

House of Assembly

Newfoundland and Labrador



House of Assembly Management Commission

2009/2010 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, 2010.

This is the third Annual Report since the Commission was established under the authority of the *House of Assembly Accountability, Integrity and Administration Act* (the Act). As required under Section 51 of the Act, the report includes a summary of the Commission activities for the fiscal year and provides audited financial information. During the reporting period, the Commission approved a number of policies for Members, Constituency Assistants, and staff of the House of Assembly Service, Caucus Offices and Statutory Offices. The Commission also received the report of the first Members' Compensation Review Committee which included recommendations on Members' salaries, pensions, severance pay and allowances.

The House of Assembly Management Commission has made great progress throughout the past three years, striving to achieve its mandate as established in the Act and implement the recommendations of the Green Report. I have every confidence that the important work of the Commission will continue as we build a Legislature that is accountable to the people of Newfoundland and Labrador.

I commend the Members of the Management Commission and the employees of the House of Assembly Service for their contributions during the past year.

A handwritten signature in black ink, appearing to read 'Roger Fitzgerald', written over a white rectangular background.

Honorable Roger Fitzgerald
Speaker of the House of Assembly and
Chair, House of Assembly Management Commission

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Mandate

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

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

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

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

- (a) oversee the finances of the House of Assembly including its budget, revenues, expenses, assets and liabilities;*
- (b) review and approve the administrative, financial and human resource and management policies of the House of Assembly service and statutory offices;*
- (c) implement and periodically review and update financial and management policies applicable to the House of Assembly service and statutory offices;*
- (d) 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;*
- (e) 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;*
- (f) 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*
- (g) exercise other powers given to the commission and to perform other duties imposed on the commission under this or another Act.*

Membership of the Commission

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

- (a) *the speaker, or, in his or her absence, the deputy speaker, who is the chairperson;*
- (b) *the clerk, who is the secretary but does not vote;*
- (c) *the government house leader;*
- (d) *the official opposition house leader;*
- (e) *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);*
- (f) *one member who is a member of the official opposition caucus; and*
- (g) *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 Management Commission for the reporting period included:

Roger Fitzgerald, MHA, Speaker
 Hon. Joan Burke, MHA, Government House Leader
 Mr. Kelvin Parsons, MHA, Opposition House Leader
 Mr. Bob Ridgley, MHA, St. John's North (*replaced Ms. Elizabeth Marshall on February 2, 2010*)
 Hon. Jerome Kennedy, MHA, (Carbonear - Harbour Grace (*replaced Trevor Taylor on April 24, 2009*))
 Ms. Yvonne Jones, MHA, Cartwright - L'Anse Au Clair
 Ms. Lorraine Michael, MHA, Signal Hill - Quidi Vidi
 Mr. William MacKenzie, Clerk of the House of Assembly,
 Secretary to the Commission



House of Assembly
Management Commission

Note: *In the absence of the Speaker, the Deputy Speaker chairs the Commission meetings. The Deputy Speaker during the reporting period was Mr. Tom Osborne, MHA, St. John's South.*

Duties and Responsibilities of Members

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

- 21. (1) *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.*
- (2) *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.*

- (a) *attend meetings of the commission unless unable to do so for good reason;*
- (b) *spend sufficient time on the affairs of the commission to comply with his or her duties and responsibilities; and*
- (c) *consider and advocate policies that promote compliance with this Act and rules.*

Support to the Commission

The House of Assembly Management Commission is supported by the House of Assembly Service, established under the *House of Assembly Accountability, Integrity and Administration Act*. The House of Assembly Service consists of operations established to support 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, and the Information Management Division which includes the services of the Legislative Library, Records Management services, Broadcast Services and Hansard.



*Mr. William MacKenzie
Clerk of the House of Assembly and
Secretary to the Management Commission*

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

Proceedings of the Commission

Meetings of the Commission are publicly broadcast live in the same manner as proceedings of the House of Assembly. In addition, live and archived webcasts are available on the House of Assembly website (www.assembly.nl.ca). Hansard provides a full transcript of each Commission meeting and these transcripts are also posted on the website. All Commission briefing materials, Minutes and reports can be viewed on the House of Assembly website as well.

The Commission held eleven televised meetings during the reporting period:

1. May 6, 2009
2. May 13, 2009
3. June 24, 2009

Continued next page

Televised meetings continued:

4. October 7, 2009
5. October 20, 2009
6. November 4, 2009
7. November 18, 2009
8. December 2, 2009
9. February 3, 2010
10. February 17, 2010
11. March 24, 2010



*Hon. Jerome Kennedy, MHA
Member of the Management Commission*

A meeting scheduled for June 17, 2009 was postponed as there was not a quorum for the meeting. The agenda for this meeting was carried forward to the next meeting of the Commission.

In Camera meetings

As required under subsection 19(1) of the Act, all proceedings of the Commission are open to the public except for those pertaining to:

- (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*

Proceedings to deal with the above issues are deliberated at *in camera* meetings of the Commission. The substance of decisions made *in camera* are recorded and reported at the next public meeting of the Commission.

The Commission held six *in camera* meetings during the reporting period as follows:

1. **May 6, 2010**
The Commission confirmed decisions regarding Position Classification and Reclassifications in the House of Assembly and Statutory Offices. **CM 2009 – 018** refers. The Commission also directed that policy and procedures be developed for procuring legal services for the Legislature. **CM 2009 – 019** refers.
2. **August 12, 2009**
The Commission directed the Clerk to write the Child and Youth Advocate inquiring as to the status of ongoing investigations by her office. **CM 2009-044** refers.

3. **September 2, 2009**
The Commission held an *in camera* session to discuss personnel and legal matters. There were no decisions made at the *in camera* session to be reported at the next televised meeting.
4. **January 12, 2010**
The Commission held *in camera* budget meetings.
5. **January 13, 2010**
The Commission held *in camera* budget meetings.
6. **January 19, 2010**
The Commission held *in camera* session and concluded deliberations from *in camera* budget meetings held on January 12 and 13. The Commission approved the 2010-11 budget estimates for the Legislature to be forwarded to the Minister of Finance for inclusion in the 2010 Estimates and voted on in the House of Assembly. **CM 2010 – 001 refers.**



Ms. Yvonne Jones, MHA
Leader of the Official Opposition

Commission Minutes

Minutes of the Commission meetings record the time, date, and location of the meetings as well as who was in attendance and include only the decisions of the Commission and reports made to the Commission. They do not include a summary of discussions as that is provided by Hansard and posted on the website of the House of Assembly (www.assembly.nl.ca).

