense to the extent that the commission considers to be just and the decision of the commission is final.

During the reporting period there were nine (9) rulings on allowance use, as provided for in Section 24 of the Act. The details of these rulings are included in **Appendix D**.

Review of Allowance Use

Under section 52 of the *House of Assembly Accountability, Integrity and Administration Act* (the Act), the Speaker may request a review of allowance use.

Subsection 52(1) states:

At the request of a member or of the clerk on his or her own initiative, the speaker may conduct, in his or her capacity as chair of the commission, a review that the speaker considers necessary to determine whether a member's use of an allowance, disbursement, payment, good, premises or service provided under this Act complies with

- (a) the purposes for which the allowance, disbursement, payment, good, premises or service was provided; or*
- (b) the purpose of this Act, the rules or the directives of the commission.*

There were no reviews of allowance use during the 2016-2017 reporting period.

Audit Committee

The Audit Committee is a committee of the Commission, established under the *House of Assembly Accountability, Integrity and Administration Act*. The Committee provides assistance to the Commission in carrying out its oversight responsibility to the House of Assembly and to the public with respect to the stewardship of public money. The full duties of the Audit Committee are outlined in section 23 of the Act.

The Committee consists of two members of the Commission and two members chosen by the Chief Justice of the Province who are not Members of the House of Assembly. The Chair of the Audit Committee is appointed by the Commission. The Clerk Assistant acts as secretary of the committee.

The members of the Audit Committee during the period of April 1, 2016 to March 31,



2017 included:

- Mr. Mark Browne, MHA, Placentia West-Bellevue (*Chair of the Audit Committee*)
- Mr. Keith Hutchings, MHA, Ferryland (*Member of the Audit Committee*)
- Dr. Alex Faseruk
- Ms. Gail Hamilton, FCA

Ms. Elizabeth Murphy, Clerk Assistant, is Secretary to the Committee.

There was one report submitted by the Audit Committee during the reporting period (see **Appendix E**).

Financial Reporting

Under subsection 20(5) of the *House of Assembly Accountability, Integrity and Administration Act*, the commission is required to:

- (a) *regularly, and at least quarterly, review the financial performance of the House of Assembly as well as the actual expenditures of members compared with approved allocations;*
- (b) *ensure that an annual financial audit is completed of the accounts of the House of Assembly and the statutory offices in accordance with section 43 within 90 days after the end of a fiscal year;*
- (c) *ensure that a compliance audit is completed of the accounts of the House of Assembly and the statutory offices in accordance with section 43 at least once every General Assembly, and reported on within 90 days after the end of the fiscal year to which it relates;*
- (d) *ensure that full and plain disclosure of the accounts and operations of the House of Assembly and statutory offices is made to the auditor appointed under section 43;*
- (e) *consider and address on a timely basis recommendations of the auditor appointed under section 43; and*
- (f) *report, in writing, annually to the House of Assembly, or a committee established by it, the results of an audit and the steps taken or to be taken to address matters of concern raised by an audit.*

Management Certification

Section 20 of the *House of Assembly Accountability, Integrity and Administration Act*



requires the Clerk to certify to the Commission that the House of Assembly and Statutory Offices have in place appropriate systems of internal controls and that those systems are operating effectively.

Consultants were engaged to provide assistance to enable the Clerk to meet the management certification requirements. The services provided included a review of the design effectiveness and existence of internal controls, identification of any control gaps and recommendations for remedial action. Tests of controls were designed, executed and evaluated to determine if controls were operating effectively. The internal control documentation was updated to reflect the controls in place at the end of each period.

The Auditor's Report states that the Clerk's Management Certification as of 31 March 2017 was fairly stated and that the internal controls over financial reporting were operating effectively, in all material respects, as at the date noted.

The Management Certification dated 31 March 2017 is included with the financial information in **Appendix F**.

Audited Financial Information

The financial information audited by the Auditor General includes the schedule of assets and liabilities, the schedules of expenditure and related revenue, and gross expenditure and unexpended balances for the year ended 31 March 2016.

The Auditor's Report provides an unqualified opinion on:

- the financial information for the House of Assembly and its Statutory Offices and states that the financial information for the year ended 31 March 2016 is prepared, in all material aspects, in accordance with the accounting policies disclosed in Note 1;
- whether the expenses incurred were in accordance with the policies of the House of Assembly Management Commission, and where applicable, the policies of the Executive Branch of government; and
- whether the Clerk of the House of Assembly's assessment of the effectiveness of internal controls over financial reporting was fairly stated and whether the internal controls were operating effectively.

The audited financial information is included in **Appendix F**.



Report on Recommendations by the Auditor General

The report on the recommendations made by the Auditor General contains recommendations resulting from the audit of the financial information for the House of Assembly and its Statutory Offices for the year ended 31 March 2017 and the audit of the Management Certification dated 31 March 2017. There were no such recommendations for the reporting period.

Members' Salaries, Allowances and Expenses

Reports on salaries, allowances and expenses permitted for, and paid to, each Member by the House of Assembly during the reporting period are also included in **Appendix G**. The first report includes compensation paid to Members by the House of Assembly. The second report includes Member Accountability and Disclosure Reports – Expenditures Summarized by Category for each Member during the reporting period.

Travel under Special Circumstances - Authorizations under Section 43

Section 43 of the *Members' Resources and Allowances Rules* provides that a Member may claim for additional travel expenses when the Member is traveling and unable to return to his/her residence when scheduled to do so and would not otherwise be entitled to claim reimbursement for such expenses. Under the Rules, a Member can make application to the Clerk or the Speaker before incurring such expenses, if practical. Otherwise, the Member must notify the Speaker at the earliest reasonable opportunity after incurring the expenses. The Speaker must report, in writing, to the Commission any authorizations made under this section of the Rules.

There were no authorizations made under section 43 for the period ending March 31, 2017.

Speaker's Delegated Authority

The Commission through **CM 2008-95**, pursuant to subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act*, delegated authority to the Speaker respecting urgent financial matters relating to the administration of the House of Assembly and the Statutory Offices. The Speaker is to consult with the Government House Leader, Opposition House Leader and the Leader of the Third Party and report all decisions and the reasons for them at a subsequent meeting of the Commission.



There was one approval under the Speaker's Delegated Authority for the reporting period. The details are included in **Appendix H**.

Clerk's Authorization for Furniture and Equipment Expenditures

The Commission approved a Standard Office Allocation Package for Members and Constituency Assistants pursuant to Section 25(1) of the *Members' Resources and Allowances Rules*. At its May 2, 2008 meeting, the Commission delegated authority to the Clerk to pre-approve expenditures for other furniture and equipment to a maximum of \$500.00, with the Clerk to report all such approvals to the Commission (CM 2008-044 refers).

There were no such approvals during the reporting period.

Clerk's Authorization for Rental Vehicles in Excess of 15 Days

Section 40(1) of the *Members' Resources and Allowances Rules* states that rental vehicles are an allowable mode of travel for Members of the House of Assembly. Section 40(10) states however, that where a Member travels by a rental vehicle for more than 15 consecutive days, the approval of the Clerk is required, with all such approvals to be reported at the next meeting of the Commission.

There were no such approvals during the reporting period.



Appendices

Appendix A

Minutes of Commission Meetings

Appendix B

Rule Amendments

Appendix C

Directives

Appendix D

Rulings on Allowance Use

Appendix E

Report of the Audit Committee

Appendix F

Financial Information and Management Certification - 31 March 2016

Appendix G

Members' Salaries, Allowances and Expenses

Appendix H

Speaker's Delegated Authority



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix A

Minutes of the Commission



I certify that **Appendix A** contains the Minutes of the proceedings of the House of Assembly Management Commission for the reporting period 2016-2017 and that they are an accurate reflection of the Decisions of the Commission made at the proceedings.

A handwritten signature in blue ink that reads "Sandra Barnes".

Sandra Barnes
Clerk of the House of Assembly and
Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: May 30, 2016

Location: Speaker's Boardroom

Time: 1:00 p.m.

Members Present:

Mr. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk

Hon. Andrew Parsons, Government House Leader

Mr. Keith Hutchings, MHA (PC) Ferryland

Mr. Paul Davis, MHA (PC) Topsail – Paradise

Hon. Siobhan Coady, MHA (Lib), St. John's West

Ms. Lorraine Michael, MHA (NDP) St. John's East - Quidi Vidi

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Regrets

Ms. Lisa Dempster, MHA (Lib), Cartwright – L'Anse au Clair, Deputy Speaker

Other

Ms. Marie Keefe, Policy & Communications Officer

CM 2016-011


The Commission, at an *in camera* meeting, recommended the appointment of Mr. Bruce Chaulk in an acting capacity as Chief Electoral Officer and Commissioner for Legislative Standards until such time as the positions are permanently filled. Remuneration is set at EP-06, Step 1.

CM 2016-012

In order to give immediate effect to **CM 2016-011**, the Commission waived the usual two day waiting period for Management Commission decisions.

Adjournment: 1:10 p.m.

Tom Osborne, MHA
Speaker and Chair



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: June 29, 2016

Location: House of Assembly Chamber

Time: 10:35 a.m.

Members Present:

Mr. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader (Via Teleconferencing)

Mr. Keith Hutchings, MHA (PC) Ferryland

Ms. Lorraine Michael, MHA (NDP) St. John's East - Quidi Vidi

Mr. Paul Davis, MHA (PC) Topsail – Paradise

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Regrets:

Hon. Siobhan Coady, MHA (Lib), St. John's West

Other

Ms. Lisa Dempster, MHA (Lib), Cartwright – L'Anse au Clair, Deputy Speaker

Ms. Marie Keefe, Policy & Communications Officer

- CM 2016-014** The Minutes of the House of Assembly Management Commission meeting held on November 6, 2015 were approved as read.
- CM 2016-015** The Minutes of the House of Assembly Management Commission meeting held on March 16, 2016 were approved as read.
- CM 2016-016** The Minutes of the House of Assembly Management Commission meeting held on March 23, 2016 were approved as read.

CM 2016-017

The Minutes of the House of Assembly Management Commission meeting held on May 30, 2016 were amended to include Mr. Paul Davis in the list of attendees.

The Speaker gave an update on rulings on allowance use under section 24 of the *House of Assembly Accountability, Integrity and Administration Act* for the period ending June 22, 2016 as follows:

- The amount of \$98.29 was approved for the Member for the District of Conception Bay South, Mr. Barry Petten, for expenses which were in compliance with the Rules but were submitted past the 60-day deadline.
- The amount of \$769.41 was approved for the Member for the District of Exploits, Mr. Jerry Dean, for expenses which were in compliance with the Rules but were submitted past the 60-day deadline.
- The amount of \$76.70 was approved for the Member for the District of Labrador West, Mr. Graham Letto, for expenses which were in compliance with the Rules but were submitted past the 60-day deadline.
- The amount of \$1,234.58 was approved for the Member for the District of Bonavista, Mr. Neil King, for expenses which were in compliance with the Rules but were submitted past the 60-day deadline.

The Speaker gave an update on an approval made under his Delegated Authority Respecting Financial Matters. (CM 2008 – 095 refers). The Department of Finance advised the House of Assembly that it wished to restate certain Estimates of the Legislature relating to the 2015-16 fiscal year in order to provide accurate comparative data. This is consistent with generally accepted accounting practices and often utilized when departments are reorganized. The Estimates of the Legislature must be approved by the Management Commission. At the time of the request the information was required to finalize Budget 2016, and because the Commission was unable to meet to discuss the issue, it was deemed to be an urgent financial matter. The Speaker, using his authority under CM 2008 – 095, approved the restatement of the Estimates for Budget 2016.

Pursuant to paragraph 23(8)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the 9th report of the Audit Committee was submitted to the Commission for review.

CM 2016-018

The Commission directed the Office of the Chief Electoral Officer to negotiate with the landlord a lease extension for one year, under the existing terms and conditions, with the possibility of a further 4 year extension, pending the outcome of the Transportation and Works space review.

CM 2016-019

The Commission gave approval to the Office of the Auditor General to permanently fill the position of Principal – Performance Audit.

CM 2016-020

The Commission gave approval to the Office of the Child and Youth Advocate to permanently fill the position of Executive Secretary.

CM 2016-021

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the following:

- Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants;
- Standard Office Allocation Package for Members and Constituency Assistants; and
- Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices.

The Commission approved an additional amendment to the Standard Office Allocation Package to provide for “one recording device for television” in place of the existing “one VCR or DVD recorder or one combination unit”.

CM 2016-022

Pursuant to Subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission delegates to the Speaker of the House of Assembly, in consultation with the Government House Leader, the Official Opposition House Leader and the Third Party representative on the Commission, the power to make decisions respecting financial matters relating to the administration of

the House of Assembly and Statutory Offices provided that the decision is urgently required and the Commission is unable to meet on the matter in a timely manner. A decision made under this directive and reasons for it shall be recorded and reported back at the next meeting of the Commission.

CM 2016-023

The Commission approved payment of the invoice totaling \$114.21 for the Member for Cape St. Francis, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.

CM 2016-024

The Commission approved the payment of invoices for the former Members for Labrador West, Lake Melville and Conception Bay South.

The financial reports for the Legislature for the periods April 1, 2015 to March 31, 2016 were provided to the Commission for review. The Members' Accountability and Disclosure Reports were provided for the same period.

In accordance with the Transfer of Funds Policy, April 2008, budget transfers processed during fiscal 2015-2016 were reported to the Commission.

CM 2016-025

The Commission approved the following transfer of funds:

From:

Subdivision 1.1.06.10 Government Members Caucus-Grants and Subsidies \$1,200

Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance \$ 100

To:

Subdivision 1.1.04.10 Members' Resources – Grants and Subsidies \$ 1,300

The Commission approved the draft Parliamentary Precinct Order subject to final wording by the Office of the Legislative Counsel:

NEWFOUNDLAND AND LABRADOR REGULATION /2016

Parliamentary Precinct Order
under the
House of Assembly Act

Under the Authority of section 19.2 of the *House of Assembly Act* and with the concurrence of the House of Assembly Management Commission, I hereby make the following Order.

Dated at St. John's, , 2016.

Tom Osborne
Speaker of the House of

Assembly

ORDER

Analysis

1. Short Title
2. Parliamentary Precinct

Short title

1. This Order may be cited as the *Parliamentary Precinct Order*.

Parliamentary precinct

2. The parliamentary precinct of the Legislature of Newfoundland and Labrador shall include:

(a) the Confederation Building, East Block, North Wing, second and third floors, including the House Chamber, Speaker and Clerk Offices, Caucus rooms and all corridors and offices within this area;

(b) offices within the Confederation Building Complex not within the area referred to in paragraph (a) which are the offices and space assigned to

- (i) the Government Member Caucus and its Members,
- (ii) the Opposition Member Caucuses and their Members,
- (iii) Independent Members; and
- (iv) Government, Official Opposition and other Opposition Party Members with offices located away from the general office space used by Members referred to in subparagraphs (i) and (ii) ;

(c) offices of the House of Assembly service as described in section 25 of the *House of Assembly Accountability, Integrity and Administration Act* including offices of the divisions of

- (i) Information Management, including the Legislative Library, Hansard, Broadcast Services and Records Management, and

- (ii) Corporate and Members' Services;

(d) vaults and storage areas used for records of the House of Assembly, Management Commission and the House of Assembly service;

(e) Confederation Building East Block, second floor, north east entrance where access and use is related to the functioning and business of the Speaker, the House, its Members, Officers and staff;

(f) Confederation Building, East Block access corridor through second floor doors, porches and lobby to areas referred to in paragraphs (a), (b) and (c) where access and use is related to the functioning and business of the Speaker, the House, its Members, Officers and staff;

(g) access through elevator and stairs to areas referred to in paragraphs (a), (b), (c) and (d) where access and use is related to the functioning and business of the Speaker, the House, its Members, Officers and staff;

(h) parking spaces in the northeast parking lot of the Confederation Building East Block and reasonable automobile access to those spaces from the Prince Phillip Parkway for Members and employees of the House of Assembly; and

(i) access by Members and employees of the House of Assembly from the Confederation Building East Block parking spaces referred to in paragraph (h) to the entrance referred to in paragraph (e).

Adjournment: 12:00 p.m.

Tom Osborne, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read "Sandra Barnes", with a stylized flourish at the end.

Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: July 15, 2016

Location: Speaker's Boardroom

Time: 9:15 a.m.

Members Present:

Mr. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Siobhan Coady, MHA (Lib), St. John's West

Hon. Andrew Parsons, Government House Leader (Via Teleconferencing)

Ms. Lorraine Michael, MHA (NDP) St. John's East - Quidi Vidi (Via Teleconferencing)

Mr. Paul Davis, MHA (PC) Topsail – Paradise

Mr. Keith Hutchings, MHA (PC) Ferryland

Regrets:

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Other

Ms. Marie Keefe, Policy & Communications Officer

The Commission made the following decisions at an *in camera* meeting held July 15, 2016:

CM 2016-027

The Commission recommended the appointment of Mr. Donovan Molloy in an acting capacity as Information and Privacy Commissioner to be compensated at EP-10, Step 25 until the position is filled on a permanent basis by resolution of the House; and, that the permanent Information and Privacy Commission be compensated at EP-10, Step 25. The Speaker's Office will be responsible for the

payment of Law Society or other fees associated with the practice of law for the Information and Privacy Commissioner.

CM 2016-028

In order to give immediate effect to **CM 2016-027**, the Commission waived the usual two day waiting period for Management Commission decisions.

Adjournment: 9:35 p.m.

