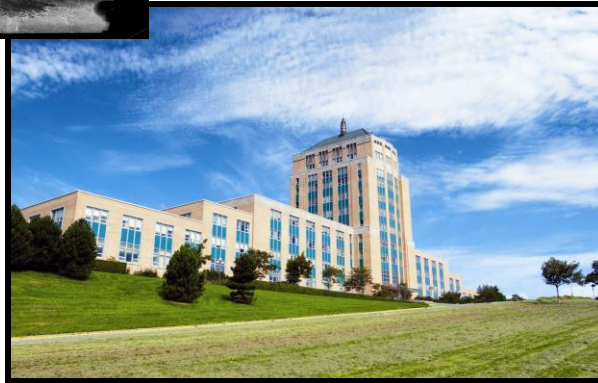


House of Assembly
Newfoundland & Labrador



Colonial Building
1850-1959

Confederation Building
1960-present



House of Assembly Management Commission

2018-2019 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, 2019. This report includes a summary of the work of the Management Commission for the period from April 1, 2018 to March 31, 2019.

The work of the Management Commission is crucial to the effective operations of the Legislature and I thank members 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 Management Commission as it carries out its mandated responsibilities under the Act.

Honourable Scott Reid, 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). The Act establishes 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* (the Rules). The Rules promote accountability in, and transparency with respect to, the expenditure of public funds.

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, 2018 to March 31, 2019 included:

- Hon. Perry Trimper, MHA (Speaker)
- Hon. Andrew Parsons, MHA, Burgeo-LaPoile (Government House Leader)
- Mr. Keith Hutchings, MHA, Ferryland (Opposition House Leader)
- Mr. Mark Browne, MHA, Placentia West-Bellevue
- Ms. Siobhan Coady, MHA, St. John's West
- Mr. Paul Davis, MHA, Topsail-Paradise (member until January 24, 2019)
- Mr. Ches Crosbie, MHA, Windsor Lake (member from January 24, 2019 to March 4, 2019)
- Mr. Paul Dinn, MHA, Topsail-Paradise (member effective March 4, 2019)
- Ms. Lorraine Michael, MHA, St. John's East-Quidi Vidi
- 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 Mr. Brian Warr, MHA for Baie Verte-Green Bay.



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 agenda items, coordinating and facilitating Commission meetings, and maintaining Commission records.



Proceedings of the Commission

All regular 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); as well as full transcripts (Hansard) of meetings. The briefing materials and Minutes of each meeting are also posted on the website.

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

- April 18, 2018
- May 16, 2018
- May 30, 2018
- September 27, 2018
- November 7, 2018
- December 19, 2018
- March 13, 2019

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 five (5) *in camera* meetings during the reporting period on the following dates:



- November 7, 2018
- December 19, 2018
- January 23, 2019
- February 20, 2019
- March 13, 2019

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.

Rule Amendments

The process for making or amending the *Members' Resources and Allowances Rules* (the Rules) is outlined subsections 15(5) and 20(7) 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.

Amendments to the Rules that propose to change/add to the levels or amounts for reimbursements and expenses must follow this process:

- A draft of the proposed amendment must be prepared.



- The draft amendment must be tabled at Management Commission meeting (a Decision of the Commission is not required; for information purposes only).
- The draft amendment must be:
 - tabled by the Speaker in the House of Assembly if in Session; OR
 - provided to every MHA if the House of Assembly is not in session.
- The draft amendment must be posted to the House of Assembly website.
- The draft amendment must be brought to a subsequent meeting of the Management Commission for consideration and approval.
- The amendment, once approved by the Commission, must be laid before the House of Assembly and voted on by resolution.

Amendments to the Rules that do not propose to change/add to the levels or amounts for reimbursements or expenses must follow this process:

- A draft of the proposed amendment must be prepared.
- The draft amendment must be brought to a meeting of the Management Commission for consideration and approval.

All rule amendments are forwarded to the Office of Legislative Counsel in preparation for publication in the NL Gazette once the amending process is complete. The amendments will become effective on the date they are Gazetted.

There was one rule amendment approved during the 2018-2019 reporting period, the details of which are outlined in **Appendix B**.

Directives

The Commission has authority 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 three (3) directives issued by the Commission during the reporting period, the details of which are included in **Appendix C**.



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 has been rejected for payment by the Corporate and Members' Services Division.

During the reporting period there were eight (8) rulings on allowance use as provided for in Section 24 of the Act. The details of these rulings are outlined 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 2018-2019 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, 2018 to March 31, 2019 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, FCPA, FCA

Ms. Elizabeth Murphy, Clerk Assistant, was 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 2018 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 2019 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 2019.

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 2018 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 2019 and the audit of the Management Certification dated 31 March 2019. 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 included in **Appendix G**. The first report includes compensation paid to Members by the House of Assembly. The second report includes summaries of expenses 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, 2019.

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 during the reporting period, the details of which are outlined in **Appendix H**.

Clerk's Authorization for Furniture and Equipment Expenditures

The Standard Office Allocation Package for Members and Constituency Assistants delegates authority to the Clerk to pre-approve expenditures for other furniture and equipment to a maximum of \$1000.00 (per item), with the Clerk to report all such approvals at a subsequent meeting of the Management Commission.

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 the Commission

Appendix B

Rule Amendments

Appendix C

Directives

Appendix D

Rulings on Allowance Use

Appendix E

Reports of the Audit Committee

Appendix F

Financial Information and Management Certification - 31 March 2019

Appendix G

Members' Salaries, Allowances, and Expenses

Appendix H

Speaker's Delegated Authority Respecting Urgent Financial Matters



*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 2018-2019 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: April 18, 2018

Location: House of Assembly Chamber

Time: 5:20 pm

Members Present:

Hon. Perry Trimper, Speaker (Chair)

Mr. Mark Browne, MHA (Lib) Placentia West – Bellevue (via teleconference)

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

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

Mr. Keith Hutchings, Opposition House Leader

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

Hon. Andrew Parsons, Government House Leader

Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Mr. Brian Warr, Deputy Speaker

Ms. Bobbi Russell, Policy & Communications Officer

- CM 2018-015** The Minutes of the Management Commission meeting held on February 13, 2018 were approved as read.
- CM 2018-016** The Minutes of the Management Commission meeting held on March 14, 2018 were approved as read.
- CM 2018-017** The Commission did not approve the payment of advertising expenses totaling \$258.75 as appealed by the Members for Cape St. Francis and Conception Bay East-Bell Island.
- CM 2018-018** The Commission did not approve the payment of advertising expenses totaling \$977.52 as appealed by the Member for Stephenville-Port au Port.

- CM 2018-019** The Commission did not approve the payment of householder expenses totaling \$2,409.25 as appealed by the Member for St. John's Centre.
- CM 2018-020** The Commission approved the payment of 2016-17 fiscal year expenses totaling \$75.00, as appealed by the Member for Mount-Pearl Southlands, with the expenses to be paid within the appropriate allocation for the 2017-18 fiscal year.
- CM 2018-021** The Commission waived the 2-day waiting period for **CM 2018-020** to expedite processing of the expenditure within 30 days of the end of the fiscal year, as required under subsection 7(2) of the *Members' Resources and Allowances Rules*.

Adjournment: 5:58 p.m.

Hon. Perry Trimper, MHA
Speaker (Chair)


Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: May 16, 2018

Location: House of Assembly Chamber

Time: 5:30 pm

Members Present:

Hon. Perry Trimper, Speaker (Chair)
Mr. Mark Browne, MHA (Lib) Placentia West – Bellevue
Hon. Siobhan Coady, MHA (Lib), St. John's West
Mr. Paul Davis, MHA (PC) Topsail-Paradise
Mr. Keith Hutchings, Opposition House Leader
Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi
Hon. Andrew Parsons, Government House Leader
Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Mr. Brian Warr, Deputy Speaker
Ms. Bobbi Russell, Policy & Communications Officer
Ms. Kim Hawley George, Law Clerk
Mr. Bruce Chaulk, Commissioner for Legislative Standards

CM 2018-022 The Minutes of the Management Commission meeting held on April 18, 2018 were approved as read.

CM 2018-023 Pursuant to Section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to Section 46 of the *Members' Resources and Allowances Rules* prohibiting the reimbursement of cannabis, subject to final wording by the Office of the Legislative Counsel. The Commission directed that the timing of publication be coordinated with the coming into force of anticipated statutory changes required to effect legalization.

- CM 2018-024** The Commission deferred a decision with respect to access to the Leader's Travel fund of \$42,100 under the Official Opposition Caucus for members of the caucus and staff, as delegated by the member designated as Leader of the Official Opposition Caucus for administrative purposes.
- CM 2018-025** The Commission deferred a decision as to whether application of the Executive branch Harassment-Free Workplace Policy (effective June 1), with adjustments as outlined, is required in the interim in situations involving Members of the House of Assembly (in addition to the Code of Conduct).
- CM 2018-026** The Commission directed the Law Clerk to draft amendments to Section 22 of the *House of Assembly Accountability, Integrity and Administration Act* that would make attendance at training mandatory for Members of the House of Assembly, with the draft amendments to be brought forward at a future meeting for approval.

Adjournment: 7:35 pm

Hon. Perry Trimper, MHA
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: May 30, 2018

Location: House of Assembly Chamber

Time: 5:20 pm

Members Present:

Hon. Perry Trimper, Speaker (Chair)

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

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

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

Mr. Keith Hutchings, Opposition House Leader

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

Hon. Andrew Parsons, Government House Leader

Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Mr. Brian Warr, Deputy Speaker

Ms. Bobbi Russell, Policy & Communications Officer

Mr. Bruce Chaulk, Commissioner for Legislative Standards

CM 2018-027 The Minutes of the Management Commission meeting held on May 16, 2018 were approved as read.

CM 2018-028 The Commission approved the payment of expenses totaling \$250.00 for the Member for Placentia West-Bellevue with the expenses to be paid within the appropriate allocation for the 2018-19 fiscal year. Mr. Browne recused himself from the discussion.

CM 2018-029 The Commission approved the payment of expenses totaling \$86.25 for the Member for Harbour Grace-Port de Grave with the expenses to be paid within the appropriate allocation for the 2018-19 fiscal year.

CM 2018-030 The Commission directed interim application of the Executive Branch Harassment-Free Workplace Policy (effective June 1, 2018), in situations involving Members of the House of Assembly, using the adjusted process as proposed at the May 16, 2018 meeting, with the following amendments:

- Complaint process notifications to include:
 - o notification to the Clerk of the House of Assembly if the complainant is a public service or political support employee of the Legislature; and
 - o notification to the Clerk of Executive Council if the complainant is an employee of the Executive branch.
- Investigation reporting process to include:
 - o Subject to agreement of the complainant, providing a copy of the report to the Leader of the caucus of the respondent Member, at the point when the report is provided to the Privileges and Elections Committee.

The interim application will continue until directed otherwise by the Management Commission. The provisions of the Code of Conduct for Members will also continue to apply.

The Management Commission agreed that with respect to the adjusted process approved in CM 2018-030 for interim application of the Executive Branch Harassment-Free Workplace Policy, further analysis be completed and brought back to the Commission respecting the implications of assigning responsibility to the Citizens' Representative.

CM 2018-031 The Commission approved a policy change to allow the elected Member recognized as the Leader of the caucus for parliamentary purposes in the House of Assembly, to utilize the funding allocated to that Caucus for Leader's travel.

Adjournment: 7:45 pm

Hon. Perry Trimper, MHA
Speaker (Chair)


Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: September 27, 2018

Location: House of Assembly Chamber

Time: 3:55 pm

Members Present:

Hon. Perry Trimper, Speaker (Chair)
Mr. Mark Browne, MHA (Lib) Placentia West-Bellevue
Hon. Siobhan Coady, MHA (Lib), St. John's West
Mr. Paul Davis, MHA (PC), Topsail-Paradise
Mr. Keith Hutchings, Opposition House Leader
Hon. Andrew Parsons, Government House Leader
Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Ms. Bobbi Russell, Policy & Communications Officer

Regrets

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

CM 2018-032 The Minutes of the Management Commission meeting held on May 30, 2018 were approved as read.