Minutes are approved at the next Commission meeting. Once approved, the Minutes are provided to each MHA and published on the House of Assembly website for inspection by the public. The Minutes are also tabled by the Speaker in the House of Assembly no later than 5 days after their approval, if the House is sitting, or no later than 5 days after the beginning of the next sitting of the House. A copy of the Minutes of the Commission meetings held during the reporting period can be found in **Appendix A**.



Hon. Joan Burke, MHA
Government House Leader

Authority of the Commission

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

1. Rules

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

Amending Process

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

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

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

The process for amending the annual level of allowances or resources is outlined in subsection 20(7) of the Act. There were no such amendments during the 2009-2010 reporting period.

During the reporting period, the Commission approved rule amendments respecting the following:

- Constituency Office Leasing
- Accommodations When Traveling Long Distances
- Secondary Residence Accommodation
- Modes of Travel



*Mr. Tom Osborne, MHA
Deputy Speaker*

Distribution Process

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

A complete summary of the rule amendments is included in **Appendix B** of the report.



*Ms. Lorraine Michael, MHA
Leader of the Third Party*

2. Issuing Directives

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

During the reporting period, the Commission issued the following Directives:

- Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants
- Advertising Policy for Members of the House of Assembly
- Revised Advertising Policy for Members of the House of Assembly
- Conference Travel Policy for Members of the House of Assembly
- Revised Publication Scheme
- Revised Guidelines for Temporary Replacement of Constituency Assistants
- Members' Leave
- Caucus Operational Funding Grants Policy
- Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices
- Printing Policy for Members of the House of Assembly and Constituency Assistants
- Purchasing Policy—Under \$200 (revised)
- Directives 2007-002 and 2007-004, Repealed
- Publication Scheme Amendment

- Automobile Allowance and Expense Policy (for the Speaker, the Leader of the Official Opposition and the Leader of the Third Party)
- Speaker’s Approval for Member’s Absence from the House of Assembly to Attend to Constituency Duties

In addition to policies approved by Directives, the Commission also approved a Records Management Policy for the House of Assembly Service.

Distribution Process

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

A complete summary of the Directives is included in **Appendix C** of the report. All policies approved by the Commission are posted on the House of Assembly website (www.assembly.nl.ca/mancomm).

3. **Specific Decisions**

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

Summary of Decisions

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



Members’ Compensation Review Committee (MCRC) appearing before the Management Commission, November 18, 2009. The Commission accepted the report of the first MCRC in October 2009.

Rulings on Allowance Use

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

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

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

During the reporting period, four Member appeals were received by the Speaker. In all cases, the appeals were brought forward by the Speaker to the Commission, as provided for in subsection 24(9) of the Act. The details of the rulings of the Commission are included in **Appendix D**.

Review of Allowance Use

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

Subsection 52(1) states:

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

- (a) *the purposes for which the allowance, disbursement, payment, good, premises or service was provided; or*

(b) *the purpose of this Act, the rules or the directives of the commission.*

There were no reviews of allowance use requested during the 2009-2010 reporting period.

Audit Committee

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

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

The members of the Audit Committee are:



*Mr. Bob Ridgley, MHA
Chair of the Audit Committee*

Chair, Mr. Bob Ridgley, MHA St. John's North, (*replaced Ms. Elizabeth Marshall, MHA, Topsail as Chair on February 17, 2010*)

Mr. Kelvin Parsons, MHA, Burgeo - LaPoile

Ms. Janet Gardiner, FCA

Mr. Donald Warr, FCA

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

The reports of the Audit Committee for the period April 1, 2009 – March 31, 2010 are in **Appendix E**. The first report was submitted to the Commission in July 2009, and the second report in March 2010.

Financial Reporting

Under subsection 20(5) of the *House of Assembly Accountability, Integrity and Administration Act* (the 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* (the Act) requires the Clerk to certify to the Commission as required 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 at 31 March 2010 was fairly stated and the internal controls over financial reporting were operating effectively, in all material respects, as at the date noted.

The Management Certification dated 31 March 2010 is included with the financial information in **Appendix F**.

Audited Financial Information

The financial information audited by the Auditor General includes the schedule of assets and liabilities, the schedules of expenditure and related revenues, and gross expenditures and unexpended balances for the year ended 31 March 2010.

The Auditor's Report provides an unqualified opinion on the financial information for the House of Assembly and its Statutory Offices and states that it presents fairly in all material aspects, the assets and liabilities and results of its operations for the year ended 31 March 2010 in accordance with noted accounting policies.

The audited financial information is included in **Appendix F** of this report.

Reports on Recommendations by the Auditor General

The report on the recommendations made by the Auditor General as a result of his audits and the responses provided by the Speaker are included in **Appendix G**. The report contains recommendations resulting from the audit of the financial information for the House of Assembly and its Statutory Offices for the year ended 31 March 2010 and the audit of the Management Certification dated 31 March 2010. The report makes recommendations for improvements in the processes for petty cash, system access, inventory and processing Members' claims. House of Assembly officials have taken steps to address all of these recommendations.

Members' Total Salaries, Allowances and Expenses

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



Mr. Kelvin Parsons, MHA
Opposition House Leader and
Member of the Audit Committee

Changes or Adjustments to Allowances and Expenses

Section 18 of the *Members' Resources and Allowances Rules* (the Rules) provides a maximum allowance of \$7,000 (inclusive of HST) for constituency office accommodations. Under the Rules, a Member may make application in writing to the Speaker requesting permission to exceed the maximum when accommodations cannot be obtained within the maximum guidelines. The Speaker must report, in writing, to the Commission any authorizations made under this section of the Rules.

A summary of authorizations made under subsection 18(4) for the period ending March 31, 2010, is included in **Appendix I**.

Modes of Travel - Authorizations under Section 40

Section 40 of the *Members' Resources and Allowances Rules* (the Rules) provides that a Member who wishes to travel by means other than the modes of travel mentioned in subsection (1) shall first make a proposal in writing to the Speaker outlining the nature of the travel, the reasons for that travel, the details of the proposed engagement of the mode of travel and its estimated costs. If it is deemed by the Speaker to be a reasonable expenditure to enable the Member to fulfill his/her duties to constituents and there is sufficient money available within the existing travel budget of the House of Assembly, the Speaker may approve the proposal subject to conditions which he considers reasonable in the circumstances. The Speaker must report, in writing, to the Commission any authorizations made under this section of the Rules.