Tom Osborne, MHA
Speaker and Chair



Sandra Barnes
Clerk and Secretary to the Commission



House of Assembly
Newfoundland and Labrador

Tabled by the
Speaker
2016-12-01
Bunn

**Minutes of the House of Assembly
Management Commission**

Date: August 24, 2016
Location: House of Assembly Chamber
Time: 9:34 a.m.

Members Present:

Mr. Tom Osborne, MHA, Waterford Valley, Speaker
Ms. Sandra Barnes, Clerk of the House of Assembly
Hon. Andrew Parsons, Government House Leader
Mr. Keith Hutchings, MHA (PC) Ferryland
Ms. Lorraine Michael, MHA (NDP) St. John's East - Quidi Vidi
Hon. Siobhan Coady, MHA (Lib), St. John's West
Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Regrets:

Mr. Paul Davis, MHA (PC) Topsail – Paradise

Other

Ms. Bobbi Russell, Policy, Planning & Communications Analyst – House of Assembly
Mr. Cory Grandy, Assistant Deputy Minister – Department of Transportation & Works

The Speaker reported the following decisions from an *in camera* meeting held on July 15, 2016:

CM 2016-027

The Commission recommended the appointment of Mr. Donovan Molloy in an acting capacity as Information and Privacy Commissioner to be compensated at EP-10, Step 25 until the position is filled on a permanent basis by resolution of the House; and, that the permanent Information and Privacy Commission be compensated at EP-10, Step 25. The Speaker's Office will be responsible for the payment of Law Society or other fees associated with the practice of law for the Information and Privacy Commissioner.

- CM 2016-028** In order to give immediate effect to **CM 2016-027**, the Commission waived the usual two day waiting period for Management Commission decisions.
- CM 2016-029** The Minutes of the House of Assembly Management Commission meeting held on June 29, 2016 were approved as read.
- CM 2016-030** The Minutes of the House of Assembly Management Commission meeting held on July 15, 2016 were approved as read.
- CM 2016-031** The Commission approved payment of expenses totaling \$683.19 for the Member for Placentia-St. Mary's, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.
- CM 2016-032** The Commission approved payment of expenses totaling \$200.00 and \$60.00 for the Member for Mount Pearl-Southlands, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.
- CM 2016-033** The Commission approved payment of expenses totaling \$84.75 for the Member for Gander, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.
- CM 2016-034** The Commission approved the following transfer of funds:
From:
Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$ 74,000
To:
Subdivision 3.1.01.10 Office of the Chief Electoral Officer – Grants and Subsidies
\$ 74,000
- CM 2016-035** Notwithstanding subsection 48(2) of the *House of Assembly Accountability, Integrity and Administration Act* and pursuant to paragraph 20(6)(b) of that Act, the Commission directed that for the purposes of applying the *Public Tender Act* to the House of Assembly, approvals shall be given by the Management Commission.

CM 2016-036

Commission approved the renewal of the lease for premises occupied by the Chief Electoral Office for a further term of 5 years under the same terms and conditions contained in the present lease dated May 18, 2006, with the lease to be between the Lessor (Fairview Investments Limited) and Her Majesty the Queen in Right of the House of Assembly as represented by the Speaker.

Adjournment: 9:53 a.m.

Tom Osborne, MHA
Speaker and Chair



Sandra Barnes
Clerk and Secretary to the Commission

*Added by the Speaker
2016-12-13
Barnes*



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: November 23, 2016

Location: House of Assembly Chamber

Time: 9:35 a.m.

Members Present:

Mr. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail – Paradise

Mr. Keith Hutchings, MHA (PC) Ferryland

Ms. Lorraine Michael, MHA (NDP) St. John's East - Quidi Vidi

Hon. Siobhan Coady, MHA (Lib), St. John's West

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Other

Ms. Marie Keefe, Policy & Communications Officer

CM 2016-037

The Minutes of the House of Assembly Management Commission meeting held on August 24, 2016 were approved as read.

The financial information of the Office of the Auditor General for fiscal year ended 31 March 2016 as prepared by Grant Thornton, the independent auditor for the Office of the Auditor General was presented to the Commission for review purposes only as required under the Act.

The financial reports for the Legislature for the periods April 1, 2016 to June 30, 2016 and April 1, 2016 to September 30, 2016 were provided to the Commission for review. The Members' Accountability and Disclosure Reports were provided for the same periods.

CM 2016-038

Pursuant to subsection 43(2) of the *House of Assembly, Accountability, Integrity and Administration Act*, the Commission appointed the Auditor General as auditor of the House of Assembly and Statutory Offices for the year ending 31 March 2017.

CM 2016-039

The Commission approved the audited financial information for April 1, 2015 to March 31, 2016 for the House of Assembly and its Statutory Offices as recommended by the Audit Committee.

The Caucus Operational Funding Expenditure Reports for the period April 1, 2015 - March 31, 2016 for the Office of the Speaker, Government Members' Caucus, Official Opposition Caucus and the Third Party Caucus were submitted to the Commission for review. Due to the General Election on November 30, 2015, there were two reports for the 2015-16 reporting period. The first report covered the pre-election period. The second report covered the post-election period.

CM 2016-040

The House of Assembly Management Commission authorized the Auditor General to increase the salaries for the 2 affected employees by 5 steps on the HL 21 scale, effective June 29, 2016, provided that funds are available within the existing budget allocation for that office.

CM 2016-041

The Commission accepted recommendation 28 of MCRC and directed that a sub-committee be appointed to assess the realistic level of the I&E Allowances for all districts, under the terms and conditions outlined in this recommendation. Such a committee is to include MHA representation.

CM 2016-042

The Commission deferred decisions on the remaining recommendations on the agenda to a subsequent meeting on Wednesday, November 30, 2016, to allow time for MHAs to be briefed on the recommendations of the MCRC report.

Adjournment: 10:25 a.m.

Tom Osborne, MHA
Speaker and Chair



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: November 30, 2016

Location: House of Assembly Chamber

Time: 5:40 p.m.

Members Present:

Hon. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail – Paradise (by telephone)

Mr. Keith Hutchings, MHA (PC) Ferryland

Ms. Lorraine Michael, MHA (NDP) St. John's East - Quidi Vidi

Hon. Siobhan Coady, MHA (Lib), St. John's West

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Other

Ms. Lisa Dempster, Deputy Speaker

Ms. Sandra Burke, Chair, Members' Compensation Review Committee

Ms. Lorna Proudfoot, Law Clerk

Ms. Marie Keefe, Policy & Communications Officer

CM 2016-043

The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$ 26,500

To:

Subdivision 1.1.04.02 Members' Resources – Purchased Services
\$ 26,500

CM 2016-044

The Commission accepted recommendations 19 & 20 and directed House officials to issue a request for proposals (RFP) for hotel and apartment-type accommodations in the Capitol Region, with the terms and conditions outlined in these recommendations.

- CM 2016-045** The Commission accepted recommendations 1 & 2 and directed that MHA salaries shall be adjusted in accordance with those recommendations.
- CM 2016-046** The Commission accepted recommendation 3 that Legislative Office salaries shall not be adjusted in accordance with the Committee recommendations regarding MHA salaries during the 48th General Assembly.
- CM 2016-047** The Commission accepted recommendation 4 that subsection 12(1) of the Act be amended to change the salaries of the following Legislative Offices, effective April 1, 2017:
- a. Speaker of the House - \$48,665
 - b. Deputy Speaker and Chair of Committees - \$12,166
 - c. Leader of the Official Opposition - \$48,665
 - d. Opposition House Leader - \$24,330
 - e. Leader of the Third Party - \$24,330
 - f. Chair of the Public Accounts Committee - \$12,166
 - g. Vice-Chair of the Public Accounts Committee - \$9,300
- CM 2016-048** The Commission accepted recommendation 5 that subsection 12(1) of the Act be amended such that there be no salary for the following Legislative Offices, effective April 1, 2017:
- a. Deputy Chair of Committees;
 - b. Deputy Opposition House Leader;
 - c. Party Whip; and
 - d. Caucus Chair.
- CM 2016-049** The Commission adopted recommendation 6 that subsection 12(1) of the Act be amended to add a Legislative Office position and salary, effective April 1, 2017, as follows:
- a. Third Party House Leader - \$12,166
- CM 2016-050** The Commission accepted recommendation 10 and 11 that the recovery of expenses incurred for seasonal and special occasion cards and messages of welcome, greetings and congratulations are prohibited.
- CM 2016-051** The Commission accepted recommendation 17 that the Office Operations, Supplies & Communications remain capped at \$12,000 (inclusive of HST).

CM 2016-052

The Commission accepted recommendation 16 that, upon determination by the HOA as to the promotional items it has budgeted, such promotional items shall be made available to the MHAs based on the population in their respective districts, on a pro rata basis.

CM 2016-053

The Commission accepted recommendation 18 that Paragraph 28(e) "Private Accommodation" be amended to delete the reference to Members' children.

Adjournment: 6:50 p.m.

Tom Osborne, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read "Sandra Barnes", written in a cursive style.

Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: December 7, 2016

Location: House of Assembly Chamber

Time: 5:05 p.m.

Members Present:

Hon. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail – Paradise

Mr. Keith Hutchings, MHA (PC) Ferryland

Ms. Lorraine Michael, MHA (NDP) St. John's East - Quidi Vidi

Hon. Siobhan Coady, MHA (Lib), St. John's West

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Other

Ms. Lisa Dempster, Deputy Speaker

Ms. Sandra Burke, Chair, Members' Compensation Review Committee

Ms. Maureen McCarthy, Director of Pensions Administration, Department of Finance

Ms. Lorna Proudfoot, Law Clerk, House of Assembly

Ms. Marie Keefe, Policy & Communications Officer

CM 2016-054 The Minutes of the House of Assembly Management Commission meeting held on November 23, 2016 were approved as read.

CM 2016-055 The Commission, at an *in camera* meeting, recommended to the Lieutenant-Governor in Council that the new Chief Electoral Officer and Commissioner of Legislative Standards be compensated at EP-06, Step 1 with regular step increases to apply. In order to give immediate effect to this Decision, the Commission waived the usual two day waiting period for Management Commission decisions.

- CM 2016-056** The Commission, at an *in camera* meeting, recommended to the Lieutenant-Governor in Council that the new Child and Youth Advocate be compensated at EP-10, Step 21 with regular step increases to apply. In order to give immediate effect to this Decision, the Commission waived the usual two day waiting period for Management Commission decisions.
- CM 2016-057** The Commission accepted MCRC recommendation 39 and directed that there shall be no portability option to the Member of the House of Assembly Pension Plan. An amendment shall be necessary to the Portability of Pensions Act.
- CM 2016-058** The Commission accepted MCRC recommendation 40 and directed that eligibility for an MHA to receive a pension shall be at 60 years of age, and there shall be no option to select an early retirement option.
- CM 2016-059** The Commission accepted MCRC recommendation 41 and directed that the MHAPP shall have no indexing component.
- CM 2016-060** The Commission accepted MCRC recommendation 42 and directed that the current MHAPP vesting component and survivor's benefit remain unchanged.
- CM 2016-061** The Commission modified MCRC recommendation 43 and directed that the Defined Benefit Plan as outlined in the Morneau Shepell Report attached as Appendix H (Option 2) shall apply to Members of the House of Assembly who were first elected on or after December 7, 2016. Mr. Browne and Ms. Coady recused themselves from the vote.
- CM 2016-062** The Commission accepted MCRC recommendation 31 and directed that a Member must serve 3 years to be eligible to receive severance.
- CM 2016-063** The Commission accepted MCRC recommendation 32 and directed that severance shall be calculated as follows:
- a. If the Member's service ends at the conclusion of his/her 1st General Assembly, 20% of the Member's salary is payable as severance;

- b. If the Member's service ends at the conclusion of his/her 2nd General Assembly, 50% of the Member's salary is payable as severance;
- c. If the Member's service ends at the conclusion of his/her 3rd General Assembly or thereafter, a maximum of 75% of the Member's salary is payable as severance.

Provided that, if a Member's service ends prior to the end of an Assembly, the severance will be pro-rated for the years of service.

CM 2016-064 The Commission accepted MCRC recommendation 33 and directed that severance shall be paid monthly during the transition period.

CM 2016-065 The Commission accepted MCRC recommendation 34 and directed that a Member who is or becomes disqualified from being a Member pursuant to Part V of the Act (other than the failure to be re-elected or the resignation of his/her seat) is not eligible to receive severance.

CM 2016-066 The Commission accepted MCRC recommendation 35 and directed that no additional severance shall be paid to an MHA who has vacated or otherwise terminated his/her Legislative Office for any reason whatsoever.

CM 2016-067 The Commission accepted MCRC recommendation 36 and directed that severance benefits paid to an MHA from any other government source including, but not limited to, severance benefits available to Members through Executive Council (e.g. the receipt by a Minister of payment upon leaving a Ministerial office and an extended car allowance) shall be deducted from the severance payable to an MHA from the HOA, so that the overall severance payable to the MHA from all sources does not exceed severance payable to a Member pursuant to Severance Recommendation 32.

CM 2016-068 The Commission accepted MCRC recommendation 37 and directed that Severance benefits shall cease in the event that a Member:

- a. is eligible to receive a pension sponsored by the Government of Newfoundland and Labrador during the transition period;

- b. obtains fulltime employment with the public sector;
- c. is appointed a provincial or federal judge;
- d. is appointed to the Senate of Canada;
- e. is elected as a Member of the House of Commons;
- f. is appointed Lieutenant-Governor of Newfoundland and Labrador;
- g. is appointed Governor General of Canada;

CM 2016-069 The Commission accepted MCRC recommendation 38 and directed that if a Member becomes a Member again, following a break in service, prior service for which severance has already been paid is not to be counted towards years of service for future severance pay, and the Member shall be considered as commencing his/her first General Assembly, regardless of how many Assemblies he/she may have served previously.

CM 2016-070 The Commission modified MCRC recommendation 44 and directed that the severance recommendation shall not apply to Members of the House of Assembly who were elected before November 30, 2015 and directed that the pension recommendation shall not apply to Members of the House of Assembly who were elected before December 7, 2016.

CM 2016-071 The Commission accepted MCRC recommendation 21 that a Member may opt to receive a lump sum for his/her accommodations rather than avail of the Secondary Accommodation, Private Accommodation or Temporary Accommodation:

- a. such lump sum shall be a taxable benefit to the Member;
- b. shall apply to the Capital Region only, for the entire fiscal year, whether the House in Session or the House not in Session;
- c. the Member must elect this option no later than 30 days before the commencement of the fiscal year. If he/she does not so elect, the Member will not be permitted this option and shall have to choose from the Secondary Accommodation, Private Residence or Temporary Accommodation options;
- d. The lump sum will be calculated as follows:

- i. The number of sitting days in the parliamentary calendar OR the average number of sitting days the House is in Session calculated over the previous 8 year period

multiplied by

- ii. the Temporary Accommodation rate (at the RFP price).
- e. the Member may not seek other accommodation expense reimbursement for the remainder of that fiscal year;
- f. if the Member leaves office prior to the end of the fiscal year, the Member must repay the lump sum on a pro rata basis.

CM 2016-072 The Commission accepted MCRC recommendation 24 and directed that there will be no mileage allowance for any Member travelling within the 60 km zone (commuting distance). This restriction does not apply to Intra/Extra Constituency Allowance.

CM 2016-073 The Commission accepted MCRC recommendation 27 that MHAs in the Capital Region and in the Corner Brook district only, have the option at the beginning of each fiscal year to choose between:

- a. Claiming mileage; or
- b. A monthly automobile allowance of \$200, which will be a taxable benefit to the Member.

The remainder of the current I&E Allowance (until it is changed as recommended herein) to be allotted for the other uses permitted by the Allowance.

CM 2016-074 The Commission accepted MCRC recommendation 12 that all advertising by Members be restricted to the size of a business card.

CM 2016-075 The Commission adopted MCRC recommendation 13 and directed House of Assembly officials to develop a template which will be used by all Members for advertising. The template must be approved by the Management Commission.

- CM 2016-076** The Commission adopted MCRC recommendation 14 to amend paragraph 24(i) of the Members' Resources and Allowances Rules to comply with the advertising recommendations.
- CM 2016-077** The Commission adopted MCRC recommendation 15 to permit recovery of advertising expenses in an organization's brochure/pamphlet despite any reference to a donation or gift by the organization.
- CM 2016-078** The Commission accepted MCRC recommendation 26 that Section 30 of the Rules be amended to add the following:
A member may claim reimbursement for travel and associated accommodation and meal costs related to travel ...
to another district in relation to matters affecting his or her district
- CM 2016-079** The Commission accepted MCRC recommendation 29 that the recovery of meal expenses from restaurants, pubs, delicatessens and the like under the Constituency Allowance shall be prohibited. Members shall not be permitted to claim this expense as part of their meal per diem.
- CM 2016-080** The Commission accepted MCRC recommendation 30 that if incurring an expense as an adjunct to a community event in the district, the Member or his/her Constituency Assistant is required to be present at the event, but is not required to host the event.
- CM 2016-081** The Commission adopted MCRC recommendation 7 that there shall be no meeting per diems for the chair and/or committee members for meetings held when the House is not in session.
- CM 2016-082** The Commission adopted MCRC recommendation 8 that the chair and committee members are expected to take advantage of electronic media to participate in Committee work where practical.
- CM 2016-083** The Commission adopted MCRC recommendation 9 that the chair and committee members shall be reimbursed for expenses associated with travel and

accommodations when meetings are required to be held when the House is not in session.

Adjournment: 6:55 p.m.