CM 2018-033 The Commission approved the following meeting schedule for Fall 2018:

- Wednesday, November 7
- Wednesday, November 21
- Wednesday, December 5

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported rulings on allowance use for the period ended September 24, 2018. The expenditure of \$78.00 for the Member for Placentia-St. Mary's was rejected for payment because it was not submitted within 60 days of being made; however, it was a permitted expense and complied with all other provisions of the *Members' Resources and Allowances Rules*.

Pursuant to paragraph 23(8)(c) of the *House of Assembly, Accountability, Integrity and Administration Act*, the 11th Report of the Audit Committee was provided to the Commission for review.

The report of all budget transfers processed during the period of April 1, 2017 to March 31, 2018 were provided to the Commission for review.

CM 2018-034 The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$ 25,000

To:

Subdivision 3.1.01.02 Office of the Chief Electoral Officer – Professional Services
\$ 25,000

The financial reports for the Legislature for the periods April 1, 2017 to March 31, 2018; and April 1, 2018 to June 30, 2018 were provided to the Commission for review. The Members' Accountability and Disclosure Reports were provided for the same periods.

CM 2018-035 Pursuant to subsections 15(5) and 20(7) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following proposed amendment, subject to final wording by the Office of the Legislative Counsel:

Section 22 of the *House of Assembly Accountability, Integrity and Administration Act* is amended by adding immediately after subsection (2) the following:

(2.1) A member shall attend or otherwise avail of the orientation and training programs referred to in subsections (1) and (2).

CM 2018-036 The Commission approved the audited financial information for April 1, 2017 to March 31, 2018 for the House of Assembly and its Statutory Offices as recommended by the Audit Committee.

Pursuant to subsection 32(3) of the *Auditor General Act*, the audited financial information for the Office of the Auditor General for the fiscal year ended 31 March 2018 was provided to the Commission for review.

CM 2018-037 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 2018.

The Caucus Operational Funding Expenditure Reports for the period April 1, 2017- March 31, 2018 for the Office of the Speaker; Government Members' Caucus; Official Opposition Caucus; Third Party Caucus; and the Independent Member were submitted to the Commission for review.

Adjournment: 4:19 pm

Hon. Perry Trimper, MHA
Speaker (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 7, 2018

Location: House of Assembly Chamber

Time: 5:25 pm

Members Present:

Hon. Perry Trimper, Speaker (Chair)

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

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

Mr. Ches Crosbie, MHA (PC), Windsor Lake

Mr. Keith Hutchings, Opposition House Leader

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

Hon. Andrew Parsons, Government House Leader

Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Ms. Bobbi Russell, Policy & Communications Officer

CM 2018-038 The Commission, at an *in camera* meeting, approved the nomination of Ms. Kim Hawley George, Q.C., as Law Clerk, and directed a resolution be brought to the House to give effect to the nomination. Ms. Hawley George will be appointed at her current compensation level and the terms of her appointment will include the payment of fees to the Law Society as is standard practice.

CM 2018-039 The Commission, at an *in camera* meeting, approved recommending to the Lieutenant Governor in Council, the appointment of Mr. Barry Fleming, Q.C., in an acting capacity as Citizens' Representative effective December 6, 2018. The appointment will continue until such time as the new Citizens' Representative is appointed on resolution of the House. Mr. Fleming will continue to receive his current salary and benefits.

CM 2018-040 The Minutes of the Commission meeting held on September 27, 2018 were approved as read.

CM 2018-041 The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$2,700

To:

Subdivision 1.1.04.10 Members' Resources – Grants and Subsidies
\$2,700

CM 2018-042 The Commission directed the development of a policy and/or guidelines related to reimbursement of, and/or financial support toward legal fees, to be brought back to the Commission for review and approval.

The financial reports for the Legislature for the period April 1, 2018 to September 30, 2018 were provided to the Commission for review. Member Accountability and Disclosure Reports were provided for the same periods.

CM 2018-043 The Commission directed the Speaker's Office to correspond in writing to the complainants and respondents of the five recent reports from the Commissioner for Legislative Standards on the Code of Conduct for Members, to submit details of their legal costs and expenses, for the Commission's consideration. Consideration of the request from the Member for Fortune Bay-Cape La Hune is deferred until information from the other complainants and respondents is received.

CM 2018-044 The Commission deferred a decision with respect to the extinguishment of severance entitlements and implementation of a termination benefit for political support staff, and directed that the current severance benefit for political support staff of the Legislature continue in the interim in accordance with the direction provided the 1989 Order-in-Council and specified in their employment contracts.

Adjournment: 6:01 pm

Hon. Perry Trimper, MHA
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: December 19, 2018

Location: *In camera* meeting – Speaker’s Boardroom; Televised meeting – House of Assembly Chamber

Time: 9:30 am

Members Present:

Hon. Perry Trimper, Speaker (Chair)

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

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

Mr. Ches Crosbie, MHA (PC), Windsor Lake

Mr. Keith Hutchings, Opposition House Leader

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

Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Ms. Bobbi Russell, Policy & Communications Officer

Mr. Brian Warr, MHA, Deputy Speaker

Regrets

Hon. Andrew Parsons, Government House Leader

CM 2018-045 The Commission, at an *in camera* meeting, directed the Law Clerk to respond on its behalf to legal counsel for the Member for Humber-Bay of Islands. The Commission further directed waiving the 2-day waiting period for Commission decisions to expedite sending the response.

CM 2018-046 The Commission, at an *in camera* meeting, directed a write-off of \$12,446.95 in accordance with the *Financial Administration Act*, related to severance overpayments made between April 2017 and November 2018.

The Member for St. John’s West recused herself from the vote on CM 2018-046.

CM 2018-047 The Commission, at an *in camera* meeting, deferred a decision with respect to reimbursement of legal expenses for Members.

In accordance with Section 19 of the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported decisions from the *in camera* meeting held prior to the televised portion of the meeting, as noted above (CM 2018-045; CM 2018-046; CM 2018-047).

CM 2018-048 The Minutes of the Commission meeting held on November 7, 2018 were approved as read.

CM 2018-049 The Commission approved the following transfers of funds:

From:

Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$46,800

To:

Subdivision 1.1.04.02 Members' Resources – Training
\$46,800

From:

Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$30,000

To:

Subdivision 1.1.04.02 Members' Resources – Travel
\$30,000

CM 2018-050 The Commission adopted the direction of the Executive Branch with respect to the extinguishment of severance entitlements and implementation of a termination benefit for political support staff. The Commission further directed that implementation of the new policy be targeted for January 31, 2019 with the Clerk to advise, following consultation with Corporate and Members' Services, whether or not this implementation date is achievable.

CM 2018-051 The Commission directed a review of salary and other benefits of political support staff employed by the Legislature.

CM 2018-052 The Commission approved payment of an invoice in the amount of \$1,512.00 for the constituency office for the Member for Lewisporte-Twillingate.

Adjournment: 11:38 am

Hon. Perry Trimper, MHA
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: January 23, 2019

Location: Speaker's Boardroom

Time: 9:00 am

Members Present:

Mr. Brian Warr, MHA, Deputy Speaker (Chair)
Hon. Andrew Parsons, Government House Leader
Mr. Keith Hutchings, Opposition House Leader
Mr. Mark Browne, MHA (Lib) Placentia West-Bellevue
Hon. Siobhan Coady, MHA (Lib), St. John's West
Mr. Ches Crosbie, MHA (PC), Windsor Lake
Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi
Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Hon. Perry Trimper, Speaker (via phone)
Ms. Bobbi Russell, Policy & Communications Officer
Ms. Kim HawleyGeorge, Law Clerk

CM 2019-001 The Commission, at an *in camera* meeting:

- Approved reimbursement of legal expenses only, incurred up to November 6, 2018, as a result of the Member's participation in the reviews of the Commissioner for Legislative Standards under the Code of Conduct for Members, as follows:

Member for Fortune Bay-Cape La Hune:	\$12,502.80
Member for Harbour Grace-Port de Grave:	\$2,219.51
Member for Placentia-St. Mary's:	\$14,559.00
Member for Mount Scio:	\$26,277.50

- Directed that this decision will not be considered by the Commission to be a precedent in similar matters, and that the future policy direction of the Management Commission on reimbursement of legal fees will not

be constrained by the Commission's decision in this matter;

- Directed that the Member for Humber-Bay of Islands has to submit details of his legal expenses by January 31, 2019 in order to be considered for reimbursement by the Management Commission; and
- Directed that the two-day waiting period to give effect to Commission decisions be waived.

CM 2019-002 The Commission, at an *in camera* meeting, approved the creation of Professional Services as a Sub-object in the Members' Resources Activity; and the following transfer of funds:

From:

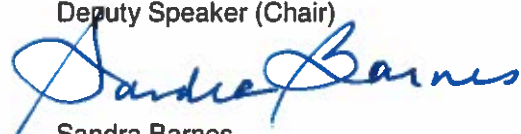
Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$56,000

To:

Subdivision 1.1.04.02 Members' Resources – Professional Services
\$56,000

Adjournment: 10:05 am

Mr. Brian Warr, MHA
Deputy Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: February 20, 2019

Location: HOA Committee Room

Time: 1:30 pm

Members Present:

Hon. Perry Trimper, Speaker (Chair)

Hon. Andrew Parsons, Government House Leader

Mr. Keith Hutchings, Opposition House Leader

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

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

Mr. Ches Crosbie, MHA (PC), Windsor Lake

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

Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Mr. Brian Warr, MHA, Deputy Speaker

Ms. Bobbi Russell, Policy & Communications Officer

Ms. Kim HawleyGeorge, Law Clerk

Ms. Wanda Lee Mercer, Chief Financial Officer

Mr. Bruce Chaulk, Chief Electoral Officer

CM 2019-003 The Commission, at an *in-camera* meeting, approved the 2019-2020 estimates for the following Activities, to be forwarded to the Minister of Finance for inclusion in the 2019 Estimates and voted on in the Legislature:

Office of the Auditor General - \$3,809,700

Office of the Chief Electoral Officer - \$7,479,400

Office of the Citizens' Representative - \$833,500

Office of the Child and Youth Advocate - \$1,398,900

Office of the Information and Privacy Commissioner - \$1,337,200

Office of the Seniors' Advocate - \$500,000

Administrative Support - \$2,257,700

Legislative Library and Records Management - \$727,100

Hansard and Broadcast Centre - \$1,147,200

Members' Resources - \$8,915,100

House Operations - \$398,400

Government Members' Caucus - \$565,000

Official Opposition Caucus - \$1,084,200

Third Party Caucus - \$443,900

CM 2019-004 The Commission, at an *in-camera* meeting, approved a pre-commitment of funds of \$600,000 for fiscal year 2020-21 for the Office of the Chief Electoral Officer related to estimated subsidies for the 2019 general election.

CM 2019-005 The Commission, at an *in-camera* meeting, approved a pre-commitment of funds of \$32,400 (gross of \$60,400; related revenue of \$28,000) for fiscal year 2020-21 for the purpose of hosting the 2020 Canadian Association of Parliamentary Administration Conference.

Adjournment: 3:00 pm

Hon. Perry Trimper, MHA
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: March 13, 2019

Location: *In camera* meeting – Speaker’s Boardroom; Televised meeting – House of Assembly Chamber

Time: 5:15 pm

Members Present:

Hon. Perry Trimper, Speaker (Chair)
Hon. Andrew Parsons, Government House Leader
Mr. Keith Hutchings, Opposition House Leader
Mr. Mark Browne, MHA (Lib) Placentia West-Bellevue
Hon. Siobhan Coady, MHA (Lib), St. John’s West
Mr. Paul Dinn, MHA (PC), Topsail-Paradise
Ms. Lorraine Michael, MHA (NDP), St. John’s East-Quidi Vidi
Ms. Sandra Barnes, Clerk of the House of Assembly

Other

Ms. Bobbi Russell, Policy & Communications Officer
Ms. Kim HawleyGeorge, Law Clerk

CM 2019-006 The Commission, at an *in-camera* meeting, approved recommending to the Lieutenant Governor in Council the appointment of Ms. Victoria Woodworth-Lynas in an acting capacity as Information and Privacy Commissioner, until such time as the new Information and Privacy Commissioner is appointed on resolution of the House of Assembly with the appointment to be effective as of March 21, 2019 and Ms. Woodworth-Lynas to be compensated at Step 1 of the EP-10 scale (\$121, 283).