A summary of authorizations made under section 40 for the period ending March 31, 2010, is included in **Appendix J**.

Travel Under Special Circumstances - Authorizations under Section 43

Section 43 of the *Members' Resources and Allowances Rules* (the Rules) provides that a Member may claim for additional travel expenses when the Member is traveling and unable to return to his/her residence when scheduled to do so and would not otherwise be entitled to claim reimbursement for such expenses. Under the Rules, a Member shall 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.

A summary of authorizations made under section 43 for the period ending March 31, 2010, is included in **Appendix K**.

Report on Speaker's Delegated Authority

The Commission through **CM 2008-095**, pursuant to subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act*, delegated authority to the Speaker respecting urgent financial matters relating to the administration of the House of Assembly and the Statutory Offices. The Speaker is to consult with the Government House Leader, Opposition House Leader and the Leader of the Third Party and report all decisions and the reasons for them at a subsequent meeting of the Commission. A summary of approvals for the period ending March 31, 2010 is included in **Appendix L**.



Hon. Roger Fitzgerald, MHA
Speaker and Chair of the Management Commission

Report on Clerk's Authorizations for Furniture and Equipment Expenditures

The Commission, through Directive Number **2008 – 004**, pursuant to section 20 (4) of the *House of Assembly Accountability, Integrity And Administration Act*, delegated authority to the Clerk to pre-approve expenditures for furniture and equipment under subsection 25(1) of the *Members' Resources and Allowances Rules* to a maximum of \$500.00, with the Clerk to report all such approvals to the Commission. A summary of all approvals for the period ending March 31, 2010 is included in **Appendix M**.

Appendices

Appendix A

Minutes of Commission Meetings

Appendix B

Rule Amendments

Appendix C

Directives

Appendix D

Rulings on Allowance Use

Appendix E

Audit Committee Reports

Appendix F

Financial Information and Management Certification 31 March 2010

Appendix G

Recommendations by the Auditor General

Appendix H

Members' Total Salaries, Allowances and Expenses

Appendix I

Changes or Adjustments to Allowances and Expenses

Appendix J

Modes of Travel - Authorizations under Section 40

Appendix K

Travel Under Special Circumstances - Authorizations under Section 43

Appendix L

Speaker's Delegated Authority

Appendix M

Clerk's Approval of Furniture and Equipment Expenditures

Appendix A
Minutes of Commission Meetings





HOUSE OF ASSEMBLY
Newfoundland and Labrador

I certify that Appendix A contains the Minutes of the proceedings of the House of Assembly Management Commission for the reporting period 2009-2010 and that they are an accurate reflection of the decisions of the Commission made at the proceedings.

A handwritten signature in blue ink, appearing to read 'W MacKenzie'.

William MacKenzie
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 6, 2009

Location: House of Assembly Chamber

Time: 5:00 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy & Communications Officer

Regrets:

None

CM 2009 – 018

The Commission, in an *in camera* session, confirmed the following decisions regarding Position Classification and Reclassification Issues in the House of Assembly Service and Statutory Offices.

1. The Commission confirmed as permanent the nine positions of Assistant Payroll Administrator; Committee Researcher; Policy, Planning and Research Analyst; Information Management Analyst; Financial Management Analyst; ATIPP Coordinator/Privacy Analyst; Sessional Broadcast Technologist; Advocacy Services Specialist and Access and Privacy Analyst to be effective April 1, 2009.
2. The Commission confirmed the position classifications recommended by the Classification Review Committee for the four permanent positions of Assistant Payroll Administrator, Committee Researcher, Policy, Planning and Research Analyst and Information Management Analyst as noted in Appendix A.
3. The Commission confirmed the position classifications recommended by the Classification Review Committee for the two temporary positions of Records Technician and Records Clerk as noted in Appendix A.
4. The Commission confirmed the position reclassification recommended by the Classification Review Committee for the position of Executive Administrative Assistant/Office Manager, Office of the Information and Privacy Commissioner as noted in Appendix A to be effective January 16, 2009 and confirmed the change in title from Executive Administrative Assistant/Office Manager to Business Manager as recommended by the Classification Review Committee.
5. The Commission confirmed the position reclassification recommended by the Classification Review Committee for the position of Administrative Officer in the Office of the Citizens' Representative as noted in Appendix A to be effective February 11, 2009 and confirmed the change in title from Administrative Officer to Office Manager as recommended by the Classification Review Committee.
6. The Commission confirmed the position reclassification recommended by the Classification Review Committee for the position of Payroll Administrator as noted in Appendix A to be effective February 13, 2009.
7. The Commission confirmed the position reclassification recommended by the Classification Review Committee for the position of Policy and Communications Officer as noted in Appendix A to be effective April 9, 2009.

8. The Commission confirmed the current classification of the position of Clerk Assistant/Assistant of Committees as recommended by the Classification Review Committee.

CM 2009 – 019 The Commission, in an *in camera* session, directed that policy and procedures be developed for procuring legal services for the Legislature.

CM 2009 – 020 The minutes of the House of Assembly Management Commission meeting held on March 18, 2009 were approved as read.

The Speaker reported authorizations for travel under extenuating circumstances as provided for in Section 43 of the *House of Assembly Accountability, Integrity and Administration Act*. The Speaker approved meals and accommodations for Ms. Patty Pottle on April 2 and 3, 2009 at a total cost of \$144.47. Flight Schedules required Ms. Pottle to overnight in Goose Bay en route to her home in Hopedale.

The Speaker reported approvals given under his delegated authority respecting urgent financial matters. **(CM 2008 – 095 refers.)** Four Members submitted expense claims past the 60 day deadline for eligible expenses related to the fiscal year ending March 31, 2009. As all claims for the previous year had to be processed by April 30, 2009, the Speaker, after consulting with the Opposition House Leader, the Government House Leader and the Leader of the Third Party, approved the payment of the claims.

The Speaker approved \$875.00 for Meals and Accommodations for Mr. Jerome Kennedy; \$708.48 for Constituency Allowance – Event for Ms. Yvonne Jones; \$1,935.87 for Communications – Christmas Cards for Mr. Danny Williams; and, \$907.54 for Communications (Delivery of Christmas Cards) and Constituency Allowance (Event) for Mr. Tom Osborne.

