

*House of Assembly
Newfoundland & Labrador*



House of Assembly Management Commission

2021-2022 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, 2022. This report includes a summary of the work of the Management Commission for the period from April 1, 2021 to March 31, 2022.

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 the Management Commission as it carries out its mandated responsibilities under the Act.

Honourable Derek Bennett, 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 a transparent and accountable administrative framework for the House of Assembly 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, 2021 to March 31, 2022 included:

Speaker:

- Hon. Scott Reid, MHA, St. George's - Humber (up to April 12, 2021)
- Hon. Derek Bennett, MHA, Lewisporte - Twillingate (effective April 12, 2021)

Government House Leader:

- Hon. Steve Crocker, MHA, Carbonear - Trinity - Bay de Verde

Official Opposition House Leader:

- Barry Petten, MHA, Conception Bay East - Bell Island

Government Caucus representatives:

- Hon. Siobhan Coady, MHA, St. John's West (up to April 13, 2021)
- Hon. Lisa Dempster, MHA, Cartwright - L'Anse au Clair (effective April 13, 2021)
- Sherry Gambin-Walsh, MHA, Placentia - St. Mary's (up to May 21, 2021)



- Paul Pike, MHA, Burin - Grand Bank (effective May 21, 2021)

Official Opposition Caucus representative:

- Helen Conway Ottenheimer, MHA, Harbour Main (effective April 21, 2021)

Third Party Caucus representative:

- Alison Coffin, MHA, Signal Hill - Quidi Vidi (up to April 21, 2021)
- Jim Dinn, MHA, St. John's Centre (effective April 21, 2021)

Secretary to the Commission:

- Sandra Barnes, Clerk of the House of Assembly

In the absence of the Speaker, the Deputy Speaker chairs Commission meetings. The position of Deputy Speaker was as follows during the reporting period:

- Pam Parsons, MHA, Harbour Grace - Port de Grave (up to April 8, 2021)
- Brian Warr, MHA, Baie Verte - Green Bay (effective April 19, 2021)

Duties and Responsibilities of Members

Section 21 of the Act lists the individual duties of Commission members, as follows:

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

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 five regular (televised) meetings during the reporting period on the following dates:

- May 26, 2021;
- September 22, 2021;
- December 1, 2021;
- January 12, 2022; and
- January 26, 2022.

The decisions from these meetings can be viewed with the Minutes in [Appendix A](#).

In camera meetings

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

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



include:

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

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

- May 12, 2021;
- May 19, 2021;
- September 15, 2021;
- October 6, 2021;
- January 5, 2022; and
- February 16, 2022.

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 attended and include only the Decisions of the Commission and reports made to the Commission. Hansard provides the transcripts of discussions, which are posted on the House of Assembly website.

The Commission approves minutes at the following meeting. Once approved, the Minutes are distributed to each Member, posted on the House of Assembly website and tabled by the Speaker in the House of Assembly.

The Minutes of the Commission meetings held during the reporting period can be found in [Appendix A](#).

Authority of the Commission

The Commission exercises its decision-making authority through specific actions that include making rules, issuing directives and making specific decisions.



Rule Amendments

The *House of Assembly Accountability, Integrity and Administration Act* outlines in subsections 15(5) and 20(7) the process for making or amending the *Members' Resources and Allowances Rules* (the Rules). The general power to enact amendments is contained in section 64 of the Act.

Amendments to the Rules that propose to change and/or 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 a 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 Member 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 were no rule amendments approved during the 2021-22 reporting period.



Directives

The Commission has authority to issue directives that 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 directives issued by the Commission during the reporting period, the details of which are included in [Appendix B](#).

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 the Corporate and Members' Services Division rejects payment for an expense.

During the reporting period, there were eight rulings on allowance use as provided for in Section 24 of the Act, the details of which are outlined in [Appendix C](#).

Review of Allowance Use

Under Section 52 of the *House of Assembly Accountability, Integrity and Administration 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 2021-2022 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 assists 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. Section 23 of the Act outlines the full duties of the Committee.

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 Commission appoints the Chair of the Audit Committee. The Clerk Assistant acts as secretary of the committee.

The members of the Audit Committee during the period of April 1, 2021 to March 31, 2022 included:

- Paul Pike, MHA, Burin - Grand Bank, Chair (effective May 26, 2021);
- Helen Conway-Ottenheimer, MHA, Harbour Main (effective May 26, 2021);
- Deborah Collis, CPA,
- Beverley Evans, FCPA, FCA, ICD.D

Kim Hawley George, KC, Law Clerk and Acting Clerk Assistant, was secretary to the committee.

There were no reports of the Audit Committee during the reporting period.

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 March 31, 2022 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 March 31, 2022 is included with the financial information in [Appendix D](#).

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 March 31, 2022.



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 March 31, 2022 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 D](#).

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 March 31, 2022 and the audit of the Management Certification dated March 31, 2022. 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 E](#). 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 their 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, 2022.

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, the 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 were no approvals under the Speaker's Delegated Authority during the reporting period.

Clerk's Authorization for Furniture & 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 was one such approval during the reporting period, which is detailed in [Appendix F](#).

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. 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](#)

Directives

[Appendix C](#)

Rulings on Allowance Use

[Appendix D](#)

Financial Information and Management Certification - 31 March 2022

[Appendix E](#)

Members' Salaries, Allowances, and Expenses

[Appendix F](#)

Clerk's Authorizations for Furniture and Equipment



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 2021-2022 and that they are an accurate reflection of the Decisions of the Commission made at the proceedings.

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

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



**House of Assembly
Newfoundland and Labrador**

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

Date: May 12, 2021

Location: Conference Room A, West Block, Confederation Building

Time: 1:40 p.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Mr. Barry Petten, Opposition House Leader

Ms. Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Mr. Jim Dinn, MHA (NDP), St. John's Centre

Ms. Sherry Gambin-Walsh (LIB), Placentia - St. Mary's

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/Clerk Assistant (Acting)

Mr. Bruce Chaulk, Chief Electoral Officer

CM 2021-004 The Commission, at an *in-camera* meeting, approved the 2021-2022 estimates for the following Activities to be forwarded to the Minister of Finance for inclusion in the 2021 Estimates and voted on in the Legislature:

- Administrative Support - \$ 2,295,700
- Legislative Library and Records Management - \$753,800
- Hansard and Broadcast Centre - \$948,600
- Members' Resources - \$9,074,000
- House Operations - \$468,600
- Government Members' Caucus - \$396,700
- Official Opposition Caucus - \$1,258,600
- Third Party Caucus - \$458,000
- Office of the Auditor General - \$3,874,400
- Office of the Chief Electoral Officer - \$2,856,300
- Office of the Citizens' Representative - \$1,030,500

- Office of the Child and Youth Advocate - \$1,445,400
- Office of the Information and Privacy Commissioner -\$1,380,200
- Office of the Seniors' Advocate - \$486,700


CM 2021-005 The Commission, at an *in camera* meeting, approved creation of the position of Committee Clerk in the Office of the Clerk.

CM 2021-006 The Commission, at an *in camera* meeting, approved a pre-commitment of funds for the Office of the Chief Electoral Officer for the fiscal year 2021-22 related to cost of leased office space.

CM 2021-007 The Commission, at an *in camera* meeting, approved a pre-commitment of funds for the Office of the Information and Privacy Commissioner for fiscal year 2022-23 related to hosting the Federal/Provincial/Territorial Information and Privacy Commissioners/Ombudspersons Annual Conference.

Adjournment: 5:00 p.m.

Hon. Derek Bennett
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 19, 2021

Location: Via Videoconference

Time: 9:34 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Mr. Barry Petten, Opposition House Leader

Ms. Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Mr. Jim Dinn, MHA (NDP), St. John's Centre

Ms. Sherry Gambin-Walsh (LIB), Placentia-St. Mary's

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/Clerk Assistant (Acting)

- CM 2021-008** The Commission, at an *in camera* meeting, approved reimbursement of legal fees in accordance with the exception provisions of the Guidelines on the Reimbursement of Legal Fees for Members of the House of Assembly for the Member for Harbour Grace - Port de Grave in the amounts of \$1,000.50, \$155.25, \$5,325.08. The Commission further directed that additional reimbursement of legal fees related to the matter requires further approval of the Commission.
- CM 2021-009** The Commission, at an *in camera* meeting, approved the carryover of 17.5 hours for House of Assembly employee into the 2020-21 fiscal year.
- CM 2021-010** The Commission, at an *in camera* meeting, approved the carryover of 14 hours for House of Assembly employee into the 2020-21 fiscal year.
- CM 2021-011** The Commission, at an *in camera* meeting, approved the carryover of 63 hours for House of Assembly employee into the 2020-21 fiscal year.

CM 2021-012 The Commission, at an *in camera* meeting, approved the carryover of 7 hours for House of Assembly employee into the 2020-21 fiscal year.

CM 2021-013 The Commission, at an *in camera* meeting, provided direction with respect to the Office of the Seniors' Advocate to be brought forward at future meeting for consideration.

The Member for Placentia – St. Mary's recused herself from the meeting for the remaining agenda items.

CM 2021-014 The Commission, at an *in camera* meeting, approved reimbursement of legal fees in accordance with the Guidelines on the Reimbursement of Legal Fees for Members of the House of Assembly for the Member for Placentia - St. Mary's in the amounts of \$955.65 and \$699.20.

CM 2021-015 The Commission, at an *in camera* meeting, approved the following transfer of funds:

From:

Members' Resources – Salaries \$7,100

To:

Members' Resources – Professional Services \$7,100

Adjournment: 10:18 a.m.

Hon. Derek Bennett
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 26, 2021

Location: Via Videoconference

Time: 9:31 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Mr. Barry Petten, Opposition House Leader

Ms. Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Mr. Jim Dinn, MHA (NDP), St. John's Centre

Mr. Paul Pike (LIB), Burin - Grand Bank

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/Clerk Assistant (Acting)

As required by the *House of Assembly Accountability, Integrity and Administration Act*, the Chair reported decisions from *in camera* meetings held on January 5 and May 19, 2010. Details of decisions made at those meetings were included with the draft Minutes circulated to the Commission for approval as part of agenda item #1.

CM 2021-016 The Minutes of the Commission meetings held on December 23, 2020, January 5, 2021 and May 19, 2021 were approved as read.

The Speaker presented a report of Rulings on Allowance Use for the period ended May 21, 2021. In accordance with Section 24 of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission issued rulings to reimburse expenditures for the following Members that were not submitted within 60-days of being incurred as required under subsection 7(6) of the *Members' Resources and Allowances Rules* (the Rules); or were not submitted within 30 days of the end of the fiscal year as required under subsection 7(2) of the Rules:

- Ms. Lela Evans \$5211.44 & \$2301.23
- Mr. Craig Pardy \$1005.66 & \$34.50
- Mr. Steve Crocker \$238.59
- Mr. David Brazil \$35.00

- Mr. Chris Tibbs \$172.50 & \$402.50

As required by the *House of Assembly Accountability, Integrity and Administration Act*, financial reports of the Legislature as well as actual expenditures of Members were presented to the Commission for the reporting period from April 1, 2020 to December 31, 2020.

CM 2021-017 The Commission ratified the following transfer of funds approvals in accordance with Section 5 of the House of Assembly Transfer of Funds Policy:

- HOABT2021-011
- HOABT2021-013
- HOABT2021-028

CM 2021-018 The Commission appointed Mr. Paul Pike and Ms. Helen Conway Ottenheimer as members of the Audit Committee, effective immediately. The Commission further directed that Mr. Paul Pike be designated as Chair of the Audit Committee, effective immediately.

CM 2021-019 The Commission directed an amendment to the Guidelines for Providing Shared Secretarial Assistance to allow parliamentary secretaries/assistants to be included for the purposes of allocating administrative support when the House is in Session.

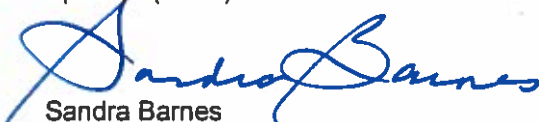
CM 2021-020 The Commission directed an amendment to the Guidelines for Providing Shared Secretarial Assistance to provide a general reference to sittings as follows:

“Shared secretarial assistance will be provided as a continuous employment period beginning one week prior to a sitting period of the House of Assembly and ending one week after the closing of that sitting period.”

CM 2021-021 The Commission did not direct an amendment to subsection 38(2.1) of the *Members’ Resources and Allowances Rules*, but directed officials to undertake a review of the implications of extending the monthly automobile allowance provisions to Humber - Bay of Islands and potentially other districts for future consideration of the Management Commission.

Adjournment: 10:29 a.m.

Hon. Derek Bennett
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 15, 2021

Location: via videoconference

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Jim Dinn, MHA (NDP), St. John's Centre

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk of the House of Assembly

Other

Brian Warr, Deputy Speaker

Bobbi Russell, Policy & Communications Officer

Kim Hawley George, Law Clerk/Clerk Assistant (Acting)

Denise Hanrahan, Auditor General

CM 2021-022 The Commission, at an *in camera* meeting, approved reimbursement of legal fees in accordance with the exception provisions of the Guidelines on the Reimbursement of Legal Fees for Members of the House of Assembly for the Member for Harbour Grace - Port de Grave in the amount of \$8,303.43.

CM 2021-023 The Commission, at an *in camera* meeting, approved the following transfer of funds:

To:

1.1.04.02 Members' Resources – Professional Services \$7,300.00

From:

1.1.04.09 Members' Resources – Allowances and Assistance \$7,300.00

CM 2021-024 The Commission, at an *in camera* meeting, directed the Speaker to respond to the Members for Humber - Bay of Islands & Mount Pearl - Southlands on behalf of the Management Commission to the letter dated June 17, 2021, outlining the

powers and duties of the Commission in light of the Members' request and the process they would have to take for such an action to move forward.

CM 2021-025 The Commission, at an *in camera* meeting, approved the proposed organizational structure for the Office of the Auditor General, dated September 2021.