In accordance with Section 19 of the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported decisions from an *in camera* meeting held on January 23, 2019 as follows:

- The Commission approved reimbursement of legal expenses only, incurred up to November 6, 2018, as a result of the Member’s participation in the reviews of the Commissioner for Legislative Standards under the Code of Conduct for Members, as follows:

Member for Fortune Bay-Cape La Hune:	\$12,502.80
Member for Harbour Grace-Port de Grave:	\$2,219.51

Member for Placentia-St. Mary's: \$14,559.00
Member for Mount Scio: \$26,277.50

- The Commission directed that this decision will not be considered by the Commission to be a precedent in similar matters, and that the future policy direction of the Management Commission on reimbursement of legal fees will not be constrained by the Commission's decision in this matter;
- The Commission directed that the Member for Humber-Bay of Islands has to submit details of his legal expenses by January 31, 2019 in order to be considered for reimbursement by the Management Commission; and
- The Commission Directed that the two-day waiting period to give effect to these Commission decisions be waived.
- The Commission approved the creation of Professional Services as a Sub-object in the Members' Resources Activity; and the following transfer of funds:

From:
Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance \$56,000

To:
Subdivision 1.1.04.02 Members' Resources – Professional Services \$56,000

In accordance with Section 19 of the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported decisions from an *in camera* meeting held on February 20, 2019 as follows:

- The Commission approved the 2019-2020 estimates, to be forwarded to the Minister of Finance for inclusion in the 2019 Estimates and voted on in the Legislature.
- The Commission approved a pre-commitment of funds for fiscal year 2020-21 for the Office of the Chief Electoral Officer related to estimated subsidies for the 2019 general election.
- The Commission approved a pre-commitment of funds for fiscal year 2020-21 for the purpose of hosting the 2020 Canadian Association of Parliamentary Administration Conference.

CM 2019-007 The Minutes of the Commission meetings held on December 19, 2018 and January 23, 2019 were approved as read.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported rulings on allowance use for the period ended March 7, 2019.

As required by **CM 2008-95**, the Speaker reported a decision made under the delegated authority respecting urgent financial matters relating to the administration of the House of Assembly and the Statutory Offices.

The financial reports for the Legislature for the periods April 1, 2018 to December 31, 2018 were provided to the Commission for review. The Members' Accountability and Disclosure Reports were provided for the same period.

CM 2019-008 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendment to the Caucus Operational Funding Grants Policy:

The Policy is amended by adding immediately after Section 7.0, the following:

8.0 Return of Accumulated Funds at Dissolution of General Assembly

Following the dissolution of a general assembly, all caucuses must return to the House of Assembly, all accumulated funds that were paid in accordance with this Policy.

The annual report required under Section 7.0, detailing expenditures from the start of the fiscal year up to dissolution, must also be submitted upon return of the funds.

CM 2019-009 Pursuant to the Transfer of Funds Policy, the Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance
\$17,400

To:

Subdivision 3.1.01.10 Office of the Chief Electoral Officer – Grant and Subsidies
\$17,400

Adjournment: 5:40 pm

Hon. Perry Trimper, MHA
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix B Rule Amendments



The following outlines details of the rule amendment approved by the Commission during the 2018-2019 reporting period:

Pursuant to Section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following proposed amendments to Section 46 of the *Members' Resources and Allowances Rules* prohibiting the reimbursement of cannabis, subject to final wording by the Office of the Legislative Counsel:

Subsection 46(4) of the *Members' Resources and Allowances Rules* is amended by adding immediately after paragraph (c) the following:

(c.1) cannabis in any form;

The Commission also directed that the timing of publication be coordinated with the coming into force of anticipated statutory changes required to effect legalization.



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix C Directives



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2018-001

Effective Date: June 5, 2018	Commission Minute: CM 2018-030	
Subject: Interim Application of Executive Branch Harassment-Free Workplace Policy for Complaints When the Respondent is a Member of the House of Assembly	Reference: HOAMC Meetings: May 16 & May 30, 2018	
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: Bruce Chaulk Commissioner for Legislative Standards 709-729-0714	

BACKGROUND

On February 23, 2018, the Executive Branch announced a new Harassment-Free Workplace Policy for departmental employees that came into effect on June 1, 2018. The new policy was developed under a framework for application to employer-employee workplace environments. While the principles of the policy are applicable to all work environments, the operational aspects (e.g. the complaint and resolution processes) do not take into account the employment nature of elected officials.

On May 2, 2018, the House of Assembly unanimously passed a Private Member’s Motion, which constitutes an order to the Privileges and Elections Committee (PEC) to undertake the development of a Legislature-specific harassment policy. Once its work is completed, the Committee must bring its recommendations back to the House of Assembly for debate and a decision (via a vote).

In the interim period, while the PEC completes its work to develop a Legislature-specific policy, the Management Commission considered interim application of the Executive Branch Harassment-Free Workplace Policy for complaints when the **respondent is a Member of the House of Assembly**. The interim application, with the adjusted process as approved, will continue until the Management Commission directs otherwise.

DIRECTIVE

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

The Commission directs interim application of the Executive Branch Harassment-Free Workplace Policy (effective June 1, 2018), in situations involving Members of the House of Assembly, using the adjusted process as proposed at the May 16, 2018 meeting, with the following amendments:

- *Complaint process notifications to include:*
 - o *notification to the Clerk of the House of Assembly if the complainant is a public service or political support employee of the Legislature; and*
 - o *notification to the Clerk of Executive Council if the complainant is an employee of the Executive branch.*

- *Investigation reporting process to include:*
 - o *Subject to agreement of the complainant, providing a copy of the report to the Leader of the caucus of the respondent Member, at the point when the report is provided to the Privileges and Elections Committee.*

The interim application will continue until directed otherwise by the Management Commission. The provisions of the Code of Conduct for Members will also continue to apply.

The complaint and resolution process as it relates to **complaints against Members** (i.e. employee to Member, and Member to Member) **is attached**. The **principles and other provisions** of the Executive Branch Harassment-Free Workplace Policy **will apply as outlined in that policy** (http://www.exec.gov.nl.ca/exec/hrs/working_with_us/harassment_free_workplace.html).

For **complaints between Members**, an MHA has the option of pursuing action under the Harassment-Free Workplace Policy (as outlined in the attached), the Code of Conduct for Members of the House of Assembly, or both.



Sandra Barnes
Clerk of the House of Assembly



Interim Application of Executive Branch Harassment-Free Workplace Policy for Complaints against Members of the House of Assembly

(As directed by the House of Assembly Management Commission in [Directive 2018-001](#))

The following outlines the adjusted **complaint and resolution processes** for interim application of the [Executive Branch Harassment-Free Workplace Policy \(effective June 1, 2018\)](#) where the **respondent is a Member of the House of Assembly** (i.e. employee to Member, AND Member to Member). The principles and other provisions will apply as outlined in the policy.

For complaints between Members, an MHA has the option of pursuing action under the Harassment-Free Workplace Policy (as outlined), the Code of Conduct for Members of the House of Assembly, or both.

Complaint Process:

<i>Complaint Process Step</i>	<i>Adjusted Process if Respondent is an <u>Member of the House of Assembly</u></i>
<i>Submitting complaint</i>	<ul style="list-style-type: none"> • Complaint submitted to Commissioner for Legislative Standards (CLS).
<i>Assessment of complaint</i>	<ul style="list-style-type: none"> • CLS assesses to determine if complaint falls within scope of policy.
<i>Communication with Complainant (if complaint falls within scope of policy)</i>	<ul style="list-style-type: none"> • CLS acknowledges complaint and schedules meeting with complainant to review resolution options. • CLS follows up with written communication to complainant reiterating resolution options, and confirms selected option.
<i>Notification to Respondent</i>	<ul style="list-style-type: none"> • CLS schedules meeting with Member to notify of complaint, and resolution process selected by complainant. • If complainant is an employee of the Legislature, CLS notifies Clerk of the House of Assembly. • If complainant is an employee of the Executive branch, CLS notifies the Clerk of Executive Council.

Resolution Options:

<i>Resolution Option</i>	<i>Adjusted Process if Respondent is <u>Member of the House of Assembly</u></i>
<i>Informal – Individual Intervention</i>	<ul style="list-style-type: none"> • Same as outlined in Executive Branch Harassment-Free Workplace Policy (effective June 1, 2018) – see policy here.
<i>Informal – Management Intervention</i>	<ul style="list-style-type: none"> • Complainant chooses to have Commissioner for Legislative Standards (CLS) approach the Member, advising of unwelcome/objectionable behaviour.
<i>Informal – Respectful Workplace (RWP) Intervention</i>	<ul style="list-style-type: none"> • Same as outlined in Executive Branch Harassment-Free Workplace Policy (effective June 1, 2018) – see policy here.
<i>Formal - Investigation</i>	<p>Investigator = Commissioner for Legislative Standards (CLS)</p> <ul style="list-style-type: none"> • The following process is followed: <ol style="list-style-type: none"> 1. Investigation conducted by CLS. 2. CLS prepares report, provides copy to complainant and Member (respondent), and opportunity for each to respond. 3. CLS provides report to Standing Committee on Privileges and Elections (PEC). At this point, subject to agreement of the complainant, copy of the report is provided to the Leader of the caucus of the respondent Member. Note: If the respondent Member is the Leader of a caucus, the report only goes to the PEC. 4. The PEC reviews report and makes recommendation on recourse. 5. Recommendation of the PEC referred to House of Assembly, and resolution introduced for debate and approval (by vote). <u>NOTE: Report brought before House of Assembly will be drafted in accordance with confidentiality provisions of the policy (see policy here).</u> 6. CLS notified of decision of House of Assembly (as a result of debate and vote on resolution).

*Resolution
Option*

Adjusted Process if Respondent is Member of the House of Assembly

7. CLS notifies complainant of the decision of the House.

For question or inquiries, contact:

Mr. Bruce Chaulk
Commissioner for Legislative Standards
Telephone: 709-729-0714
E-Mail: brucechaulk@gov.nl.ca



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2018-002

Effective Date: June 5, 2018	Commission Minute: CM 2018-031
Subject: Access to Leader's Travel Allocation	Reference: HOAMC Meetings: May 16 & May 30, 2018
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, the Official Opposition and Third Party caucuses are allocated funding for Leader's travel, comparable to the allocation provided to the Premier's Office and Ministers' Offices in government departments. It is subject to the Ministerial Expense Reimbursement Policies (CM 2008-020 refers); and the Leader can delegate travel to other elected MHAs or caucus staff members as directed in CM 2008-025.

The *House of Assembly Accountability, Integrity and Administration Act* does not provide for "acting" or "designated" capacities, therefore the policies made under that Act must be interpreted in accordance with it. Currently, an MHA who is designated as the leader for parliamentary purposes in the House of Assembly (i.e. in situations when the leader of the party is not an elected Member), cannot access funds allocated to that caucus for Leader's travel.

As a result of a request from the Official Opposition, the Management Commission considered this issue at its May 30, 2018 meeting.

DIRECTIVE

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

The Commission approved a policy change to allow the elected Member recognized as the Leader of the caucus for parliamentary purposes in the House of Assembly, to utilize the funding allocated to that Caucus for Leader's travel.