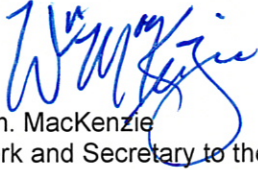
CM 2009 - 021 The Commission considered the additional information regarding the process and costs involved to recreate financial statements for 1999-2000 and 2000-2001 fiscal years and deferred a decision to the next meeting of the Commission.

CM 2009 – 022 The Commission considered the Management Certification Internal Audit Report of the Professional Services and Internal Audit Division of the Comptroller General's Office and referred the report to the Audit Committee of the Commission for further review.

CM 2009 – 023 The Commission considered the Comptroller General's ruling that office holders in the Legislature may not receive the Automobile Allowance of the Ministerial Expense Policy and referred the matter to the Members' Compensation Review Committee, when appointed.

Adjournment: 7:20 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

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Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: May 13, 2009

Location: House of Assembly Chamber

Time: 5:30 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marlene Lambe, Chief Financial Officer

Regrets:

None

CM 2009-024 The Commission confirmed that the Estimates for the Legislature for fiscal year 2009-10 as published in the Estimates 2009 document provide the details for the budget approved by **CM 2009-009**.

The Speaker reported authorizations for travel under extenuating circumstances as provided for in Section 43 of the *House of Assembly Accountability, Integrity and Administration Act*. The Speaker approved meals and accommodations for Ms. Patty Pottle on April 8, 2009 at a total cost of \$134.47. Flight Schedules required Ms. Pottle to overnight in Goose Bay en route to her home in Hopedale.

CM 2009-025 The Commission endorsed the introduction of a resolution in the House of Assembly to appoint a retired Supreme Court Justice to conduct an independent and impartial review into the circumstances of Fraser March's removal from office, which review will include the opportunity for Fraser March to be heard.

CM 2009-026 The Commission considered the additional information regarding the process and costs involved to recreate financial information for 1999-2000 and 2000-2001 fiscal years and deferred a decision to the next meeting of the Commission.

CM 2009-027 The Commission adopted, effective May 19, 2009, the Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants, with the addition of the following sentence to Section 4.5 Landline Phones:

“Each user is responsible for reimbursing the cost of personal long distance calls to the Newfoundland Exchequer Account through the Central Cashier's Office.”

CM 2009-028 The Commission considered a Member's request for amendments to Section 43 (Travel under Special Circumstances) of the *Members' Resources and Allowances Rules* and directed that amendments to Section 31 and/or 43 be drafted for its future consideration, which address: (1) an alternative means of approval for travel costs caused by flight schedule delays or weather conditions; and, (2) an alternative to the restriction of Section 31 on overnight accommodations.

CM 2009-029 The Commission approved the adoption of the Audit Committee Handbook, Version 3.0 October 2008.

CM 2009-030 The Commission approved the adoption of the Advertising Policy for Members of the House of Assembly, June 2009, with the following amendments:

1. Section 4.1.1

The words “to be used for recurring messages” are added after the word “form”.

2. Section 5.3 – To read:

“Non – allowable

- Name or logo of political party
- Statements of a partisan nature
- Advertising which advocates a particular position or attempts to influence public opinion on a matter before the House of Assembly
- Thank you to the constituents for voting for, or electing, the Member
- Advertising to solicit funds
- Content that disparages any political position or Member
- References to programs within a department, government agency or commission
- Advertising on articles of clothing”

The Commission approved the adoption of the policy for all existing advertising contracts effective as of the expiry date and for all new advertising as of June 1, 2009.

The Commission rescinded **Directive 2007-006**.

Adjournment: 7:50 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read 'Wm. MacKenzie', is written over the typed name and title.

Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: June 24, 2009

Location: House of Assembly Chamber

Time: 8:30 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marlene Lambe, Chief Financial Officer

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

CM 2009-031

The Commission, at an *in camera* meeting, selected former Justice John O'Neill to conduct a review of the actions of Mr. Fraser March that led to his removal from the Office of the Citizens' Representative.

CM 2009-032

The minutes of the House of Assembly Management Commission meetings held on May 6, 2009 and May 13, 2009 were approved as read.

CM 2009-033 The Commission amended the Advertising Policy for Members of the House of Assembly, June 2009, so that the item under Section 5.3 “References to programs within a department, government agency or commission” is deleted.

The Speaker reported authorizations for travel under special circumstances as provided for in Section 43 of the *House of Assembly Accountability, Integrity and Administration Act*. The Speaker approved aircraft charters for Ms. Yvonne Jones, Cartwright – L’Anse au Clair, on May 8 and 29, 2009 at a total cost of \$3330.11. The Member chartered flights to Forteau on two separate occasions to attend graduation ceremonies as there were no direct flights available to her on those days.

The Clerk reported on two outstanding Commission Minutes.

CM 2008 – 066 directed the Clerk to prepare a discussion on the implications and estimated costs of increasing the number of trips to/from the Capital Region when the House is in Session/Not in Session. This matter will form part of the inquiry and report to be prepared by the Members’ Compensation Review Committee.

CM 2008 – 067 directed the Clerk to invite input from all Members on the adequacy of their current constituency allocation to carry out their responsibilities. The survey responses will be analyzed and the analysis provided to the Members’ Compensation Review Committee.

The Deputy Speaker chaired discussion on this agenda item.

CM 2009-034 The Commission deferred discussion on the Report from the Centre for Innovative Dispute Resolution until a subsequent Commission meeting.

The Speaker resumed the chair.

CM 2009-035 The Commission directed the Clerk to prepare a Request for Proposals to seek consulting services to recreate the financial statements for the 1999-00 and 2000-01 fiscal years.

CM 2009-036 The Commission directed that the Clerk request the Department of Justice to provide a copy of the legal opinion respecting non-accountable allowances as referenced in the Comptroller General’s letter dated April 17, 2009.

CM 2009-037 The Commission referred to the Members’ Compensation Review Committee the request to amend the *Members’ Resources and Allowances Rules* to allow overnight travel for Members.

CM 2009-038 The Commission requested the Auditor General's advice as to whether sufficient information is available, (based on his prior reviews), to determine with reasonable certainty that overpayments were made under the discretionary allowance category for the years 1996-97 to 2003-04.