CM 2021-026 The Commission, at an *in camera* meeting, approved the following position title changes in the Office of the Auditor General:

- a. Principal Financial Audit to Assistant Auditor General – Financial Audit (PCN 00000360)
- b. Principal Performance Audit to Assistant Auditor General – Performance Audit (PCN 55556701)

CM 2021-027 The Commission, at an *in camera* meeting, approved abolishment of the following positions in the Office of the Auditor General:

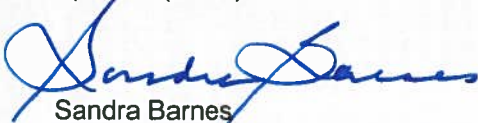
- a. Director of Administration (PCN 00000335)
- b. Secretary to Deputy Auditor General (PCN 00012186)
- c. LAN Administrator (PCN 00010670)
- d. Secretary to Auditor General (PCN 0000334)

CM 2021-028 The Commission, at an *in camera* meeting, approved creation of the following positions in the Office of the Auditor General at the proposed classifications, with final classifications to be reviewed and submitted at a later date:

- a. Manager of Human Resources at HL 22
- b. Manager of Administration at HL 14
- c. Manager of Communications at HL 20
- d. Clerk IV at CG 27

Adjournment: 10:49 a.m.

Hon. Derek Bennett
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 22, 2021

Location: Via Videoconference

Time: 9:40 a.m.

Members Present:

Brian Warr, Deputy Speaker (Acting Chair)

Hon. Steve Crocker, Government House Leader

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Jim Dinn, MHA (NDP), St. John's Centre

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk of the House of Assembly

Other

Bobbi Russell, Policy & Communications Officer

Kim Hawley George, Law Clerk/Clerk Assistant (Acting)

Regrets

Hon. Derek Bennett, Speaker (Chair)

CM 2021-029 The Minutes of the Commission meetings held on May 12 and May 26, 2021 were approved as read.

The Speaker presented a report of Rulings on Allowance Use for the period ended September 17, 2021. In accordance with Section 24 of the House of Assembly Accountability, Integrity and Administration Act, the Commission issued rulings to reimburse expenditures for the following Members that were not submitted within 60-days of being incurred as required under subsection 7(6) of the Members' Resources and Allowances Rules (the Rules); or were not submitted within 30 days of the end of the fiscal year as required under subsection 7(2) of the Rules:

- Ms. Lela Evans \$1656.66
- Mr. Andrew Parsons \$79.20
- Mr. Tony Wakeham \$189.04

As required by the House of Assembly Accountability, Integrity and Administration Act, financial reports of the Legislature as well as actual expenditures of Members were presented to the Commission for the reporting period from April 1, 2020 to March 31, 2021.

The Clerk presented a report of approvals for furniture and equipment expenditures as required by the Standard Office Allocation Package for Members and Constituency Assistants for the period ended September 17, 2021. The Clerk approved the following expenditures since the last report:

- Mr. Pleaman Forsey \$799.99 Cell phone signal booster

Annual expenditures reports as required by the Caucus Operational Funding Grants Policy for the period from April 1, 2020 to January 15, 2021 were presented to the Commission for the Government Members' caucus, Official Opposition caucus, Third Party caucus, Office of the Speaker, the Member for Humber - Bay of Islands and the Member for Mount Pearl - Southlands.

The annual report for budget transfers as required by the Transfer of Funds Policy for the period from April 1, 2020 to March 31, 2021 was presented to the Commission.

CM 2021-030 The Commission approved the audited financial information for April 1, 2019 to March 31, 2020 for the House of Assembly and Statutory Offices, as recommended by the Audit Committee.

Adjournment: 9:49 a.m.

Mr. Brian Warr
Deputy Speaker (Acting Chair)



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: October 6, 2021

Location: via videoconference

Time: 9:35 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Jim Dinn, MHA (NDP), St. John's Centre

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk of the House of Assembly

Other

Brian Warr, Deputy Speaker

Bobbi Russell, Policy & Communications Officer

Kim Hawley George, Law Clerk/Clerk Assistant (Acting)

CM 2021-031 The Commission, at an *in camera* meeting, appointed Robert Escott as Sergeant-at-Arms on an acting basis, and waived the 2-day waiting period for Commission decisions.

Adjournment: 10:41 a.m.

Hon. Derek Bennett
Speaker (Chair)

A handwritten signature in blue ink, appearing to read 'Sandra Barnes'.

Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: December 1, 2021

Location: via videoconference

Time: 9:31 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Jim Dinn, MHA (NDP), St. John's Centre

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk of the House of Assembly

Other

Brian Warr, Deputy Speaker

Mark Jerrett, Policy, Planning & Research Analyst

Regrets

Hon. Steve Crocker, Government House Leader

As required by the *House of Assembly Accountability, Integrity and Administration Act*, the Chair reported decisions from *in camera* meetings held on September 15 and October 6, 2020. Details of decisions made at those meetings were included with the draft Minutes circulated to the Commission for approval as part of agenda item 1.

CM 2021-032 The Minutes of the Commission meetings held on September 15, 2021, September 22, 2021 and October 6, 2021 were approved as read.

CM 2021-033 The Commission approved the audited financial information for April 1, 2020 to March 31, 2021 for the House of Assembly and 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 2021 was presented to the Management Commission.

As required by the *House of Assembly Accountability, Integrity and Administration Act*, financial reports of the Legislature as well as actual expenditures of Members were presented to the Commission for the reporting periods from April 1 to June 30, 2021 and April 1 to September 20, 2021.

CM 2021-034

The Commission directed the following amendments to House of Assembly policies:

- That the Standard Office Allocation Package for Members be amended to:
 - a. Remove: One television (including accessories) not greater than 32 inches
 - b. Add: One television (including accessories), most economical available at time of purchase.
 - c. Remove: One camera and accessories
 - d. Remove: One recording device for television
 - e. Add: Cable service – installation and maintenance of the most basic package, including the local news channels; House of Assembly broadcast channel; and recording device (PVR). Satellite services are not permitted.

- That the Inventory Management Policy be amended to:
 - a. Remove: "Physical counts of all inventory items will be conducted by Corporate and Members Services (or designates) on a periodic basis and at a minimum, once every four years"; and
 - b. Add: "Physical counts of all inventory items will be conducted by Corporate and Members Services (or designates) on a periodic basis and at a minimum, once each general assembly."


- That the Purchasing Policy be amended to:
 - a. Increase the threshold from \$200 to \$500, for purchase of goods/services by or for Members, without quotations/explanation of how fair and reasonable price was established.

CM 2021-035 The Commission approved the following transfer of funds:

To:		
1.1.04.01 Members' Resources – Salaries		\$10,300.00
&		
1.1.04.01 Members' Resources – Grants and Subsidies		\$600.00
From:		
1.1.07.01 Official Opposition Caucus – Salaries		\$10,300.00
&		
1.1.07.10 Official Opposition Caucus – Grants and Subsidies		\$600.00

Adjournment: 9:47 a.m.

Hon. Derek Bennett
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 5, 2022

Location: via videoconference

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Jim Dinn, MHA (NDP), St. John's Centre

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk/Secretary to the Commission

Other

Brian Warr, Deputy Speaker

Kim Hawley George, Law Clerk/Clerk Assistant (A)

Bobbi Russell, Policy & Communications Officer

CM 2022-001 The Commission, at an *in camera* meeting, approved reimbursement of legal fees in accordance with the exception provisions of the Guidelines on the Reimbursement of Legal Fees for Members of the House of Assembly for the Member for Harbour Grace - Port de Grave in the amount of \$4,769.63.

CM 2022-002 The Commission, at an *in camera* meeting, approved the following transfer of funds:

To: 1.1.04.02 Members' Resources – Professional Services
\$4,100.00

From: 1.1.05.02 House Operations – Transportation and Communications
\$4,100.00

The Commission directed recommending to the Lieutenant-Governor in Council that Karen Gray be appointed Child and Youth Advocate on an acting basis in accordance with Section 8.1 of the *Child and Youth Advocate Act*, with compensation at the appropriate step of the EP-10 Pay Plan, and waived the two-day waiting period to expedite necessary action.

CM 2022-005 The Commission, at an *in camera meeting*, directed the Speaker to respond on behalf of the Management Commission to the Member for Humber - Bay of Islands regarding his letter dated August 12, 2021, outlining the powers and duties of the Commission in light of the Member's request.

Adjournment: 10:27 a.m.

Hon. Derek Bennett
Speaker (Chair)

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

Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: January 12, 2022

Location: via videoconference

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Jim Dinn, MHA (NDP), St. John's Centre

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk/Secretary to the Commission

Other

Kim Hawley George, Law Clerk/Clerk Assistant (A)

Bobbi Russell, Policy & Communications Officer

Robert Hillier, Manager, Human Resources Services & Payroll Administration

CM 2022-006 The Commission approved the Minutes of the December 1, 2021 meeting as read.

CM 2022-007 The Commission directed that, effective January 12, 2022, compensation for constituency assistants be set at the PS-05 scale, with each constituency assistant to be transferred from their current step on the PS-04 scale to the same step on the PS-05 scale.

Adjournment: 9:49 a.m.

Hon. Derek Bennett
Speaker (Chair)

A handwritten signature in blue ink, appearing to read 'Sandra Barnes'.

Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: January 26, 2022

Location: via videoconference

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Jim Dinn, MHA (NDP), St. John's Centre

Paul Pike, MHA (LIB), Burin - Grand Bank

Sandra Barnes, Clerk & Secretary to the Commission

Other

Brian Warr, Deputy Speaker

Kim Hawley George, Law Clerk/Clerk Assistant (A)

Bobbi Russell, Policy & Communications Officer

CM 2022-008 The Commission, at an *in camera* meeting, approved reimbursement of legal fees in accordance with the exception provisions of the Guidelines on the Reimbursement of Legal Fees for Members of the House of Assembly for the Member for Harbour Grace - Port de Grave in the amount of \$15,260.50, and the former Member for Terra Nova in the amount of \$11,123.00.

CM 2022-009 The Commission, at an *in camera* meeting, approved the following transfer of funds:

To: 1.1.04.02 Members' Resources – Professional Services

\$22,900.00

From: 1.1.05.02 House Operations – Transportation and Communications

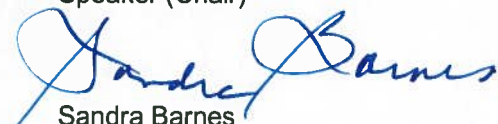
\$22,900.00

CM 2022-010 The Commission approved the Minutes of meetings held on January 5 and January 12, 2022.

- CM 2022-011** The Commission directed, pursuant to subsection 43(2) of the *House of Assembly Accountability, Integrity and Administration Act*, that the Auditor General of Newfoundland and Labrador be appointed to audit the accounts of the House of Assembly and the Statutory Offices for the fiscal year ended 31 March 2022.
- CM 2022-012** The Commission directed that funding for a third registered political party with one elected Member be allocated in accordance with funding provisions for a third registered political party with two or more Members.
- CM 2022-013** The Commission directed that funding for fourth and subsequent registered political parties with one elected Member be allocated in accordance with funding provisions for unaffiliated Members.
- CM 2022-014** The Commission approved the policy document (Caucus Funding Policy), collating caucus funding provisions established by the Commission.
- CM 2022-015** The Commission directed authority to House officials to update Section 9 of the Caucus Funding Policy as necessary in accordance with the established adjustment formula, without further reference to the Commission.

Adjournment: 10:24 a.m.

Hon. Derek Bennett
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 16, 2022

Location: HOA Chamber/videoconference

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair (videoconference)

Jim Dinn, MHA (NDP), St. John's Centre

Paul Pike, MHA (LIB), Burin - Grand Bank

Sandra Barnes, Clerk & Secretary to the Commission

Other

Brian Warr, Deputy Speaker

Bobbi Russell, Policy & Communications Officer

Kim Hawley George, Law Clerk/Clerk Assistant (A)

Wanda Lee Mercer, Chief Financial Officer

Wanda Strowbridge, Manager, Financial Planning & Reporting

Denise Hanrahan, Auditor General

Bruce Chaulk, Chief Electoral Officer

CM 2022-016 The Commission, at an *in-camera* meeting, approved the 2022-2023 estimates for the following activities to be forwarded to the Minister of Finance for inclusion in the 2022 Estimates and voted on in the Legislature:

- Administrative Support - \$2,332,000
- Legislative Library and Records Management - \$748,600
- Hansard and Broadcast Centre - \$972,400
- Members' Resources - \$9,734,500
- House Operations - \$413,200
- Government Members' Caucus - \$399,300
- Official Opposition Caucus - \$1,233,700
- Third Party Caucus - \$458,400
- Office of the Auditor General - \$7,552,800
- Office of the Chief Electoral Officer - \$1,478,300
- Office of the Citizens' Representative - \$1,030,500
- Office of the Child and Youth Advocate - \$1,445,400
- Office of the Information and Privacy Commissioner - \$1,521,100
- Office of the Seniors' Advocate - \$486,700

CM 2022-017 The Commission, at an *in camera* meeting, approved the following amendments to the schedule of fees for the Office of the Chief Electoral Officer, effective April 1, 2022:

- Returning Officer: Increase to \$7,500.
- Election Clerk: Increase to \$5,750.
- Office rentals (public office rental for Returning Officer): Increase CEO approval to monthly base rental over \$2,000. Set maximum rental at discretion of CEO.
- Snow clearing: Increase to \$200
- Polling station rentals (one polling station only): Increase to \$200.
- Multiple polls (two or more polling stations): Increase to \$200 for first poll; increase to \$100 for each additional poll.
- Building fee to hold training of election officials: Increase to \$250; requires approval of CEO over \$100.

Adjournment: 12:23 p.m.

Hon. Derek Bennett
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission



Appendix B | Directives



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2021-001

Effective Date: May 31, 2021	Commission Minute: CM 2021-019; CM 2021-020	
Subject: Guidelines for Providing Shared Secretarial Assistance	Reference: Management Commission Meeting: May 26 2021	
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

On April 18, 2008 the Management Commission approved Guidelines for Providing Shared Secretarial Assistance (CM 2008-027 refers).