Sandra Barnes
Clerk of the House of Assembly



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2019-001

Effective Date: March 21, 2019	Commission Minute: CM 2019-008	
Subject: Amendment to Caucus Operational Funding Grants Policy	Reference: HOAMC Meeting: March 13, 2019	
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, House of Assembly 729-2923 wandaleemercer@gov.nl.ca	

BACKGROUND

The Management Commission approved the Caucus Operational Funding Grants Policy in February 2010, and further amended it in September 2015. The Policy ensures consistency and appropriateness in the spending of the operational funding, provides clarification to caucus staff on eligible and ineligible purchases, and establishes a template for bank reconciliations and annual reporting.

In accordance with the Policy, funds are paid to each caucus monthly by deposit into a bank account that is administered/overseen by the caucus. If the grant for each month is not expended (especially for larger caucuses), it typically results in funds accumulating over the General Assembly. Upon the dissolution of the 47th General Assembly (prior to the 2015 general election), each caucus was required to return any accumulated funds to the House of Assembly. While the Policy did not address return of funds upon dissolution, each caucus was required to do so following the advice of the Auditor General when consulted on the matter by House officials.

In anticipation of the dissolution of the 48th General Assembly, and to make the policy consistent with past practice, the Management Commission approved the following amendment to the Policy.

DIRECTIVE

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

The Caucus Operational Funding Grants Policy is amended by adding immediately after Section 7.0, the following:

8.0 Return of Accumulated Funds at Dissolution of General Assembly

Following the dissolution of a general assembly, all caucuses must return to the House of Assembly, all accumulated funds that were paid in accordance with this Policy.

The annual report required under Section 7.0, detailing expenditures from the start of the fiscal year up to dissolution, must also be submitted upon return of the funds.

The revised Policy is attached.



Sandra Barnes
Clerk of the House of Assembly



House of Assembly

Caucus Operational Funding Grants Policy

Revised March 2019

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Appendix A Annual Reporting Template

Appendix B Monthly Bank Reconciliation Template

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 Caucus Operational Funding Grants.

2.0 Purpose

This policy is developed to ensure consistency and appropriateness in the spending of the operational funding provided to each caucus.

3.0 General

Grant funding is provided to each caucus to cover the cost of miscellaneous purchases associated with caucus operations.

Each caucus is entitled to \$100 per month for each Member of that caucus, with a minimum of \$800, to fund miscellaneous operational purchases. The Speaker and independent Members are also entitled to the same amount each per month.

Beginning with the 2009-2010 fiscal year, this allocation is adjusted based on the provincial Consumer Price Index for the prior calendar year.

Expenses related to constituency business which may be claimed by individual Members under the *Members' Resources and Allowances Rules* may not be claimed under this policy.

It is the responsibility of each caucus to establish and implement control procedures with respect to the operational funding grant.

3.1 Definition

For the purposes of this policy only, "caucus" means a group of Members of the same political party, an individual Member with or without party affiliation or the Speaker.

3.2 Authority

In accordance with **CM 2008-085**, operational funding was provided to each caucus to fund miscellaneous operational purchases. Guidelines respecting eligible and ineligible purchases under this allocation shall be determined by the Commission.

3.3 Supporting Documentation

Supporting documentation, including **images/photocopies of cheques**, must be retained for **ALL** expenses and must reconcile to the annual summary of expenditures report.

When requested, supporting documentation for each category of expenditure shall be made available to the Clerk of the House of Assembly.

All supporting documentation, including the monthly bank reconciliations, should be retained for 5 years.

4.0 Eligible items, services and activities

The following list of eligible items, services and activities may be purchased under this policy.

4.1 Caucus Office and Staff

➤ Transportation and Communications

- Travel, meals and accommodations associated with hearings, caucus and other meetings
- Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions
- Travel, meals and accommodations associated with training and development
- Taxis, couriers and other delivery charges

➤ Supplies

- Newspapers, other subscriptions, resource materials
- Gifts for visiting delegations or visiting individuals, to a maximum of \$200 per gift
- Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff
- Meals and food services for meetings and guests, or for staff outside normal working hours
- Office supplies and operational expenses

➤ Purchased Services

- Registration or other fees associated with luncheons such as Board of Trade and similar functions
- Processing fees for Access to Information requests
- Media transcripts
- Training and development registration fees
- Standard banking charges
- Advertising, of a non-partisan nature, on behalf of the caucus
- Web site maintenance

4.2 Members and Constituency Assistants – Caucus Meetings

➤ Transportation and Communications

- Travel, meals and accommodations

➤ Supplies

- Office supplies, food services, water, other

➤ Purchased Services

- Room rentals, advertising, printing, other

5.0 Ineligible items, services and activities

- Expenses which may be claimed by individual Members under the *Members' Resources and Allowances Rules*.
- Expenses associated with partisan political activities.
- Personal items.
- Donations or loans to individuals/groups or to a political party or organization.

6.0 Monthly Reconciliations

- Each caucus **must** complete bank reconciliations on a monthly basis.
- The bank reconciliation must include **all** necessary supporting documentation which must be maintained for annual reporting purposes.
- A suggested template for the monthly bank reconciliation is included in Appendix B.

7.0 Annual Reporting

- In accordance with **CM 2008-085** of the House of Assembly Management Commission, each caucus **must submit** a report detailing expenditures on the use of this allocation to the Commission within 90 days after the end of each fiscal year.
- A template for the annual report is included in **Appendix A**.
- Details and any supporting documentation for each category of expenditure shall be made available to the Clerk of the House of Assembly, when requested.
- All supporting documentation should be retained for 5 years.

8.0 Return of Accumulated Funds at Dissolution of General Assembly

Following the dissolution of a general assembly, all caucuses **must return** to the House of Assembly, **all accumulated funds** that were paid in accordance with this Policy.

The annual report required under Section 7.0, detailing expenditures from the start of the fiscal year up to dissolution, must also be submitted upon return of the funds.

XX Caucus
Summary of Expenditures
For the Period April 1, XXXX to March 31, XXXX

Caucus Office and Staff	
--------------------------------	--

Transportation and Communications	
	Travel, meals and accommodations associated with hearings, caucus, and other meetings
	Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions
	Travel, meals and accommodations associated with training and development
	Taxis, couriers and other delivery charges
Sub-Total	\$ -

Supplies	
	Newspapers, other subscriptions, resource materials
	Gifts for visiting delegations or individuals, to a maximum of \$200 per gift
	Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff
	Meals and food services for meetings and guests, or for staff outside normal working hours
	Office supplies and operational expenses
Sub-Total	\$ -

Purchased Services		
	Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ -
	Processing fees for Access to Information requests	\$ -
	Media transcripts	\$ -
	Training and development registration fees	\$ -
	Standard banking charges	
	Advertising, of a non-partisan nature, on behalf of the caucus	\$ -
Sub-Total	\$ -	

**XX Caucus
Summary of Expenditures
For the Period April 1, XXXX to March 31, XXXX**

Members and Constituency Assistants - Caucus Meetings	
--	--

Transportation and Communications		
	Travel, meals and accommodations	\$ -
Supplies		
	Office supplies, food services, water, other	
Purchased Services		
	Room rentals, advertising, printing, other	
Sub-Total		\$ -

Other (provide details)		
	Insert details here	
Sub-Total		\$ -

Total Expenditures for FY	\$ -
----------------------------------	------

Opening Balance for FY	
Total Deposits for FY	
Total Expenditures for FY	
Ending Balance for FY	

Bank Reconciliation
INSERT CAUCUS
DATE: END FISCAL MONTH

Bank Balance \$ -

PLUS Outstanding Deposits

TOTAL \$ -

LESS Outstanding Cheques

Cheque # Date Amount

TOTAL \$ -

Adjusted Bank Balance \$ -

General Ledger \$ -

Adjustment to Ledger

Bank Fees \$ -

Adjusted General Ledger \$ -

Difference \$ -



Appendix D

Rulings on Allowance Use



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

The following rulings on allowance use of the Speaker (in accordance with Section 24 of the Act) were for expenditures that were in compliance with the *Members' Resources and Allowances Rules*, but not submitted for reimbursement within the 60-day deadline as provided for in subsection 7(6) of the Rules:

- Member for Placentia-St. Mary's - \$78.00
- Member for Placentia-St. Mary's - \$325.00

The following outlines decisions made at meetings of the Management Commission with respect to rulings on allowance use in accordance with Section 24 of the Act:

- CM 2018-017** The Commission did not approve the payment of advertising expenses totaling \$258.75 as appealed by the Members for Cape St. Francis and Conception Bay East-Bell Island.
- CM 2018-018** The Commission did not approve the payment of advertising expenses totaling \$977.52 as appealed by the Member for Stephenville-Port au Port.
- CM 2018-019** The Commission did not approve the payment of householder expenses totaling \$2,409.25 as appealed by the Member for St. John's Centre.
- CM 2018-020** The Commission approved the payment of 2016-17 fiscal year expenses totaling \$75.00, as appealed by the Member for Mount-Pearl Southlands, with the expenses to be paid within the appropriate allocation for the 2017-18 fiscal year.
- CM 2018-028** The Commission approved the payment of expenses totaling \$250.00 for the Member for Placentia West-Bellevue with the expenses to be paid within the appropriate allocation for the 2018-19 fiscal year. Mr. Browne recused himself from the discussion.
- CM 2018-029** The Commission approved the payment of expenses totaling \$86.25 for the Member for Harbour Grace-Port de Grave with the expenses to be paid within the appropriate allocation for the 2018-19 fiscal year.



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix E

Reports of the Audit Committee



House of Assembly
Newfoundland and Labrador

ELEVENTH 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 26th, 2018

**ELEVENTH REPORT OF THE AUDIT COMMITTEE TO THE HOUSE OF ASSEMBLY
MANAGEMENT COMMISSION**

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, pursuant to 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

3. The Audit Committee has submitted ten reports and a Memo to the Commission regarding its activities. This Report, the eleventh, covers the period June 15th, 2017 to March 26th, 2018 inclusive.

4. Since the last report the Committee has met four times: on June 15th and August 23rd, 2015 and March 8th and 26th, 2018.

5. The Committee has held meetings with
 - the Auditor General (June 15th and August 23rd, 2017)
 - representatives of *Grant Thornton* (August 23rd, 2017);
 - the Clerk of the House of Assembly (June 15th and August 23rd, 2017, and March 8th, 2018);

- the Comptroller General of Finance (June 15, 2017, March 8th, 2017 and March 26th, 2018 [designate])
- the Chief Financial Officer of the House of Assembly (March 8th and 26th, 2018).

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 2017;
- the results of the audit of the Financial Statements of the House of Assembly and Statutory Offices and
- the results of the Clerk's Management Certification audit for the financial year ended 31 March, 2017.

7. 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, 2017.

8. The Committee recommended to the Management Commission that the Auditor General be appointed the auditor for the audit of the accounts of the House of Assembly and related offices for the fiscal year ending 31 March 2018 pursuant to paragraph 23(7)(b) and subsection 43(2) of the *House of Assembly Accountability, Integrity and Administration Act*.

8. The Committee discussed with *Grant Thornton* representatives the Management Certification audit results and other matters which the auditors had referred to the Committee for their consideration.

9. The Committee discussed the results of the Auditor General's audit of the House of Assembly and Statutory Offices, the Management Certification results and the review of the House of Assembly payroll with the Clerk of the House.

10. The Committee discussed with the Comptroller General the report entitled *Review of Inventory and Capital Assets*, as well some matters brought to the attention of the Committee by *Grant Thornton*. The Committee discussed the Review of Payroll report with a representative of the Office of the Comptroller.
11. The Committee carried out a self-assessment in compliance with subsection 8(1) of the Audit Committee Handbook.

Respectfully submitted,



Mark Browne, MHA
Chair

March 26th, 2018



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix F

Financial Information & Management Certification

31 March 2019

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

**FINANCIAL INFORMATION
AND
MANAGEMENT CERTIFICATION**

MARCH 31, 2019

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

FINANCIAL INFORMATION

MARCH 31, 2019



**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

Opinion

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, 2019, 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, 2019.

In my opinion, the financial information of the Assembly for the year ended March 31, 2019 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.