CM 2009-039 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission considered the draft Conference Travel Policy for Members of the House of Assembly, dated June 2009, and adopted the policy with the following amendments:

1. Subsection 4.1.1 to read:

“All air travel on scheduled flights will be economy class.

Where available and practical, Members should avail of special discounts and advanced booking discounts.

The purchase of cancellation insurance will not be reimbursed.

Airline change fees incurred, or cancelled flights, are eligible for reimbursement where:

- The conference concluded early, is cancelled, the date rescheduled, or location changed; or
- The Member is required to return home on an urgent matter.

Advance seat selections charges, to ensure availability of seats and attendance at a conference, are eligible for reimbursement with detailed original receipts.”

2. Subsection 4.1.7 to be deleted.

CM 2009-040 The Commission directed that the proposed Caucus Operational Funding Grants Policy be referred to the Caucuses to allow for further revisions and to be brought back to a subsequent Commission meeting.

CM 2009-041 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission adopted the Records Management Policy for the House of Assembly Service, effective April 1, 2009.

CM 2009-042 The Commission amended Section 1.3 of the Publication Scheme such that the Online Version of the Commission briefing materials will be “Posted not later than 30 minutes before the start of the Commission meeting”.

CM 2009-043

The Commission amended the Guidelines for Replacement of Constituency Assistants to provide for on-the-job training for up to 2 days for Members whose Constituency Assistants work in constituency offices which are not located in the designated caucus areas.

Adjournment: 12:15 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read 'Wm MacKenzie', is written over the printed name and title of the Clerk and Secretary to the Commission.

Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: October 7, 2009

Location: House of Assembly Chamber

Time: 9:00 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Other:

Mr. Tom Osborne, Deputy Speaker

Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

CM 2009-044

The Commission, at an *in camera* meeting on August 12, 2009, directed the Clerk to write the Child and Youth Advocate inquiring as to the status of ongoing investigations by her office.

CM 2009-045

The minutes of the House of Assembly Management Commission meetings held on June 24, 2009 were approved as read.

The Speaker gave an update on authorizations made under subsection 18(4) of the *Members Resources and Allowances Rules* for the period ending September 30, 2009. The amount of \$18,080.00 (HST excluded) was approved for office accommodations for the Member for Trinity North, Mr. Ross Wiseman. The public tender resulted in one acceptable bid. The amount of \$183.00 (HST excluded) was approved for a sign for the constituency office of the Member for Port de Grave, Mr. Roland Butler, as the office sign was not part of the original tender. The amount of \$8,878.80 (HST excluded) was approved for office accommodations for the Member for Grand Bank, Mr. Darin King, as it was the low bid on public tender for office accommodations.

The Speaker reported the following authorizations for travel by other modes as provided for in Section 40 of the *House of Assembly Accountability, Integrity and Administration Act*, for the period ending September 30, 2009:

1. Boat charter for Ms. Yvonne Jones, Cartwright – L’Anse au Clair, for a return trip from Mary’s Harbour to Battle Harbour on July 15, 2009 at a cost of \$120.00 for the Member to attend a function in her district.
2. Helicopter Charter for Ms. Yvonne Jones, Cartwright – L’Anse au Clair, for a return trip from Mary’s Harbour to Norman Bay and Black Tickle, Highway Const Site on July 16, 2009 at a cost of \$17,887.47 to allow the Member to travel to isolated communities in her district to hold meetings and community consultations.
3. Aircraft Charter for Ms. Tracey Perry, Fortune – Cape La Hune, for a return trip from Harbour Breton to St. John’s on July 24, 2009 at a cost of \$1,166.16. This method of travel realized cost savings for time and travel for the Member.
4. Boat Charter for Ms. Tracey Perry, Fortune – Cape La Hune, from Harbour Breton to Gaultois, on August 7, 2009 at a cost of \$158.20 The Member could not take the regular ferry due to meetings that morning. The boat charter was the quickest means of transportation for her to be present at the Gaultois Day celebrations.
5. Aircraft Charter for Ms. Yvonne Jones, Cartwright – L’Anse au Clair, for a return trip from Goose Bay to Charlottetown on August 21, 2009 at a cost of \$2,764.60 as the Member was delayed by weather in Torngate Mountains and needed to get to her District for meetings.
6. Aircraft Charter for Ms. Yvonne Jones, Cartwright – L’Anse au Clair, for a return trip from Goose Bay to Mary’s Harbour on September 4, 2009 at a cost of \$3,073.09 to allow the Member to attend an early meeting in her District.
7. Charter Aircraft for Ms. Yvonne Jones, Cartwright – L’Anse au Clair, from St. Anthony to Forteau on September 30, 2009 at a cost of \$650.00 as the Member was unable to get a regular flight in time to attend a district forum. This trip was **not** taken due to bad weather conditions.

The Quarterly Financial Reports for the April 1, 2009 to June 30, 2009 period were presented to the Commission for review.

- CM 2009-046** The Commission approved the transfer of funds of \$43,700 from the Allowances and Assistance Main Object in the Members' Resources Activity to the Professional Services Main Object in the Office of the Citizens' Representative Activity.
- CM 2009-047** The Commission approved the transfer of funds of \$26,500 from the Allowances and Assistance Main Object in the Members' Resources Activity to the Professional Services Main Object in the Administrative Support Activity.
- CM 2009-048** The Commission, pursuant to subsection 24(9) of the *House of Assembly Accountability, Integrity and Administrations Act*, approved the reimbursement of allowable expenses totaling \$2,051.03, as requested in the Member's correspondence of July 20, 2009, which was submitted by the Member for St. George's - Stephenville East later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*.
- CM 2009-049** The Commission, pursuant to subsection 24(9) of the *House of Assembly Accountability, Integrity and Administrations Act*, approved allowable expenses totaling \$375.47, as detailed in the Member's correspondence of September 28 and September 30, 2009, which were submitted by the Member for Placentia-St. Mary's later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*.
- CM 2009-050** The Commission deferred a decision on the request that legal counsel be engaged to provide an opinion respecting the application of the *House of Assembly Accountability, Integrity and Administration Act* and the *Members' Resources and Allowances Rules* to ministerial or other expense and reimbursement policies, in order to allow Mr. Kennedy in his capacity as Minister of Finance to review the Comptroller-General's decision not to provide the legal opinion previously requested by the Commission.