Tom Osborne, MHA
Speaker and Chair

A handwritten signature in blue ink that reads "Sandra Barnes". The signature is written in a cursive style with a large initial "S" and a long, sweeping underline.

Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: February 1, 2017

Location: House of Assembly Chamber

Time: 12:35 p.m.

Members Present:

Hon. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail – Paradise

Mr. Keith Hutchings, MHA (PC) Ferryland

Ms. Lorraine Michael, MHA (NDP) St. John's East - Quidi Vidi

Hon. Siobhan Coady, MHA (Lib), St. John's West

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Other

Ms. Lisa Dempster, Deputy Speaker

Ms. Wanda Lee Mercer, Chief Financial Officer, House of Assembly

Ms. Jennifer Bragg, Manager, Financial Planning, House of Assembly

Ms. Marie Keefe, Policy & Communications Officer

CM 2017-001 The Commission, at an *in camera* meeting, approved the 2017 -2018 estimates for the Legislature to be forwarded to the Minister of Finance for inclusion in the 2017 Estimates and voted on in the Legislature.

CM 2017-002 In order to give effect to budget decisions, the Commission, at an *in camera* budget meeting, approved the creation of the following positions:

1. Two Permanent Sessional Security Support positions at a combined salary of \$13, 200
2. Permanent Sessional Administrative Support position for office of the Speaker at a salary of \$18,700

Adjournment: 2:55 p.m.

Tom Osborne, MHA
Speaker and Chair

A handwritten signature in blue ink that reads "Sandra Barnes". The signature is written in a cursive style with a large initial 'S'.

Sandra Barnes
Clerk and Secretary to the Commission

Tabled by the
Speaker

2017-04-05

[Signature]



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: February 27, 2017

Location: House of Assembly Chamber

Time: 10:15 a.m.

Members Present:

Hon. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail-Paradise

Mr. Keith Hutchings, MHA (PC), Ferryland

Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi

Hon. Siobhan Coady, MHA (Lib), St. John's West

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Other

Ms. Lisa Dempster, Deputy Speaker

Ms. Marie Keefe, Policy & Communications Officer

The Speaker tabled a letter dated February 24, 2017 from the Chair, Government Members' Caucus, requesting the Management Commission to explore moving to a defined contribution pension plan for Members elected in 2015 and beyond.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported that, at an *in camera* meeting, held prior to the televised meeting, the Commission approved the proposed budget for the Office of the Seniors' Advocate and waived the usual two day waiting period for Management Commission decisions to give immediate effect to the Decision.

The Speaker also advised that a report of non-compliance for a pre-commitment of funds was provided to the Commission by the Office of the Citizens Representative. The OCR had entered into a contract for a

conference venue and did not realize that a pre-commitment of funds was needed. As pre-commitments require prior approval, a report of non-compliance was required.

CM 2017-003 The Commission, at an *in camera* meeting, approved the proposed budget for the Office of the Seniors' Advocate and waived the usual two day waiting period for Management Commission decisions to give immediate effect to this Decision.

CM 2017-004 The Minutes of the House of Assembly Management Commission meeting held on November 30, 2016 were approved as read.

CM 2017-005 The Minutes of the House of Assembly Management Commission meeting held on December 7, 2016 were approved as read.

CM 2017-006 The Minutes of the House of Assembly Management Commission meeting held on February 1, 2017 were approved as read.

The Speaker gave an update on rulings on allowance use under section 24 of the *House of Assembly Accountability, Integrity and Administration Act* for the period ending February 20, 2017. The amount of \$172.08 was approved for the Member for the District of Fogo Island-Cape Freels, Mr. Derrick Bragg, for expenses which were in compliance with the Rules, but were submitted past the 60-day deadline.

The MHA for Topsail received unanimous consent to table a motion to rescind **CM 2016-061** and **CM 2016-070** which were made at the December 7, 2016 meeting.

CM 2017-007 The Commission rescinded **CM 2016-061** and **CM 2016-070** of the December 7, 2016 meeting with respect to Recommendations 43 and 44 of the Members' Compensation Review Committee. Mr. Browne and Ms. Coady recused themselves from the vote.

The Member for Topsail-Paradise gave notice that at the next meeting of the Commission, he will bring forward a motion to accept recommendations 43 and 44 of the 2016 Members' Compensation Review Committee.

The Member for Burgeo-La Poile gave notice that at the next meeting of the Commission, he will bring forward a motion requesting the Management Commission to explore moving to a defined contribution pension plan for Members elected in 2015 and beyond.

CM 2017-008 The Commission approved the payment of expenses totaling \$91.86 for the Member for Waterford Valley.

CM 2017-009 The Commission approved payment of advertising expenses totaling \$250.00 and \$400.00 for the Member for Humber-Bay of Islands.

CM 2017-010 The Commission approved payment of expenses totaling \$53.18 for the Member for St. John's East-Quidi Vidi, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.

CM 2017-011 The Commission approved payment of expenses totaling \$120.00 for the Member for Bonavista, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.

CM 2017-012 The Commission approved the following transfer of funds:
From:
Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$ 500

To:
Subdivision 3.1.01.10 Office of the Chief Electoral Officer – Grants and
Subsidies \$500

CM 2017-013 Pursuant to subsections 15(5) and 20(7) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the *House of Assembly Accountability, Integrity and Administration Act* and to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel.

CM 2017-014 The Commission directed that Members will continue to make individual temporary accommodations arrangements in the Capital Region in accordance with the provisions of the *Members' Resources and Allowances Rules*.

CM 2017-015

To give effect to **CM 2017-014**, the Commission rescinded **CM 2016-044** which adopted recommendations 19 & 20.

CM 2017-016

The Commission directed that, in the absence of an RFP as provided for in **CM2016-071**, the lump sum taxable benefit will be calculated using the average cost of MHA temporary accommodations during the previous calendar year.

The agenda item under Tab 8, Amendments to the Advertising Policy, was deferred to the next meeting of the Commission.

The sub-committee on the review of the I/E allowances provided an update to the Commission on its progress to date. The Commission agreed that MHA representation on the Committee is to include 2 representatives from the Government Members Caucus, 2 representatives from the Official Opposition Caucus and 1 representative from the Third Party Caucus.

Adjournment: 11:45 a.m.

Tom Osborne, MHA
Speaker and Chair of the Commission


Sandra Barnes
Clerk and Secretary to the Commission

Tabled by the
Speaker

2017-05-29

Burnes



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: March 15, 2017

Location: House of Assembly Chamber

Time: 6:00 p.m.

Members Present:

Hon. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail-Paradise

Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Regrets :

Mr. Keith Hutchings, MHA (PC), Ferryland

Hon. Siobhan Coady, MHA (Lib), St. John's West

Other

Ms. Lisa Dempster, Deputy Speaker

Ms. Marie Keefe, Policy & Communications Officer

CM 2017-017 The Commission, at an *in camera* meeting, approved payment of the \$400 annual registration fee for the NL Association of Social Workers for the Child and Youth Advocate.

CM 2017-018 The Minutes of the House of Assembly Management Commission meeting held on February 27, 2017 were approved as read.

CM 2017-019 The Commission approved the payment of expenses totaling \$67.80 for the Member for Grand Falls-Windsor-Buchans with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.

CM 2017-020

The Commission ratified the approval of the following transfer of funds:

Budget Transfer No. HOABT2017-015 to transfer funds to the Third Party Caucus – Salaries to provide funds to process severance and paid leave costs.

Budget Transfer No. HOABT2017-022 to transfer funds to Legislative Library and Records Management – Salaries, the Office of the Child and Youth Advocate – Salaries, and the Official Opposition Caucus – Salaries to provide funds to process severance and paid leave costs.

The Commission was provided with financial statements for the House of Assembly Service, Caucus Offices and the Statutory Offices for the fiscal year from April 1, 2016 to December 31, 2016. The Member Accountability and Disclosure Reports outlining expenditures of each Member were provided for the same period. This was for reporting purposes only as required under legislation.

CM 2017-021

Pursuant to subsections 15(5) and 20(7) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave final approval to the proposed amendments to the *Members' Resources and Allowances Rules* subject to final wording by the Office of the Legislative Counsel.

CM 2017-022

Pursuant to subsections 15(5) and 20(7) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendment to the *Members' Resources and Allowances Rules* establishing the lump sum taxable benefit for Accommodations, subject to final wording by the Office of the Legislative Counsel.

CM 2017-023

The Commission directed that the current rules governing publications produced by Members will remain in effect until such time as a new Advertising and Publications Policy for Members of the House of Assembly is developed and approved by the Commission.

The Member for Burgeo-LaPoile tabled a proposal which would convert the MHA pension plan from a defined benefit plan to a defined contribution plan for Members who are elected on or after November 30, 2015.

CM 2017-024 The Commission deferred a vote on recommendation 43 to allow members of the Commission sufficient time to consider both the recommended pension option by the 2016 MCRC and the option tabled by the Member for Burgeo-LaPoile at the meeting. Mr. Browne recused himself from the vote.

CM 2017-025 The Commission accepted recommendation 44 that the severance and pension recommendations shall not apply to Members of the House of Assembly who were elected before November 30, 2015.

CM 2017-026 Pursuant to subsection 20(1) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendment to the Act to include provisions for the appointment of House Officers in an acting capacity, subject to final wording by the Office of the Legislative Counsel.

CM 2017-027 The Commission accepted recommendation 22 that travel expenses incurred by an MHA at the request of the House of Assembly for purposes other than the usual duties of an MHA, shall be paid by the House of Assembly and shall not count as one of the 20 HNIS trips allocated to the Member.

CM 2017-028 The Commission accepted recommendation 23 that Members who use a rental vehicle in their districts must utilize their I&E Allowances for this expense. If parking fees are incurred in relation to the primary vehicle while using a rental vehicle in the district, the parking fee is not an eligible expense for reimbursement.

CM 2017-029 The Commission accepted recommendation 25 that a Member be granted one day to vacate his/her office. The Member will be permitted to be reimbursed for travel and accommodations expenses for the day before and the day after attending at their office, and be permitted the meal allowance for that period of time.

- CM 2017-030** The Commission adopted recommendation 49 and directed that the Management Commission, officers of the House and the staff of the House of Assembly administration shall be responsible and accountable to ensure that all advice, deliberations, decisions and recommendations of the Management Commission (whether such advice, deliberations, decisions and recommendations are the result of informal or formal meetings of the members of the Commission) are properly documented.
- CM 2017-031** The Commission adopted recommendation 50 that it is an offence to fail to so document, or to destroy documentation recording decisions and recommendations or the advice and deliberations leading up to those decisions and recommendations.
- CM 2017-032** The Commission adopted recommendation 51 that the role of the House of Assembly Management Commission Audit Committee be expanded to specifically review compliance by the Speaker and each member of the Management Commission regarding the requirement to review and make decisions on all MCRC recommendations.
- CM 2017-033** The Commission adopted recommendation 52 and directed that the Speaker shall:
- a. not set Management Commission meetings that conflict with Cabinet meetings;
 - b. no later than September 15 each year, set a fixed schedule of a minimum of three (3) Management Commission meetings for the Fall, which all members shall make a priority in attending;
 - c. no later than January 15 each year, set a fixed schedule of a minimum of three (3) Management Commission meetings for the Spring, which all members shall make a priority in attending.
- CM 2017-034** The Commission adopted recommendation 53 and directed that no member shall be permitted to be absent from any Management Commission meeting without good cause and prior approval of the Speaker.

- CM 2017-035** The Commission adopted recommendation 54 and directed that subsection 18(8) of the Act be amended to permit that a quorum shall consist of a simple majority of members of the Commission, without reference to government or opposition members, but a quorum must include the Speaker.
- CM 2017-036** The Commission adopted recommendation 55 that the Management Commission review its function and the breadth of its authority and directed that the review be completed during this General Assembly.
- CM 2017-037** The Commission adopted recommendation 56 that any relevant materials relating to the work of future MCRCs (such as the Green Report, past reports of MCRCs, the Members' Administration Guide, Provincial and National reports dealing with similar issues, etc.) be delivered to the members of future MCRCs as soon as they are appointed, to allow them time to read and prepare for the work before them.
- CM 2017-038** The Commission adopted recommendation 57 that some care should be taken in the timing of the official commencement of the MCRC so that public engagement can occur when most members of the public are available to attend public meetings (e.g. during non-summer months, hearings to be held during evening hours, etc.).
- CM 2017-039** The Commission adopted recommendation 58 that future MCRCs be given options in a timelier manner as to the preparation and publication of notices, active engagement with the media, the creation of webpages and the use of social media.
- CM 2017-040** The Commission adopted recommendation 59 that, to aide future MCRCs with their work, they should be informed more promptly of the resources available to them, including the availability of the House of Assembly staff to provide consultation.

CM 2017-041

The Commission accepted recommendation 45 that the heading of Section 16 of the Act be amended as follows:

“Inquiry re: MHA Compensation”

or such similar wording as to capture the entirety of the remuneration that forms part of the Inquiry.

CM 2017-042

The Commission accepted recommendation 46 that paragraph 16(5)(a) of the Act be amended to delete the reference to “non-taxable allowances” and to properly reference severance and pension.

CM 2017-043

The Commission accepted recommendation 47 that subsection 16(6) of the Act be amended to delete the reference to “non-taxable allowances” and to properly reference severance and pension.

CM 2017-044

The Commission modified recommendation 48 such that Section 17 of the Act will be amended to properly reference severance, but that it will not include a reference to pensions as they are not paid out of the consolidated revenue fund (CRF).

CM 2017-045

The Commission approved proposed amendments to subsection 16(1) and (2) of the Act to remove references to the 46th and 47th General Assemblies as they are no longer necessary.

Adjournment: 7:45 p.m.

Tom Osborne, MHA
Speaker and Chair of the Commission


Sandra Barnes
Clerk and Secretary to the Commission



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix B Rule Amendments



The following rule amendments were approved by the Commission for the fiscal year ended March 31, 2017:

CM 2017-021 Pursuant to subsections 15(5) and 20(7) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave final approval to the proposed amendments to the *Members' Resources and Allowances Rules* subject to final wording by the Office of the Legislative Counsel.

Paragraph 24(i) of the Rules is repealed and the following is substituted:

(i) advertising in the form and with the content outlined in the policies of the commission,

Paragraph 24(j) of the Members' Resources and Allowances Rules is repealed.

Paragraph 28(e) of the Rules is repealed and the following is substituted:

(e) "private accommodation" means accommodation maintained by a person other than the member or the member's spouse and which may be used by the member when traveling;

Section 29 of the Rules is amended by adding immediately after subsection (5) the following:

(5.1) Notwithstanding subsection 29(1), paragraphs 30(a), (b) and (d), 31(1)(a), 32(2)(a), 33(a), subsection 33.1(1), paragraphs 35(a), 36(2)(a) and section 37.2 a Member shall not claim reimbursement for travel to and from the capital region within commuting distance of the Confederation Building Complex.

Section 30 of the Rules is amended by adding immediately after paragraph (c) the following:

(c.1) between his or her constituency and another constituency to attend to constituency business;

Section 38 of the Rules is amended by adding immediately after subsection (2) the following:



(2.1) Notwithstanding paragraph (2)(a), a member who represents the district of Corner Brook or a district in the capital region may elect to receive the sum of \$200 per month for an entire fiscal year in lieu of receiving the cost of transportation referred to in that paragraph provided that

- (a) the election must be made before April 1 of the fiscal year to which the election applies; and
- (b) the \$200 per month shall be a taxable benefit to the member.

Subsection 39(1) of the Rules is repealed and the following is substituted:

Extra constituency travel allowance

39(1) A member may be reimbursed in accordance with this section for reasonable travel, accommodation and meal expenses incurred with respect to circumstances referred to in paragraphs 30(c.1), (d), (e) (f) and (g).

Section 45 of the Members' Resources and Allowances Rules is repealed and the following is substituted:

Committee expenses

45(1) A member who is a member of a standing or select committee of the House of Assembly, the commission or a committee of the commission may claim for reasonable expenses related to attendance at a committee or commission meeting when the House is not in session.

(2) Reasonable expenses claimed under subsection (1) shall be

- (a) in accordance with the travel and allowance rates permitted under these rules; and
- (b) approved by the speaker before being reimbursed to the member.

Paragraph 46(3)(a) of the Rules is repealed and the following is substituted:

(a) the purchase of food, non-alcoholic beverages and other supplies for meetings with constituents or other members of the public in relation to constituency business and food and non-alcoholic beverages for other constituency related events provided that the member or his or her constituency assistant is in attendance at those events;



Paragraph 46(4)(g) of the Rules is repealed and the following is substituted:

(g) meal expenses from restaurants, pubs, delicatessens and similar establishments for constituents, their family members and other guests and hospitality food and beverages except as provided for in paragraph (3)(a);

CM 2017-022 Pursuant to subsections 15(5) and 20(7) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendment to the *Members' Resources and Allowances Rules* establishing the lump sum taxable benefit for Accommodations, subject to final wording by the Office of the Legislative Counsel.

The Members' Resources and Allowances Rules are amended by adding immediately after section 40 the following:

Taxable Accommodation Allowance: Capital Region

40.1(1) Notwithstanding paragraphs 31(1)(b), 32(2)(b), 33(b), 35(b), 36(2)(b) and 37(b), not fewer than 30 days before the commencement of a fiscal year, a member entitled to accommodation costs in the capital region may elect to receive a lump sum amount for temporary or private accommodation in the capital region in lieu of receiving the accommodation costs referred to in those paragraphs.

(2) An election made by a member under subsection (1) is

- (a) for the fiscal year immediately following that election; and
- (b) a taxable benefit of that member.