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, 2019, 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 for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Information* section of my report. I am independent of the Assembly in accordance with the ethical requirements that are relevant to my audit of the financial information in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Independent Auditor's Report (cont.)

Emphasis of Matter – 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 *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.

Other Information

Management is responsible for the other information. The other information comprises the information included in the annual report, but does not include the financial information and my auditor's report thereon. The annual report is expected to be made available to me after the date of this auditor's report.

My opinion on the financial information does not cover the other information and I will not express any form of assurance conclusion thereon.

In connection with my audit of the financial information, my responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial information or my knowledge obtained in the audit, or otherwise appears to be materially misstated. When I read the annual report, if I conclude that there is a material misstatement therein, I am required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Information

Management is responsible for the preparation of the 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.

In preparing the financial information, management is responsible for assessing the Assembly's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Government of Newfoundland and Labrador either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Assembly's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Information

My objectives are to obtain reasonable assurance about whether the financial information as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial information.

Independent Auditor's Report (cont.)

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but typically not for the purpose of expressing an opinion on the effectiveness of the Assembly's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Assembly's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial information or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Assembly to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial information, including the disclosures, and whether the financial information represents the underlying transactions and events in accordance with the accounting policies disclosed in Note 1(a).

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.

Independent Auditor's Report (cont.)

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



JULIA MULLALEY, CPA, CA
Auditor General

August 30, 2019
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

2019

2018

ASSETS

Cash held in trust (Note 2)	\$ 1,561	\$ 3,036
Accounts receivable (Note 3)	93,868	196,054
Prepaid expenses (Note 4)	72,605	88,046
Tangible capital assets (Note 5)	382,422	496,327
Total assets	\$ 550,456	\$ 783,463

LIABILITIES

Accounts payable	\$ 6,266	\$ 12,942
Accrued payroll	483,755	446,656
Accrued paid and annual leave	2,297,925	2,287,387
Accrued overtime	70,933	55,220
Accrued sick leave	55,345	57,644
Accrued severance pay (Note 6)	1,850,298	3,638,648
Trust liability (Note 2)	1,561	3,036
Total liabilities	\$ 4,766,083	\$ 6,501,533

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

	2019 Actual	Estimates		2018 Actual
		Amended	Original	
HOUSE OF ASSEMBLY				
Administrative Support				
Salaries	\$ 1,638,867	\$ 1,753,800	\$ 1,854,800	\$ 1,916,020
Employee benefits	2,723	4,500	4,500	3,660
Transportation and communications	42,060	61,300	61,300	46,742
Supplies	18,031	36,200	36,200	22,859
Professional services	41,624	61,100	61,100	56,240
Purchased services	31,263	59,400	62,000	36,851
Property, furnishings and equipment	48,430	66,000	92,500	49,281
	1,822,998	2,042,300	2,172,400	2,131,653
Revenue - Provincial	(2,768)	-	-	(625)
Total: Administrative Support	1,820,230	2,042,300	2,172,400	2,131,028
Legislative Library and Records Management				
Salaries	655,411	660,500	660,500	646,706
Employee benefits	2,197	2,200	900	1,907
Transportation and communications	6,248	8,900	10,200	4,511
Supplies	46,807	47,000	47,000	47,006
Purchased services	8,357	8,500	8,500	8,175
Total: Legislative Library and Records Management	719,020	727,100	727,100	708,305

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

	2019 <u>Actual</u>	<u>Estimates</u>		2018 <u>Actual</u>
		<u>Amended</u>	<u>Original</u>	
HOUSE OF ASSEMBLY (cont.)				
Hansard and the Broadcast Centre				
Salaries	599,190	638,000	638,000	620,297
Employee benefits	663	700	600	600
Transportation and communications	5,983	6,500	7,300	10,258
Supplies	20,738	22,600	21,900	17,899
Purchased services	153,511	194,500	194,500	184,337
Property, furnishings and equipment	35,995	36,500	10,000	109,950
Total: Hansard and the Broadcast Centre	816,080	898,800	872,300	943,341
Members' Resources				
Salaries	6,202,139	6,406,400	6,463,600	6,105,713
Transportation and communications	32,104	35,200	5,200	10
Professional services	100,528	102,800	-	-
Purchased services	1,144	10,000	10,000	1,675
Allowances and assistance	1,490,086	2,184,600	2,362,500	1,379,873
Grants and subsidies	4,152	4,200	1,500	1,426
	7,830,153	8,743,200	8,842,800	7,488,697
Revenue - Provincial	(95,472)	-	-	(41,990)
Total: Members' Resources	7,734,681	8,743,200	8,842,800	7,446,707

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

	2019	<u>Estimates</u>		2018
	Actual	Amended	Original	Actual
HOUSE OF ASSEMBLY (cont.)				
House Operations				
Salaries	168,914	193,700	193,700	185,634
Employee benefits	5,050	6,900	5,900	9,099
Transportation and communications	91,306	124,700	125,700	58,671
Supplies	12,641	14,500	14,500	11,594
Professional services	2,650	3,900	3,900	720
Purchased services	70,774	91,500	91,500	27,879
Property, furnishings and equipment	-	1,700	1,700	834
Grants and subsidies	11,457	11,500	11,500	10,924
	362,792	448,400	448,400	305,355
Revenue - Provincial	(8,769)	(15,000)	(15,000)	-
Total: House Operations	354,023	433,400	433,400	305,355
Government Members' Caucus				
Salaries	522,373	567,200	567,200	590,762
Employee Benefits	-	1,700	1,700	-
Transportation and communications	18,031	23,000	23,000	17,898
Supplies	12,049	13,200	13,200	12,004
Purchased services	3,600	10,000	10,000	11,921
Property, furnishings and equipment	2,345	3,200	3,200	2,820
Grants and subsidies	38,665	42,300	42,300	41,356
Total: Government Members' Caucus	597,063	660,600	660,600	676,761

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

	2019 Actual	Estimates		2018 Actual
		Amended	Original	
HOUSE OF ASSEMBLY (cont.)				
Official Opposition Caucus				
Salaries	1,308,462	1,308,500	927,700	860,808
Employee benefits	646	2,500	2,500	1,702
Transportation and communications	33,834	75,600	75,900	19,966
Supplies	13,324	18,600	19,900	8,612
Purchased services	15,195	18,700	18,700	11,466
Property, furnishings and equipment	6,250	6,300	4,700	3,219
Grants and subsidies	11,655	11,700	11,700	11,409
Total: Official Opposition Caucus	1,389,366	1,441,900	1,061,100	917,182
Third Party Caucus				
Salaries	380,804	391,800	391,800	392,595
Employee benefits	-	1,000	1,000	-
Transportation and communications	10,527	19,400	21,100	6,981
Supplies	4,632	7,800	7,800	4,565
Purchased services	8,872	10,100	8,400	10,364
Property, furnishings and equipment	1,719	1,900	1,900	2,734
Grants and subsidies	11,655	11,700	11,700	11,409
Total: Third Party Caucus	418,209	443,700	443,700	428,648
TOTAL: HOUSE OF ASSEMBLY	13,848,672	15,391,000	15,213,400	13,557,327
OFFICE OF THE CHIEF ELECTORAL OFFICER				
Salaries	1,005,811	1,007,500	989,800	802,201
Employee benefits	640	700	4,500	3,374
Transportation and communications	56,037	60,200	56,900	29,911
Supplies	33,545	39,400	15,000	6,610
Professional services	110,895	110,900	33,000	19,537
Purchased services	266,128	273,300	246,800	159,003
Property, furnishings and equipment	68,241	68,300	73,800	6,052
Grants and subsidies	64,263	64,300	46,900	-
	1,605,560	1,624,600	1,466,700	1,026,688
Revenue (Provincial)	(23,578)	(30,800)	(30,800)	-
Total: Office of the Chief Electoral Officer	1,581,982	1,593,800	1,435,900	1,026,688

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

	2019 Actual	Estimates		2018 Actual
		Amended	Original	
OFFICE OF THE CITIZENS' REPRESENTATIVE				
Salaries	667,228	677,000	677,000	667,228
Employee benefits	2,510	8,000	8,000	3,847
Transportation and communications	19,932	34,800	34,800	14,280
Supplies	2,002	5,000	5,000	1,813
Professional services	-	12,000	12,000	-
Purchased services	64,764	85,400	85,400	67,093
Property, furnishings and equipment	3,544	4,000	4,000	1,749
Total: Office of the Citizens' Representative	759,980	826,200	826,200	756,010
OFFICE OF THE CHILD AND YOUTH ADVOCATE				
Salaries	1,196,961	1,215,100	1,215,100	1,087,316
Employee benefits	2,828	3,500	3,500	3,244
Transportation and communications	112,112	141,100	141,100	46,891
Supplies	10,527	14,000	14,000	4,942
Professional services	153,618	184,000	184,000	13,585
Purchased services	193,361	244,900	244,900	154,094
Property, furnishings and equipment	15,191	19,300	19,300	3,863
Total: Office of the Child and Youth Advocate	1,684,598	1,821,900	1,821,900	1,313,935

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

	2019 Actual	Estimates		2018 Actual
		Amended	Original	
OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER				
Salaries	1,071,488	1,116,800	1,116,800	953,380
Employee benefits	2,151	6,500	6,500	4,252
Transportation and communications	23,446	32,100	32,800	25,214
Supplies	6,826	7,700	7,700	5,806
Professional services	28,891	46,700	50,000	43,881
Purchased services	118,640	122,400	122,400	121,307
Property, furnishings and equipment	4,981	5,000	1,000	3,264
	1,256,423	1,337,200	1,337,200	1,157,104
Revenue - Provincial	-	-	-	(895)
Total: Office of the Information and Privacy Commissioner	1,256,423	1,337,200	1,337,200	1,156,209
OFFICE OF THE SENIORS' ADVOCATE				
Salaries	326,146	386,400	386,400	76,992
Employee benefits	500	5,700	5,700	520
Transportation and communications	11,648	46,500	48,900	3,061
Supplies	2,769	5,000	5,000	2,692
Professional services	-	9,000	9,000	-
Purchased services	35,114	44,000	44,000	15,442
Property, furnishings and equipment	3,324	3,400	1,000	21,153
Total: Office of the Seniors' Advocate	379,501	500,000	500,000	119,860
TOTAL: HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES	\$ 19,511,156	\$ 21,470,100	\$ 21,134,600	\$ 17,930,029

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**

	2019	2018
Original estimates (net)	\$ 21,134,600	\$ 20,374,800
Add transfers of estimates	335,500	-
Add back revenues estimates net of transfers and statutory payments	45,800	-
Original estimates of expenditure	21,515,900	20,374,800
Total appropriation	21,515,900	20,374,800
Total net expenditure	19,511,156	17,930,029
Add: revenue	130,587	43,510
Total gross expenditure	19,641,743	17,973,539
Unexpended balance of appropriation	\$ 1,874,157	\$ 2,401,261

See accompanying notes

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2019

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, 2019

2. Cash Held in Trust

The \$1,561 (2018 - \$3,036) 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>2019</u>	<u>2018</u>
Due from Judgment Enforcements		
- former Members of the House of Assembly	\$ 91,201	\$ 190,981
Other amounts due from Judgment Enforcements	2,788,712	2,788,712
Miscellaneous amounts	2,667	5,073
	2,882,580	2,984,766
Less: allowance for doubtful accounts	(2,788,712)	(2,788,712)
Total accounts receivable	\$ 93,868	\$ 196,054

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>2019</u>	<u>2018</u>
Memberships and subscriptions	\$ 47,576	\$ 54,323
Training and development	-	11,081
Travel and other	25,029	22,642
Total prepaid expenses	\$ 72,605	\$ 88,046

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2019

5. Tangible Capital Assets

	<u>Furniture and Equipment</u>
Cost	
Balance, March 31, 2018	\$ 1,477,214
Disposals	(18,836)
<hr/>	
Balance, March 31, 2019	1,458,378
<hr/>	
Accumulated amortization	
Balance, March 31, 2018	980,887
Amortization expense	112,021
Disposals	(16,952)
<hr/>	
Balance, March 31, 2019	1,075,956
<hr/>	
Net book value, March 31, 2019	\$ 382,422
<hr/>	
Net book value, March 31, 2018	\$ 496,327
<hr/>	

These assets are amortized over a 10-year period.