The Clerk reported on authorizations given for furniture and equipment purchases. The Clerk approved \$499.00 for an office chair and filing cabinet for the constituency office of Mr. Darryl Kelly, District of Humber Valley and \$238.87 for the purchase of a round table for the constituency office of Mr. Ross Wiseman, District of Trinity North.

Caucus Operational Funding Expenditure Reports for fiscal 2008-09 were provided to the Commission, for reporting purposes only, in keeping with **CM 2008-085** which requires each caucus to submit a report detailing expenditures on the use of this allocation within 90 days after the end of each fiscal year.

CM 2009-051 The Commission deferred a decision regarding potential recovery actions respecting possible discretionary allowance overpayments noted in the Forensic Audit Report.

Adjournment: 10:00 a.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read 'Wm. MacKenzie', is written over the printed name and title.

Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: October 20, 2009

Location: House of Assembly Chamber

Time: 9:00 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Ms. Beth Marshall, MHA (PC) Topsail

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Other:

Mr. Tom Osborne, Deputy Speaker

Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

Regrets:

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

CM 2009-052

The Commission deferred a decision respecting a request from Mr. Fraser March for the payment of legal services pending receipt of further information respecting the estimated cost of the services.

Adjournment: 9:20 a.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

A blue ink signature of Wm. MacKenzie.

Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: November 4, 2009

Location: House of Assembly Chamber

Time: 9:00 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Other:

Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Mr. Tom Osborne, Deputy Speaker

CM 2009-053 The minutes of the House of Assembly Management Commission meeting held on October 7, 2009 were approved as read.

CM 2009-054 The minutes of the House of Assembly Management Commission meeting held on October 20, 2009 were approved as read.

The Speaker reported the following authorizations for travel by other modes as provided for in Section 40 of the *Members' Resources and Allowances Rules*, for the period ending October 28, 2009:

1. Aircraft charter for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, from Cartwright to Goose Bay on October 7, 2009 at a cost of \$2,162.31. The Member attended a forum in Cartwright and could not access a commercial flight to return to St. John's for meetings.
2. Aircraft Charter for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, from St. Anthony to Forteau on October 10, 2009 as there was no commercial flight available that day for Member to get to her district. The flight was approved but not taken. It was cancelled by Ms. Jones.

CM 2009-055 The Commission deferred a decision respecting a request from Mr. Fraser March for the payment of legal services pending receipt of Justice O'Neill's perspective as to what extent Mr. March is expected to engage with him in the review proceedings.

Mr. Kelvin Parsons recused himself from the discussion on this issue.

The Commission was informed that a second draft of the Caucus Operational Funding Grants Policy is being completed and will be forwarded to each of the three caucuses for final review and comment. The policy will be brought to a subsequent meeting for Commission approval and adoption.

CM 2009-056 The Commission deferred a decision respecting the engagement of legal counsel to provide an opinion on the application of the *House of Assembly Accountability, Integrity and Administration Act* and the *Members' Resources and Allowances Rules* to ministerial or other expense and reimbursement policies until such time as the Commission considers the recommendations of the report of the Members' Compensation Review Committee.

CM 2009-057 The Commission considered the issue of potential recovery actions respecting possible discretionary allowance overpayments and directed that the Auditor General be asked for assistance in identifying details of possible overpayments.

The Commission was provided with a jurisdictional comparison on how other jurisdictions oversee Statutory Offices.

The Mid-Year Financial Reports for the April 1, 2009 to September 30, 2009 period were presented to the Commission for review.

CM 2009-058

The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 (HOA) Members' Resources – Allowances and Assistance - \$103,800

To:

Subdivision 4.1.01.01 Office of the Citizens' Representative – Salaries - \$ 36,000

Subdivision 4.1.01.05 Office of the Citizens' Representative – Professional Services - \$62,500

Subdivision 1.1.04.04 (HOA) Members' Resources – Supplies - \$1,000

Subdivision 1.1.04.06 (HOA) Members' Resources – Purchased Services - \$4,300

The Commission was informed of fifteen (15) Budget Transfers processed during the period from March 1, 2009 to September 30, 2009 for the House of Assembly and Statutory Offices.

Pursuant to paragraph 23(8)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission was presented with the third report of the Audit Committee.

CM 2009-059

The Commission approved the 2008-2009 audited financial statements of the House of Assembly and its Statutory Offices.

The Commission considered the request from the Leader of the Third Party that Commission members provide 24 hour notice of non-attendance for a scheduled meeting of the Commission, except in cases of emergency. Commission members agreed to the request.

CM 2009-060

The Commission considered proposed Amendments to Subsections 26(4) and 26(5) of the *Members' Resources and Allowances Rules* related to payment of salaries for Constituency Assistants and deferred a decision until the Commission is provided with additional information detailing the implications of moving Constituency Assistants to the House of Assembly payroll.

CM 2009-061

Pursuant to paragraphs 13(3)(a.1) and 20(6)(b) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following Directive:

Where a Member of the House of Assembly becomes a parent because of birth or adoption of his or her child, a deduction of \$200 shall not be made under subsection 13(2) of the *House of Assembly Accountability, Integrity and Administration Act* for one regular Spring or Fall sitting of the House of Assembly

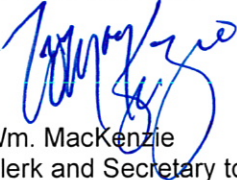
within a year of his or her child's birth or coming into his or her care.

This continues in effect until the implementation of a recommendation on this issue by the next Members' Compensation Review Committee.

- CM 2009-062** The Commission confirmed as permanent the position of Mediation, Communications and Policy Officer with the Office of the Information and Privacy Commissioner effective April 1, 2009.
- CM 2009-063** The Commission confirmed the classification of HL 18 (non-management) for the permanent position of Mediation, Communication and Policy Officer.
- CM 2009-064** The Commission confirms the current classification of HL 26 for the position of Assistant (Deputy) Information and Privacy Commissioner.
- CM 2009-065** The Commission approved the abolition of the position of Director, Members' Services (PCN 02381).

Adjournment: 12:30 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair



Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: November 18, 2009

Location: House of Assembly Chamber

Time: 9:00 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Mr. Tom Osborne, Deputy Speaker

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Other:

Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

Invited Guests:

Mr. Joe O'Neill, Chair, Members' Compensation Review Committee

Ms. Cathy Bennett, Committee Member

Mr. Brian Barry, Committee Member

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

CM 2009-066

The minutes of the House of Assembly Management Commission meeting held on November 4, 2009 were approved as read.