(3) A lump sum received under this section shall be an amount that is calculated by multiplying the number of sitting days for the fiscal year as stated in the parliamentary calendar by the average daily cost of all member accommodation under the paragraphs referred to in subsection (1) for the previous fiscal year.

(4) If a member who has elected to receive a lump sum amount under this section leaves office before the end of the fiscal year to which the lump sum applies, the balance of the amount of that sum shall be repaid to the House of Assembly on a pro rata basis.



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix C Directives



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2016-001

Effective Date: July 4, 2016	Commission Minute: CM 2016-021
Subject: Revisions to the Standard Office Allocation Package	Reference: HOAMC Meeting: June 29, 2016
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

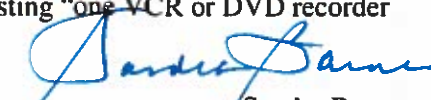
At its August 29, 2007 meeting, the Commission approved a standard office furniture, equipment and services package for Members and Constituency Assistants. Several amendments have been made to the package since it was first approved in 2007 as a result of changes to standards in technology and to ensure it continues to meet the needs of Members.

During 2016-17 budget deliberations, the Management Commission directed that Members and Constituency Assistants be limited to three (3) cellular phone replacements per General Assembly. As the acquisition of cellular phones for Members and Constituency Assistants is addressed in the Standard Office Allocation package, the Commission approved amendments at its June 29, 2016 meeting to give effect to this change. The Commission further directed that the "VCR or DVD recorder or combination unit" be replaced with "a recording device for television."

The revised Standard Office Allocation Package is attached.

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the Standard Office Allocation Package for Members and Constituency Assistants. The Commission approved an additional amendment to the Standard Office Allocation Package to provide for "one recording device for television" in place of the existing "one VCR or DVD recorder or one combination unit".


Sandra Barnes
 Clerk of the House of Assembly



House of Assembly

Standard Office Allocation Package for Members of the House of Assembly and Constituency Assistants

Revised July 2016

The Office Furniture and Equipment package for Members and Constituency Assistants includes:

1. Office Furniture:

- One L-shaped desk, wood, veneer
- One credenza, wood veneer
- One bookcase, wood veneer
- Chair, executive (high/low back) with wheels
- Six visitor chairs
- One L-shaped workstation with hutch
- One chair with wheels
- One TV stand
- One coffee table for waiting area
- Two lockable four drawer lateral/vertical filing cabinets
- Three wastepaper baskets
- Two recycling boxes
- Three coat racks
- Water cooler
- One wall clock
- Stand for combination unit (Printer/Fax/Copier/Scanner)
- Stand for printer

2. Equipment:

- One photocopier
- One scanner
- One facsimile OR a combination photocopier, scanner and facsimile machine
- Two desk-top printers
- Cross-hatch shredder
- One television (including accessories) not greater than 32 inches
- One recording device for television
- One camera and accessories
- Two calculators
- Three computers, including accessories
- Two telephones for constituency office
- One telephone for Member's residence (if requested)
- Two cell phones or blackberries (one each for the Member and Constituency Assistant).
Limit of **3 devices each per General Assembly** – see *Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants*.
- Other furniture and equipment as pre-approved for purchase by the Clerk of the House of Assembly, to a maximum of \$500, with the Clerk to report all such approvals to the Commission.

3. Services

- Telephone services for Constituency Office:
 - Message manager
 - Call display
 - Long distance plan
 - 1-800 number (if requested)
- Telephone services for Member's residence:
 - Message manager
 - Call display
 - Long distance plan
- Cell phone or blackberry services:
 - Message manager
 - Call display
- Facsimile service:
 - The installation and maintenance of a facsimile line
 - Internet and intranet services:
 - Access provided through the government network (where possible)
- Cable service:
 - The installation and maintenance of the most basic channel package which includes local news channels and the House of Assembly broadcast channel. Satellite services are not permitted.
- Calling card:
 - A Member and his/her constituency assistant are entitled to a calling card, if requested.



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2016-002

Effective Date: July 4, 2016	Commission Minute: CM 2016-021
Subject: Revisions to Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants	Reference: HOAMC Meeting: June 29, 2016
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer 729 – 2923

BACKGROUND

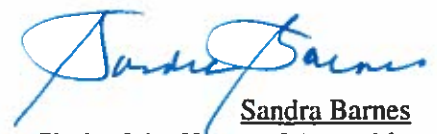
At its May 13, 2009 meeting, the Commission approved the Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants (CM 2009-027 refers).

During 2016-17 budget deliberations, the Management Commission directed that Members and Constituency Assistants be limited to three (3) cellular phone replacements per General Assembly. To give effect to this direction, the Commission approved revisions to the Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants at its June 29, 2016 meeting.

The revised policy is attached.

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants.


Sandra Barnes
 Clerk of the House of Assembly



House of Assembly

**Cellular and Landline Phone Services Policy for
Members of the House of Assembly and Constituency Assistants**

Revised July 2016

Table of Contents

1.0 Approval

2.0 Purpose

3.0 General

4.0 Process

5.0 References

1. Approval

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Management Commission establishes this policy respecting services for cellular phones and landline phones for Members of the House of Assembly and their Constituency Assistants.

2. Purpose

To provide direction to Members of the House of Assembly and Constituency Assistants regarding cellular phone and landline long distance services.

3. General

Members of the House of Assembly and Constituency Assistants must ensure that the phone services provided are eligible for reimbursement under the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules*, and Directives of the Commission.

4. Process

4.1. Applicability

This policy applies to all cellular phone and landline long distance services which are paid by the Legislature for Members of the House of Assembly and Constituency Assistants.

4.2. Definitions

For the purposes of this policy, the term "cellular phone" refers to analog and digital cellular phones, as well as Blackberry units and similar electronic devices that provide data and/or phone communications.

For the purposes of this policy, the term "landline phone" refers to the office phone or the home phone in the Member's residence.

"User" means a Member of the House of Assembly or a Constituency Assistant.

Original Issue Date: May 2009

Latest Revision Date: July 2016

“Business purposes” means constituency business (as defined in S.2 of the *Members’ Resources and Allowance Rules*) and departmental business (in the case of Members who are Ministers and have been provided with a cellular phone and services package by the Legislature).

4.3. Restrictions

This policy does not apply to any phone services provided by the Executive Branch of government.

4.4. Cellular Phones

4.4.1 General Usage

1. Members and Constituency Assistants will be **limited to three (3)** cellular devices each **per General Assembly**.
2. Each user is responsible for the security of the cellular phone and should be aware that cellular phone conversations may not always be secure and confidential.
3. Each user is responsible for ensuring that the cellular phone is used in a manner that is consistent with this policy.
4. Cellular phones are intended for business purposes only. However, it is recognized that some incidental personal usage may occur as a result of the user not being accessible by landlines on a regular basis.
5. Users are not required to reimburse Government for incidental personal phone or data usage. Personal usage that exceeds what is considered “incidental” should be reimbursed to Government. Each user must set the threshold for his/her incidental usage based on the particular circumstances and expected requirement for personal usage. Some general guidance would be: personal usage that exceeds 10% of the monthly airtime/data usage costs; airtime exceeding 80 minutes per month; or some other reasonable basis that is consistent with the business demands placed upon the cellular phone user.

Original Issue Date: May 2009

Latest Revision Date: July 2016

6. Each user should avail of temporary packages when travelling to the United States. Contact Corporate and Members' Services Division staff to arrange the period of coverage.

4.4.2 Replacements

1. Members and Constituency Assistants are required to take **reasonable and appropriate** care of their cellular devices.
2. Replacement cellular devices will only be issued with the prior approval of the Clerk where:
 - The Member or Constituency Assistant is within his/her limit of 3 cellular devices per General Assembly;
 - The cellular package allows an upgrade at \$0; or
 - A manufacturer's defect with the device has been established.
3. Once the limit of three (3) cellular devices per General Assembly has been exceeded by the Member or Constituency Assistant, the cost of a replacement device may be charged to the Constituency Allowance allocation (pending availability of funds).

4.5. Landline Phones

The user is responsible for ensuring that the long distance charges on each landline phone assigned for his/her use were incurred by the user for business purposes.

Each user is responsible for reimbursing to the Newfoundland Exchequer Account through the Central Cashier's office the cost of personal long distance calls when the total cost of personal calls in one month exceeds \$1.

4.6. Administrative Matters

Each billing period, Corporate and Members' Service Division will send each Member copies of all phone bills that are charged to the Member's allocation. The Member is responsible for reviewing and signing a

Original Issue Date: May 2009

Latest Revision Date: July 2016

statement each billing period to ensure that the phone services are accurate. If the user does not sign and return the statement to Corporate and Members' Service Division of the House of Assembly Service, it is assumed that the user is in agreement with the charges for that billing period.

A detailed review may not be feasible given the nature of cellular phones, the inherent difficulty in identifying the nature of certain phone calls (especially incoming calls due to lack of detail on the bill), and the relatively insignificant amounts involved in some cases. Therefore, a reasonable review of the bill details is acceptable.

5.0 References

Members' Resources and Allowances Rules

Standard Office Allocation Package

Original Issue Date: May 2009

Latest Revision Date: July 2016



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2016-003

Effective Date: July 4, 2016	Commission Minute: CM 2016-021
Subject: Revisions to Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices	Reference: HOAMC Meeting: June 29, 2016
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND


At its February 3, 2010, meeting the Commission approved the Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices (CM 2010-18 refers).

During 2016-17 budget deliberations, the Management Commission directed that employees of the House of Assembly Service, Caucus Offices and Statutory Offices be limited to three (3) cellular phone replacements per General Assembly. To give effect to this direction, the Commission approved revisions to the Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices at its June 29, 2016 meeting.

The revised policy is attached.

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices.


Sandra Barnes
Clerk of the House of Assembly



**Cellular and Landline Telephone Services Policy for
Employees of the House of Assembly Service,
Caucus Offices and Statutory Offices**

Revised July 2016

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1.0 Approval

2.0 Purpose

3.0 General

4.0 Process

4.1 Applicability

4.2 Definitions

4.3 Restrictions

4.4 Cellular Phones

4.5 Landline Phones

4.6 Administrative Matters

1.0 Approval

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act), the House of Assembly Management Commission establishes this policy respecting services for cellular phones and landline phones for employees of the House of Assembly Service, Caucus Offices and Statutory Offices as defined by the Act.

2.0 Purpose

To provide direction to employees of the House of Assembly Service, Caucus Offices and Statutory Offices regarding cellular phone and landline long distance services.

3.0 General

The policy provides processes for the acquisition of cellular phones, defines acceptable incidental usage of cellular phones; provides guidelines for accessing the need for cellular phones and the related approval process; outlines the responsibilities for landline phone usage and processes for review of all phone bills.

4.0 Process

4.1 Applicability

This policy applies to all cellular phone and landline long distance services which are paid by the Legislature for employees of the House of Assembly Service, Caucus Offices, and Statutory Offices.

4.2 Definitions

For the purposes of this policy:

“Cellular phone” refers to analog and digital cellular phones, as well as blackberry units and similar electronic devices that provide data and/or phone communications.

“Landline phone” refers to the office phone of the user.

“Users” mean the employees of the House of Assembly Service, Caucus Offices and Statutory Offices.

Original Issue Date: February 2010

Latest Revision Date: July 2016

"Responsible individual" means the individual designated by the Clerk of the House of Assembly or Statutory Officer (as applicable) as having responsibility for review of phone invoices for his/her Division or Office.

4.3 Restrictions

This policy does not apply to any cellular or landline phone services provided by the Executive Branch of government.

4.4 Cellular Phones

4.4.1 Acquisition

1. Employees of the House of Assembly Service, Caucus Offices and Statutory Offices will be **limited** to **three (3)** cellular devices **per General Assembly**.
2. The Statutory Officer or Clerk of the House of Assembly (as applicable) must approve the purchase of all new cellular phones.
3. Cellular phones must only be considered for users where the need is established by the requirements of the job. Need may not be based on past usage only and should be reviewed periodically to ensure continued need is established.
4. The type of cellular phone to be provided will be determined by the particular circumstances and the judgment of the Clerk of the House of Assembly or the Statutory Officer.
5. Users must be issued the most economical and efficient service package and hardware which is available under any government standing offer agreements and which meets the particular requirements of the job.
6. General guidelines for assessing need are:
 - There is an essential need for a user to be in contact with other employees, the Clerk or Statutory Officer, or the public during working hours when the employee is not accessible by land line phone.

- There is an essential need for a user to be in contact with other employees, the Clerk or Statutory Officer, or the public after hours or on weekends.
 - There is a significant safety issue which dictates a requirement for a user to have a cellular phone and no other viable option is available.
 - The user's position will not be the sole reason for being assigned a cellular phone.
 - The user's job can be more effectively and efficiently carried out.
6. The purchase of unnecessary technology and/or features is prohibited (for example, camera phones) if extra cost is involved.

4.4.2 General Usage

1. Cellular phones are to be formally assigned to users and reassigned as appropriate.
2. Users are responsible for the security of their cellular phones and should be aware that cellular phone conversations may not always be secure and confidential.
3. Users are responsible for ensuring that their cellular phones are used in a manner that is consistent with this policy.
4. Cellular phones are intended for business purposes only. However, it is recognized that some incidental personal usage may occur as a result of the user not being accessible by landlines on a regular basis. It is also recognized that the requirement to carry a cellular phone for government business purposes may at times be an intrusion of a user's personal time.
5. Users should not widely distribute their cellular phone numbers unless it is necessary for business purposes.
6. Users should avail of "temporary suspension of service" or "seasonal suspension" options where appropriate.

Original Issue Date: February 2010

Latest Revision Date: July 2016

7. Land lines should be used instead of cellular phones whenever it is convenient to do so.

4.4.3 Replacements

1. Employees of the House of Assembly Service, Caucus Offices and Statutory Offices are required to take **reasonable and appropriate care** of their cellular devices.
2. Replacement cellular devices will only be issued with the prior approval of the Clerk/Statutory Officer where:
 - The employee is within his/her limit of 3 cellular devices per General Assembly;
 - The cellular package allows an upgrade at \$0; or
 - A manufacturer's defect with the device has been established.

4.5 Landline Phones

1. Users are responsible for ensuring that the long distance charges on each landline phone assigned for his/her use were incurred by the user for business purposes.
2. Users are responsible for reimbursing to the Newfoundland Exchequer Account through the Central Cashier's office the cost of personal long distance calls when the total cost of personal calls in one month exceeds \$1.

4.6 Administrative Matters

- Users are not required to reimburse Government for incidental personal phone or data usage on cellular phones. Personal usage that exceeds what is considered "incidental" must be reimbursed to Government.
- The Clerk of the House of Assembly or the Statutory Officer (as applicable) has the authority to determine the acceptable threshold for incidental usage for their individual users. Some general guidelines would be: personal usage that exceeds 10% of the monthly airtime/data usage costs; airtime exceeding 80 minutes per month; or some other reasonable basis that is consistent with the business demands placed upon the cellular phone holder.

Original Issue Date: February 2010

Latest Revision Date: July 2016

- For those users without a government issued cellular phone, occasional business usage of personal cellular phones may be reimbursed if general policies and procedures regarding reimbursement of business use of personal property are followed, including approval by the user's supervisor. Original cellular phone invoices identifying charges are required for reimbursements. Reimbursement is for per minute charges only and monthly system access fees or other recurring charges for personal cellular phones will not be reimbursed.
- Each user should avail of temporary cellular phone packages when travelling to the United States. Contact Corporate and Members' Services Division (CMS) staff to arrange the period of coverage.
- The Clerk of the House of Assembly or the Statutory Officer (as applicable) will designate a "responsible individual" for each division/office of the Legislature to perform a monthly review of phone bills.
- Each billing period, CMS will send copies of all phone invoices for the Division or Statutory office to the "responsible individual". The "responsible individual" must review the invoices and sign a statement each billing period to indicate that the invoices have been reviewed and are reasonable and in accordance with any applicable contracts or policies. All signed statements must be forwarded to CMS on a timely basis. The statement must also note any matters for follow-up or attention by CMS staff.
- A detailed review may not be feasible for cellular phone invoices, given the nature of cellular phones, the inherent difficulty in identifying the nature of certain phone calls (especially incoming calls due to lack of detail on the bill), and the relatively insignificant amounts involved in some cases. Therefore, a reasonable review of the invoice details is acceptable.



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number: 2016-004

Effective Date: July 4, 2016	Commission Minute: CM 2016-022
Subject: Delegated Authority Respecting Urgent Financial Matters	Reference: HOAMC Meeting - June 29, 2016
Issued To: Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

At its meeting on November 18, 2008, the Management Commission delegated authority to the Speaker respecting urgent financial matters provided there was consultation with the Government House Leader, Opposition House Leader and the Leader of the Third Party (CM 2008-095 refers).

Subsection 18(2) of the Act outlines the required membership of the Commission, which includes the positions of Government House Leader, Official Opposition House Leader, and one member from the third party. It does not stipulate that the third party representative must be the leader of that caucus. When CM 2008-095 was made, the third party's representative on the Commission was the leader of the caucus and no issues arose from the Speaker using the delegated authority. Circumstances have changed such that the third party representative is no longer the leader.

DIRECTIVE

Pursuant to Subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission delegates to the Speaker of the House of Assembly, in consultation with the Government House Leader, the Official Opposition House Leader and the Third Party representative on the Commission, the power to make decisions respecting financial matters relating to the administration of the House of Assembly and Statutory Offices provided that the decision is urgently required and the Commission is unable to meet on the matter in a timely manner. A decision made under this directive and reasons for it shall be recorded and reported back at the next meeting of the Commission.