6. Accrued severance pay

The liability for severance pay in the amount of \$1,850,298 (2018 - \$3,638,648) 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 year's service. Minimum severance for Members is three months 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.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2019

6. Accrued severance pay (cont.)

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. 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 months' salary, while maximum is twelve months' salary. 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. On December 19, 2018 the House of Assembly Management Commission adopted the Government's direction with respect to the extinguishment of severance entitlement for political support staff. The effective date was January 31, 2019. Employees may elect to receive all their entitlement or may defer receiving their payout at a later date. No additional severance would accrue beyond January 31, 2019. The accrued severance pay liability includes an amount for those employees who have deferred receiving their entitlement to a later date.

On May 31, 2018, the Province of Newfoundland and Labrador enacted legislation affecting severance pay for executive, managers, non-management/non-union employees, House of Assembly service employees and Statutory Officers and their non-bargaining office staff. These employees did not accrue additional severance beyond May 31, 2018. These employees were also given the option of receiving their severance entitlement by March 31, 2019 or deferring their entitlement to a later date. The accrued severance pay liability includes an amount for those employees who have deferred receiving their entitlement to a later date.

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.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2019

7. Pensions and Group Health and Life Insurance Benefits (cont.)

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.

8. Contractual Obligations

The House of Assembly and its Statutory Offices have outstanding contractual obligations in the amount of \$944,068 relating to the lease of office accommodations. The schedule of payments related to these leases for the next three years is as follows:

2020	\$ 530,721
2021	341,416
2022	<u>71,931</u>
	<u>\$ 944,068</u>

9. Income taxes

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

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

MARCH 31, 2019



**MANAGEMENT CERTIFICATION
HOUSE OF ASSEMBLY – MARCH 31, 2019**

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, 2019;
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, 2019 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, 2019 and am satisfied with the effectiveness based on such evaluation.


Clerk of the House of Assembly

2019-05-28
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 2018-2019 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, 2018 to March 31, 2019.

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, 2018 to March 31, 2019

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	40,343		29197	69,540
Bennett, Derek	95,357	0	0	95,357
Bragg, Derrick	95,357	9300	0	104,657
Brazil, David	94,557	25,221		119,778
Browne, Mark	95,357	0	0	95,357
Byrne, Gerry	95,357	0	0	95,357
Coady, Siobhan	95,357	0	0	95,357
Crocker, Steve	95,357	0	0	95,357
Crosbie, Ches	47,312	24145	4215	75,672
Davis, Bernard	95,357	0	1446	96,803
Davis, Paul	59,782	7113	57303	124,198
Dinn, Paul	14,304	0	451	14,755
Dean, Jerry	95,357	0	0	95,357
Dempster, Lisa	95,357	0	0	95,357
Edmunds, Randy	95,357	0	0	95,357
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	0	0	95,357
Hawkins, Allan	95,357	0	0	95,357
Holloway, Colin	95,357	0	8171	103,528
Hutchings, Keith	95,357	24330	0	119,687
Joyce, Eddie	95,357	0	0	95,357
Lester, Jim	95,357	0	2400	97,757
King, Neil	95,157	0	0	95,157
Kirby, Dale	95,357	0	0	95,357
Lane, Paul	95,357	0	2400	97,757
Letto, Graham	95,357	0	0	95,357
Michael, Lorraine	95,357	12774	154	108,285
Mitchelmore, Christopher	95,357	0	0	95,357
Osborne, Thomas	95,357	0	0	95,357
Parsley, Betty	95,357	0	0	95,357
Parsons, Andrew	95,357	0	1872	97,229
Parsons, Kevin	95,357	0	0	95,357
Parsons, Pam	95,357	0	0	95,357
Petten, Barry	95,357	0	2400	97,757
Perry, Tracey	95,357	0	0	95,357
Reid, Scott	95,357	0	0	95,357
Rogers, Gerry	95,357	22084	8574	126,015
Trimper, Perry	95,357	48665	8246	152,268
Warr, Brian	95,357	12166	0	107,523
Total	3,784,307	185798	126829	4,096,934

Note 1: Paid in accordance with the amounts established under Section 11 of 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 car allowances, gas, housing and severance.



Report 2 – Member Accountability and Disclosure Reports

This report covers the period from April 1, 2018 to March 31, 2019. 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-18 to 31-Mar-19

BALL, DWIGHT, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,300.00	12,300.00	12,300.00	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	4,513.93	4,513.93	5,921.07	43.3%
Total Office Allowances		16,813.93	16,813.93		
Operational Resources					
Operational Resources	--	6,289.26	6,289.26	--	--
Total Operational Resources		6,289.26	6,289.26		
Travel & Living Allowances					
House in Session	--	4,573.38	4,573.38	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	10,957.00	85.96	85.96	10,871.04	0.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		4,659.34	4,659.34		
Constituency Allowance					
Constituency Allowance	2,609.00	277.54	277.54	2,331.46	10.6%
Total Constituency Allowance		277.54	277.54		
Total Expenditures					
		28,040.07	28,040.07		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

Warr, Brian, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	9,987.00	9,987.00	9,987.00	0.00	100.0%
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	2,532.18	2,532.18	7,902.82	24.3%
Total Office Allowances		12,519.18	12,519.18		
Operational Resources					
Operational Resources	--	7,854.56	7,854.56	--	--
Total Operational Resources		7,854.56	7,854.56		
Travel & Living Allowances					
House in Session	--	11,760.96	11,760.96	--	--
House Not in Session	--	4,247.75	4,247.75	--	--
Intra & Extra-Constituency Travel	10,957.00	7,521.81	7,521.81	3,435.19	68.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		23,530.52	23,530.52		
Constituency Allowance					
Constituency Allowance	2,609.00	1,223.89	1,223.89	1,385.11	46.9%
Total Constituency Allowance		1,223.89	1,223.89		
Total Expenditures		45,128.15	45,128.15		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

Trimper, Perry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	3,530.74	3,530.74	6,904.26	33.8%
Total Office Allowances		3,530.74	3,530.74		
Operational Resources					
Operational Resources	--	5,507.61	5,507.61	--	--
Total Operational Resources		5,507.61	5,507.61		
Travel & Living Allowances					
House in Session	--	23,374.96	23,374.96	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,957.00	1,963.37	1,963.37	4,993.63	28.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		25,338.33	25,338.33		
Constituency Allowance					
Constituency Allowance	2,609.00	1,658.14	1,658.14	950.86	63.6%
Total Constituency Allowance		1,658.14	1,658.14		
Total Expenditures					
		36,034.82	36,034.82		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

ROGERS, GERRY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	7,413.14	7,413.14	3,021.86	71.0%
Total Office Allowances		7,413.14	7,413.14		
Operational Resources					
Operational Resources	--	2,150.39	2,150.39	--	--
Total Operational Resources		2,150.39	2,150.39		
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	885.67	885.67	4,331.33	17.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		885.67	885.67		
Constituency Allowance					
Constituency Allowance	2,609.00	1,116.43	1,116.43	1,492.57	42.8%
Total Constituency Allowance		1,116.43	1,116.43		
Total Expenditures		11,565.63	11,565.63		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

REID, SCOTT, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	8,533.52	8,533.52	1,901.48	81.8%
Total Office Allowances		8,533.52	8,533.52		
Operational Resources					
Operational Resources	--	11,071.54	11,071.54	--	--
Total Operational Resources		11,071.54	11,071.54		
Travel & Living Allowances					
House in Session	--	18,699.33	18,699.33	--	--
House Not in Session	--	4,169.99	4,169.99	--	--
Intra & Extra-Constituency Travel	7,304.00	7,303.53	7,303.53	0.47	100.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		30,172.85	30,172.85		
Constituency Allowance					
Constituency Allowance	2,609.00	520.81	520.81	2,088.19	20.0%
Total Constituency Allowance		520.81	520.81		
Total Expenditures		50,298.72	50,298.72		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

Petten, Barry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	14,280.00	14,280.00	14,280.00	0.00	100.0%
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	8,835.42	8,835.42	1,599.58	84.7%
Total Office Allowances		23,115.42	23,115.42		
Operational Resources					
Operational Resources	--	6,221.36	6,221.36	--	--
Total Operational Resources		6,221.36	6,221.36		
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	2,400.00	2,400.00	2,904.00	45.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		2,400.00	2,400.00		
Constituency Allowance					
Constituency Allowance	2,609.00	379.86	379.86	2,229.14	14.6%
Total Constituency Allowance		379.86	379.86		
Total Expenditures		32,116.64	32,116.64		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

PERRY, TRACEY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	6,952.39	6,952.39	3,482.61	66.6%
Total Office Allowances		16,444.39	16,444.39		
Operational Resources					
Operational Resources	--	11,597.15	11,597.15	--	--
Total Operational Resources		11,597.15	11,597.15		
Travel & Living Allowances					
House in Session	--	19,361.34	19,361.34	--	--
House Not in Session	--	3,126.19	3,126.19	--	--
Intra & Extra-Constituency Travel	14,174.00	1,276.00	1,276.00	12,898.00	9.0%
Helicopter Travel	21,391.00	0.00	0.00	21,391.00	0.0%
Total Travel & Living Allowances		23,763.53	23,763.53		
Constituency Allowance					
Constituency Allowance	2,609.00	336.98	336.98	2,272.02	12.9%
Total Constituency Allowance		336.98	336.98		
Total Expenditures		52,142.05	52,142.05		

---- End of Report ----



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Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

Parsons, Pam, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,132.00	12,131.08	12,131.08	0.92	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	182.00	0.00	0.00	182.00	0.0%
Office Operations	10,435.00	5,617.71	5,617.71	4,817.29	53.8%
Total Office Allowances		17,748.79	17,748.79		
Operational Resources					
Operational Resources	--	5,883.24	5,883.24	--	--
Total Operational Resources		5,883.24	5,883.24		
Travel & Living Allowances					
House in Session	--	7,312.48	7,312.48	--	--
House Not in Session	--	1,913.58	1,913.58	--	--
Intra & Extra-Constituency Travel	6,696.00	2,763.71	2,763.71	3,932.29	41.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		11,989.77	11,989.77		
Constituency Allowance					
Constituency Allowance	2,609.00	118.90	118.90	2,490.10	4.6%
Total Constituency Allowance		118.90	118.90		
Total Expenditures					
		35,740.70	35,740.70		

---- End of Report ----



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PARSONS, KEVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	3,523.94	3,523.94	6,911.06	33.8%
Total Office Allowances		3,523.94	3,523.94		
Operational Resources					
Operational Resources	--	4,066.72	4,066.72	--	--
Total Operational Resources		4,066.72	4,066.72		
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	0.00	0.00	6,261.00	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					
		7,590.66	7,590.66		

---- End of Report ----



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PARSONS, ANDREW, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,200.00	12,200.00	12,200.00	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	5,447.32	5,447.32	4,987.68	52.2%
Total Office Allowances		17,647.32	17,647.32		
Operational Resources					
Operational Resources	--	10,178.25	10,178.25	--	--
Total Operational Resources		10,178.25	10,178.25		
Travel & Living Allowances					
House in Session	--	23,021.08	23,021.08	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	9,826.00	3,547.38	3,547.38	6,278.62	36.1%
Helicopter Travel	18,261.00	0.00	0.00	18,261.00	0.0%
Total Travel & Living Allowances		26,568.46	26,568.46		
Constituency Allowance					
Constituency Allowance	2,609.00	390.67	390.67	2,218.33	15.0%
Total Constituency Allowance		390.67	390.67		
Total Expenditures					
		54,784.70	54,784.70		