The Guidelines stipulated that administrative support when the House is in Session be provided based on the number of private Members in the respective caucus. The policy specifically excluded the Premier, Speaker, ministers, parliamentary secretaries/assistants, Leader of the Official Opposition, Leader of the Third Party and Opposition House Leader. Following a request to the Management Commission to consider including parliamentary secretaries/assistants who have their constituency offices in their districts in the allocation for shared secretarial assistance, the Commission directed an amendment to the Guidelines as outlined below.

In addition, the Guidelines specified that sessional administrative support be provided for the period starting a week before, and up to and including the week following, the spring and fall sitting. However, in recent years the House has had several extraordinary sittings. The Commission considered this matter and directed an amendment to provide a general reference to House sittings as outlined below.

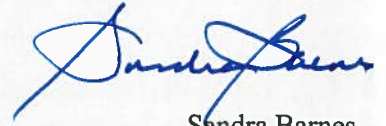
DIRECTIVE

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 directed an amendment to the Guidelines for Providing Shared Secretarial Assistance to allow parliamentary secretaries/assistants who have a constituency office located in the district to be included for the purposes of allocating administrative support when the House is in Session. The Commission directed an amendment to the Guidelines for Providing Shared Secretarial Assistance to provide a general reference to sittings as follows:

“Shared secretarial assistance will be provided as a continuous employment period beginning one week prior to a sitting period of the House of Assembly and ending one week after the closing of that sitting period.”

The revised Guidelines are attached.



Sandra Barnes
Clerk of the House of Assembly



House of Assembly

Guidelines for Providing Shared Secretarial Assistance

Revised May 2021

1.0 Introduction

The entitlement to shared secretarial assistance applies only to Private Members who have constituency offices outside Confederation Building and no support staff assigned at Confederation Building.

That is, it does not include:

- Premier;
- Speaker;
- Ministers;
- Leader of the Official Opposition;
- Leader of the Third Party; and
- Opposition House Leader.

2.0 Purpose

These guidelines are developed in accordance with subsection 23(2) of the *Members' Resources and Allowances Rules* under the *House of Assembly Accountability, Integrity and Administration Act*.

3.0 Guidelines for Providing Shared Secretarial Assistance

- Shared secretarial assistance will be provided as a continuous employment period beginning one week prior to a sitting period of the House of Assembly and ending one week after the closing of that sitting period.
- The formula used to determine the number of secretarial support staff hired for each caucus will be based on the number of Private Members of a caucus who have constituency offices outside Confederation Building and will be allocated as outlined in the following table.

Eligible Members	Staff Allocation
1 - 3	1
4 - 7	2
8 - 11	3
12 - 15	4
16 - 20	5
20 - 25	6

- The secretarial staff will be hired under the political support staff contract and will be subject to the same Human Resources policies as Constituency Assistants. Secretarial staff will start at **Step 1 of the PS04 Pay Scale** and will be paid through the normal payroll process.
- The Caucus Chair for each caucus office is responsible for hiring of secretarial staff for that office.



Newfoundland &
Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2021-002

Effective Date: December 7, 2021	Commission Minute: 2021-033
Subject: Amendments to <u>Standard Office Allocation Package for Members and Constituency Assistants</u> , <u>Inventory Management Policy</u> and <u>Purchasing Policy</u>	Reference: HOAMC Meeting, December 1, 2021 Agenda Item 5
Issued To: Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Deputy Clerk, Executive Council; Deputy Chief of Staff, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer wandaleemercer@gov.nl.ca 709-729-2923

BACKGROUND

House officials identified various routine amendments to House of Assembly policies, which were brought forward for the Commission's consideration:

Standard Office Allocation Package for Members and Constituency Assistants:

This Policy outlines the office furniture, equipment and services provided to Members with constituency offices located within the district. Due to changes in technology and efficiency in cost, the Commission approved amendments as outlined below.

Inventory Management Policy:

This Policy provides guidance on the accounting and control of moveable assets. As all equipment purchased for or by a Member remains the property of the House of Assembly, the Policy provides that physical inventory counts be conducted **at least once in a four-year period**.

When the Policy was developed and approved, it assumed the length of a general assembly to be four years. As the physical inventory counts need to be conducted prior to the end of a general assembly regardless of its length, the Commission approved amendments as outlined below.

Purchasing Policy:

This Policy provides guidance on purchase of goods and services by or for Members of the House of Assembly. When the policy was developed, \$200 was set as the threshold for items that required three quotes, and/or explanation of how fair and reasonable price was established (i.e. anything less than \$200 does not require three quotes/explanation of fair and reasonable price; anything greater than \$200 requires three quotes/explanation of fair and reasonable price).

Since that time, government procurement policies and legislation have changed to increase the threshold for purchase of items without quotations/explanation of how fair and reasonable price was established. While the threshold purchased by or for MHAs remains at \$200, the practice for all other purchases by the House of Assembly places the threshold at \$500. To bring the MHA policy in line with government policy, the Commission approved amendments as outlined below.

DIRECTIVE

The Commission directs amendments as outlined to the Standard Office Allocation Package for Members and Constituency Assistants; the Inventory Management Policy; and the Purchasing Policy for Members – Under \$200:

1. Standard Office Allocation Package for Members and Constituency Assistants:

- Due to changes in technology and efficiency in cost, House officials recommend the following amendments:
 - **Remove:** One television (including accessories) not greater than 32 inches
 - **Add:** One television (including accessories), most economical available at time of purchase.
 - **Remove:** One camera and accessories
(Note: Most Members use their mobile device for photos. Should a Member still wish to have a camera, they can request it with prior approval of the Clerk for expenditures up to \$1,000).
 - **Remove:** One recording device for television
 - **Add:** Cable service – installation and maintenance of the most basic package, including:
 - local news channels and the House of Assembly broadcast channel;
 - recording device (PVR).Satellite services are not permitted.

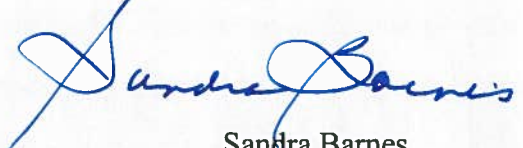
2. Inventory Management Policy:

- When the Policy was developed and approved, it assumed the length of a general assembly to be four years. As the physical inventory counts need to be conducted prior to the end of a general assembly regardless of its length, House officials recommend the following amendment:
 - **Remove:** Physical counts of all inventory items will be conducted by Corporate and Members Services (or designates) on a periodic basis and at a minimum once every four years.
 - **Add:** Physical counts of all inventory items will be conducted by Corporate and Members Services (or designates) on a periodic basis and at a minimum once in each general assembly.

3. Purchasing Policy – Under \$200:

- House officials recommend the Purchasing Policy for Members be amended to increase the threshold from \$200 to \$500 for purchase of goods/services by or for Members without quotations/explanation of how fair and reasonable price was established.

The revised policies are attached.


Sandra Barnes
Clerk of the House of Assembly



House of Assembly

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

December 2021

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

1. Office Furniture:

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

2. Equipment:

- One photocopier
- One scanner
- One facsimile OR a combination photocopier, scanner and facsimile machine
- Two desk-top printers
- Cross-hatch shredder
- One television (including accessories) most economical available at time of purchase.
- Two calculators
- Three computers, including accessories
- Two telephones for constituency office
- One telephone for Member's residence (if requested)
- Two cell phones or blackberries (one each for the Member and Constituency Assistant).
Limit of **3 devices each per General Assembly** – see *Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants*.

Other furniture and equipment can be **pre-approved** for purchase by the **Clerk of the House of Assembly**, to a **maximum of \$1000**. The Clerk must report all such approvals at a subsequent meeting of the Management Commission.

3. Services

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



House of Assembly

Inventory Management Policy

December 2021

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4.2 Restrictions

4.3 Acquisition

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4.6 Write-downs

4.7 Disposals

1. Approval

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Management Commission establishes this inventory management policy.

2. Purpose

To provide for the accounting and control of the inventory of moveable assets including proper acquisition, measurement, safeguarding, write-downs and disposal.

3. General

Subsection 25(2) of the Members' Resources and Allowances Rules states "All purchases within the standard office allocation remain the property of the government of the province and shall be identified by appropriate markings as House assets".

Subsection 25(4) states "the clerk shall maintain and update an inventory report of all House assets entrusted to each member."

Subsection 25(5) states "a member is personally responsible for all items in an inventory and shall account on an annual basis or on demand to the speaker for the items listed in his or her inventory report".

The objective of this policy is to ensure that internal controls are in place to safeguard and manage the inventory of moveable assets of the Legislature (including all asset items entrusted to Members) in an efficient and effective manner.

4.0 Process

This policy applies to all inventory items which meet the definition of inventory under Section 4.1 and are purchased for Members of the House of Assembly, their Constituency Assistants and for the House of Assembly Service, Caucus Offices and Statutory Offices.

4.1 Definition

For the purposes of this policy, inventory is defined as:

- a. All office furniture and equipment included in the standard office allocation (as defined in subsection 25(1) of the Members' Resources and Allowances Rules) and located in constituency offices outside the Confederation Building;
- b. Other office furniture and equipment items purchased for constituency offices outside the Confederation Building with a cost in excess of \$200 per item;
- c. All other office furniture and equipment with a cost in excess of \$200 per item;
- d. Blackberries and cell phones for Members and staff regardless of the cost per item; and
- e. Historic and cultural assets

4.2 Restrictions

- Office furniture and equipment includes but is not restricted to, computers, laptops, printers, fax machines, photocopiers, televisions, cameras, any specialized equipment, blackberries, cell phones, desks, filing cabinets, chairs, tables.
- Items excluded are office supplies, library materials, election readiness materials (forms, maps, booklets, ballot paper, etc.).

4.3 Acquisition

All inventory items will be acquired in accordance with the *Public Procurement Act* and the Government Purchasing Agency Customer Manual except where amended by a Rule, Directive or Decision of the House of Assembly Management Commission.

4.4 Recognition and Measurement

Inventory will be recorded at historic cost. If the historic cost is not available, the item will be recorded at estimated historic cost.

4.5 Safeguarding

- All inventory items will be recorded in the Inventory System maintained by the Corporate and Members' Services Division of the House of Assembly Service.

- The Inventory System will record: description of the item; acquisition date and historic cost; purchase order number (if applicable); supplier; warranty; location; asset tag number; etc. for each item.
- All items except blackberries, cell phones, and historic and cultural assets will have an asset tag affixed to indicate the ownership of the government of the Province. Asset tags are assigned a number that matches a specific inventory item in the Inventory System.
- It is the responsibility of each Member of the House of Assembly, Director or Statutory Officer to ensure that inventory items assigned to his or her custody are maintained and safeguarded.
- At least once a year, a report which includes a listing of the assigned inventory items will be forwarded to each custodian. These reports must be verified for completeness and accuracy and any changes reported to Corporate and Members' Service Division.
- Physical counts of all inventory items will be conducted by Corporate and Members Services (or designates) on a periodic basis and at a minimum, once each general assembly.
- As a general rule, all items should remain at the physical location assigned to them. Should it be necessary to move an item, it is the responsibility of the custodian to inform Corporate and Members' Service Division to ensure that the Inventory System is updated to reflect the new location.
- It is the responsibility of the custodian to report any stolen, lost or damaged inventory items to Corporate and Members' Services Division.
- All inventory items purchased with government funds remain the property of the government of the Province.

4.6 Write-downs

Inventory items will be written down when a reduction in the value of their service potential can be measured and the reduction is expected to be permanent.

4.7 Disposals

Items which are no longer serviceable or are considered obsolete will be disposed of in accordance with the Government Purchasing Agency Customer

Manual pertaining to surplus assets and will be removed from the inventory system.



House of Assembly

Purchasing Policy – Under \$500

December 2021

Table of Contents

1.0 Approval

2.0 Purpose

3.0 General

3.1 Principles

4.0 Policy

4.1 Restrictions

5.0 References

1.0 Approval

Under the authority of subsection 48(2) & subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Management Commission establishes this policy respecting the purchasing of items under \$500.

2.0 Purpose

To allow Members of the House of Assembly to purchase low dollar items without obtaining three quotes to simplify the purchasing process and reduce time spent processing orders and claims for items under the \$500 threshold.

3.0 General

3.1 Principles

In considering and approving purchases under \$500 pursuant to this policy, the Members of the House of Assembly must ensure that the purchase is eligible for reimbursement under the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules*, Directives of the Commission and in compliance with the *Public Procurement Act*.

4.0 Policy

This policy allows Members of the House of Assembly to purchase items eligible under the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules*, and directives of the commission, under the value of \$500, without obtaining three quotes as per the *Public Procurement Act*.

Once a proposed purchase under \$500 is identified by the Member of the House of Assembly, it may be made in one of two ways:

- a. by direct purchase by the Member or Constituency Assistant (if authority has been delegated) under this policy;
- or,**
- b. by issuance of a requisition that is forwarded for processing to Corporate & Members' Services Division, who will follow the *Public Procurement Act* and Government Purchasing Agency Policies.

If the eligible purchase is made by the Member or Constituency Assistant, the original detailed receipt for the purchase, plus proof of payment, must be submitted on a Member Expense Claim for reimbursement within 60 days, as per subsection 7(6) of the *Members' Resources and Allowance Rules*.

If multiple suppliers are located within a community or region, every effort should be made by Members to rotate purchases among suppliers. This ensures a fair and reasonable price has been obtained in compliance with the *Public Procurement Act* and ensures the Legislature will receive value for dollars spent.

Where possible, Members should purchase items on Standing Offer Agreement (including vehicle rentals), by submitting a requisition to the Corporate and Members' Services Division. This is preferable as the Standing Offer Agreements established by Government provide for better prices and rates.

4.1 Restrictions

Under this policy a Member of the House of Assembly may not:

- split purchases to avoid exceeding the \$500 maximum threshold.