Sandra Barnes
Clerk of the House of Assembly



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number: 2016-005

Effective Date: August 29, 2016	Commission Minute: CM 2016-035
Subject: Application of <i>Public Tender Act</i> to the House of Assembly	Reference: HOAMC Meeting – August 24, 2016
Issued To: Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Office of the Premier.	Contact: Lorna Proudfoot Law Clerk 729-3406

BACKGROUND

Subsection 48(2) of the *House of Assembly Accountability, Integrity and Administration Act* states that the *Public Tender Act* shall apply to the House of Assembly and Statutory Offices and that adaptations may be made by rule or directive of the Management Commission to more appropriately reflect the needs of the House of Assembly.

While the House of Assembly follows the *Public Tender Act* for tendering and contract purposes, there are several sections where approvals are required from either the Lieutenant-Governor in Council or Treasury Board. For the Legislature, the appropriate body for granting these approvals is the Management Commission.

In accordance with subsection 48(2) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission issued the following directive at its August 24, 2016 meeting:

DIRECTIVE

Notwithstanding subsection 48(2) of the *House of Assembly Accountability, Integrity and Administration Act* and pursuant to paragraph 20(6)(b) of that Act, the Commission directed that for the purposes of applying the *Public Tender Act* to the House of Assembly, approvals shall be given by the Management Commission.


Sandra Barnes
Clerk of the House of Assembly



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2017-001

Effective Date: December 7, 2016	Commission Minute: CM 2016-052
Subject: Promotional Items Provided to Members	Reference: HOAMC Meeting: November 30, 2016
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

The House of Assembly supplies MHAs with promotional items for use in the districts. Such material includes lapel pins, provincial flag, certificates, certificate holders, business cards and letterhead. These are provided pursuant to Section 27 of the *Members Resources and Allowances Rules*.

In accordance with the provisions of the *House of Assembly Accountability, Integrity and Administration Act* (HOAAILA), a Members' Compensation Review Committee (MCRC) must be appointed once during each General Assembly to review the salaries, allowances, severance and pensions of MHAs. The 2016 committee made a recommendation with respect to promotional items supplied to MHAs by the House of Assembly, which was accepted by the Management Commission at its November 30, 2016 meeting (CM 2016-052 refers).

For the purpose of determining promotional items as per the directive below, population information for the electoral districts will be obtained from the Newfoundland and Labrador Statistics Agency, Department of Finance.

DIRECTIVE

Pursuant to paragraph 20(6)(b) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directs that upon determination by the House of Assembly as to the promotional items it has budgeted, such promotional items shall be made available to MHAs based on the population in their respective districts, on a pro rata basis.

Sandra Barnes
Clerk of the House of Assembly



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2017-002

Effective Date: March 21, 2017	Commission Minute: CM 2017-028
Subject: Rental Vehicles & Related Parking Fees Under the I/E Constituency Allocation	Reference: HOAMC Meeting: March 15, 2017
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

Currently, Members are permitted the use of rental vehicles as an acceptable mode of transportation under the *Members' Resources and Allowances Rules*.

In accordance with the provisions of the *House of Assembly Accountability, Integrity and Administration Act* (HOAALA), a Members' Compensation Review Committee (MCRC) must be appointed once during each General Assembly to review the salaries, allowances, severance and pensions of MHAs. The 2016 committee made a recommendation with respect to the use of rental vehicles in the district under the I/E constituency allocation and related parking fees, which was accepted by the Management Commission at its March 15, 2017 meeting (CM 2017-028 refers).

DIRECTIVE

Pursuant to paragraph 20(6)(b) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directs that expenses for rental vehicles in the district must be charged to the I/E constituency allocation. If parking fees are incurred in relation to the primary vehicle while using a rental vehicle in the district, the parking fee is not an eligible expense for reimbursement.

Sandra Barnes
Clerk of the House of Assembly



Appendix D Rulings on Allowance Use



The following section outline details of the rulings on allowance use that were issued under Section 24 of the *House of Assembly Accountability, Integrity and Administration Act* during the reporting period.

June 29, 2016:

The following approvals were reported to the Commission for expenditures that were in compliance with the *Members' Resources and Allowances Rules*, but not submitted for reimbursement within the 60-day timeframe:

- Member for Conception Bay South - \$98.29
- Member for Exploits - \$769.41
- Member Labrador West - \$76.70
- Member for Bonavista - \$1,234.58

CM 2016-023 The Commission approved payment of the invoice totaling \$114.21 for the Member for Cape St. Francis, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.

CM 2016-024 The Commission approved the payment of invoices for the former Members for Labrador West, Lake Melville and Conception Bay South.

August 24, 2016:

CM 2016-031 The Commission approved payment of expenses totaling \$683.19 for the Member for Placentia-St. Mary's, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.

CM 2016-032 The Commission approved payment of expenses totaling \$200.00 and \$60.00 for the Member for Mount Pearl-Southlands, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.

CM 2016-033 The Commission approved payment of expenses totaling \$84.75 for the Member for Gander, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.



February 27, 2017:

The following approval was reported to the Commission for expenditures that were in compliance with the *Members' Resources and Allowances Rules*, but not submitted for reimbursement within the 60-day timeframe:

- Member for Fogo Island-Cape Freels - \$172.08

CM 2017-008	The Commission approved the payment of expenses totaling \$91.86 for the Member for Waterford Valley.
CM 2017-009	The Commission approved payment of advertising expenses totaling \$250.00 and \$400.00 for the Member for Humber-Bay of Islands.
CM 2017-010	The Commission approved payment of expenses totaling \$53.18 for the Member for St. John's East-Quidi Vidi, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.
CM 2017-011	The Commission approved payment of expenses totaling \$120.00 for the Member for Bonavista, with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.

March 15, 2017:

CM 2017-019	The Commission approved the payment of expenses totaling \$67.80 for the Member for Grand Falls-Windsor-Buchans with the expenses to be paid within the appropriate allocation for the 2016-17 fiscal year.
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*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix E

Report of the Audit Committee



**House of Assembly
Newfoundland and Labrador**

**NINTH REPORT
OF
THE AUDIT COMMITTEE
TO
THE HOUSE OF ASSEMBLY MANAGEMENT COMMISSION
PURSUANT TO
PARAGRAPH 23 (8)(c)
OF THE
*HOUSE OF ASSEMBLY ACCOUNTABILITY, INTEGRITY AND
ADMINISTRATION ACT***

March 22nd, 2016

1. The Audit Committee of the House of Assembly was established under the authority of Section 23 of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) which received Royal Assent on June 14, 2007. Section 23 sets out the responsibilities of the Committee. Included in these responsibilities is the requirement, under Paragraph 23(8)(c), that the Committee report regularly to the House of Assembly Management Commission (the Commission) with respect to its activities.

2. The Committee comprises

Mark Browne, MHA, Chair
Alex Faseruk, Ph. D.
Gail Hamilton, F.C.P.A., F.C.A
Keith Hutchings, MHA,

The Committee recognizes and thanks Mr. Kevin Pollard, former Chair and the Hon. Andrew Parsons, MHA, who were members of the Committee during the period to which this report relates, for their contribution to the Committee's work.

3. The Audit Committee has submitted eight reports and a Memo to the Commission regarding its activities. This Report, the ninth, covers the period May 26th 2015 to March 22nd, 2016 inclusive.

4. Since the last report the Committee has met four times: on May 26th, August 17th and November 3rd, 2015 and March 22nd, 2016

5. The Committee has held meetings with

- the Auditor General and his staff (May 26th and August 17th, 2015);
- representatives of *Grant Thornton* (August 17th, 2015);
- the Clerk of the House of Assembly (May 26th, August 17th, November 3rd, 2015 ;
- the Comptroller General of Finance (March 22nd, 2016) and

- the Chief Financial Officer of the House of Assembly (August 17th and November 3rd, 2015 and March 22nd, 2016).
6. The Committee reviewed with the Auditor General the audit plan for the audit of the House of Assembly and Statutory Offices for the fiscal year ended 31 March 2015. The Auditor General stated that recent audits have had resulted in no significant findings.
 7. The Committee recommended to the Management Commission, pursuant to paragraph 23(7)(b) of the *House of Assembly Accountability, Integrity And Administration Act*, that the Auditor General be appointed auditor of the House of Assembly and related offices for the fiscal year ending 31 March, 2016.
 8. The Committee recommended to the Management Commission, pursuant to paragraph 23(7)(d) of the *House of Assembly Accountability, Integrity And Administration Act*, that the Commission approve and sign the financial statements of the House of Assembly for the fiscal year ended 31 March, 2015.
 9. The Committee reviewed and approved without amendment the Audit Committee Handbook.
 10. The Committee reviewed with the Auditor General the results of the audit of the Financial Statements of the House of Assembly and Statutory Offices and the Clerk's Management Certification for the financial year ended 31 March, 2015 and notes that the Auditor General reported that no significant findings had come to his attention.
 12. The Committee discussed with the Comptroller General the requirements of the proper segregation of duties where goods and services are requested by a Constituency Assistant, and agreed that the approval must be given by another person.

13. The Committee recommended that the House of Assembly seek clarification of OC-89-0838 2(b) relating to severance benefits for Political Support Staff.
14. The Committee discussed the management certification review with Grant Thornton representatives.
15. The Committee reviewed with Clerk and Chief Financial Officer the report on accrued overtime for the period April 01, 2008 to 31 March, 2010.
16. The Committee met with the Comptroller General who briefed the Committee on the work of her office.

On behalf of the Committee I thank the officials with whom we met during the past fiscal year for their assistance to the Committee in fulfilling its mandate.

Respectfully submitted,



Chair

March 22nd, 2016



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix F

Financial Information & Management Certification

31 March 2016



**AUDITOR
GENERAL**
of Newfoundland and Labrador

August 24, 2017

Ref: DP02-F4217

The Honourable Perry Trimper, M.H.A.
Chair of the House of Assembly
Management Commission
House of Assembly
P.O. Box 8700
St. John's, Newfoundland and Labrador
A1B 4J6

Dear Sir:

In accordance with Section 43 of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*), I have performed the audit of the House of Assembly and its statutory offices for the year ended March 31, 2017. Section 43(6) of the *Act* requires that the audit consist of:

- an opinion on whether the accounts are fairly presented in accordance with the accounting policies noted;
- an opinion on whether the expenses incurred are in accordance with the policies of the House of Assembly Management Commission and, where applicable, the policies of the Executive Branch of Government; and
- an opinion on whether the Clerk of the House of Assembly's assessment of the effectiveness of internal controls is fairly stated and whether the internal controls are operating effectively.

I enclose 20 copies of the audited financial information and management certification for the year ended March 31, 2017, along with my Independent Auditor's Report thereon. After you and a member of the House of Assembly Management Commission have signed the audited financial information, please return the unbound copy to me.

Respectfully submitted,



TERRY PADDON, CPA, CA
Auditor General

Enclosure

c.c. Ms. Sandra Barnes
Clerk of the House of Assembly

House of Assembly Audit Committee:
Mr. Mark Browne, M.H.A., Chair
Mr. Keith Hutchings, M.H.A., Member
Dr. Alex Faseruk, Ph.D., Member
Ms. Gail Hamilton, FCPA, FCA, Member

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

**FINANCIAL INFORMATION
AND
MANAGEMENT CERTIFICATION**

MARCH 31, 2017

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

FINANCIAL INFORMATION

MARCH 31, 2017



**AUDITOR
GENERAL**
of Newfoundland and Labrador

INDEPENDENT AUDITOR'S REPORT

To the Members of the House of Assembly Management Commission
Province of Newfoundland and Labrador

I have audited the financial information of the House of Assembly and its statutory offices (the Assembly), which comprises the schedule of assets and liabilities as at March 31, 2017, the schedule of expenditure and related revenue, the schedule of gross expenditure and unexpended balances for the year then ended and a summary of significant accounting policies and other explanatory information. The financial information has been prepared by management of the Assembly to comply with the requirements of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*).

I have also audited, in accordance with section 43(6)(b) of the *Act*, the expenses incurred by the Assembly to determine whether they were in accordance with the policies of the House of Assembly Management Commission and, where applicable, the policies of the Executive Branch of Government.

As well, I have audited in accordance with section 43(6)(c) of the *Act*, the assessment of the Clerk of the House of Assembly of the effectiveness of the internal controls of the Assembly as at March 31, 2017.

Management's Responsibility for the Financial Information

The management of the Assembly is responsible for the preparation of this financial information in accordance with the accounting policies disclosed in Note 1(a) and for such internal control as management determines is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on this financial information based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial information is free from material misstatement.

Independent Auditor's Report (cont.)

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial information. The procedures selected depend on the judgment of the auditor, including the assessment of the risks of material misstatement of the financial information, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial information in order to design audit procedures that are appropriate in the circumstances, but not typically for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial information.

I believe that the audit evidence I have obtained in all areas of responsibility is sufficient and appropriate to provide a basis for my audit opinion.

The internal control over financial reporting by the Assembly is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial information. The internal control over financial reporting by the Assembly includes those policies and procedures that: (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the Assembly; (2) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial information in accordance with the accounting policies disclosed in the financial information, and that receipts and expenditures of the Assembly are being made only in accordance with proper authorizations; and (3) provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the assets of the Assembly that could have a material effect on the financial information.

Because of its inherent limitations, internal control over financial reporting may not prevent or detect misstatements. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

Opinion

In my opinion, the financial information of the Assembly for the year ended March 31, 2017 is prepared, in all material respects, in accordance with the accounting policies disclosed in Note 1(a).

Also, in my opinion, the expenses incurred by the Assembly were in accordance with the policies of the House of Assembly Management Commission which were in place during the year and, where applicable, the policies of the Executive Branch of Government.

Independent Auditor's Report (cont.)

As well, in my opinion, the assessment of internal controls by the Clerk of the House of Assembly over financial reporting at the Assembly as at March 31, 2017, was fairly stated and the internal controls over financial reporting at the Assembly were operating effectively, in all material respects, as at that date.

Basis of Accounting and Restriction on Use

Without modifying my opinion, I draw attention to Note 1(a) to the financial information, which describes the basis of accounting. The financial information is prepared solely to assist the House of Assembly Management Commission to comply with the requirements of the *House of Assembly Accountability, Integrity and Administration Act*. As a result, the financial information may not be suitable for another purpose. My report is intended solely for the use of the House of Assembly Management Commission and should not be used by anyone other than the specified user.



TERRY PADDON, CPA, CA
Auditor General

August 24, 2017
St. John's, Newfoundland and Labrador

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
 PROVINCE OF NEWFOUNDLAND AND LABRADOR
 SCHEDULE OF ASSETS AND LIABILITIES**

As at March 31

2017

2016

ASSETS

Cash held in trust (Note 2)	\$ 2,409	\$ 22,147
Accounts receivable (Note 3)	232,601	267,780
Prepaid expenses (Note 4)	74,638	69,563
Tangible capital assets (Note 5)	483,037	603,843
Total assets	\$ 792,685	\$ 963,333

LIABILITIES

Accounts payable	\$ 17,207	\$ 22,377
Accrued payroll	470,077	412,883
Accrued paid and annual leave	2,173,328	2,173,287
Accrued overtime	61,925	66,458
Accrued sick leave	44,320	17,014
Accrued severance pay (Note 6)	3,889,271	3,467,030
Trust liability (Note 2)	2,409	22,147
Total liabilities	\$ 6,658,537	\$ 6,181,196

Pensions and Group Health and Life Insurance Benefits (Note 7)

Contractual obligations (Note 8)

See accompanying notes

Signed on behalf of the House of Assembly
 Management Commission:



 Chair of the House of Assembly
 Management Commission



 Member of the House of Assembly
 Management Commission

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2017 Actual	Estimates		2016 Actual
		Amended	Original	
HOUSE OF ASSEMBLY				
Administrative Support				
Salaries	\$ 1,838,042	\$ 1,875,400	\$ 1,879,800	\$ 1,933,788
Employee benefits	6,802	6,900	4,500	4,776
Transportation and communications	45,772	60,000	60,000	66,292
Supplies	17,645	36,200	36,200	25,695
Professional services	72,050	72,100	71,100	71,150
Purchased services	36,352	62,000	62,000	56,417
Property, furnishings and equipment	30,198	74,900	92,500	45,731
	2,046,861	2,187,500	2,206,100	2,203,849
Revenue - Provincial	(207)	-	-	(9,440)
Total: Administrative Support	2,046,654	2,187,500	2,206,100	2,194,409
Legislative Library and Records Management				
Salaries	691,703	691,800	660,500	650,110
Employee benefits	559	900	900	2,086
Transportation and communications	5,117	10,200	10,200	6,433
Supplies	45,311	47,000	47,000	47,006
Purchased services	8,449	8,500	8,500	8,450
Total: Legislative Library and Records Management	751,139	758,400	727,100	714,085