---- End of Report ----



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Parsley, Betty, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	19,800.00	19,800.00	19,800.00	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	7,733.17	7,733.17	2,701.83	74.1%
Total Office Allowances		27,533.17	27,533.17		
Operational Resources					
Operational Resources	--	6,775.30	6,775.30	--	--
Total Operational Resources		6,775.30	6,775.30		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,609.00	4,961.26	4,961.26	1,647.74	75.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		4,961.26	4,961.26		
Constituency Allowance					
Constituency Allowance	2,609.00	216.00	216.00	2,393.00	8.3%
Total Constituency Allowance		216.00	216.00		
Total Expenditures		39,485.73	39,485.73		

---- End of Report ----



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OSBORNE, TOM, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	1,579.14	1,579.14	8,855.86	15.1%
Total Office Allowances		1,579.14	1,579.14		
Operational Resources					
Operational Resources	--	2,182.46	2,182.46	--	--
Total Operational Resources		2,182.46	2,182.46		
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	951.52	951.52	1,657.48	36.5%
Total Constituency Allowance		951.52	951.52		
Total Expenditures		4,713.12	4,713.12		

---- End of Report ----



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MITCHELMORE, CHRISTOPHER, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	6,529.91	6,529.91	3,905.09	62.6%
Total Office Allowances		6,529.91	6,529.91		
Operational Resources					
Operational Resources	--	9,588.95	9,588.95	--	--
Total Operational Resources		9,588.95	9,588.95		
Travel & Living Allowances					
House in Session	--	26,646.00	26,646.00	--	--
House Not in Session	--	52.63	52.63	--	--
Intra & Extra-Constituency Travel	10,609.00	10,608.99	10,608.99	0.01	100.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		37,307.62	37,307.62		
Constituency Allowance					
Constituency Allowance	2,609.00	455.76	455.76	2,153.24	17.5%
Total Constituency Allowance		455.76	455.76		
Total Expenditures					
		53,882.24	53,882.24		

---- End of Report ----



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01-Apr-18 to 31-Mar-19

MICHAEL, LORRAINE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	5,048.67	5,048.67	5,386.33	48.4%
Total Office Allowances		5,048.67	5,048.67		
Operational Resources					
Operational Resources	--	2,772.29	2,772.29	--	--
Total Operational Resources		2,772.29	2,772.29		
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	487.74	487.74	4,729.26	9.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		487.74	487.74		
Constituency Allowance					
Constituency Allowance	2,609.00	281.05	281.05	2,327.95	10.8%
Total Constituency Allowance		281.05	281.05		
Total Expenditures		8,589.75	8,589.75		

---- End of Report ----



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01-Apr-18 to 31-Mar-19

Letto, Graham, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	636.00	0.00	0.00	636.00	0.0%
Office Operations	10,435.00	1,331.59	1,331.59	9,103.41	12.8%
Total Office Allowances		1,331.59	1,331.59		
Operational Resources					
Operational Resources	--	11,378.13	11,378.13	--	--
Total Operational Resources		11,378.13	11,378.13		
Travel & Living Allowances					
House in Session	--	17,849.58	17,849.58	--	--
House Not in Session	--	30,427.22	30,427.22	--	--
Intra & Extra-Constituency Travel	5,739.00	4,817.99	4,817.99	921.01	84.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		53,094.79	53,094.79		
Constituency Allowance					
Constituency Allowance	2,609.00	1,528.47	1,528.47	1,080.53	58.6%
Total Constituency Allowance		1,528.47	1,528.47		
Total Expenditures					
		67,332.98	67,332.98		

---- End of Report ----



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Expenditures Summarized by Category
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LESTER, JIM, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	645.00	0.00	0.00	645.00	0.0%
Office Operations	10,435.00	2,348.89	2,348.89	8,086.11	22.5%
Total Office Allowances		2,348.89	2,348.89		
Operational Resources					
Operational Resources	--	2,583.48	2,583.48	--	--
Total Operational Resources		2,583.48	2,583.48		
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	2,400.00	2,400.00	2,817.00	46.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		2,400.00	2,400.00		
Constituency Allowance					
Constituency Allowance	2,609.00	1,109.57	1,109.57	1,499.43	42.5%
Total Constituency Allowance		1,109.57	1,109.57		
Total Expenditures		8,441.94	8,441.94		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

LANE, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	10,427.83	10,427.83	7.17	99.9%
Total Office Allowances		10,427.83	10,427.83		
Operational Resources					
Operational Resources	--	2,071.06	2,071.06	--	--
Total Operational Resources		2,071.06	2,071.06		
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	4,576.51	4,576.51	640.49	87.7%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		4,576.51	4,576.51		
Constituency Allowance					
Constituency Allowance	2,609.00	2,341.41	2,341.41	267.59	89.7%
Total Constituency Allowance		2,341.41	2,341.41		
Total Expenditures					
		19,416.81	19,416.81		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

KIRBY, DALE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	5,176.69	5,176.69	5,258.31	49.6%
Total Office Allowances		5,176.69	5,176.69		
Operational Resources					
Operational Resources	--	4,089.00	4,089.00	--	--
Total Operational Resources		4,089.00	4,089.00		
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	1,159.76	1,159.76	1,449.24	44.5%
Total Constituency Allowance		1,159.76	1,159.76		
Total Expenditures		10,425.45	10,425.45		

---- End of Report ----



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01-Apr-18 to 31-Mar-19

King, Neil, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	17,820.00	17,779.33	17,779.33	40.67	99.8%
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	7,435.54	7,435.54	2,999.46	71.3%
Total Office Allowances		25,214.87	25,214.87		
Operational Resources					
Operational Resources	--	6,773.93	6,773.93	--	--
Total Operational Resources		6,773.93	6,773.93		
Travel & Living Allowances					
House in Session	--	14,608.09	14,608.09	--	--
House Not in Session	--	8,569.28	8,569.28	--	--
Intra & Extra-Constituency Travel	9,739.00	8,044.24	8,044.24	1,694.76	82.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		31,221.61	31,221.61		
Constituency Allowance					
Constituency Allowance	2,609.00	976.61	976.61	1,632.39	37.4%
Total Constituency Allowance		976.61	976.61		
Total Expenditures					
		64,187.02	64,187.02		

---- End of Report ----



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JOYCE, EDDIE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	9,058.00	9,058.00	1,377.00	86.8%
Total Office Allowances		9,058.00	9,058.00		
Operational Resources					
Operational Resources	--	4,475.39	4,475.39	--	--
Total Operational Resources		4,475.39	4,475.39		
Travel & Living Allowances					
House in Session	--	12,071.53	12,071.53	--	--
House Not in Session	--	8,563.87	8,563.87	--	--
Intra & Extra-Constituency Travel	10,870.00	5,883.14	5,883.14	4,986.86	54.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		26,518.54	26,518.54		
Constituency Allowance					
Constituency Allowance	2,609.00	526.88	526.88	2,082.12	20.2%
Total Constituency Allowance		526.88	526.88		
Total Expenditures					
		40,578.81	40,578.81		

---- End of Report ----



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01-Apr-18 to 31-Mar-19

HUTCHINGS, KEITH, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	2,678.95	2,678.95	7,756.05	25.7%
Total Office Allowances		2,678.95	2,678.95		
Operational Resources					
Operational Resources	--	2,506.55	2,506.55	--	--
Total Operational Resources		2,506.55	2,506.55		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	8,783.00	8,440.75	8,440.75	342.25	96.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		8,440.75	8,440.75		
Constituency Allowance					
Constituency Allowance	2,609.00	1,445.48	1,445.48	1,163.52	55.4%
Total Constituency Allowance		1,445.48	1,445.48		
Total Expenditures					
		15,071.73	15,071.73		

---- End of Report ----



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Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

Holloway, Colin, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	10,960.00	10,959.96	10,959.96	0.04	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	153.00	0.00	0.00	153.00	0.0%
Office Operations	10,435.00	8,654.64	8,654.64	1,780.36	82.9%
Total Office Allowances		19,614.60	19,614.60		
Operational Resources					
Operational Resources	--	6,250.14	6,250.14	--	--
Total Operational Resources		6,250.14	6,250.14		
Travel & Living Allowances					
House in Session	--	6,170.01	6,170.01	--	--
House Not in Session	--	1,893.30	1,893.30	--	--
Intra & Extra-Constituency Travel	11,043.00	10,504.96	10,504.96	538.04	95.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		18,568.27	18,568.27		
Constituency Allowance					
Constituency Allowance	2,609.00	327.18	327.18	2,281.82	12.5%
Total Constituency Allowance		327.18	327.18		
Total Expenditures					
		44,760.19	44,760.19		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

Hawkins, Allan, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	6,394.11	6,394.11	4,040.89	61.3%
Total Office Allowances		6,394.11	6,394.11		
Operational Resources					
Operational Resources	--	4,340.63	4,340.63	--	--
Total Operational Resources		4,340.63	4,340.63		
Travel & Living Allowances					
House in Session	--	16,791.49	16,791.49	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	7,913.00	4,884.25	4,884.25	3,028.75	61.7%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		21,675.74	21,675.74		
Constituency Allowance					
Constituency Allowance	2,609.00	831.32	831.32	1,777.68	31.9%
Total Constituency Allowance		831.32	831.32		
Total Expenditures		33,241.80	33,241.80		

---- End of Report ----



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Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

Haley, Carol Anne, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	15,545.00	15,544.32	15,544.32	0.68	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	4,767.52	4,767.52	5,667.48	45.7%
Total Office Allowances		20,311.84	20,311.84		
Operational Resources					
Operational Resources	--	8,764.95	8,764.95	--	--
Total Operational Resources		8,764.95	8,764.95		
Travel & Living Allowances					
House in Session	--	15,831.47	15,831.47	--	--
House Not in Session	--	8,922.93	8,922.93	--	--
Intra & Extra-Constituency Travel	11,043.00	8,805.85	8,805.85	2,237.15	79.7%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		33,560.25	33,560.25		
Constituency Allowance					
Constituency Allowance	2,609.00	731.15	731.15	1,877.85	28.0%
Total Constituency Allowance		731.15	731.15		
Total Expenditures					
		63,368.19	63,368.19		

---- End of Report ----



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01-Apr-18 to 31-Mar-19

Haggie, John, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	5,828.00	5,828.00	4,607.00	55.9%
Total Office Allowances		5,828.00	5,828.00		
Operational Resources					
Operational Resources	--	4,751.91	4,751.91	--	--
Total Operational Resources		4,751.91	4,751.91		
Travel & Living Allowances					
House in Session	--	14,682.64	14,682.64	--	--
House Not in Session	--	559.82	559.82	--	--
Intra & Extra-Constituency Travel	6,696.00	1,487.96	1,487.96	5,208.04	22.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		16,730.42	16,730.42		
Constituency Allowance					
Constituency Allowance	2,609.00	1,119.93	1,119.93	1,489.07	42.9%
Total Constituency Allowance		1,119.93	1,119.93		
Total Expenditures		28,430.26	28,430.26		

---- End of Report ----



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01-Apr-18 to 31-Mar-19

Gambin - Walsh, Sherry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	19,000.00	18,999.96	18,999.96	0.04	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	92.00	0.00	0.00	92.00	0.0%
Office Operations	10,435.00	10,050.53	10,050.53	384.47	96.3%
Total Office Allowances		29,050.49	29,050.49		
Operational Resources					
Operational Resources	--	13,286.68	13,286.68	--	--
Total Operational Resources		13,286.68	13,286.68		
Travel & Living Allowances					
House in Session	--	6,636.92	6,636.92	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	10,000.00	8,884.44	8,884.44	1,115.56	88.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		15,521.36	15,521.36		
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		60,467.53	60,467.53		