5.0 References

Members' Resources and Allowance Rules

Government Purchasing Agency Customer Manual

Public Procurement Act



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2022-001

Effective Date: February 1, 2022	Commission Minutes: CM 2022-012, CM 2022-013, CM 2022-014 and CM 2022-015
Subject: Provisions for Caucus Funding	Reference: Management Commission Meeting – January 26, 2022
Issued To: Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Deputy Clerk, Executive Council; Deputy Chief of Staff, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer wandaleemercer@gov.nl.ca 709-729-2923

BACKGROUND

At meetings on October 15 and November 18, 2008, the Management Commission provided direction on provisions for caucus funding, following an independent review of caucus resources and corresponding recommendations by Metrics EFG (CM 2008-085 and CM 2008-093 refer). These provisions were subsequently amended by CM 2011-010, CM 2012-002 and CM 2016-013.

An inconsistency between the application of the caucus funding provisions and the definition of caucus in the *House of Assembly Accountability, Integrity and Administration Act (HOAALAA)* was identified in May 2019 when considering the impacts of the election of the 49th General Assembly. It was realized that based on the current wording of the policy provisions, there was no authority to provide funding to a registered political party with one Member elected, as it did not fit either the definition of a caucus or a non-affiliated member.

The Management Commission considered this issue at its meeting on January 26, 2022 and issued the following direction.

DIRECTIVE

The Commission directed that funding for a third registered political party with one elected Member be allocated in accordance with funding provisions for a third registered political party with two or more Members.

The Commission directed that funding for fourth and subsequent registered political parties with one elected Member be allocated in accordance with funding provisions for unaffiliated Members.

The Commission approved the policy document (Caucus Funding Policy), collating caucus funding provisions established by the Commission.

The Commission directed authority to House officials to update Section 9 of the Caucus Funding Policy as necessary in accordance with the established adjustment formula, without further reference to the Commission.

The Caucus Funding Policy is attached.



Sandra Barnes
Clerk of the House of Assembly



House of Assembly

Caucus Funding Policy

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- 1.0 Purpose
- 2.0 Authorities
- 3.0 Definitions
- 4.0 Caucus Funding Allocations
 - 4.1 Base Funding
 - 4.2 Variable(Per Private Member) Funding
 - 4.3 Allocation to Party Leaders
 - 4.4 Assistants to House Leaders
 - 4.5 Operational Funding Grant
 - 4.6 Adjustment Formula
 - 4.7 Changes to Caucus Composition
 - 4.8 Caucus Management
- 5.0 Fourth and Subsequent Caucuses
- 6.0 Registered Political Parties with One Elected Member
- 7.0 Unaffiliated Members
- 8.0 Speaker
- 9.0 Current Caucus Funding Allocations

1.0 Purpose

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, this policy provides a summary of funding provisions as directed by the Management Commission to:

- caucuses (as defined in the *House of Assembly Accountability, Integrity and Administration Act*);
- registered political parties comprising one member; and
- unaffiliated members.

2.0 Authorities

All Management Commission decisions pertaining to this policy are recorded in chronological order in Appendix A.

3.0 Definitions

The following definitions apply:

"caucus" means a group of 2 or more members who belong to the same registered political party (subsection 2(d) of the *House of Assembly Accountability, Integrity and Administration Act*);

"registered political party" means an organization formed for the purpose of contesting an election of members to the House of Assembly and which is registered in the register of political parties under section 278 of the *Elections Act, 1991* (subsection 2(o) of the *House of Assembly Accountability, Integrity and Administration Act*);

"Private Member" means a Member who is not the Speaker or a Member of the Executive Council (CM 2008-085)

"Unaffiliated Member" means an independent member not affiliated with a registered political party.

4.0 Caucus Funding Allocations

4.1 Base Funding

Base funding for the purposes of research and administration is allocated in accordance with CM 2008-085 and as amended by CM 2012-002 as follows:

Government: \$100,000/fiscal year
Official Opposition: \$250,000/fiscal year
Third Party: \$100,000/fiscal year

These initial amounts are adjusted in accordance with the adjustment formula outlined in Section 4.6.

The current level of funding provided under this component is included in Section 9.0.

4.2 Variable (Per private Member) Funding

Variable (per private Member) funding for the purposes of research and administration is allocated in accordance with CM2008-085 as \$18,000/fiscal year for each private Member

This initial amount is adjusted in accordance with the adjustment formula outlined in Section 4.6.

The current level of funding provided under this component is included in Section 9.0.

4.3 Allocation to Party Leaders

Funding is provided to the Leader of the Official Opposition and Leader of the Third Party in accordance with CM2008-085 as follows:

Official Opposition: Leader shall be entitled to \$253,600 per fiscal year for core staff support.

Third Party: Leader of the Third Party shall be entitled to 50% of the amount allocated to the Leader of the Official Opposition for core staff support.

These initial amounts are adjusted in accordance with the adjustment formula outlined in Section 4.6.

The current level of funding provided under this component is included in Section 9.0.

4.4 Assistants to House Leaders

In accordance with CM 2008-085, funding is provided for an assistant to the Government House Leader and an assistant to the Official Opposition House Leader, each to be compensated on the PS-05 salary scale.

The current level of funding provided under this component is included in Section 9.0.

4.5 Operational Funding

Operational funding for the purpose of miscellaneous operational purchases in accordance with the Caucus Operational Funding Grant Policy is allocated as prescribed by CM 2008-085 as follows:

Caucuses: \$100/month for each Member of that caucus (\$800/month minimum)
Office of the Speaker: \$100/month

These initial amounts are adjusted in accordance with the adjustment formula outlined in Section 4.6.

The current level of funding provided under this component is included in Section 9.0.

4.6 Adjustment Formula

The adjustment formula is prescribed by CM 2008-085 as follows:

Base Funding:

Beginning with the 2008-2009 fiscal year, each allocation is adjusted to reflect any salary adjustments made to the Management Pay Plan of the Executive Branch.

Variable (per private member) Funding:

Beginning with the 2008-2009 fiscal year, the variable allocation is adjusted to reflect any salary adjustments made to the Management Pay Plan of the Executive Branch.

Allocation to Party Leaders:

Beginning with the 2008-2009 fiscal year, the allocation to Party Leaders is adjusted to reflect any salary adjustments made to the Management Pay Plan of the Executive Branch.

Operational Funding:

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

4.7 Changes to Caucus Composition

In accordance with CM 2016-013 when a caucus changes in composition, the related changes to funding allocations shall be effective immediately.

4.8 Caucus Management

In accordance with CM 2008-085, each caucus will designate an administrative staff person to liaise with the Office of the Clerk and Corporate and Members' Services Division on financial and human resource management matters.

5.0 Fourth and Subsequent Caucuses

In accordance with CM 2008-093, caucuses of additional registered political parties shall be allocated funding in accordance with provisions provided for the Third Party caucus.

6.0 Registered Political Parties Represented by One Member

In accordance with CM 2022-012, funding for a third registered political party with one elected Member is allocated in accordance with funding provisions for a third registered political party with two or more Members.

In accordance with CM 2022-013, funding for fourth and subsequent registered political parties with one elected Member is allocated in accordance with funding provisions for unaffiliated Members.

7.0 Unaffiliated Members

In accordance with CM 2008-093, Members not affiliated with a registered political party shall be entitled to the following:

- a) Variable (per Private member) funding of \$18,000/fiscal year for the purpose of research and administration, subject to the adjustment formula as outlined in Section 4.6.
- b) Operational Funding of \$100/month for miscellaneous operational purposes, subject to the adjustment formula as outlined in Section 4.6.

The current level of funding provided to unaffiliated members is included in Section 9.0.

8.0 Speaker

In accordance with CM2008-085, the Speaker is entitled to Operational Funding of \$100/month for miscellaneous operational purposes, subject to the adjustment formula as outlined in Section 4.6.

The current level of funding provided to the Speaker is included in Section 9.0.

9.0 Current Caucus Funding Allocations

The following table provides the funding allocations as of **January 1, 2022**.

As prescribed in CM 2022-015, this table is updated as required in accordance with the established adjustment formula in Section 4.6.

Caucus/ Member	Base	Variable	Operational Funding Grant	Other
Government	\$132,789/ fiscal year	\$23,902/ fiscal year for each private Member	\$129.71/month for each Member (with a monthly minimum based on 8 Members)	Assistant to Government House Leader (paid on the PS- 05 salary scale)
Official Opposition	\$296,745/ fiscal year	\$23,902/ fiscal year for each private Member	\$129.71/month for each Member (with a monthly minimum based on 8 Members)	\$336,752/fiscal year (core staff support for Leader) Assistant to Opposition House Leader (paid on the PS-05 salary scale)
Third Party	\$132,789/ fiscal year	\$23,902/ fiscal year for each private Member	\$129.71/month for each Member (with a monthly minimum based on 8 Members)	50% of the amount allocated to the Leader of the Official Opposition (core staff support for Leader)
Independent/ Unaffiliated Member	\$0	\$23,902/ fiscal year	\$129.71/month	N/A
Speaker	\$0	\$0	\$129.71/month	N/A

Appendix A – Management Commission Minutes Respecting Caucus Funding

CM 2008 – 085

The Commission considered the recommendations of the Report on Caucus Resources and approved the following caucus resources:

1. Base Caucus Funding:

Government Members' Caucus and the Third Party Caucus shall be entitled to base caucus funding of \$100,000 per fiscal year for the purpose of research and administration.

2. Variable (per private Member) Funding:

Each caucus shall be entitled to \$18,000 per fiscal year for each private Member, for the purpose of research and administration. A private Member is defined as a Member who is not the Speaker or a Member of Executive Council.

3. Allocation to Party Leaders:

The Leader of the Official Opposition shall be entitled to \$253,600 per fiscal year for core staff support. The Leader of the Third Party shall be entitled to 50% of the amount allocated to the Leader of the Official Opposition for that purpose.

4. Assistant to House Leaders:

The Government House Leader and the Opposition House Leader shall each be entitled to an assistant to be paid on the PS-05 salary scale.

5. Salary Adjustments:

The allocations under items 1 to 4 above shall reflect any salary adjustments made to the Management Pay Plan of the Executive Branch, beginning with the 2008-2009 fiscal year.

6. Operational Funding:

Each caucus shall be entitled to \$100 per month for each Member of that caucus, with a monthly minimum of \$800, to fund miscellaneous operational purchases. The Speaker shall be entitled to \$100 per month. Beginning with the 2009-2010 fiscal year, this allocation shall be adjusted based on the provincial Consumer Price Index for the prior calendar year. Guidelines respecting eligible and ineligible purchases under this allocation shall be determined by the Commission. Each caucus shall submit a report detailing expenditures on the use of this allocation to the Commission within 90 days after the end of each fiscal year.

7. Funding Adjustments:

When a caucus increases in number and becomes entitled to additional amounts, that increase shall be effective immediately. When a caucus decreases in number, the calculated reduced amount shall not take effect until the beginning of the next fiscal year.

8. Caucus Management:

Each caucus will designate an administrative staff person to liaise with the Office of the Clerk and Corporate and Members' Services Division on financial and human resource management matters.

CM 2008 – 093

The Commission considered recommendations 2, 14 and 16 of the Report on Caucus Resources and decided the following:

1. The Commission rejected recommendation 2 to provide base funding of \$250,000 to the Official Opposition.
2. The Commission decided that the caucuses of any registered parties will be treated the same as the Third Party.
3. The Commission decided that Independent Members not affiliated with a registered political party shall be entitled to the Variable (per Private member) funding of \$18,000 per fiscal year, subject to the approved salary adjustment formula, for the purpose of research and administration, and Operational Funding of \$100 per month for miscellaneous operational purposes, subject to the approved adjustment formula.

CM 2011-010

The Commission directed that variable and operational caucus funding adjustments will continue in accordance with CM 2008-085 following by-elections, but adjustments will be effective immediately after each general election.

CM 2012-002

The Commission adopted the 2008 Metrics EFG Report, "Review of Caucus Resources – House of Assembly".

CM 2016-013

In order to give effect to budget decisions, the Commission, at an *in camera* budget meeting, directed that when a caucus increases in number and becomes entitled to additional funding amounts, that increase shall be effective immediately. When a caucus decreases in number, the calculated reduced amount shall be effective immediately.

- CM 2022-012** The Commission directed that funding for a third registered political party with one elected Member be allocated in accordance with funding provisions for a third registered political party with two or more Members.
- CM 2022-013** The Commission directed that funding for fourth and subsequent registered political parties with one elected Member be allocated in accordance with funding provisions for unaffiliated Members.
- CM 2022-014** The Commission approved the policy document (Caucus Funding Policy), collating caucus funding provisions established by the Commission.
- CM 2022-015** The Commission directed authority to House officials to update Section 9 of the Caucus Funding Policy as necessary in accordance with the established adjustment formula, without further reference to the Commission.



Appendix C | Rulings on Allowance Use



The following section outlines the details of rulings on allowance use issued under Section 24 of the *House of Assembly Accountability, Integrity and Administration 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	PAYMENT
Bonavista	\$1005.66
	\$34.50
Burgeo - La Poile	\$79.20
Carbonear - Trinity - Bay de Verde	\$238.59
Conception Bay East - Bell Island	\$35.00
Grand Falls-Windsor - Buchans	\$172.50
	\$402.50
Stephenville - Port au Port	\$189.04
Torngat Mountains	\$5211.44
	\$2301.23
	\$1656.66



Appendix D | Financial Information & Management Certification



OFFICE OF THE AUDITOR GENERAL
NEWFOUNDLAND AND LABRADOR

August 23, 2022

Ref: DP02-F4222

The Honourable Derek Bennett, MHA
Chair of the House of Assembly
Management Commission
House of Assembly
P.O. Box 8700
St. John's, Newfoundland and Labrador
A1B 4J6

In accordance with Section 43 of the House of Assembly Accountability, Integrity and Administration Act (the Act), I have performed the audit of the House of Assembly and its Statutory Offices (the Assembly) for the year ended March 31, 2022. Section 43(6) of the Act requires that the audit consist of:

- an opinion on whether the accounts were fairly presented in accordance with the accounting policies noted;
- an opinion on 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
- an opinion on whether the Clerk of the House of Assembly's assessment of the effectiveness of internal controls was fairly stated and whether the internal controls were operating effectively.