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2017 Actual	Estimates		2016 Actual
		Amended	Original	
HOUSE OF ASSEMBLY (cont.)				
Hansard and the Broadcast Centre				
Salaries	622,319	638,000	638,000	616,232
Employee benefits	2,100	2,400	600	700
Transportation and communications	4,018	4,300	6,100	3,780
Supplies	19,132	31,900	31,900	19,577
Purchased services	339,657	341,800	289,400	163,307
Property, furnishings and equipment	23,710	24,200	10,000	9,935
	1,010,936	1,042,600	976,000	813,531
Revenue - Provincial	(20,130)	(18,800)	(18,800)	-
Total: Hansard and the Broadcast Centre	990,806	1,023,800	957,200	813,531
Members' Resources				
Salaries	5,918,654	6,170,100	6,440,600	7,657,961
Transportation and communications	8,101	15,200	15,200	12,521
Professional Services	132,419	254,100	274,100	-
Purchased services	61,475	61,500	15,000	19,896
Allowances and assistance	1,533,866	2,264,500	2,365,600	1,673,578
Grants and Subsidies	1,208	1,300	-	-
	7,655,723	8,766,700	9,110,500	9,363,956
Revenue - Provincial	(38,407)	-	-	(143,933)
Total: Members' Resources	7,617,316	8,766,700	9,110,500	9,220,023

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2017	<u>Estimates</u>		2016
	Actual	<u>Amended</u>	<u>Original</u>	Actual
HOUSE OF ASSEMBLY (cont.)				
House Operations				
Salaries	214,604	226,700	226,700	247,663
Employee benefits	4,150	5,900	5,900	3,050
Transportation and communications	38,342	106,300	125,700	37,269
Supplies	15,582	41,500	64,500	15,681
Professional services	960	3,900	3,900	2,220
Purchased services	135,378	156,900	166,900	47,628
Property, furnishings and equipment	42	1,700	1,700	-
Grants and subsidies	11,392	11,400	11,400	13,388
	420,450	554,300	606,700	366,899
Revenue - Provincial	(29,735)	(35,500)	(35,500)	-
Total: House Operations	390,715	518,800	571,200	366,899
Government Members' Caucus				
Salaries	480,719	597,300	617,200	626,478
Employee Benefits	-	1,700	1,700	-
Transportation and communications	15,078	23,300	23,600	19,468
Supplies	12,906	13,600	13,600	11,190
Purchased services	10,513	10,600	10,300	16,867
Property, furnishings and equipment	767	3,200	3,200	614
Grants and subsidies	40,542	40,600	41,800	39,791
Total: Government Members' Caucus	560,525	690,300	711,400	714,408

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2017 Actual	Estimates		2016 Actual
		Amended	Original	
HOUSE OF ASSEMBLY (cont.)				
Official Opposition Caucus				
Salaries	1,084,157	1,084,200	981,200	1,290,115
Employee benefits	662	2,500	2,500	1,997
Transportation and communications	15,727	75,900	75,900	42,757
Supplies	6,474	19,900	19,900	13,014
Purchased services	10,086	18,700	18,700	17,556
Property, furnishings and equipment	912	4,700	4,700	371
Grants and subsidies	11,133	11,200	11,200	18,473
Total: Official Opposition Caucus	1,129,151	1,217,100	1,114,100	1,384,283
Third Party Caucus				
Salaries	495,967	496,000	367,300	408,157
Employee benefits	-	1,000	1,000	-
Transportation and communications	6,777	11,300	13,600	14,675
Supplies	4,370	7,600	7,800	4,442
Purchased services	7,313	8,400	5,900	9,552
Property, furnishings and equipment	141	1,900	1,900	531
Grants and subsidies	11,133	11,200	11,200	11,102
Total: Third Party Caucus	525,701	537,400	408,700	448,459
TOTAL: HOUSE OF ASSEMBLY	14,012,007	15,700,000	15,806,300	15,856,097
OFFICE OF THE CHIEF ELECTORAL OFFICER				
Salaries	902,901	909,000	909,000	3,649,612
Employee benefits	1,346	4,500	4,500	1,868
Transportation and communications	23,564	46,900	46,900	555,179
Supplies	3,726	6,600	9,000	31,211
Professional services	35,355	35,400	33,000	31,993
Purchased services	141,302	146,000	146,000	823,620
Property, furnishings and equipment	4,538	7,000	7,000	15,657
Grants and subsidies	574,222	574,500	500,000	139,970
	1,686,954	1,729,900	1,655,400	5,249,110
Revenue (Provincial)	(187)	-	-	(16)
Total: Office of the Chief Electoral Officer	1,686,767	1,729,900	1,655,400	5,249,094

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2017 Actual	Estimates		2016 Actual
		Amended	Original	
OFFICE OF THE CITIZENS' REPRESENTATIVE				
Salaries	664,593	677,000	677,000	649,276
Employee benefits	4,477	8,000	8,000	2,932
Transportation and communications	11,682	34,800	34,800	18,976
Supplies	1,948	9,000	9,000	2,935
Professional services	-	12,000	12,000	-
Purchased services	60,679	81,400	81,400	65,901
Property, furnishings and equipment	2,424	4,000	4,000	4,126
Total: Office of the Citizens' Representative	745,803	826,200	826,200	744,146
OFFICE OF THE CHILD AND YOUTH ADVOCATE				
Salaries	1,221,867	1,221,900	1,150,100	1,074,200
Employee benefits	351	3,500	3,500	5,559
Transportation and communications	37,513	55,400	55,400	33,142
Supplies	4,963	6,000	6,000	5,710
Professional services	10,953	19,000	19,000	5,858
Purchased services	153,513	160,900	160,900	158,185
Property, furnishings and equipment	2,748	4,000	4,000	5,487
Total: Office of the Child and Youth Advocate	1,431,908	1,470,700	1,398,900	1,288,141

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31**

	2017	<u>Estimates</u>		2016
	Actual	<u>Amended</u>	<u>Original</u>	Actual
OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER				
Salaries	1,044,527	1,076,800	1,116,800	1,067,777
Employee benefits	3,099	6,500	6,500	4,046
Transportation and communications	24,009	24,100	24,100	34,067
Supplies	6,540	7,700	7,700	7,134
Professional services	29,912	50,000	50,000	37,974
Purchased services	118,622	125,800	131,100	120,236
Property, furnishings and equipment	6,297	6,300	1,000	2,212
	1,233,006	1,297,200	1,337,200	1,273,446
Revenue - Provincial	-	-	-	(38)
Total: Office of the Information and Privacy Commissioner	1,233,006	1,297,200	1,337,200	1,273,408
TOTAL: HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES	\$ 19,109,491	\$ 21,024,000	\$ 21,024,000	\$ 24,410,886

See accompanying notes

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
 PROVINCE OF NEWFOUNDLAND AND LABRADOR
 SCHEDULE OF GROSS EXPENDITURE AND UNEXPENDED BALANCES
 For the Year Ended March 31**

	2017	2016
Original estimates (net)	\$ 21,024,000	\$ 26,251,600
Add transfers of estimates	-	560,900
Add back revenues estimates net of transfers and statutory payments	<u>54,300</u>	<u>-</u>
Original estimates of expenditure	<u>21,078,300</u>	<u>26,812,500</u>
Total appropriation	<u>21,078,300</u>	<u>26,812,500</u>
Total net expenditure	<u>19,109,491</u>	<u>24,410,886</u>
Add: revenue	<u>88,666</u>	<u>153,427</u>
Total gross expenditure	<u>19,198,157</u>	<u>24,564,313</u>
Unexpended balance of appropriation	<u>\$ 1,880,143</u>	<u>\$ 2,248,187</u>

See accompanying notes

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2017

Authority, nature of operations and basis of consolidation

The House of Assembly of Newfoundland and Labrador consists of 40 Members each of whom has been elected by the voters in the Provincial district which they represent. The House of Assembly in conjunction with the Lieutenant-Governor is known as the Legislature and its main role is to be the official law maker for all Provincial legislation. The Assembly debates draft legislation, estimates etc. and approves legislation or amendments for signature by the Lieutenant-Governor (Royal Assent).

This financial information reflects the financial operations of the House of Assembly and its Statutory Offices, as defined by the *House of Assembly Accountability, Integrity and Administration Act* (the Act). This financial information does not include the financial information of the Office of the Auditor General, which is another Statutory Office of the House of Assembly. The financial information of the Office of the Auditor General is audited by an independent firm of public accountants and presented under separate cover.

1. Summary of significant accounting policies

(a) Basis of Presentation

The Schedule of Assets and Liabilities has been prepared on the accrual basis of accounting, consistent with the basis of accounting used in the preparation of the Consolidated Summary Financial Statements of the Province of Newfoundland and Labrador.

The Schedule of Expenditure and Related Revenue and the Schedule of Gross Expenditure and Unexpended Balances have been prepared on the modified cash basis of accounting, consistent with the basis of accounting in the preparation of the Report on the Program Expenditures and Revenues of the Consolidated Revenue Fund. In addition to the actual expenditure and related revenue for the year, for information purposes, the Schedule of Expenditure and Related Revenue includes the original and amended estimates for the House of Assembly and its Statutory Offices.

The accounting policies are also consistent with those used in the preparation of the Consolidated Summary Financial Statements of the Province of Newfoundland and Labrador except that this financial information does not include a provision for non-vesting severance benefits.

(b) Measurement Uncertainty

The preparation of financial information in conformity with the policies described in Note 1(a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the Schedule of Assets and Liabilities. Items requiring the use of significant estimates include the allowance for doubtful accounts, the provision for accrued sick leave and the useful lives of tangible capital assets.

Estimates are based on the best information available at the time of preparation of the financial information and are reviewed annually to reflect new information as it becomes available. Measurement uncertainty exists in this financial information. Actual results could differ from these estimates.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2017

2. Cash held in trust

The \$2,409 (2016 - \$22,147) of cash held in trust is held by the Office of the Chief Electoral Officer. There is a corresponding liability for this amount. These monies, including nomination fees, were deposited by candidates in General Elections and in by-elections from funds provided to the candidates in support of their respective election campaigns.

Candidates' nomination fees of \$200 per candidate are held until candidates file papers to have these fees reimbursed. Excess funds that exceed the campaign limits per the *Elections Act, 1991* are held in trust until the next Provincial general election.

3. Accounts receivable

	<u>2017</u>	<u>2016</u>
Due from Judgment Enforcements		
- former Members of the House of Assembly	\$ 228,567	\$ 262,950
Other amounts due from Judgment Enforcements	2,787,195	2,779,856
Miscellaneous amounts	4,034	4,830
	3,019,796	3,047,636
<u>Less: allowance for doubtful accounts</u>	<u>(2,787,195)</u>	<u>(2,779,856)</u>
Total accounts receivable	\$ 232,601	\$ 267,780

The accounts receivable and the related allowance for doubtful accounts for amounts due from Judgment Enforcements - former Members of the House of Assembly and Other amounts due from Judgment Enforcements were provided by the Office of the Comptroller General.

4. Prepaid expenses

	<u>2017</u>	<u>2016</u>
Prepaid expenses consists of:		
Memberships and subscriptions	\$ 48,760	\$ 53,423
Travel and other	25,878	16,140
Total prepaid expenses	\$ 74,638	\$ 69,563

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2017

5. Tangible capital assets

	<u>2017</u>			<u>2016</u>
	<u>Original Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
<u>Furniture and equipment</u>	<u>\$1,358,714</u>	<u>\$ 875,677</u>	<u>\$ 483,037</u>	<u>\$ 603,843</u>

These assets are amortized over a 10 year period.

6. Accrued severance pay

The liability for severance pay in the amount of \$3,889,271 (2016 - \$3,467,030) is reported on the accrual basis of accounting on the Schedule of Assets and Liabilities and is calculated based on years of service and current salary levels.

Members of the House of Assembly are eligible for severance pay when they cease to be Members. Severance pay for Members is based on one month's basic indemnity for each year of service and is prorated for part of the years' service. Minimum severance for Members is three month's pay, while maximum is twelve months pay. This applies to Members elected on or before November 29, 2015.

Members elected on or after November 30, 2015 must serve at least 3 years in order to be eligible for severance. Any Member who is disqualified from being a Member pursuant to Part V of the *Act* other than the failure to be re-elected or the resignation of his/her seat, is not eligible to receive severance. If a Member's service ends prior to the end of an Assembly, the severance will be pro-rated for the years of service.

Severance pay for political support staff is based on the nature of the termination of employment. Entitlement to severance pay vests with one year or more of uninterrupted service. No provision has been made in this financial information for severance pay for political support staff with less than one year of uninterrupted service. Political support staff who have their employment terminated are entitled to severance pay equal to one month's salary for each complete year of continuous service. Minimum severance is three month's pay, while maximum is twelve months pay. Political support staff who voluntarily resign their positions are entitled to one week's pay for each year of service up to a maximum of twenty weeks.

Severance pay vests with other employees after nine years of continuous service, and accordingly no provision has been made in this financial information for employees who have less than nine years of continuous service. Severance pay, at the rate of one week's pay for each year of service up to a maximum of twenty weeks' pay, is payable when the employee ceases employment with the Province.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2017

7. Pensions and Group Health and Life Insurance Benefits

Members participate in the Members of the House of Assembly Pension Plan (MHA Pension Plan), as defined by the *Members of the House of Assembly Retiring Allowances Act*. Members who were contributing to another private or employer related pension plan may opt out of the MHA Pension Plan for their first General Assembly provided the decision is made prior to the first payment of salary. The Members are required to participate in the MHA Pension Plan upon subsequent re-election.

The staff of the House of Assembly and Statutory Offices participate in the Public Service Pension Plan (PSPP), as defined by the *Public Service Pension Act, 1991* (the *Act*), or the Government Money Purchase Pension Plan (GMPP).

Amounts are paid out of the Consolidated Revenue Fund (CRF) to match the pension contributions of Members and staff who participate in the PSPP or the MHA Pension Plan. Amounts are also paid out of the CRF to generally match the pension contributions of staff who participate in the GMPP. These amounts are costs of the Province of Newfoundland and Labrador and are not reflected in this financial information.

Provident¹⁰ is the corporation which administers the PSPP, including payments of pension benefits to retired employees whom the *Act* applies. All PSPP contributions are remitted to Provident¹⁰.

Under the *Pensions Funding Act*, the Province is responsible for liabilities for the cost of future pensions in excess of the contributions made by Members of the MHA Pension Plan and the CRF. Any unfunded pension liabilities relating to the Members of the House of Assembly are liabilities of the Province and are not reflected in this financial information.

All retired employees and Members of the Legislature who participate in the MHA Pension Plan or the PSPP are eligible to participate in the Province's Group Health and Life Insurance Program. Amounts are paid out of the CRF to match the amounts deducted from those who participate in this program. These amounts are costs of the Province of Newfoundland and Labrador and are not reflected in this financial information.

The Province is responsible for any liability relating to the group health and life insurance program. Any unfunded liabilities relating to the Members or staff of the House of Assembly and its Statutory Offices are liabilities of the Province and are not reflected in this financial information.

Details regarding the MHA Pension Plan, the PSPP, the GMPP and the Group, Health and Life Insurance Program are outlined in the Public Accounts of the Province of Newfoundland and Labrador.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2017

8. Contractual Obligations

The House of Assembly and its Statutory Offices have outstanding contractual obligations in the amount of \$1,646,039 relating to the lease of office accommodations. The schedule of payments related to these leases for the next five years is as follows:

2018	\$ 622,226
2019	468,054
2020	343,420
2021	194,907
2022	<u>17,432</u>
	<u>\$ 1,646,039</u>

9. Income taxes

The House of Assembly and its Statutory Offices are not subject to Provincial or Federal income taxes.

10. Comparative figures

Certain comparative figures have been restated to conform to the current year's presentation.

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES
MANAGEMENT CERTIFICATION**

MARCH 31, 2017



**MANAGEMENT CERTIFICATION
HOUSE OF ASSEMBLY – MARCH 31, 2017**

Pursuant to Paragraph 28(3)(l) of the *House of Assembly Accountability, Integrity and Administration Act*,

I, **Sandra Barnes**, Clerk of the House of Assembly of Newfoundland and Labrador, certify that:

1. I have reviewed the financial information of the House of Assembly and Statutory Offices, as defined in the *House of Assembly Accountability, Integrity and Administration Act*, for the period ending March 31, 2017;
2. Based on my knowledge, the financial information does not contain any untrue statement of a material fact or omit to state a material fact required to be stated or that is necessary to make a statement not misleading in light of the circumstances under which it was made, with respect to the period covered by the financial information;
3. Based on my knowledge, the annual financial information presents in all material respects the results of transactions at the House of Assembly and Statutory Offices as defined in the *House of Assembly Accountability, Integrity and Administration Act*, as of the date and for the periods presented;
4. I am responsible for establishing and maintaining disclosure controls and procedures and internal control over financial reporting for the House of Assembly and Statutory Offices as defined in the *House of Assembly Accountability, Integrity and Administration Act*, and I have:
 - (a) designed such disclosure controls and procedures, or caused them to be designed under my supervision, to provide reasonable assurance that material information relating to the House of Assembly and Statutory Offices, as defined in the *House of Assembly Accountability, Integrity and Administration Act*, is made known to me by others, particularly during the period in which the financial information is being prepared;
 - (b) designed such internal control over financial reporting, or caused it to be designed under my supervision, to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial information in accordance with the required policies;
 - (c) evaluated the effectiveness of the disclosure controls and procedures as of March 31, 2017 and am satisfied with the effectiveness based on such evaluation; and
 - (d) evaluated the effectiveness of the internal control over financial reporting as of March 31, 2017 and am satisfied with the effectiveness based on such evaluation.


Clerk of the House of Assembly

2017-05-31
Date



Appendix G

Members' Salaries, Allowances & Expenses



I certify that the amounts of salaries, allowances and expenses reflected in the report in **Appendix G** as having been paid to or for each Member of the House of Assembly are consistent with the amounts recorded by the Comptroller General and reflected in the Public Accounts of the Province.

I certify that I have reviewed the accounts of Members as contained in **Appendix G** and they are an accurate reflection of the transactions related to those accounts for the 2016-2017 fiscal year.