CM 2009-067

The Commission approved the payment of legal fees, to a maximum of \$20,000, for Mr. Fraser March to participate in Justice O'Neill's Review of Mr. March's removal from office.

The Members' Compensation Review Committee attended the meeting to provide information on the recommendations of the MCRC report and to respond to questions by the Commission.

Adjournment: 10:55 a.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read 'Wm. Mackenzie', is written over the typed name and title.

Wm. Mackenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: December 2, 2009

Location: House of Assembly Chamber

Time: 5:30 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Other:

Ms. Marie Keefe, Policy and Communications Officer

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Mr. Tom Osborne, MHA (PC) St. John's South

CM 2009-068 The minutes of the House of Assembly Management Commission meeting held on November 18, 2009 were approved as read.

CM 2009-069 The Commission approved the recommendations of the Members' Compensation Review Committee regarding salaries with the following proposed legislative amendments, with the words "in arrears" to be added at the end of 11(1) and subject to final wording by the Office of Legislative Counsel:

1. Subsection 11(1) of the *House of Assembly Accountability, Integrity and Administration Act* is repealed and the following is substituted:

Salaries, expenses, severance and pensions

11(1) A member is entitled to be paid an annual salary of \$95,357 payable in 26 equal installments, in arrears

2. Subsection 12(1) of the Act is repealed and the following is substituted:

Other remuneration

12(1) A member who also holds one of the following positions shall be paid an additional salary as follows:

- (a) speaker, \$54,072;
- (b) deputy speaker and chair of committees, \$27,033;
- (c) deputy chair of committees, \$13,517;
- (d) leader of the opposition, \$54,072;
- (e) opposition house leader, \$27,033;
- (f) deputy opposition house leader, \$18,457;
- (g) leader of a third party, \$18,918;
- (h) party whip, \$13,517;
- (i) caucus chairperson, \$13,517;
- (j) chairperson, public accounts committee, \$13,517; and
- (k) vice chairperson, public accounts committee, \$10,333.

3. Subsections 15(2) and (3) of the Act are repealed and the following is substituted:

- (2) The salary of a member under subsection 11(1) and the salaries for positions referred to in subsection 12(1) shall

not be adjusted except in accordance with recommendations of the first members' compensation review committee appointed after the coming into force of this subsection.

- (3) The appropriateness of the manner of providing for periodic increases for members' salaries during the period between the appointments of subsequent members' compensation review committees shall be dealt with by those committees.

4. The Law Clerk, in consultation with the Office of Legislative Counsel, to draft amendments to the *House of Assembly Accountability, Integrity and Administration Act* to provide that the next Members' Compensation Review Committee be appointed within 6 months of the next General Assembly.

CM 2009-070

The Commission directed that the Law Clerk, in consultation with the Office of Legislative Counsel, draft amendments to the *House of Assembly Accountability, Integrity and Administration Act* to confirm the automobile allowance that was in place for the Office of the Speaker of the House of Assembly, the Leader of the Opposition and the Leader of the Third Party, with retrospective application to June 14, 2007. The allowance should not to be tied to the ministerial allowance and is to be initially set at a comparable rate. Adjustments to the allowance may be made in response to recommendations by Members' Compensation Review Committees.

CM 2009-071

The Commission approved the recommendations of the Members' Compensation Review Committee regarding pensions with the following proposed legislative amendments, subject to final wording by the Office of Legislative Counsel:

1. Paragraph 2(1)(g) of the *Members of the House of Assembly Retiring Allowances Act* is repealed and the following substituted:
 - (g) "MHA salary" means
 - (i) for members elected before the 46th General Assembly

- (A) the salary authorized by the Legislature to be paid to an MHA up to June 30, 2007,
 - (B) with respect to time served as a member after June 30, 2007, 81.2% of the salary to be paid to an MHA under subsection 11(1) of the *House of Assembly Accountability, Integrity and Administration Act* as may be varied by that Act, and
 - (C) an amount that the Minister of Finance may prescribe in a directive under this Act,
- (ii) for members elected for the first time to the 46th General Assembly before January 1, 2010
- (A) with respect to time served as a member after June 30, 2007, 81.2% of the salary to be paid to an MHA under subsection 11(1) of the *House of Assembly Accountability, Integrity and Administration Act* as may be varied by that Act, and
 - (B) an amount that the Minister of Finance may prescribe in a directive under this Act, and
- (iii) for members elected for the first time after December 31, 2009
- (A) the salary authorized to be paid to an MHA under subsection 11(1) of the *House of Assembly Accountability, Integrity and Administration Act* as may be varied by that Act, and
 - (B) an amount that the Minister of Finance may prescribe in a directive under this Act;

2. Section 19 of the Act is amended by adding immediately after subsection (2) the following:

(2.1) Notwithstanding subsections (1) and (2), a vested member elected after December 31, 2009 who is no longer an MHA or a minister may, on application, receive a supplementary allowance if

(a) the member has paid the contributions for service required under this Act; and

(b) the member has reached the age of 55 years.

(2.2) Notwithstanding subsection (2.1), a vested member elected after December 31, 2009 who is no longer an MHA or a minister may, on application, receive a reduced supplementary allowance calculated in accordance with subsection 20(2.2) if

(a) the member has paid the contributions for service required under the Act; and

(b) the member has reached the age of 50 years.

3. Section 20 of the Act is amended by adding immediately after subsection (2) the following:

(2.1) Notwithstanding subsection (2), the annual amount of the supplementary allowance paid to a member who first served as an MHA or minister after December 31, 2009 shall be calculated by adding the following amounts:

(a) for each year of MHA service, 3.5% of his or her base MHA salary;

(b) for each year of minister's service, 3.5% of his or her base minister's salary; and

(c) for each year of other service, 2% of his or her base MHA salary.

(2.2) For the purposes of subsection 19(2.2), the retiring allowance awarded under subsection (2.1) shall be

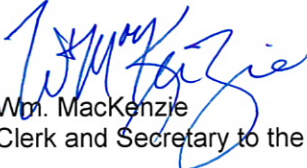
reduced by 6% for each year that the member's age is less than the age of 55 years.

CM 2009-072

The Commission waived the two day waiting period for decision confirmation for **CM 2009-069, CM 2009-070 CM and 2009-071** to expedite the letter to the Government House Leader respecting proposed amendments to be introduced in the current sitting of the House.