Canadian generally accepted auditing standards

My audit of the Assembly was performed in accordance with Canadian generally accepted auditing standards. Canadian generally accepted auditing standards require that an audit be designed to provide reasonable assurance that the information taken as a whole is free of material misstatement. Reasonable assurance is a concept relating to the accumulation of the audit evidence necessary for the auditor to conclude that there is no material misstatement in the information taken as a whole. Reasonable assurance relates to the whole audit process.

The concept of materiality recognizes that some matters, either individually or in the aggregate, are considered important or critical to those making a decision relating to the financial information or the reliability of a system of control. If an error in the financial information or a weakness in the system of control is significant enough to change or influence the decision of the informed decision maker, a material error or weakness is deemed to have occurred. Below this threshold, any errors or weaknesses are regarded as immaterial. Errors or weaknesses may arise from a number of causes such as fraud or error, departures from accounting policies, inappropriate estimates, non-compliance with policy directives or less than adequate disclosure.

My Audit of the House of Assembly and its Statutory Offices

As part of my audit, I must review and consider any additional work performed by others in relation to the system of internal control. During the year ended March 31, 2022, the firm of Grant Thornton was engaged to assist the Clerk in completing the annual Management Certification. Further, the Office of the Comptroller General continued to perform a number of reviews of the systems, files and supporting documentation. The comments and recommendations of both Grant Thornton and the Office of the Comptroller General should continue to be considered by the Management Commission (the Commission) and the Clerk in an effort to strengthen the system of control in the future.

No significant findings came to my attention during the audit of the Assembly.

Annual Report

I understand that the Commission will be producing an Annual Report that will include a reproduction of the financial information for the year ended March 31, 2022. As my Office performed the audit relating to this financial information, my Independent Auditor's Report should also be attached to the reproduction. In this regard, my consent should be obtained in any case where an Annual Report is to contain any reproduction or publication of my Independent Auditor's Report or any portion thereof.

Further, I request that prior to the release of the Commission's Annual Report, you provide me with a complete copy of the draft Annual Report. I will then determine, in accordance with the recommendations outlined in the Chartered Professional Accountants of Canada Handbook, whether the financial information and Independent Auditor's Report have been accurately reproduced and whether the other information contained in the draft Annual Report is consistent with the audited financial information. I also request that the Commission's Annual Report not be finalized or released until my Office has completed the review.

I express my appreciation for the cooperation and assistance extended to my staff during the audit.

Yours truly,



DENISE HANRAHAN, CPA, CMA, MBA, ICD.D
Auditor General

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

House of Assembly Audit Committee:

Mr. Paul Pike, MHA, Chair

Ms. Helen Conway-Ottenheimer, MHA, Member

Ms. Beverly Evans, FCPA, FCA, ICD.D, Member

Ms. Deborah Collis, CPA, CA, Member



OFFICE OF THE AUDITOR GENERAL
NEWFOUNDLAND AND LABRADOR

August 23, 2022

Ref: DP02-F4222

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

Dear Sir:

In accordance with Section 43 of the House of Assembly Accountability, Integrity and Administration Act (the Act), I have performed the audit of the House of Assembly and its Statutory Offices for the year ended March 31, 2022. Section 43(6) of the Act requires that the audit consist of:

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

I enclose 10 copies of the audited financial information and management certification for the year ended March 31, 2022, along with my Independent Auditor's Report thereon. After you and a member of the House of Assembly Management Commission have signed the audited financial information, please return a copy to me.

Yours truly,



DENISE HANRAHAN, CPA, CMA, MBA, ICD.D
Auditor General

Enclosure

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

House of Assembly Audit Committee:

Mr. Paul Pike, M.H.A., Chair

Ms. Helen Conway-Ottenheimer, M.H.A., Member

Ms. Beverley Evans, FCPA, FCA, ICD.D, Member

Ms. Deborah Collis, CPA, CA, Member

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

**FINANCIAL INFORMATION
AND
MANAGEMENT CERTIFICATION**

MARCH 31, 2022

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

FINANCIAL INFORMATION

MARCH 31, 2022



OFFICE OF THE AUDITOR GENERAL
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, 2022, 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, 2022.

In my opinion, the financial information of the Assembly for the year ended March 31, 2022 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, 2022, was fairly stated and the internal controls over financial reporting at the Assembly were operating effectively, in all material respects, as at that date.

Independent Auditor's Report (cont.)

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.

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.

Independent Auditor's Report (cont.)

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.

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.

Independent Auditor's Report (cont.)

- 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.

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.



DENISE HANRAHAN, CPA, CMA, MBA, ICD.D
Auditor General

August 23, 2022
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, 2022**

	<u>2022</u>	<u>2021</u>
		Restated - Note 11
ASSETS		
Cash Held in Trust (Note 2)	\$ 9,459	\$ 23,651
Accounts Receivable (Note 3)	11,019	38,118
Prepaid Expenses (Note 4)	74,037	70,543
Tangible Capital Assets (Note 5)	356,620	437,251
Total assets	\$ 451,135	\$ 569,563

LIABILITIES

Accounts Payable	\$ 935	\$ 340,359
Accrued Payroll	123,263	401,396
Accrued Paid and Annual Leave	2,705,990	2,658,423
Accrued Overtime	39,100	128,795
Accrued Severance Pay (Note 6)	1,282,287	1,280,121
Trust Liability (Note 2)	9,459	23,651
Total liabilities	\$ 4,161,034	\$ 4,832,745

Pensions and Group Health and Life Insurance Benefits (Note 7)
 Contingent Liabilities (Note 8)
 Contractual Obligations (Note 9)

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, 2022**

	2022 ACTUAL	ESTIMATES		2021 ACTUAL
		AMENDED	ORIGINAL	
HOUSE OF ASSEMBLY				
Administrative Support				
Salaries	\$ 1,765,181	\$ 1,898,900	\$ 1,980,000	\$ 1,875,396
Employee Benefits	3,539	4,500	4,500	2,691
Transportation and Communications	26,325	59,400	59,400	34,071
Supplies	32,481	36,200	36,200	34,722
Professional Services	70,956	71,000	61,100	59,488
Purchased Services	17,253	52,000	62,000	14,844
Property, Furnishings and Equipment	36,168	92,500	92,500	72,558
	<u>1,951,903</u>	<u>2,214,500</u>	<u>2,295,700</u>	<u>2,093,770</u>
Revenue (Provincial)	(3,632)	-	-	(1,236)
Total: Administrative Support	<u>1,948,271</u>	<u>2,214,500</u>	<u>2,295,700</u>	<u>2,092,534</u>
Legislative Library and Records Management				
Salaries	651,972	687,200	687,200	686,924
Employee Benefits	1,058	1,100	900	-
Transportation and Communications	-	9,500	10,200	-
Supplies	46,643	47,500	47,000	46,433
Purchased Services	3,569	8,500	8,500	3,266
	<u>703,242</u>	<u>753,800</u>	<u>753,800</u>	<u>736,623</u>
Hansard and the Broadcast Centre				
Salaries	603,794	670,800	670,800	671,163
Employee Benefits	-	-	600	-
Transportation and Communications	1,688	4,800	7,300	1,156
Supplies	50,776	55,900	55,900	49,031
Purchased Services	115,937	204,000	204,000	92,493
Property, Furnishings and Equipment	7,952	13,100	10,000	12,918
	<u>780,147</u>	<u>948,600</u>	<u>948,600</u>	<u>826,761</u>

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31, 2022**

	2022 ACTUAL	ESTIMATES		2021 ACTUAL
		AMENDED	ORIGINAL	
HOUSE OF ASSEMBLY (cont.)				
Members' Resources				
Salaries	6,470,077	6,692,200	6,689,000	6,436,237
Transportation and Communications	5,254	5,300	5,200	-
Supplies	-	-	-	2,268
Professional Services	41,390	41,400	-	17,850
Purchased Services	10,666	11,000	10,000	5,175
Allowances and Assistance	1,177,989	2,356,400	2,363,700	970,739
Grants and Subsidies	4,504	6,700	6,100	2,494
	7,709,880	9,113,000	9,074,000	7,434,763
Revenue (Provincial)	(55,353)	-	-	(59,191)
Total: Members' Resources	7,654,527	9,113,000	9,074,000	7,375,572
House Operations				
Salaries	151,182	209,100	209,100	153,554
Employee Benefits	88	5,900	5,900	-
Transportation and Communications	35,729	40,300	125,000	164
Supplies	6,164	14,500	14,500	3,035
Professional Services	73,888	74,500	3,900	22,228
Purchased Services	31,379	41,500	41,500	29,369
Property, Furnishings and Equipment	43,111	43,200	57,100	8,582
Grants and Subsidies	1,455	10,100	11,600	1,247
	342,996	439,100	468,600	218,179
Total: House Operations	342,996	439,100	468,600	218,179
Government Members' Caucus				
Salaries	285,796	327,200	327,200	333,208
Employee Benefits	-	1,000	1,000	-
Transportation and Communications	8,840	17,900	19,900	9,630
Supplies	9,965	10,600	8,600	6,280
Purchased Services	1,895	7,500	7,500	1,243
Property, Furnishings and Equipment	781	2,400	2,400	1,232
Grants and Subsidies	31,529	31,600	30,100	23,696
	338,806	398,200	396,700	375,289
Total: Government Members' Caucus	338,806	398,200	396,700	375,289
Official Opposition Caucus				
Salaries	1,095,828	1,095,900	1,105,100	1,145,985
Employee Benefits	2,537	3,000	3,000	-
Transportation and Communications	34,785	72,400	79,400	39,326
Supplies	17,391	24,000	24,000	13,824
Purchased Services	14,674	22,000	22,000	13,887
Property, Furnishings and Equipment	12,441	12,500	5,500	5,670
Grants and Subsidies	18,864	19,000	19,600	18,707
	1,196,520	1,248,800	1,258,600	1,237,399
Total: Official Opposition Caucus	1,196,520	1,248,800	1,258,600	1,237,399

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
 PROVINCE OF NEWFOUNDLAND AND LABRADOR
 SCHEDULE OF EXPENDITURE AND RELATED REVENUE
 For the Year Ended March 31, 2022

	2022 ACTUAL	ESTIMATES		2021 ACTUAL
		AMENDED	ORIGINAL	
HOUSE OF ASSEMBLY (cont.)				
Third Party Caucus				
Salaries	400,071	405,600	405,600	605,752
Employee Benefits	-	1,000	1,000	-
Transportation and Communications	5,934	21,700	21,700	9,537
Supplies	2,650	8,300	8,300	6,673
Purchased Services	3,014	7,500	7,500	5,730
Property, Furnishings and Equipment	985	1,800	1,800	568
Grants and Subsidies	12,011	12,100	12,100	9,977
Total: Third Party Caucus	424,665	458,000	458,000	638,237
TOTAL: HOUSE OF ASSEMBLY	13,389,174	15,574,000	15,654,000	13,500,594
OFFICE OF THE CHIEF ELECTORAL OFFICER				
Salaries	1,254,200	1,254,400	1,174,400	3,988,622
Employee Benefits	2,546	4,500	4,500	521
Transportation and Communications	85,792	242,600	244,400	1,939,006
Supplies	36,911	54,000	54,000	252,923
Professional Services	83,795	113,000	113,000	58,757
Purchased Services	304,481	459,000	459,000	1,186,293
Property, Furnishings and Equipment	8,772	8,800	7,000	73,297
Grants and Subsidies	606,098	800,000	800,000	30,347
	2,382,595	2,936,300	2,856,300	7,529,766
Revenue (Provincial)	(1,141)	-	-	(5,014)
Total: Office of the Chief Electoral Officer	2,381,454	2,936,300	2,856,300	7,524,752
OFFICE OF THE CITIZENS' REPRESENTATIVE				
Salaries	706,911	798,100	798,100	689,303
Employee Benefits	88	7,000	7,000	-
Transportation and Communications	5,354	34,800	34,800	6,459
Supplies	4,032	5,000	5,000	5,118
Professional Services	40,456	69,600	69,600	11,098
Purchased Services	84,464	108,000	108,000	77,756
Property, Furnishings and Equipment	3,777	8,000	8,000	10,943
Total: Office of the Citizens' Representative	845,082	1,030,500	1,030,500	800,677

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31, 2022**

	2022 ACTUAL	ESTIMATES		2021 ACTUAL
		AMENDED	ORIGINAL	
OFFICE OF THE CHILD AND YOUTH ADVOCATE				
Salaries	1,157,769	1,196,600	1,196,600	1,143,083
Employee Benefits	1,756	3,500	3,500	2,511
Transportation and Communications	18,134	53,900	55,400	15,746
Supplies	7,441	7,500	6,000	8,987
Professional Services	3,945	19,000	19,000	4,745
Purchased Services	130,068	160,900	160,900	129,357
Property, Furnishings and Equipment	3,638	4,000	4,000	9,369
Total: Office of the Child and Youth Advocate	1,322,751	1,445,400	1,445,400	1,313,798
OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER				
Salaries	1,087,882	1,122,400	1,161,800	1,085,140
Employee Benefits	3,147	4,500	4,500	1,689
Transportation and Communications	13,169	20,600	32,800	13,927
Supplies	5,747	6,700	6,700	6,618
Professional Services	65,585	65,600	50,000	89,681
Purchased Services	137,866	138,000	122,400	127,473
Property, Furnishings and Equipment	22,361	22,400	2,000	12,017
	1,335,757	1,380,200	1,380,200	1,336,545
Revenue (Provincial)	-	-	-	(3,099)
Total: Office of the Information and Privacy Commissioner	1,335,757	1,380,200	1,380,200	1,333,446
OFFICE OF THE SENIORS' ADVOCATE				
Salaries	262,191	373,100	373,100	374,960
Employee Benefits	-	5,700	5,700	500
Transportation and Communications	2,839	45,900	45,900	3,265
Supplies	1,525	5,000	5,000	2,066
Professional Services	-	9,000	9,000	-
Purchased Services	31,558	44,000	44,000	31,657
Property, Furnishings and Equipment	-	4,000	4,000	4,836
Total: Office of the Seniors' Advocate	298,113	486,700	486,700	417,284
TOTAL: HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES	\$ 19,572,331	\$ 22,853,100	\$ 22,853,100	\$ 24,890,551

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, 2022**

	2022	2021
Original estimates (net)	\$ 22,853,100	\$ 21,961,400
Add transfers of Estimates	-	5,580,300
Add back revenue estimates net of transfers and statutory payments	-	28,000
Original estimates of expenditure (Gross)	22,853,100	27,569,700
Supplementary supply	-	-
Total appropriation	22,853,100	27,569,700
Total net expenditure	19,572,331	24,890,551
Add revenues	60,126	68,540
Total gross expenditure	19,632,457	24,959,091
Unexpended balance of appropriation	\$ 3,220,643	\$ 2,610,609

See accompanying notes

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2022**

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.