A handwritten signature in blue ink that reads "Sandra Barnes".

Sandra Barnes
Clerk of the House of Assembly and
Secretary to the Commission



Report 1 – Compensation Paid to Members by the House of Assembly

This report covers the period from April 1, 2016 to March 31, 2017.

The total salaries and other payments were in accordance with the amounts established under the *House of Assembly Accountability, Integrity and Administration Act*.

Compensation Paid to Members by the House of Assembly
April 1, 2016 to March 31, 2017

Member	Member Base Salary (Note 1)	Office Holder Salary (Note 2)	Other (Note 3)	Total
Ball, Dwight	95,357	0	0	95,357
Bennett, Cathy	95,357	0	0	95,357
Bennett, Derrick	95,357	0	0	95,357
Bragg, Derrick	95,357	6,836	0	102,193
Brazil, David	95,357	13,725	0	109,082
Browne, Mark	95,357	0	625	95,982
Byrne, Gerry	95,357	0	0	95,357
Coady, Siobhan	95,357	0	0	95,357
Crocker, Steve	95,157	0	0	95,157
David, Bernard	95,357	0	0	95,357
Davis, Paul	95,357	54,072	8,852	158,281
Dean, Jerry	95,357	0	0	95,357
Dempster, Lisa	95,357	27,033	0	122,390
Edmunds, Randy	95,357	13,517	0	108,874
Finn, John	95,357	0	0	95,357
Gambin Walsh, Sherry	95,357	0	0	95,357
Haggie, John	95,357	0	0	95,357
Haley, Carol Anne	95,357	13,517	0	108,874
Hawkins, Allan	95,357	0	0	95,357
Holloway, Colin	95,357	0	0	95,357
Hutchings, Keith	95,157	27,033	0	122,190
Joyce, Eddie	95,357	0	0	95,357
Kent, Steve	95,357	18,457	0	113,814
King, Neil	95,357	0	0	95,357
Kirby, Dale	95,357	0	0	95,357
Lane, Paul	95,357	2,184	0	97,541
Letto, Graham	95,357	0	0	95,357
Michael, Lorraine	95,357	13,517	0	108,874
Mitchelmore, Christopher	95,357	0	0	95,357
Osborne, Tom	95,357	54,072	8,120	157,549
Parsley, Elizabeth	95,357	0	0	95,357
Parsons, Andrew	95,357	0	0	95,357
Parsons, Kevin	95,357	13,517	0	108,874
Parsons, Pam	95,357	0	290	95,647
Perry, Tracey	95,357	13,517	0	108,874
Petten, Barry	95,357	0	290	95,647
Reid, Scott	95,357	0	725	96,082
Rogers, Gerry	95,357	13,517	0	108,874
Trimper, Perry	95,357	0	0	95,357
Warr, Brian	95,357	13,174	0	108,531
Totals	3,813,880	297,688	18,902	4,130,470

Note 1: Paid in accordance with the amounts established under section 11 of the *House of Assembly Accountability, Integrity and Administration Act* .

Note 2: Paid in accordance with the amounts established under section 12 of the *House of Assembly Accountability, Integrity and Administration Act* .

Note 3: Includes payments for committee per diems, car allowances, gas, compensation pay, pay and severance



Report 2 – Member Accountability and Disclosure Reports

This report covers the period from April 1, 2016 to March 31, 2017. The column entitled “Expenditures Processed to Date” details all of the expenditures for the reporting period.

These expenditures are authorized under the *Members’ Resources and Allowances Rules*.



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

BALL, DWIGHT, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	9,888.00	9,888.00	9,888.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,531.16	3,531.16	6,903.84	33.8%
Total Office Allowances		13,419.16	13,419.16		
Operational Resources					
Operational Resources	--	3,600.88	3,600.88	--	--
Total Operational Resources		3,600.88	3,600.88		
Travel & Living Allowances					
House in Session	--	8,870.57	8,870.57	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	10,957.00	755.18	755.18	10,201.82	6.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		9,625.75	9,625.75		
Constituency Allowance					
Constituency Allowance	2,609.00	39.47	39.47	2,569.53	1.5%
Total Constituency Allowance		39.47	39.47		
Total Expenditures		26,685.26	26,685.26		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

BENNETT, CATHY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	181.88	181.88	10,253.12	1.7%
Total Office Allowances		181.88	181.88		
Operational Resources					
Operational Resources	--	1,300.29	1,300.29	--	--
Total Operational Resources		1,300.29	1,300.29		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	0.00	0.00	2,609.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		1,482.17	1,482.17		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Bennett, Derek, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,600.00	0.00	0.00	12,600.00	0.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	580.00	0.00	0.00	580.00	0.0%
Office Operations	10,435.00	5,217.54	5,217.54	5,217.46	50.0%
Total Office Allowances		5,217.54	5,217.54		
Operational Resources					
Operational Resources	--	6,374.30	6,374.30	--	--
Total Operational Resources		6,374.30	6,374.30		
Travel & Living Allowances					
House in Session	--	20,091.43	20,091.43	--	--
House Not in Session	--	3,790.02	3,790.02	--	--
Intra & Extra-Constituency Travel	8,000.00	6,375.28	6,375.28	1,624.72	79.7%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		30,256.73	30,256.73		
Constituency Allowance					
Constituency Allowance	2,609.00	1,035.79	1,035.79	1,573.21	39.7%
Total Constituency Allowance		1,035.79	1,035.79		
Total Expenditures					
		42,884.36	42,884.36		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Bragg, Derrick, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	13,590.00	13,590.00	13,590.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	455.00	0.00	0.00	455.00	0.0%
Office Operations	10,435.00	3,089.41	3,089.41	7,345.59	29.6%
Total Office Allowances		16,679.41	16,679.41		
Operational Resources					
Operational Resources	--	6,499.54	6,499.54	--	--
Total Operational Resources		6,499.54	6,499.54		
Travel & Living Allowances					
House in Session	--	16,990.90	16,990.90	--	--
House Not in Session	--	4,771.10	4,771.10	--	--
Intra & Extra-Constituency Travel	11,043.00	9,218.44	9,218.44	1,824.56	83.5%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		30,980.44	30,980.44		
Constituency Allowance					
Constituency Allowance	2,609.00	1,001.18	1,001.18	1,607.82	38.4%
Total Constituency Allowance		1,001.18	1,001.18		
Total Expenditures					
		55,160.57	55,160.57		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

BRAZIL, DAVID, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	10,058.75	10,058.75	376.25	96.4%
Total Office Allowances		10,058.75	10,058.75		
Operational Resources					
Operational Resources	--	3,010.69	3,010.69	--	--
Total Operational Resources		3,010.69	3,010.69		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,696.00	6,099.74	6,099.74	596.26	91.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		6,099.74	6,099.74		
Constituency Allowance					
Constituency Allowance	2,609.00	2,055.53	2,055.53	553.47	78.8%
Total Constituency Allowance		2,055.53	2,055.53		
Total Expenditures					
		21,224.71	21,224.71		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Browne, Mark, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	11,431.00	11,430.09	11,430.09	0.91	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	67.00	0.00	0.00	67.00	0.0%
Office Operations	10,435.00	4,586.87	4,586.87	5,848.13	44.0%
Total Office Allowances		16,016.96	16,016.96		
Operational Resources					
Operational Resources	--	10,405.03	10,405.03	--	--
Total Operational Resources		10,405.03	10,405.03		
Travel & Living Allowances					
House in Session	--	11,821.47	11,821.47	--	--
House Not in Session	--	7,879.06	7,879.06	--	--
Intra & Extra-Constituency Travel	12,000.00	10,703.91	10,703.91	1,296.09	89.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		30,404.44	30,404.44		
Constituency Allowance					
Constituency Allowance	2,609.00	1,080.89	1,080.89	1,528.11	41.4%
Total Constituency Allowance		1,080.89	1,080.89		
Total Expenditures					
		57,907.32	57,907.32		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Byrne, Gerry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	300.00	0.00	0.00	300.00	0.0%
Office Operations	10,435.00	2,431.61	2,431.61	8,003.39	23.3%
Total Office Allowances		2,431.61	2,431.61		
Operational Resources					
Operational Resources	--	3,545.58	3,545.58	--	--
Total Operational Resources		3,545.58	3,545.58		
Travel & Living Allowances					
House in Session	--	27,259.48	27,259.48	--	--
House Not in Session	--	136.46	136.46	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		27,395.94	27,395.94		
Constituency Allowance					
Constituency Allowance	2,609.00	112.32	112.32	2,496.68	4.3%
Total Constituency Allowance		112.32	112.32		
Total Expenditures					
		33,485.45	33,485.45		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Coady, Siobhan, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	691.00	0.00	0.00	691.00	0.0%
Office Operations	10,435.00	3,545.58	3,545.58	6,889.42	34.0%
Total Office Allowances		3,545.58	3,545.58		
Operational Resources					
Operational Resources	--	2,280.98	2,280.98	--	--
Total Operational Resources		2,280.98	2,280.98		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	789.59	789.59	1,819.41	30.3%
Total Constituency Allowance		789.59	789.59		
Total Expenditures		6,616.15	6,616.15		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

CROCKER, STEVE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	14,904.00	14,900.04	14,900.04	3.96	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	1,942.72	1,942.72	8,492.28	18.6%
Total Office Allowances		16,842.76	16,842.76		
Operational Resources					
Operational Resources	--	8,858.60	8,858.60	--	--
Total Operational Resources		8,858.60	8,858.60		
Travel & Living Allowances					
House in Session	--	9,253.18	9,253.18	--	--
House Not in Session	--	595.52	595.52	--	--
Intra & Extra-Constituency Travel	7,478.00	1,633.31	1,633.31	5,844.69	21.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		11,482.01	11,482.01		
Constituency Allowance					
Constituency Allowance	2,609.00	973.42	973.42	1,635.58	37.3%
Total Constituency Allowance		973.42	973.42		
Total Expenditures					
		38,156.79	38,156.79		

---- End of Report ----



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Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Davis, Bernard, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	278.00	0.00	0.00	278.00	0.0%
Office Operations	10,435.00	6,225.62	6,225.62	4,209.38	59.7%
Total Office Allowances		6,225.62	6,225.62		
Operational Resources					
Operational Resources	--	4,790.89	4,790.89	--	--
Total Operational Resources		4,790.89	4,790.89		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	291.94	291.94	4,925.06	5.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		291.94	291.94		
Constituency Allowance					
Constituency Allowance	2,609.00	1,345.08	1,345.08	1,263.92	51.6%
Total Constituency Allowance		1,345.08	1,345.08		
Total Expenditures					
		12,653.53	12,653.53		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

DAVIS, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,902.85	3,902.85	6,532.15	37.4%
Total Office Allowances		3,902.85	3,902.85		
Operational Resources					
Operational Resources	--	2,260.95	2,260.95	--	--
Total Operational Resources		2,260.95	2,260.95		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	342.82	342.82	2,266.18	13.1%
Total Constituency Allowance		342.82	342.82		
Total Expenditures		6,506.62	6,506.62		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Dean, Jerry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	19,200.00	19,200.00	19,200.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	412.00	0.00	0.00	412.00	0.0%
Office Operations	10,435.00	4,744.46	4,744.46	5,690.54	45.5%
Total Office Allowances		23,944.46	23,944.46		
Operational Resources					
Operational Resources	--	7,779.84	7,779.84	--	--
Total Operational Resources		7,779.84	7,779.84		
Travel & Living Allowances					
House in Session	--	20,136.54	20,136.54	--	--
House Not in Session	--	3,393.60	3,393.60	--	--
Intra & Extra-Constituency Travel	9,391.00	4,251.44	4,251.44	5,139.56	45.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		27,781.58	27,781.58		
Constituency Allowance					
Constituency Allowance	2,609.00	624.62	624.62	1,984.38	23.9%
Total Constituency Allowance		624.62	624.62		
Total Expenditures		60,130.50	60,130.50		

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01-Apr-16 to 31-Mar-17

DEMPSTER, LISA, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	13,860.00	13,860.00	13,860.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	6,718.42	6,718.42	3,716.58	64.4%
Total Office Allowances		20,578.42	20,578.42		
Operational Resources					
Operational Resources	--	8,610.83	8,610.83	--	--
Total Operational Resources		8,610.83	8,610.83		
Travel & Living Allowances					
House in Session	--	23,194.88	23,194.88	--	--
House Not in Session	--	16,882.16	16,882.16	--	--
Intra & Extra-Constituency Travel	22,261.00	19,005.09	19,005.09	3,255.91	85.4%
Helicopter Travel	18,261.00	0.00	0.00	18,261.00	0.0%
Total Travel & Living Allowances		59,082.13	59,082.13		
Constituency Allowance					
Constituency Allowance	2,609.00	2,398.89	2,398.89	210.11	91.9%
Total Constituency Allowance		2,398.89	2,398.89		
Total Expenditures					
		90,670.27	90,670.27		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

EDMUNDS, RANDY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	1,126.69	1,126.69	9,308.31	10.8%
Total Office Allowances		1,126.69	1,126.69		
Operational Resources					
Operational Resources	--	3,952.95	3,952.95	--	--
Total Operational Resources		3,952.95	3,952.95		
Travel & Living Allowances					
House in Session	--	35,885.27	35,885.27	--	--
House Not in Session	--	10,668.68	10,668.68	--	--
Intra & Extra-Constituency Travel	18,000.00	12,243.51	12,243.51	5,756.49	68.0%
Helicopter Travel	9,130.00	0.00	0.00	9,130.00	0.0%
Total Travel & Living Allowances		58,797.46	58,797.46		
Constituency Allowance					
Constituency Allowance	2,609.00	1,723.51	1,723.51	885.49	66.1%
Total Constituency Allowance		1,723.51	1,723.51		
Total Expenditures					
		65,600.61	65,600.61		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Finn, John, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	8,964.00	8,962.80	8,962.80	1.20	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	152.00	0.00	0.00	152.00	0.0%
Office Operations	10,435.00	7,740.56	7,740.56	2,694.44	74.2%
Total Office Allowances		16,703.36	16,703.36		
Operational Resources					
Operational Resources	--	7,214.95	7,214.95	--	--
Total Operational Resources		7,214.95	7,214.95		
Travel & Living Allowances					
House in Session	--	26,518.26	26,518.26	--	--
House Not in Session	--	12,719.35	12,719.35	--	--
Intra & Extra-Constituency Travel	5,913.00	265.11	265.11	5,647.89	4.5%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		39,502.72	39,502.72		
Constituency Allowance					
Constituency Allowance	2,609.00	241.38	241.38	2,367.62	9.3%
Total Constituency Allowance		241.38	241.38		
Total Expenditures					
		63,662.41	63,662.41		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Gambin - Walsh, Sherry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	15,459.00	15,458.45	15,458.45	0.55	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	134.00	42.32	42.32	91.68	31.6%
Office Operations	10,435.00	7,204.17	7,204.17	3,230.83	69.0%
Total Office Allowances		22,704.94	22,704.94		
Operational Resources					
Operational Resources	--	11,884.21	11,884.21	--	--
Total Operational Resources		11,884.21	11,884.21		
Travel & Living Allowances					
House in Session	--	14,636.01	14,636.01	--	--
House Not in Session	--	30.70	30.70	--	--
Intra & Extra-Constituency Travel	10,000.00	6,663.52	6,663.52	3,336.48	66.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		21,330.23	21,330.23		
Constituency Allowance					
Constituency Allowance	2,609.00	1,895.10	1,895.10	713.90	72.6%
Total Constituency Allowance		1,895.10	1,895.10		
Total Expenditures		57,814.48	57,814.48		

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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Haggie, John, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	657.00	656.25	656.25	0.75	99.9%
Office Operations	10,435.00	8,211.84	8,211.84	2,223.16	78.7%
Total Office Allowances		8,868.09	8,868.09		
Operational Resources					
Operational Resources	--	4,445.10	4,445.10	--	--
Total Operational Resources		4,445.10	4,445.10		
Travel & Living Allowances					
House in Session	--	17,566.84	17,566.84	--	--
House Not in Session	--	86.94	86.94	--	--
Intra & Extra-Constituency Travel	6,696.00	1,373.23	1,373.23	5,322.77	20.5%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		19,027.01	19,027.01		
Constituency Allowance					
Constituency Allowance	2,609.00	701.92	701.92	1,907.08	26.9%
Total Constituency Allowance		701.92	701.92		
Total Expenditures					
		33,042.12	33,042.12		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Haley, Carol Anne, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	14,323.00	14,322.48	14,322.48	0.52	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	676.00	0.00	0.00	676.00	0.0%
Office Operations	10,435.00	2,576.25	2,576.25	7,858.75	24.7%
Total Office Allowances		16,898.73	16,898.73		
Operational Resources					
Operational Resources	--	5,771.19	5,771.19	--	--
Total Operational Resources		5,771.19	5,771.19		
Travel & Living Allowances					
House in Session	--	18,727.67	18,727.67	--	--
House Not in Session	--	11,673.11	11,673.11	--	--
Intra & Extra-Constituency Travel	11,043.00	3,647.46	3,647.46	7,395.54	33.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		34,048.24	34,048.24		
Constituency Allowance					
Constituency Allowance	2,609.00	0.00	0.00	2,609.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures					
		56,718.16	56,718.16		