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Finn, John, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	8,963.00	8,962.80	8,962.80	0.20	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	4,235.77	4,235.77	6,199.23	40.6%
Total Office Allowances		13,198.57	13,198.57		
Operational Resources					
Operational Resources	--	8,061.72	8,061.72	--	--
Total Operational Resources		8,061.72	8,061.72		
Travel & Living Allowances					
House in Session	--	17,813.16	17,813.16	--	--
House Not in Session	--	8,135.40	8,135.40	--	--
Intra & Extra-Constituency Travel	5,913.00	2,547.54	2,547.54	3,365.46	43.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		28,496.10	28,496.10		
Constituency Allowance					
Constituency Allowance	2,609.00	154.74	154.74	2,454.26	5.9%
Total Constituency Allowance		154.74	154.74		
Total Expenditures					
		49,911.13	49,911.13		

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EDMUNDS, RANDY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	1,094.07	1,094.07	9,340.93	10.5%
Total Office Allowances		1,094.07	1,094.07		
Operational Resources					
Operational Resources	--	5,438.17	5,438.17	--	--
Total Operational Resources		5,438.17	5,438.17		
Travel & Living Allowances					
House in Session	--	28,852.34	28,852.34	--	--
House Not in Session	--	12,889.92	12,889.92	--	--
Intra & Extra-Constituency Travel	18,000.00	7,574.48	7,574.48	10,425.52	42.1%
Helicopter Travel	9,130.00	0.00	0.00	9,130.00	0.0%
Total Travel & Living Allowances		49,316.74	49,316.74		
Constituency Allowance					
Constituency Allowance	2,609.00	1,948.19	1,948.19	660.81	74.7%
Total Constituency Allowance		1,948.19	1,948.19		
Total Expenditures					
		57,797.17	57,797.17		

---- End of Report ----



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DINN, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	3,011.00	3,010.75	3,010.75	0.25	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	870.00	239.98	239.98	630.02	27.6%
Office Operations	1,916.00	1,629.96	1,629.96	286.04	85.1%
Total Office Allowances		4,880.69	4,880.69		
Operational Resources					
Operational Resources	--	540.58	540.58	--	--
Total Operational Resources		540.58	540.58		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	958.00	451.61	451.61	506.39	47.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		451.61	451.61		
Constituency Allowance					
Constituency Allowance	479.00	0.00	0.00	479.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		5,872.88	5,872.88		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
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Expenditures Summarized by Category
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DEMPSTER, LISA, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	5,680.76	5,680.76	4,754.24	54.4%
Total Office Allowances		19,540.76	19,540.76		
Operational Resources					
Operational Resources	--	10,628.61	10,628.61	--	--
Total Operational Resources		10,628.61	10,628.61		
Travel & Living Allowances					
House in Session	--	23,659.22	23,659.22	--	--
House Not in Session	--	1,451.00	1,451.00	--	--
Intra & Extra-Constituency Travel	22,261.00	14,644.92	14,644.92	7,616.08	65.8%
Helicopter Travel	18,261.00	0.00	0.00	18,261.00	0.0%
Total Travel & Living Allowances		39,755.14	39,755.14		
Constituency Allowance					
Constituency Allowance	2,609.00	332.08	332.08	2,276.92	12.7%
Total Constituency Allowance		332.08	332.08		
Total Expenditures		70,256.59	70,256.59		

---- End of Report ----



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Dean, Jerry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	3,150.75	3,150.75	7,284.25	30.2%
Total Office Allowances		22,350.75	22,350.75		
Operational Resources					
Operational Resources	--	10,592.43	10,592.43	--	--
Total Operational Resources		10,592.43	10,592.43		
Travel & Living Allowances					
House in Session	--	12,857.01	12,857.01	--	--
House Not in Session	--	1,977.61	1,977.61	--	--
Intra & Extra-Constituency Travel	9,391.00	6,874.62	6,874.62	2,516.38	73.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		21,709.24	21,709.24		
Constituency Allowance					
Constituency Allowance	2,609.00	391.29	391.29	2,217.71	15.0%
Total Constituency Allowance		391.29	391.29		
Total Expenditures					
		55,043.71	55,043.71		

---- End of Report ----



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Newfoundland and Labrador
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01-Apr-18 to 31-Mar-19

DAVIS, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	8,000.00	4,989.23	4,989.23	3,010.77	62.4%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	4,973.00	4,973.00	5,462.00	47.7%
Total Office Allowances		9,962.23	9,962.23		
Operational Resources					
Operational Resources	--	18,824.93	18,824.93	--	--
Total Operational Resources		18,824.93	18,824.93		
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	222.81	222.81	2,386.19	8.5%
Total Constituency Allowance		222.81	222.81		
Total Expenditures					
		29,009.97	29,009.97		

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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

Davis, Bernard, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	3,564.73	3,564.73	6,870.27	34.2%
Total Office Allowances		3,564.73	3,564.73		
Operational Resources					
Operational Resources	--	2,591.58	2,591.58	--	--
Total Operational Resources		2,591.58	2,591.58		
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	1,527.59	1,527.59	3,689.41	29.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		1,527.59	1,527.59		
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		10,292.90	10,292.90		

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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

CROSBIE, CHES, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	5,518.00	1,150.00	1,150.00	4,368.00	20.8%
Total Office Allowances		1,150.00	1,150.00		
Operational Resources					
Operational Resources	--	1,772.41	1,772.41	--	--
Total Operational Resources		1,772.41	1,772.41		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	2,759.00	0.00	0.00	2,759.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	1,380.00	0.00	0.00	1,380.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		2,922.41	2,922.41		

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01-Apr-18 to 31-Mar-19

CROCKER, STEVE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	13,101.00	13,100.04	13,100.04	0.96	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	6,774.23	6,774.23	3,660.77	64.9%
Total Office Allowances		19,874.27	19,874.27		
Operational Resources					
Operational Resources	--	12,254.32	12,254.32	--	--
Total Operational Resources		12,254.32	12,254.32		
Travel & Living Allowances					
House in Session	--	7,740.39	7,740.39	--	--
House Not in Session	--	475.73	475.73	--	--
Intra & Extra-Constituency Travel	7,478.00	2,888.51	2,888.51	4,589.49	38.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		11,104.63	11,104.63		
Constituency Allowance					
Constituency Allowance	2,609.00	716.29	716.29	1,892.71	27.5%
Total Constituency Allowance		716.29	716.29		
Total Expenditures					
		43,949.51	43,949.51		

---- End of Report ----



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Coady, Siobhan, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	10,164.52	10,164.52	270.48	97.4%
Total Office Allowances		10,164.52	10,164.52		
Operational Resources					
Operational Resources	--	2,902.26	2,902.26	--	--
Total Operational Resources		2,902.26	2,902.26		
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	1,919.93	1,919.93	689.07	73.6%
Total Constituency Allowance		1,919.93	1,919.93		
Total Expenditures					
		14,986.71	14,986.71		

---- End of Report ----



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Byrne, Gerry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	2,719.11	2,719.11	7,715.89	26.1%
Total Office Allowances		2,719.11	2,719.11		
Operational Resources					
Operational Resources	--	7,294.08	7,294.08	--	--
Total Operational Resources		7,294.08	7,294.08		
Travel & Living Allowances					
House in Session	--	22,269.90	22,269.90	--	--
House Not in Session	--	353.88	353.88	--	--
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		22,623.78	22,623.78		
Constituency Allowance					
Constituency Allowance	2,609.00	125.00	125.00	2,484.00	4.8%
Total Constituency Allowance		125.00	125.00		
Total Expenditures					
		32,761.97	32,761.97		

---- End of Report ----



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01-Apr-18 to 31-Mar-19

Browne, Mark, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	16,000.00	15,999.96	15,999.96	0.04	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	67.00	35.26	35.26	31.74	52.6%
Office Operations	10,435.00	10,143.35	10,143.35	291.65	97.2%
Total Office Allowances		26,178.57	26,178.57		
Operational Resources					
Operational Resources	--	8,891.60	8,891.60	--	--
Total Operational Resources		8,891.60	8,891.60		
Travel & Living Allowances					
House in Session	--	9,652.53	9,652.53	--	--
House Not in Session	--	5,929.44	5,929.44	--	--
Intra & Extra-Constituency Travel	12,000.00	12,000.00	12,000.00	0.00	100.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		27,581.97	27,581.97		
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					
		65,261.14	65,261.14		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

BRAZIL, DAVID, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	9,252.21	9,252.21	1,182.79	88.7%
Total Office Allowances		9,252.21	9,252.21		
Operational Resources					
Operational Resources	--	2,799.30	2,799.30	--	--
Total Operational Resources		2,799.30	2,799.30		
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	6,695.40	6,695.40	0.60	100.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		6,695.40	6,695.40		
Constituency Allowance					
Constituency Allowance	2,609.00	2,035.82	2,035.82	573.18	78.0%
Total Constituency Allowance		2,035.82	2,035.82		
Total Expenditures		20,782.73	20,782.73		

---- End of Report ----



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Bragg, Derrick, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	455.00	0.00	0.00	455.00	0.0%
Office Operations	10,435.00	2,264.21	2,264.21	8,170.79	21.7%
Total Office Allowances		16,664.21	16,664.21		
Operational Resources					
Operational Resources	--	7,405.82	7,405.82	--	--
Total Operational Resources		7,405.82	7,405.82		
Travel & Living Allowances					
House in Session	--	12,972.16	12,972.16	--	--
House Not in Session	--	7,372.37	7,372.37	--	--
Intra & Extra-Constituency Travel	11,043.00	10,277.04	10,277.04	765.96	93.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		30,621.57	30,621.57		
Constituency Allowance					
Constituency Allowance	2,609.00	768.08	768.08	1,840.92	29.4%
Total Constituency Allowance		768.08	768.08		
Total Expenditures		55,459.68	55,459.68		

---- End of Report ----



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Newfoundland and Labrador
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Expenditures Summarized by Category
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Bennett, Derek, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	580.00	0.00	0.00	580.00	0.0%
Office Operations	10,435.00	3,502.68	3,502.68	6,932.32	33.6%
Total Office Allowances		3,502.68	3,502.68		
Operational Resources					
Operational Resources	--	7,574.03	7,574.03	--	--
Total Operational Resources		7,574.03	7,574.03		
Travel & Living Allowances					
House in Session	--	14,642.04	14,642.04	--	--
House Not in Session	--	5,996.56	5,996.56	--	--
Intra & Extra-Constituency Travel	8,000.00	7,992.68	7,992.68	7.32	99.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		28,631.28	28,631.28		
Constituency Allowance					
Constituency Allowance	2,609.00	908.00	908.00	1,701.00	34.8%
Total Constituency Allowance		908.00	908.00		
Total Expenditures					
		40,615.99	40,615.99		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-18 to 31-Mar-19

BENNETT, CATHY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2018/19 (Net of HST)	Expenditures Processed 01-Apr-18 to 31-Mar-19 (Net of HST)	Expenditures Year to Date 01-Apr-18 to 31-Mar-19 (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	778.11	778.11	9,656.89	7.5%
Total Office Allowances		778.11	778.11		
Operational Resources					
Operational Resources	--	873.41	873.41	--	--
Total Operational Resources		873.41	873.41		
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	935.48	935.48	4,281.52	17.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		935.48	935.48		
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					
		2,587.00	2,587.00		

---- End of Report ----



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix H

Speaker's Delegated Authority Respecting Urgent Financial Matters



The following provides details of the approval under the Speaker's delegated authority respecting urgent financial matters for the 2018-2019 reporting period:

At its meeting on January 23, the Management Commission approved reimbursement of legal fees incurred up to November 6, 2018, as a result of the participation of four MHAs in the reviews of the Commissioner for Legislative Standards under the Code of Conduct for Members (**CM 2019-001 refers**).

The invoice submitted for the MHA for Mount Scio included expenditures incurred after November 6, 2018, which required a recalculation to exclude those expenditures from the amount approved for reimbursement. In checking the final numbers, it was discovered that there was an error in the recalculation. The amount originally approved by the Commission at the January 23 meeting was \$26,277.50; but the correct amount to be reimbursed (in accordance with the parameters set by the Commission) was \$26,162.50 (a difference of \$115.00).

The Speaker consulted with the Government House Leader, Opposition House Leader, and the Third Party representative on the Management Commission on the matter, and the revised amount of \$26,162.50 was approved for reimbursement.