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
 PROVINCE OF NEWFOUNDLAND AND LABRADOR
 NOTES TO FINANCIAL INFORMATION
 March 31, 2022**

(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 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.

2. Cash Held in Trust

The \$9,459 (2021 - \$23,651) 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>2022</u>	<u>2021</u>
Due from Judgment Enforcements		
- former Members of the House of Assembly	\$ 9,315	\$ 35,193
Other amounts due from Judgment Enforcements	2,788,712	2,788,712
Miscellaneous amounts	1,704	2,925
	2,799,731	2,826,830
<u>Less: allowance for doubtful accounts</u>	<u>(2,788,712)</u>	<u>(2,788,712)</u>
Total accounts receivable	\$ 11,019	\$ 38,118

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.

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
 PROVINCE OF NEWFOUNDLAND AND LABRADOR
 NOTES TO FINANCIAL INFORMATION
 March 31, 2022**

4. Prepaid expenses

	<u>2022</u>	<u>2021</u>
Memberships and subscriptions	\$ 61,667	\$ 45,973
Training and development	2,939	7,725
Travel and other	9,431	16,845
Total prepaid expenses	\$ 74,037	\$ 70,543

5. Tangible Capital Assets

	<u>Furniture and Equipment</u>
Cost	
Balance, March 31, 2021	\$ 1,458,943
Additions	17,069
Disposals	-
Balance, March 31, 2022	1,476,012
Accumulated amortization	
Balance, March 31, 2021	1,021,692
Amortization expense	97,700
Disposals	-
Balance, March 31, 2022	1,119,392
Net book value, March 31, 2022	\$ 356,620
Net book value, March 31, 2021	\$ 437,251

These assets are amortized over a 10-year period.

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2022**

6. Accrued severance pay

The liability for severance pay in the amount of \$1,282,287 (2021 - \$1,280,121) 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 as outlined in the Severance Policy for Members. No provision has been made for non-vesting severance benefits.

Contracts for political support staff were renewed on January 31, 2019 in order to implement revised severance benefits. Under the new contracts, political support staff are entitled to pay of either 30 calendar days or six weeks, depending on their contract. The entitlement is not dependent on years of service. Political support staff who resign from their positions or those who are dismissed during the probationary period are not entitled to any severance benefit. No provision has been made in this financial information for severance pay for political support staff under the new contracts. The severance liability as at March 31, 2022 includes severance owing to individuals who deferred receiving their severance entitlement under previous contracts.

Executive, management and non-management/non-union employees of the House of Assembly and Statutory Offices as at May 31, 2018 were entitled to severance pay. No further severance will accrue for these employees after May 31, 2018. All employees had the option of receiving their severance entitlement prior to March 31, 2019 or deferring it to a later date. The severance liability as at March 31, 2022 includes severance owing to employees who deferred receiving their severance entitlement.

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2022**

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, 2019 (the Act), or the Government Money Purchase Pension Plan (GMPP).

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

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

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

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

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

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

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2022**

8. Contingent Liabilities

There have been two legal claims filed against the House of Assembly and its Statutory Offices. These claims have been heard in court with no judgement rendered; therefore, the likelihood and amount of loss cannot be determined at this time.

9. Contractual Obligations

The House of Assembly and its Statutory Offices have outstanding contractual obligations in the amount of \$1,046,711 relating to the lease of office accommodations. The schedule of payments related to these leases for the next four years is as follows:

2023	\$ 543,665
2024	316,252
2025	158,573
2026	<u>28,221</u>
	<u>\$ 1,046,711</u>

10. Income taxes

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

11. Change in accounting policy

In previous periods, the accrued sick leave liability for the House of Assembly and its Statutory Offices was recognized in the financial information based on the methodology used by government in the preparation of the accrued sick leave liability for the Consolidated Revenue Fund. Government discontinued the use of this methodology for the year ended March 31, 2021 and began using an actuary to estimate the accrued sick leave liability for the Consolidated Revenue Fund, which also includes the liability related to the House of Assembly and its Statutory Offices. As a result, the methodology for determining the accrued sick leave liability for the House of Assembly and its Statutory Offices was no longer available. Therefore, the House of Assembly and its Statutory Offices changed its accounting policy to no longer record the accrued sick leave liability in its financial information. This change was applied retroactively with restatement. As a result of this change in accounting policy, a liability for accrued sick leave of \$32,832 was removed from the Schedule of Assets and Liabilities for the year ended March 31, 2021.

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

MANAGEMENT CERTIFICATION

MARCH 31, 2022



**MANAGEMENT CERTIFICATION
HOUSE OF ASSEMBLY – MARCH 31, 2022**

Pursuant to Paragraph 28(3)(1) 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, 2022;
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, 2022 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, 2022 and am satisfied with the effectiveness based on such evaluation.


Clerk of the House of Assembly

Date May 30, 2022



Appendix E | Members' Salaries, Allowances & Expenses



I certify that the amounts of salaries, allowances and expenses reflected in the report in **Appendix E** 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 E** and they are an accurate reflection of the transactions related to those accounts for the 2021-2022 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, 2021 to March 31, 2022.

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, 2021 to March 31, 2022**

Member	Member Base Salary ¹	Office Holder Salary ²	Other ³	Total
Abbott, John ⁵	96,090	0	0	96,090
Bennett, Derek	95,357	47,167	0	142,524
Bragg, Derrick	95,357	0	0	95,357
Brazil, David J	95,357	48,664	14,156	158,177
Brown, Jordan	95,157	5,381	0	100,538
Byrne, Gerry	95,357	0	0	95,357
Coady, Siobhan	95,357	0	0	95,357
Coffin, Alison ⁴	-733	0	0	-733
Conway Ottenheimer, Helen	95,357	0	0	95,357
Crocker, Steve	95,357	0	0	95,357
Crosbie, Ches ⁴	-733		176	-557
Davis, Bernard	95,357	0	0	95,357
Dempter, Lisa	95,357	0	0	95,357
Dinn, James	95,357	17,639	0	112,996
Dinn, Paul	95,357	0	2,432	97,789
Dwyer, Jeffrey	95,357	0	0	95,357
Evans, Lela	95,357	0	0	95,357
Forsey, Pleaman	95,357	0	0	95,357
Furey, Andrew	95,357	0	0	95,357
Gambin-Walsh, Sheryl	95,357	6,295	0	101,652
Haggie, John	95,357	0	0	95,357
Haley, Carol Anne ⁴	-733	0	47,678	46,945
Hogan, John ⁵	96,090	0	0	96,090
Howell, Krista Lynn ⁵	96,090	0	0	96,090
Joyce, Edward	95,357	0	0	95,357
Lane, Paul	95,357	0	2,432	97,789
Lester, Jim ⁴	-733	0	47,678	46,945
Loveless, Elvis	95,357	0	0	95,357
Mitchelmore, Christopher ⁴	-733	0	61,234	60,501
O'Driscoll, Loyola	95,357	0	0	95,357
Osborne, Thomas	95,357	0	0	95,357
Pardy, Craig	95,357	0	0	95,357
Parrott, Lloyd	95,357	0	0	95,357
Parsons, Andrew	95,357	0	0	95,357
Parsons, Kevin ⁴	-733	0	77,429	76,696
Parsons, Pamela	95,357	0	0	95,357
Petten, Barry	95,357	24,330	2,432	122,119
Pike, Paul ⁵	96,090	0	0	96,090
Reid, Scott M	95,357	0	0	95,357
Stoodley, Sarah	95,357	0	0	95,357
Tibbs, Christopher	95,357	0	0	95,357
Stoyles, Lucy ⁵	96,090	0	2,432	98,522
Trimper, Perry	95,357	0	0	95,357
Wakeham, Tony	95,357	8,235	0	103,592
Wall, Joedy ⁵	96,090	0	2,432	98,522
Warr, Brian	95,357	11,557	0	106,914
Total	3,814,080	169,268	260,511	4,243,859

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

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

Note 3: Includes payments for car allowances, gas, housing and severance

Note 4: The payroll processing cutoff occurred prior to the release of the results of the 2021 General Election were released. Consequently payments were made to 6 MHA's who were either defeated or did not run, resulting in overpayments that have all been repaid.

Note 5: The 2021/22 salary amounts for the newly elected MHAs contain the retroactive payments owed to them for March 2021 that were not processed until the 2021/22 fiscal year.



Report 2 – Member Accountability and Disclosure Reports

This report covers the period from April 1, 2021 to March 31, 2022. 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-21 to 31-Mar-22

Coady, Siobhan, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	2,267.13	2,267.13	8,167.87	21.7%
Total Office Allowances		2,267.13	2,267.13		
Operational Resources					
Operational Resources	--	565.00	565.00	--	--
Total Operational Resources		565.00	565.00		
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	1,017.58	1,017.58	1,591.42	39.0%
Total Constituency Allowance		1,017.58	1,017.58		
Total Expenditures					
		3,849.71	3,849.71		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

BRAZIL, DAVID, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	5,782.59	5,782.59	4,652.41	55.4%
Total Office Allowances		5,782.59	5,782.59		
Operational Resources					
Operational Resources	--	1,242.61	1,242.61	--	--
Total Operational Resources		1,242.61	1,242.61		
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	5,264.07	5,264.07	1,431.93	78.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		5,264.07	5,264.07		
Constituency Allowance					
Constituency Allowance	2,609.00	2,204.48	2,204.48	404.52	84.5%
Total Constituency Allowance		2,204.48	2,204.48		
Total Expenditures					
		14,493.75	14,493.75		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

Bragg, Derrick, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Office Operations	10,435.00	2,131.05	2,131.05	8,303.95	20.4%
Total Office Allowances		16,531.05	16,531.05		
Operational Resources					
Operational Resources	--	4,008.87	4,008.87	--	--
Total Operational Resources		4,008.87	4,008.87		
Travel & Living Allowances					
House in Session	--	8,342.19	8,342.19	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	11,043.00	3,996.44	3,996.44	7,046.56	36.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		12,338.63	12,338.63		
Constituency Allowance					
Constituency Allowance	2,609.00	1,282.03	1,282.03	1,326.97	49.1%
Total Constituency Allowance		1,282.03	1,282.03		
Total Expenditures					
		34,160.58	34,160.58		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

Bennett, Derek, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	2,246.59	2,246.59	8,188.41	21.5%
Total Office Allowances		2,246.59	2,246.59		
Operational Resources					
Operational Resources	--	4,733.98	4,733.98	--	--
Total Operational Resources		4,733.98	4,733.98		
Travel & Living Allowances					
House in Session	--	11,604.08	11,604.08	--	--
House Not in Session	--	5,965.42	5,965.42	--	--
Intra & Extra-Constituency Travel	8,000.00	4,261.13	4,261.13	3,738.87	53.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		21,830.63	21,830.63		
Constituency Allowance					
Constituency Allowance	2,609.00	865.89	865.89	1,743.11	33.2%
Total Constituency Allowance		865.89	865.89		
Total Expenditures					
		29,677.09	29,677.09		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

REID, SCOTT, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	8,483.59	8,483.59	1,951.41	81.3%
Total Office Allowances		8,483.59	8,483.59		
Operational Resources					
Operational Resources	--	5,583.36	5,583.36	--	--
Total Operational Resources		5,583.36	5,583.36		
Travel & Living Allowances					
House in Session	--	10,215.63	10,215.63	--	--
House Not in Session	--	15,737.30	15,737.30	--	--
Intra & Extra-Constituency Travel	7,304.00	3,695.91	3,695.91	3,608.09	50.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		29,648.84	29,648.84		
Constituency Allowance					
Constituency Allowance	2,609.00	552.52	552.52	2,056.48	21.2%
Total Constituency Allowance		552.52	552.52		
Total Expenditures					
		44,268.31	44,268.31		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

STOODLEY, SARAH, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	3,303.56	3,303.56	7,131.44	31.7%
Total Office Allowances		3,303.56	3,303.56		
Operational Resources					
Operational Resources	--	1,175.00	1,175.00	--	--
Total Operational Resources		1,175.00	1,175.00		
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	7.89	7.89	5,209.11	0.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		7.89	7.89		
Constituency Allowance					
Constituency Allowance	2,609.00	1,694.17	1,694.17	914.83	64.9%
Total Constituency Allowance		1,694.17	1,694.17		
Total Expenditures					
		6,180.62	6,180.62		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

TIBBS, CHRIS, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	6,223.24	6,223.24	4,211.76	59.6%
Total Office Allowances		6,223.24	6,223.24		
Operational Resources					
Operational Resources	--	4,002.01	4,002.01	--	--
Total Operational Resources		4,002.01	4,002.01		
Travel & Living Allowances					
House in Session	--	9,337.85	9,337.85	--	--
House Not in Session	--	7,861.37	7,861.37	--	--
Intra & Extra-Constituency Travel	7,913.00	1,366.17	1,366.17	6,546.83	17.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		18,565.39	18,565.39		
Constituency Allowance					
Constituency Allowance	2,609.00	159.99	159.99	2,449.01	6.1%
Total Constituency Allowance		159.99	159.99		
Total Expenditures					
		28,950.63	28,950.63		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