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Hawkins, Allan, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	870.00	0.00	0.00	870.00	0.0%
Office Operations	10,435.00	4,525.57	4,525.57	5,909.43	43.4%
Total Office Allowances		4,525.57	4,525.57		
Operational Resources					
Operational Resources	--	3,118.99	3,118.99	--	--
Total Operational Resources		3,118.99	3,118.99		
Travel & Living Allowances					
House in Session	--	11,106.54	11,106.54	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	7,913.00	2,761.82	2,761.82	5,151.18	34.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		13,868.36	13,868.36		
Constituency Allowance					
Constituency Allowance	2,609.00	500.71	500.71	2,108.29	19.2%
Total Constituency Allowance		500.71	500.71		
Total Expenditures					
		22,013.63	22,013.63		

---- End of Report ----



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01-Apr-16 to 31-Mar-17

Holloway, Colin, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	18,084.00	15,281.11	15,281.11	2,802.89	84.5%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	465.00	213.57	213.57	251.43	45.9%
Office Operations	10,435.00	10,092.40	10,092.40	342.60	96.7%
Total Office Allowances		25,587.08	25,587.08		
Operational Resources					
Operational Resources	--	10,074.10	10,074.10	--	--
Total Operational Resources		10,074.10	10,074.10		
Travel & Living Allowances					
House in Session	--	9,935.87	9,935.87	--	--
House Not in Session	--	3,247.54	3,247.54	--	--
Intra & Extra-Constituency Travel	11,043.00	9,215.06	9,215.06	1,827.94	83.4%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		22,398.47	22,398.47		
Constituency Allowance					
Constituency Allowance	2,609.00	666.34	666.34	1,942.66	25.5%
Total Constituency Allowance		666.34	666.34		
Total Expenditures					
		58,725.99	58,725.99		

---- End of Report ----



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HUTCHINGS, KEITH, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,160.91	3,160.91	7,274.09	30.3%
Total Office Allowances		3,160.91	3,160.91		
Operational Resources					
Operational Resources	--	2,909.62	2,909.62	--	--
Total Operational Resources		2,909.62	2,909.62		
Travel & Living Allowances					
House in Session	--	306.53	306.53	--	--
House Not in Session	--	1,372.57	1,372.57	--	--
Intra & Extra-Constituency Travel	8,783.00	4,944.49	4,944.49	3,838.51	56.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		6,623.59	6,623.59		
Constituency Allowance					
Constituency Allowance	2,609.00	1,121.92	1,121.92	1,487.08	43.0%
Total Constituency Allowance		1,121.92	1,121.92		
Total Expenditures					
		13,816.04	13,816.04		

---- End of Report ----



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JOYCE, EDDIE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	5,687.23	5,687.23	4,747.77	54.5%
Total Office Allowances		5,687.23	5,687.23		
Operational Resources					
Operational Resources	--	3,799.97	3,799.97	--	--
Total Operational Resources		3,799.97	3,799.97		
Travel & Living Allowances					
House in Session	--	27,147.06	27,147.06	--	--
House Not in Session	--	142.57	142.57	--	--
Intra & Extra-Constituency Travel	10,870.00	5,012.09	5,012.09	5,857.91	46.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		32,301.72	32,301.72		
Constituency Allowance					
Constituency Allowance	2,609.00	1,854.70	1,854.70	754.30	71.1%
Total Constituency Allowance		1,854.70	1,854.70		
Total Expenditures					
		43,643.62	43,643.62		

---- End of Report ----



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01-Apr-16 to 31-Mar-17

KENT, STEVE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	6,259.25	6,259.25	4,175.75	60.0%
Total Office Allowances		6,259.25	6,259.25		
Operational Resources					
Operational Resources	--	3,111.66	3,111.66	--	--
Total Operational Resources		3,111.66	3,111.66		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	712.76	712.76	1,896.24	27.3%
Total Constituency Allowance		712.76	712.76		
Total Expenditures		10,083.67	10,083.67		

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King, Neil, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	17,820.00	17,820.00	17,820.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	653.00	0.00	0.00	653.00	0.0%
Office Operations	10,435.00	3,310.40	3,310.40	7,124.60	31.7%
Total Office Allowances		21,130.40	21,130.40		
Operational Resources					
Operational Resources	--	5,549.84	5,549.84	--	--
Total Operational Resources		5,549.84	5,549.84		
Travel & Living Allowances					
House in Session	--	20,936.66	20,936.66	--	--
House Not in Session	--	10,532.61	10,532.61	--	--
Intra & Extra-Constituency Travel	9,739.00	6,304.46	6,304.46	3,434.54	64.7%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		37,773.73	37,773.73		
Constituency Allowance					
Constituency Allowance	2,609.00	2,178.41	2,178.41	430.59	83.5%
Total Constituency Allowance		2,178.41	2,178.41		
Total Expenditures					
		66,632.38	66,632.38		

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KIRBY, DALE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	2,770.75	2,770.75	7,664.25	26.6%
Total Office Allowances		2,770.75	2,770.75		
Operational Resources					
Operational Resources	--	1,813.06	1,813.06	--	--
Total Operational Resources		1,813.06	1,813.06		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	7.02	7.02	5,209.98	0.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		7.02	7.02		
Constituency Allowance					
Constituency Allowance	2,609.00	2,609.00	2,609.00	0.00	100.0%
Total Constituency Allowance		2,609.00	2,609.00		
Total Expenditures		7,199.83	7,199.83		

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LANE, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	8,262.72	8,262.72	2,172.28	79.2%
Total Office Allowances		8,262.72	8,262.72		
Operational Resources					
Operational Resources	--	2,300.91	2,300.91	--	--
Total Operational Resources		2,300.91	2,300.91		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	2,884.96	2,884.96	2,332.04	55.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		2,884.96	2,884.96		
Constituency Allowance					
Constituency Allowance	2,609.00	1,971.49	1,971.49	637.51	75.6%
Total Constituency Allowance		1,971.49	1,971.49		
Total Expenditures					
		15,420.08	15,420.08		

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Letto, Graham, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	14,400.00	14,400.00	14,400.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	636.00	0.00	0.00	636.00	0.0%
Office Operations	10,435.00	3,286.70	3,286.70	7,148.30	31.5%
Total Office Allowances		17,686.70	17,686.70		
Operational Resources					
Operational Resources	--	5,745.70	5,745.70	--	--
Total Operational Resources		5,745.70	5,745.70		
Travel & Living Allowances					
House in Session	--	17,527.31	17,527.31	--	--
House Not in Session	--	26,291.09	26,291.09	--	--
Intra & Extra-Constituency Travel	5,739.00	2,921.48	2,921.48	2,817.52	50.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		46,739.88	46,739.88		
Constituency Allowance					
Constituency Allowance	2,609.00	2,292.09	2,292.09	316.91	87.9%
Total Constituency Allowance		2,292.09	2,292.09		
Total Expenditures					
		72,464.37	72,464.37		

---- End of Report ----



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MICHAEL, LORRAINE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	7,938.61	7,938.61	2,496.39	76.1%
Total Office Allowances		7,938.61	7,938.61		
Operational Resources					
Operational Resources	--	2,449.43	2,449.43	--	--
Total Operational Resources		2,449.43	2,449.43		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	465.56	465.56	4,751.44	8.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		465.56	465.56		
Constituency Allowance					
Constituency Allowance	2,609.00	549.06	549.06	2,059.94	21.0%
Total Constituency Allowance		549.06	549.06		
Total Expenditures		11,402.66	11,402.66		

---- End of Report ----



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MITCHELMORE, CHRISTOPHER, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	7,256.39	7,256.39	3,178.61	69.5%
Total Office Allowances		7,256.39	7,256.39		
Operational Resources					
Operational Resources	--	5,541.98	5,541.98	--	--
Total Operational Resources		5,541.98	5,541.98		
Travel & Living Allowances					
House in Session	--	24,224.11	24,224.11	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	10,609.00	5,258.44	5,258.44	5,350.56	49.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		29,482.55	29,482.55		
Constituency Allowance					
Constituency Allowance	2,609.00	1,474.51	1,474.51	1,134.49	56.5%
Total Constituency Allowance		1,474.51	1,474.51		
Total Expenditures					
		43,755.43	43,755.43		

---- End of Report ----



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01-Apr-16 to 31-Mar-17

OSBORNE, TOM, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	373.94	373.94	10,061.06	3.6%
Total Office Allowances		373.94	373.94		
Operational Resources					
Operational Resources	--	3,682.32	3,682.32	--	--
Total Operational Resources		3,682.32	3,682.32		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	1,086.88	1,086.88	1,522.12	41.7%
Total Constituency Allowance		1,086.88	1,086.88		
Total Expenditures		5,143.14	5,143.14		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Parsley, Betty, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	18,600.00	18,600.00	18,600.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	837.00	0.00	0.00	837.00	0.0%
Office Operations	10,435.00	4,694.27	4,694.27	5,740.73	45.0%
Total Office Allowances		23,294.27	23,294.27		
Operational Resources					
Operational Resources	--	8,720.17	8,720.17	--	--
Total Operational Resources		8,720.17	8,720.17		
Travel & Living Allowances					
House in Session	--	2,782.30	2,782.30	--	--
House Not in Session	--	234.94	234.94	--	--
Intra & Extra-Constituency Travel	6,609.00	2,854.38	2,854.38	3,754.62	43.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		5,871.62	5,871.62		
Constituency Allowance					
Constituency Allowance	2,609.00	612.26	612.26	1,996.74	23.5%
Total Constituency Allowance		612.26	612.26		
Total Expenditures					
		38,498.32	38,498.32		

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01-Apr-16 to 31-Mar-17

PARSONS, ANDREW, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,000.00	12,000.00	12,000.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	5,880.02	5,880.02	4,554.98	56.3%
Total Office Allowances		17,880.02	17,880.02		
Operational Resources					
Operational Resources	--	7,404.20	7,404.20	--	--
Total Operational Resources		7,404.20	7,404.20		
Travel & Living Allowances					
House in Session	--	33,708.72	33,708.72	--	--
House Not in Session	--	624.81	624.81	--	--
Intra & Extra-Constituency Travel	9,826.00	4,975.57	4,975.57	4,850.43	50.6%
Helicopter Travel	18,261.00	0.00	0.00	18,261.00	0.0%
Total Travel & Living Allowances		39,309.10	39,309.10		
Constituency Allowance					
Constituency Allowance	2,609.00	981.35	981.35	1,627.65	37.6%
Total Constituency Allowance		981.35	981.35		
Total Expenditures					
		65,574.67	65,574.67		

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PARSONS, KEVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,136.08	3,136.08	7,298.92	30.1%
Total Office Allowances		3,136.08	3,136.08		
Operational Resources					
Operational Resources	--	3,735.58	3,735.58	--	--
Total Operational Resources		3,735.58	3,735.58		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,261.00	1,222.51	1,222.51	5,038.49	19.5%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		1,222.51	1,222.51		
Constituency Allowance					
Constituency Allowance	2,609.00	1,198.96	1,198.96	1,410.04	46.0%
Total Constituency Allowance		1,198.96	1,198.96		
Total Expenditures					
		9,293.13	9,293.13		

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01-Apr-16 to 31-Mar-17

Parsons, Pam, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	11,316.00	11,313.48	11,313.48	2.52	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	216.00	34.18	34.18	181.82	15.8%
Office Operations	10,435.00	5,794.15	5,794.15	4,640.85	55.5%
Total Office Allowances		17,141.81	17,141.81		
Operational Resources					
Operational Resources	--	7,612.40	7,612.40	--	--
Total Operational Resources		7,612.40	7,612.40		
Travel & Living Allowances					
House in Session	--	8,601.49	8,601.49	--	--
House Not in Session	--	5,381.22	5,381.22	--	--
Intra & Extra-Constituency Travel	6,696.00	3,896.61	3,896.61	2,799.39	58.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		17,879.32	17,879.32		
Constituency Allowance					
Constituency Allowance	2,609.00	574.97	574.97	2,034.03	22.0%
Total Constituency Allowance		574.97	574.97		
Total Expenditures					
		43,208.50	43,208.50		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

PERRY, TRACEY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	9,492.00	9,492.00	9,492.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	8,065.78	8,065.78	2,369.22	77.3%
Total Office Allowances		17,557.78	17,557.78		
Operational Resources					
Operational Resources	--	7,154.34	7,154.34	--	--
Total Operational Resources		7,154.34	7,154.34		
Travel & Living Allowances					
House in Session	--	26,437.75	26,437.75	--	--
House Not in Session	--	2,493.67	2,493.67	--	--
Intra & Extra-Constituency Travel	14,174.00	1,523.87	1,523.87	12,650.13	10.8%
Helicopter Travel	21,391.00	0.00	0.00	21,391.00	0.0%
Total Travel & Living Allowances		30,455.29	30,455.29		
Constituency Allowance					
Constituency Allowance	2,609.00	336.43	336.43	2,272.57	12.9%
Total Constituency Allowance		336.43	336.43		
Total Expenditures					
		55,503.84	55,503.84		

---- End of Report ----



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Petten, Barry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	24,360.00	18,676.00	18,676.00	5,684.00	76.7%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	266.00	0.00	0.00	266.00	0.0%
Office Operations	10,435.00	5,973.04	5,973.04	4,461.96	57.2%
Total Office Allowances		24,649.04	24,649.04		
Operational Resources					
Operational Resources	--	7,540.91	7,540.91	--	--
Total Operational Resources		7,540.91	7,540.91		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,304.00	0.00	0.00	5,304.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	676.46	676.46	1,932.54	25.9%
Total Constituency Allowance		676.46	676.46		
Total Expenditures					
		32,866.41	32,866.41		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

REID, SCOTT, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	10,035.34	10,035.34	399.66	96.2%
Total Office Allowances		10,035.34	10,035.34		
Operational Resources					
Operational Resources	--	7,355.58	7,355.58	--	--
Total Operational Resources		7,355.58	7,355.58		
Travel & Living Allowances					
House in Session	--	23,025.49	23,025.49	--	--
House Not in Session	--	12,890.03	12,890.03	--	--
Intra & Extra-Constituency Travel	7,304.00	7,303.95	7,303.95	0.05	100.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		43,219.47	43,219.47		
Constituency Allowance					
Constituency Allowance	2,609.00	1,255.07	1,255.07	1,353.93	48.1%
Total Constituency Allowance		1,255.07	1,255.07		
Total Expenditures		61,865.46	61,865.46		

---- End of Report ----



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Newfoundland and Labrador
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01-Apr-16 to 31-Mar-17

ROGERS, GERRY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,903.71	3,903.71	6,531.29	37.4%
Total Office Allowances		3,903.71	3,903.71		
Operational Resources					
Operational Resources	--	4,124.65	4,124.65	--	--
Total Operational Resources		4,124.65	4,124.65		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	1,327.44	1,327.44	3,889.56	25.4%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		1,327.44	1,327.44		
Constituency Allowance					
Constituency Allowance	2,609.00	1,698.53	1,698.53	910.47	65.1%
Total Constituency Allowance		1,698.53	1,698.53		
Total Expenditures					
		11,054.33	11,054.33		

---- End of Report ----



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Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Trimper, Perry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	574.00	0.00	0.00	574.00	0.0%
Office Operations	10,435.00	1,953.12	1,953.12	8,481.88	18.7%
Total Office Allowances		1,953.12	1,953.12		
Operational Resources					
Operational Resources	--	3,480.54	3,480.54	--	--
Total Operational Resources		3,480.54	3,480.54		
Travel & Living Allowances					
House in Session	--	21,128.79	21,128.79	--	--
House Not in Session	--	530.96	530.96	--	--
Intra & Extra-Constituency Travel	6,957.00	434.81	434.81	6,522.19	6.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		22,094.56	22,094.56		
Constituency Allowance					
Constituency Allowance	2,609.00	223.44	223.44	2,385.56	8.6%
Total Constituency Allowance		223.44	223.44		
Total Expenditures					
		27,751.66	27,751.66		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-16 to 31-Mar-17

Warr, Brian, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2016/17 (Net of HST)	Expenditures Processed 01-Apr-16 to 31-Mar-17 (Net of HST)	Expenditures Year to Date 01-Apr-16 to 31-Mar-17 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	10,296.00	10,099.41	10,099.41	196.59	98.1%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	339.00	0.00	0.00	339.00	0.0%
Office Operations	10,435.00	3,934.02	3,934.02	6,500.98	37.7%
Total Office Allowances		14,033.43	14,033.43		
Operational Resources					
Operational Resources	--	4,264.95	4,264.95	--	--
Total Operational Resources		4,264.95	4,264.95		
Travel & Living Allowances					
House in Session	--	12,832.62	12,832.62	--	--
House Not in Session	--	4,315.34	4,315.34	--	--
Intra & Extra-Constituency Travel	10,957.00	5,554.70	5,554.70	5,402.30	50.7%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		22,702.66	22,702.66		
Constituency Allowance					
Constituency Allowance	2,609.00	1,652.53	1,652.53	956.47	63.3%
Total Constituency Allowance		1,652.53	1,652.53		
Total Expenditures					
		42,653.57	42,653.57		

---- End of Report ----



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix H

Speaker's Delegated Authority



The following are details of rulings made under the Speaker's delegated authority for the period from April 1, 2016 to March 31, 2017:

Reported at the June 29, 2016 meeting:

The Department of Finance advised the House of Assembly that it wished to restate certain Estimates of the Legislature relating to the 2015-16 fiscal year in order to provide accurate comparative data. This is consistent with generally accepted accounting practices and often utilized when departments are reorganized. The Estimates of the Legislature must be approved by the Management Commission. At the time of the request the information was required to finalize Budget 2016, and because the Commission was unable to meet to discuss the issue, it was deemed to be an urgent financial matter. The Speaker, using his authority under CM 2008 - 095, approved the restatement of the Estimates for Budget 2016.