Trimper, Perry, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	4,670.51	4,670.51	5,764.49	44.8%
Total Office Allowances		4,670.51	4,670.51		
Operational Resources					
Operational Resources	--	5,588.45	5,588.45	--	--
Total Operational Resources		5,588.45	5,588.45		
Travel & Living Allowances					
House in Session	--	14,575.31	14,575.31	--	--
House Not in Session	--	4,602.81	4,602.81	--	--
Intra & Extra-Constituency Travel	6,957.00	2,149.89	2,149.89	4,807.11	30.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		21,328.01	21,328.01		
Constituency Allowance					
Constituency Allowance	2,609.00	599.19	599.19	2,009.81	23.0%
Total Constituency Allowance		599.19	599.19		
Total Expenditures					
		32,186.16	32,186.16		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

WAKEHAM, TONY, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	9,377.00	9,376.80	9,376.80	0.20	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	5,580.87	5,580.87	4,854.13	53.5%
Total Office Allowances		14,957.67	14,957.67		
Operational Resources					
Operational Resources	--	7,434.71	7,434.71	--	--
Total Operational Resources		7,434.71	7,434.71		
Travel & Living Allowances					
House in Session	--	18,892.42	18,892.42	--	--
House Not in Session	--	9,910.38	9,910.38	--	--
Intra & Extra-Constituency Travel	5,913.00	4,534.68	4,534.68	1,378.32	76.7%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		33,337.48	33,337.48		
Constituency Allowance					
Constituency Allowance	2,609.00	406.30	406.30	2,202.70	15.6%
Total Constituency Allowance		406.30	406.30		
Total Expenditures					
		56,136.16	56,136.16		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

PIKE, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	15,545.00	14,248.96	14,248.96	1,296.04	91.7%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	870.00	622.54	622.54	247.46	71.6%
Office Operations	10,435.00	5,154.74	5,154.74	5,280.26	49.4%
Total Office Allowances		20,026.24	20,026.24		
Operational Resources					
Operational Resources	--	7,527.98	7,527.98	--	--
Total Operational Resources		7,527.98	7,527.98		
Travel & Living Allowances					
House in Session	--	8,428.26	8,428.26	--	--
House Not in Session	--	7,834.34	7,834.34	--	--
Intra & Extra-Constituency Travel	11,043.00	5,338.92	5,338.92	5,704.08	48.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		21,601.52	21,601.52		
Constituency Allowance					
Constituency Allowance	2,609.00	139.72	139.72	2,469.28	5.4%
Total Constituency Allowance		139.72	139.72		
Total Expenditures					
		49,295.46	49,295.46		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

STOYLES, LUCY, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	100.98	100.98	769.02	11.6%
Office Operations	10,435.00	7,914.21	7,914.21	2,520.79	75.8%
Total Office Allowances		8,015.19	8,015.19		
Operational Resources					
Operational Resources	--	3,731.94	3,731.94	--	--
Total Operational Resources		3,731.94	3,731.94		
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	4,802.90	4,802.90	414.10	92.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		4,802.90	4,802.90		
Constituency Allowance					
Constituency Allowance	2,609.00	1,224.52	1,224.52	1,384.48	46.9%
Total Constituency Allowance		1,224.52	1,224.52		
Total Expenditures					
		17,774.55	17,774.55		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

WALL, JOEDY, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	327.73	327.73	542.27	37.7%
Office Operations	10,435.00	7,243.96	7,243.96	3,191.04	69.4%
Total Office Allowances		7,571.69	7,571.69		
Operational Resources					
Operational Resources	--	1,103.03	1,103.03	--	--
Total Operational Resources		1,103.03	1,103.03		
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	4,329.45	4,329.45	1,931.55	69.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		4,329.45	4,329.45		
Constituency Allowance					
Constituency Allowance	2,609.00	752.71	752.71	1,856.29	28.9%
Total Constituency Allowance		752.71	752.71		
Total Expenditures					
		13,756.88	13,756.88		

---- End of Report ----



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Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

Haley, Carol Anne, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	1,295.36	1,295.36	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	--	0.00	0.00	--	--
Total Office Allowances		1,295.36	1,295.36		
Operational Resources					
Operational Resources	--	60.00	60.00	--	--
Total Operational Resources		60.00	60.00		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	--	0.00	0.00	--	--
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	--	0.00	0.00	--	--
Total Constituency Allowance		0.00	0.00		
Total Expenditures		1,355.36	1,355.36		

---- End of Report ----



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Newfoundland and Labrador
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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

LESTER, JIM, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Total Office Allowances		0.00	0.00		
Operational Resources					
Operational Resources	--	19.33	19.33	--	--
Total Operational Resources		19.33	19.33		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	--	0.00	0.00	--	--
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	--	0.00	0.00	--	--
Total Constituency Allowance		0.00	0.00		
Total Expenditures					
		19.33	19.33		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

MITCHELMORE, CHRISTOPHER, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Total Office Allowances		0.00	0.00		
Operational Resources					
Operational Resources	--	0.00	0.00	--	--
Total Operational Resources		0.00	0.00		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	--	0.00	0.00	--	--
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	--	0.00	0.00	--	--
Total Constituency Allowance		0.00	0.00		
Total Expenditures		0.00	0.00		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

PARSONS, KEVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Total Office Allowances		0.00	0.00		
Operational Resources					
Operational Resources	--	25.00	25.00	--	--
Total Operational Resources		25.00	25.00		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	--	0.00	0.00	--	--
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	--	0.00	0.00	--	--
Total Constituency Allowance		0.00	0.00		
Total Expenditures					
		25.00	25.00		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

Parsons, Pam, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	14,507.00	14,506.92	14,506.92	0.08	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,626.63	3,626.63	6,808.37	34.8%
Total Office Allowances		18,133.55	18,133.55		
Operational Resources					
Operational Resources	--	8,579.63	8,579.63	--	--
Total Operational Resources		8,579.63	8,579.63		
Travel & Living Allowances					
House in Session	--	3,749.27	3,749.27	--	--
House Not in Session	--	21.72	21.72	--	--
Intra & Extra-Constituency Travel	6,696.00	1,063.89	1,063.89	5,632.11	15.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		4,834.88	4,834.88		
Constituency Allowance					
Constituency Allowance	2,609.00	34.74	34.74	2,574.26	1.3%
Total Constituency Allowance		34.74	34.74		
Total Expenditures					
		31,582.80	31,582.80		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

Petten, Barry, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Office Operations	10,435.00	4,811.54	4,811.54	5,623.46	46.1%
Total Office Allowances		19,091.54	19,091.54		
Operational Resources					
Operational Resources	--	8,898.79	8,898.79	--	--
Total Operational Resources		8,898.79	8,898.79		
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	165.24	165.24	2,443.76	6.3%
Total Constituency Allowance		165.24	165.24		
Total Expenditures					
		30,555.57	30,555.57		

---- End of Report ----



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01-Apr-21 to 31-Mar-22

PARROTT, LLOYD, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	11,434.00	11,433.30	11,433.30	0.70	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,155.07	3,155.07	7,279.93	30.2%
Total Office Allowances		14,588.37	14,588.37		
Operational Resources					
Operational Resources	--	4,499.32	4,499.32	--	--
Total Operational Resources		4,499.32	4,499.32		
Travel & Living Allowances					
House in Session	--	10,272.41	10,272.41	--	--
House Not in Session	--	4,444.69	4,444.69	--	--
Intra & Extra-Constituency Travel	11,043.00	9,092.13	9,092.13	1,950.87	82.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		23,809.23	23,809.23		
Constituency Allowance					
Constituency Allowance	2,609.00	978.96	978.96	1,630.04	37.5%
Total Constituency Allowance		978.96	978.96		
Total Expenditures					
		43,875.88	43,875.88		

---- End of Report ----



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01-Apr-21 to 31-Mar-22

Warr, Brian, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Office Operations	10,435.00	3,413.91	3,413.91	7,021.09	32.7%
Total Office Allowances		13,400.91	13,400.91		
Operational Resources					
Operational Resources	--	4,788.52	4,788.52	--	--
Total Operational Resources		4,788.52	4,788.52		
Travel & Living Allowances					
House in Session	--	12,574.67	12,574.67	--	--
House Not in Session	--	12,887.27	12,887.27	--	--
Intra & Extra-Constituency Travel	10,957.00	4,289.59	4,289.59	6,667.41	39.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		29,751.53	29,751.53		
Constituency Allowance					
Constituency Allowance	2,609.00	505.61	505.61	2,103.39	19.4%
Total Constituency Allowance		505.61	505.61		
Total Expenditures					
		48,446.57	48,446.57		

---- End of Report ----



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01-Apr-21 to 31-Mar-22

DWYER, JEFF, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	16,571.00	16,570.11	16,570.11	0.89	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	1,091.75	1,091.75	9,343.25	10.5%
Total Office Allowances		17,661.86	17,661.86		
Operational Resources					
Operational Resources	--	2,067.07	2,067.07	--	--
Total Operational Resources		2,067.07	2,067.07		
Travel & Living Allowances					
House in Session	--	1,574.01	1,574.01	--	--
House Not in Session	--	6,416.55	6,416.55	--	--
Intra & Extra-Constituency Travel	12,000.00	8,137.71	8,137.71	3,862.29	67.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		16,128.27	16,128.27		
Constituency Allowance					
Constituency Allowance	2,609.00	685.00	685.00	1,924.00	26.3%
Total Constituency Allowance		685.00	685.00		
Total Expenditures					
		36,542.20	36,542.20		

---- End of Report ----



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Gambin - Walsh, Sherry, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Office Operations	10,435.00	9,989.12	9,989.12	445.88	95.7%
Total Office Allowances		28,989.08	28,989.08		
Operational Resources					
Operational Resources	--	9,291.83	9,291.83	--	--
Total Operational Resources		9,291.83	9,291.83		
Travel & Living Allowances					
House in Session	--	4,512.37	4,512.37	--	--
House Not in Session	--	2,702.00	2,702.00	--	--
Intra & Extra-Constituency Travel	10,000.00	7,075.72	7,075.72	2,924.28	70.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		14,290.09	14,290.09		
Constituency Allowance					
Constituency Allowance	2,609.00	1,991.67	1,991.67	617.33	76.3%
Total Constituency Allowance		1,991.67	1,991.67		
Total Expenditures					
		54,562.67	54,562.67		

---- End of Report ----



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01-Apr-21 to 31-Mar-22

FUREY, ANDREW, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	9,036.32	9,036.32	1,398.68	86.6%
Total Office Allowances		21,336.32	21,336.32		
Operational Resources					
Operational Resources	--	7,597.28	7,597.28	--	--
Total Operational Resources		7,597.28	7,597.28		
Travel & Living Allowances					
House in Session	--	1,755.13	1,755.13	--	--
House Not in Session	--	5,701.12	5,701.12	--	--
Intra & Extra-Constituency Travel	10,957.00	2,727.95	2,727.95	8,229.05	24.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		10,184.20	10,184.20		
Constituency Allowance					
Constituency Allowance	2,609.00	540.85	540.85	2,068.15	20.7%
Total Constituency Allowance		540.85	540.85		
Total Expenditures					
		39,658.65	39,658.65		

---- End of Report ----



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FORSEY, PLEAMAN, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Office Operations	10,435.00	5,989.45	5,989.45	4,445.55	57.4%
Total Office Allowances		25,189.45	25,189.45		
Operational Resources					
Operational Resources	--	8,673.45	8,673.45	--	--
Total Operational Resources		8,673.45	8,673.45		
Travel & Living Allowances					
House in Session	--	8,183.15	8,183.15	--	--
House Not in Session	--	2,721.27	2,721.27	--	--
Intra & Extra-Constituency Travel	9,391.00	2,682.37	2,682.37	6,708.63	28.6%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		13,586.79	13,586.79		
Constituency Allowance					
Constituency Allowance	2,609.00	577.79	577.79	2,031.21	22.1%
Total Constituency Allowance		577.79	577.79		
Total Expenditures					
		48,027.48	48,027.48		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

PARSONS, ANDREW, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	13,200.00	13,200.00	13,200.00	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	5,552.08	5,552.08	4,882.92	53.2%
Total Office Allowances		18,752.08	18,752.08		
Operational Resources					
Operational Resources	--	7,192.26	7,192.26	--	--
Total Operational Resources		7,192.26	7,192.26		
Travel & Living Allowances					
House in Session	--	11,652.87	11,652.87	--	--
House Not in Session	--	96.86	96.86	--	--
Intra & Extra-Constituency Travel	9,826.00	904.01	904.01	8,921.99	9.2%
Helicopter Travel	18,261.00	0.00	0.00	18,261.00	0.0%
Total Travel & Living Allowances		12,653.74	12,653.74		
Constituency Allowance					
Constituency Allowance	2,609.00	334.28	334.28	2,274.72	12.8%
Total Constituency Allowance		334.28	334.28		
Total Expenditures					
		38,932.36	38,932.36		

---- End of Report ----



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PARDY, CRAIG, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	17,700.00	17,700.00	17,700.00	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	5,201.21	5,201.21	5,233.79	49.8%
Total Office Allowances		22,901.21	22,901.21		
Operational Resources					
Operational Resources	--	8,566.67	8,566.67	--	--
Total Operational Resources		8,566.67	8,566.67		
Travel & Living Allowances					
House in Session	--	5,631.11	5,631.11	--	--
House Not in Session	--	5,749.89	5,749.89	--	--
Intra & Extra-Constituency Travel	9,739.00	6,738.89	6,738.89	3,000.11	69.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		18,119.89	18,119.89		
Constituency Allowance					
Constituency Allowance	2,609.00	403.68	403.68	2,205.32	15.5%
Total Constituency Allowance		403.68	403.68		
Total Expenditures					
		49,991.45	49,991.45		

---- End of Report ----



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01-Apr-21 to 31-Mar-22

OSBORNE, TOM, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	952.12	952.12	9,482.88	9.1%
Total Office Allowances		952.12	952.12		
Operational Resources					
Operational Resources	--	860.49	860.49	--	--
Total Operational Resources		860.49	860.49		
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	21.04	21.04	2,587.96	0.8%
Total Constituency Allowance		21.04	21.04		
Total Expenditures		1,833.65	1,833.65		

---- End of Report ----



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Newfoundland and Labrador
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O'DRISCOLL, LOYOLA, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	5,421.33	5,421.33	5,013.67	52.0%
Total Office Allowances		5,421.33	5,421.33		
Operational Resources					
Operational Resources	--	1,121.13	1,121.13	--	--
Total Operational Resources		1,121.13	1,121.13		
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	8,070.46	8,070.46	712.54	91.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		8,070.46	8,070.46		
Constituency Allowance					
Constituency Allowance	2,609.00	303.37	303.37	2,305.63	11.6%
Total Constituency Allowance		303.37	303.37		
Total Expenditures					
		14,916.29	14,916.29		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

LOVELESS, ELVIS, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	11,700.00	11,700.00	11,700.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,504.63	3,504.63	6,930.37	33.6%
Total Office Allowances		15,204.63	15,204.63		
Operational Resources					
Operational Resources	--	5,978.41	5,978.41	--	--
Total Operational Resources		5,978.41	5,978.41		
Travel & Living Allowances					
House in Session	--	7,239.65	7,239.65	--	--
House Not in Session	--	2,154.75	2,154.75	--	--
Intra & Extra-Constituency Travel	14,174.00	2,712.99	2,712.99	11,461.01	19.1%
Helicopter Travel	21,391.00	0.00	0.00	21,391.00	0.0%
Total Travel & Living Allowances		12,107.39	12,107.39		
Constituency Allowance					
Constituency Allowance	2,609.00	85.75	85.75	2,523.25	3.3%
Total Constituency Allowance		85.75	85.75		
Total Expenditures					
		33,376.18	33,376.18		

---- End of Report ----



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JOYCE, EDDIE, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	6,614.37	6,614.37	3,820.63	63.4%
Total Office Allowances		6,614.37	6,614.37		
Operational Resources					
Operational Resources	--	6,022.23	6,022.23	--	--
Total Operational Resources		6,022.23	6,022.23		
Travel & Living Allowances					
House in Session	--	13,029.33	13,029.33	--	--
House Not in Session	--	1,760.78	1,760.78	--	--
Intra & Extra-Constituency Travel	10,870.00	6,337.65	6,337.65	4,532.35	58.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		21,127.76	21,127.76		
Constituency Allowance					
Constituency Allowance	2,609.00	1,658.43	1,658.43	950.57	63.6%
Total Constituency Allowance		1,658.43	1,658.43		
Total Expenditures					
		35,422.79	35,422.79		

---- End of Report ----



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LANE, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	10,137.33	10,137.33	297.67	97.1%
Total Office Allowances		10,137.33	10,137.33		
Operational Resources					
Operational Resources	--	1,214.58	1,214.58	--	--
Total Operational Resources		1,214.58	1,214.58		
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	3,658.82	3,658.82	1,558.18	70.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		3,658.82	3,658.82		
Constituency Allowance					
Constituency Allowance	2,609.00	140.00	140.00	2,469.00	5.4%
Total Constituency Allowance		140.00	140.00		
Total Expenditures					
		15,150.73	15,150.73		

---- End of Report ----



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HOWELL, KRISTA LYNN, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	775.13	775.13	9,659.87	7.4%
Total Office Allowances		775.13	775.13		
Operational Resources					
Operational Resources	--	4,802.97	4,802.97	--	--
Total Operational Resources		4,802.97	4,802.97		
Travel & Living Allowances					
House in Session	--	9,043.26	9,043.26	--	--
House Not in Session	--	627.24	627.24	--	--
Intra & Extra-Constituency Travel	10,609.00	311.85	311.85	10,297.15	2.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		9,982.35	9,982.35		
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					
		15,560.45	15,560.45		

---- End of Report ----



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HOGAN, JOHN, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	2,624.96	2,624.96	7,810.04	25.2%
Total Office Allowances		2,624.96	2,624.96		
Operational Resources					
Operational Resources	--	681.26	681.26	--	--
Total Operational Resources		681.26	681.26		
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	2,609.00	2,609.00	0.00	100.0%
Total Constituency Allowance		2,609.00	2,609.00		
Total Expenditures					
		5,915.22	5,915.22		

---- End of Report ----



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BROWN, JORDAN, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	1,325.13	1,325.13	9,109.87	12.7%
Total Office Allowances		1,325.13	1,325.13		
Operational Resources					
Operational Resources	--	3,017.00	3,017.00	--	--
Total Operational Resources		3,017.00	3,017.00		
Travel & Living Allowances					
House in Session	--	12,366.30	12,366.30	--	--
House Not in Session	--	1,853.53	1,853.53	--	--
Intra & Extra-Constituency Travel	5,739.00	576.39	576.39	5,162.61	10.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		14,796.22	14,796.22		
Constituency Allowance					
Constituency Allowance	2,609.00	50.00	50.00	2,559.00	1.9%
Total Constituency Allowance		50.00	50.00		
Total Expenditures					
		19,188.35	19,188.35		

---- End of Report ----



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01-Apr-21 to 31-Mar-22

ABBOTT, JOHN, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	251.26	251.26	618.74	28.9%
Office Operations	10,435.00	3,885.94	3,885.94	6,549.06	37.2%
Total Office Allowances		4,137.20	4,137.20		
Operational Resources					
Operational Resources	--	663.61	663.61	--	--
Total Operational Resources		663.61	663.61		
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	18.16	18.16	5,198.84	0.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		18.16	18.16		
Constituency Allowance					
Constituency Allowance	2,609.00	1,649.51	1,649.51	959.49	63.2%
Total Constituency Allowance		1,649.51	1,649.51		
Total Expenditures					
		6,468.48	6,468.48		

---- End of Report ----



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01-Apr-21 to 31-Mar-22

Haggie, John, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	6,211.08	6,211.08	4,223.92	59.5%
Total Office Allowances		6,211.08	6,211.08		
Operational Resources					
Operational Resources	--	2,854.30	2,854.30	--	--
Total Operational Resources		2,854.30	2,854.30		
Travel & Living Allowances					
House in Session	--	10,839.33	10,839.33	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,696.00	269.21	269.21	6,426.79	4.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		11,108.54	11,108.54		
Constituency Allowance					
Constituency Allowance	2,609.00	294.99	294.99	2,314.01	11.3%
Total Constituency Allowance		294.99	294.99		
Total Expenditures					
		20,468.91	20,468.91		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

EVANS, LELA, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	2,871.00	2,870.97	2,870.97	0.03	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	2,902.43	2,902.43	7,532.57	27.8%
Total Office Allowances		5,773.40	5,773.40		
Operational Resources					
Operational Resources	--	2,795.15	2,795.15	--	--
Total Operational Resources		2,795.15	2,795.15		
Travel & Living Allowances					
House in Session	--	1,653.28	1,653.28	--	--
House Not in Session	--	28,843.16	28,843.16	--	--
Intra & Extra-Constituency Travel	18,000.00	5,133.70	5,133.70	12,866.30	28.5%
Helicopter Travel	9,130.00	0.00	0.00	9,130.00	0.0%
Total Travel & Living Allowances		35,630.14	35,630.14		
Constituency Allowance					
Constituency Allowance	2,609.00	341.62	341.62	2,267.38	13.1%
Total Constituency Allowance		341.62	341.62		
Total Expenditures					
		44,540.31	44,540.31		

---- End of Report ----



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DINN, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Office Operations	10,435.00	9,462.74	9,462.74	972.26	90.7%
Total Office Allowances		25,462.70	25,462.70		
Operational Resources					
Operational Resources	--	2,994.10	2,994.10	--	--
Total Operational Resources		2,994.10	2,994.10		
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	2,439.42	2,439.42	2,777.58	46.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		2,439.42	2,439.42		
Constituency Allowance					
Constituency Allowance	2,609.00	86.96	86.96	2,522.04	3.3%
Total Constituency Allowance		86.96	86.96		
Total Expenditures		30,983.18	30,983.18		

---- End of Report ----



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DINN, JIM, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	3,689.02	3,689.02	6,745.98	35.4%
Total Office Allowances		3,689.02	3,689.02		
Operational Resources					
Operational Resources	--	1,324.53	1,324.53	--	--
Total Operational Resources		1,324.53	1,324.53		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	0.00	0.00	2,609.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures					
		5,013.55	5,013.55		

---- End of Report ----



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DEMPSTER, LISA, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	15,192.00	15,192.00	15,192.00	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	6,712.76	6,712.76	3,722.24	64.3%
Total Office Allowances		21,904.76	21,904.76		
Operational Resources					
Operational Resources	--	7,089.61	7,089.61	--	--
Total Operational Resources		7,089.61	7,089.61		
Travel & Living Allowances					
House in Session	--	10,562.24	10,562.24	--	--
House Not in Session	--	184.58	184.58	--	--
Intra & Extra-Constituency Travel	22,261.00	5,616.60	5,616.60	16,644.40	25.2%
Helicopter Travel	18,261.00	0.00	0.00	18,261.00	0.0%
Total Travel & Living Allowances		16,363.42	16,363.42		
Constituency Allowance					
Constituency Allowance	2,609.00	462.58	462.58	2,146.42	17.7%
Total Constituency Allowance		462.58	462.58		
Total Expenditures					
		45,820.37	45,820.37		

---- End of Report ----



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Davis, Bernard, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	7,586.87	7,586.87	2,848.13	72.7%
Total Office Allowances		7,586.87	7,586.87		
Operational Resources					
Operational Resources	--	615.85	615.85	--	--
Total Operational Resources		615.85	615.85		
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	2,468.75	2,468.75	140.25	94.6%
Total Constituency Allowance		2,468.75	2,468.75		
Total Expenditures					
		10,671.47	10,671.47		

---- End of Report ----



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01-Apr-21 to 31-Mar-22

CROSBIE, CHES, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Total Office Allowances		0.00	0.00		
Operational Resources					
Operational Resources	--	0.00	0.00	--	--
Total Operational Resources		0.00	0.00		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	--	0.00	0.00	--	--
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	--	0.00	0.00	--	--
Total Constituency Allowance		0.00	0.00		
Total Expenditures					
		0.00	0.00		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

CROCKER, STEVE, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	6,399.21	6,399.21	4,035.79	61.3%
Total Office Allowances		19,499.25	19,499.25		
Operational Resources					
Operational Resources	--	7,144.33	7,144.33	--	--
Total Operational Resources		7,144.33	7,144.33		
Travel & Living Allowances					
House in Session	--	4,547.72	4,547.72	--	--
House Not in Session	--	112.55	112.55	--	--
Intra & Extra-Constituency Travel	7,478.00	1,904.36	1,904.36	5,573.64	25.5%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		6,564.63	6,564.63		
Constituency Allowance					
Constituency Allowance	2,609.00	469.68	469.68	2,139.32	18.0%
Total Constituency Allowance		469.68	469.68		
Total Expenditures					
		33,677.89	33,677.89		

---- End of Report ----



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Newfoundland and Labrador
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01-Apr-21 to 31-Mar-22

CONWAY OTTENHEIMER, HELEN, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Office Operations	10,435.00	8,015.83	8,015.83	2,419.17	76.8%
Total Office Allowances		27,815.83	27,815.83		
Operational Resources					
Operational Resources	--	6,334.00	6,334.00	--	--
Total Operational Resources		6,334.00	6,334.00		
Travel & Living Allowances					
House in Session	--	8,449.02	8,449.02	--	--
House Not in Session	--	1,612.61	1,612.61	--	--
Intra & Extra-Constituency Travel	6,609.00	3,629.91	3,629.91	2,979.09	54.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		13,691.54	13,691.54		
Constituency Allowance					
Constituency Allowance	2,609.00	219.42	219.42	2,389.58	8.4%
Total Constituency Allowance		219.42	219.42		
Total Expenditures					
		48,060.79	48,060.79		

---- End of Report ----



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COFFIN, ALISON, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	--	0.00	0.00	--	--
Total Office Allowances		0.00	0.00		
Operational Resources					
Operational Resources	--	199.57	199.57	--	--
Total Operational Resources		199.57	199.57		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	--	0.00	0.00	--	--
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	--	0.00	0.00	--	--
Total Constituency Allowance		0.00	0.00		
Total Expenditures					
		199.57	199.57		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-21 to 31-Mar-22

Byrne, Gerry, MHA

Allowance Category	Expenditure Limit for Fiscal Year (Net of HST)	Expenditures Processed 01-Apr-21 to 31-Mar-22 (Net of HST)	Expenditures Year to Date 01-Apr- to 31-Mar-22 (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	2,252.78	2,252.78	8,182.22	21.6%
Total Office Allowances		2,252.78	2,252.78		
Operational Resources					
Operational Resources	--	4,476.90	4,476.90	--	--
Total Operational Resources		4,476.90	4,476.90		
Travel & Living Allowances					
House in Session	--	17,310.09	17,310.09	--	--
House Not in Session	--	43.86	43.86	--	--
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		17,353.95	17,353.95		
Constituency Allowance					
Constituency Allowance	2,609.00	100.00	100.00	2,509.00	3.8%
Total Constituency Allowance		100.00	100.00		
Total Expenditures					
		24,183.63	24,183.63		

---- End of Report ----



Appendix F | Clerk's Authorization for Furniture & 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.

The following report details the approvals of the Clerk under the Standard Office Allocation Package for the period from April 1, 2021 to March 31, 2022:

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COST	DETAILS
Exploits	Pleaman Forsey	Equipment	\$799.99	Cell phone signal booster