Adjournment: 7:00 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair



Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: February 3, 2010

Location: House of Assembly Chamber

Time: 9:00 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker
Mr. William MacKenzie, Clerk of the House of Assembly
Hon. Joan Burke, Government House Leader
Mr. Kelvin Parsons, Opposition House Leader
Mr. Bob Ridgley, MHA (PC) St. John's North
Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace
Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi
Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair
Mr. Tom Osborne, MHA (PC) St. John's South

Other:

Ms. Marlene Lambe, Chief Financial Officer
Ms. Marie Keefe, Policy and Communications Officer

CM 2010-001

The Commission, at *in camera* sessions held on January 12, 13 and 19, approved the 2010-2011 budget estimates for the Legislature to be forwarded to the Minister of Finance for inclusion in the Estimates 2010 and voted on in the House of Assembly.

The Speaker reported the following authorizations under Delegated Authority Respecting Urgent Matters for the period ending January 27, 2010.

1. Constituency Office Accommodations (Renovations) for Mr. Marshall Dean - The Straits – White Bay North at a total cost of \$22,800. Costs were required to provide suitable constituency office accommodations within a Crown-owned building located at St. Anthony.

The Speaker reported the following authorizations for travel by other modes as provided for in Section 40 of the *Members' Resources and Allowances Rules*, for the period ending January 27, 2010:

1. Aircraft charter for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, from Sandy Cove to Forteau October 21, 2008 at a cost of \$587.60. The Member could not travel to the district by ferry to attend scheduled meetings due to weather conditions.
2. Aircraft Charter for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, from Cartwright to Black Tickle to Goose Bay on January 23, 2010 at a cost of \$3,051.00. The Member attended meetings at Black Tickle and could not access a commercial flight to get to Goose Bay for scheduled meetings on the same day.

The Speaker reported the following authorizations for travel under extenuating circumstances as provided for in Section 43 of the *House of Assembly Accountability, Integrity and Administration Act*:

1. Accommodations and Meals for Ms. Patty Pottle - Torngat Mountains, on December 18, 2009 at a total cost of \$106.00. The Member needed to make an overnight stop en route to her district due to inclement weather conditions on December 18, 2009.
2. Accommodations for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, on December 21, 2009 at a total cost of \$53.00. The Member needed to make an overnight stop en route to her district on December 21, 2009.
3. Accommodations and Meals for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, on December 22, 2009 at a total cost of \$122.18. The Member's Constituency Assistant needed to make an overnight stop en route to Ms. Jones' district for constituency business on December 22, 2009.

CM 2010-002

The minutes of the House of Assembly Management Commission meeting held on December 2, 2009 were approved as read.

CM 2010-003 The Commission approved the Caucus Operational Funding Grants Policy dated February 2010 with the following changes:

- The word “visiting” to be inserted before the word “individuals” in bullet 2 under Supplies, Caucus Offices and Staff; and
- “web site maintenance” to be removed from section 5.0 and added to section 4.0 under Purchased Services, Caucus Offices and Staff.

CM 2010-004 The Commission directed the Clerk to write individuals noted in the Forensic Audit Report as having received more than \$5,500 in annual discretionary allowance payments in 2001-02 and 2002-03 to seek additional information on the payments.

CM 2010-005 The Commission directed the Clerk to take all reasonable actions to recover double billing amounts owed by Mr. Graham Flight, Mr. Roger Grimes and Mr. Melvin Penney.

Note: Mr. Kelvin Parsons removed himself from all discussion and the vote on **CM 2010-004 and CM 2010-005**.

CM 2010-006 The Commission approved payment of invoices totaling \$69,400 related to work conducted on the O’Neill Review for the period pre-October 1, 2009 and post-November 30, 2009.

CM 2010-007 The Commission deferred consideration of transferring Constituency Assistants from departmental payrolls to House of Assembly payroll and directed the Clerk to consult with Constituency Assistants.

CM 2010-008 Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave first approval to the following proposed amendments to the *Members’ Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

The Rules are amended by adding the following immediately after section 37:

Accommodations when traveling long distances

37.1(1) Notwithstanding anything to the contrary in sections 31 to 37, a member who maintains

- (a) a permanent residence in his or her constituency which is outside the capital region; or

- (b) a permanent residence within the capital region but represents a constituency outside the capital region; or
- (c) a permanent residence outside the capital region in a location that is not in his or her constituency and the constituency is outside the capital region,

and his or her permanent residence or constituency is in a district listed in subsection (2), that member may claim reimbursement for the costs associated with travel between his or her constituency or permanent residence and the capital region, as follows

- (d) with receipts, the actual cost of temporary standard room accommodations for one night while in transit; or
- (e) without receipts, \$53 on the island portion of the province and \$71 in Labrador for one night while in transit when staying in private accommodations; and
- (f) without receipts, the prorated portion of the \$50 daily meal allowance, as contribution to the cost of meals while in transit.

(2) The districts to which subsection (1) applies are:

- (a) Baie Verte-Springdale;
- (b) Bay of Islands;
- (c) Bonavista North
- (d) Burgeo-La Poile;
- (e) Cartwright-L'anse au Clair;
- (f) Exploits;
- (g) Fortune Bay-Cape LaHune
- (h) Grand Bank;
- (i) Grand Falls-Winsor-Buchans;
- (j) Grand Falls-Windsor-Green Bay South;
- (k) Humber East;
- (l) Humber Valley;
- (m) Humber West;
- (n) Labrador West;
- (o) Lake Melville;
- (p) Lewisporte;

- (q) Port au Port;
- (r) St. Barbe;
- (s) St. George's-Stephenville East;
- (t) The Isles of Notre Dame;
- (u) The Straits-White Bay North; and
- (v) Torngat Mountains.

- (3) Where a claim is made under subsection (1), the night for which an amount was claimed shall not be included in the number of nights of allowable accommodation permitted under this Part.

CM 2010-009

Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave first approval to the following proposed amendments to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

- 1.(1) Subsection 31(1) of the *Members' Resources and Allowances Rules* is amended by renumbering it as section 31.

- (2) Paragraph 31(1)(b) of the Rules is repealed and the following is substituted:

- (b) for each day that the House of Assembly is in session,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

- (3) Subsection 31(2) of the Rules is repealed.

- 2. Paragraph 32(2)(b) of the Rules is repealed and the following is substituted

- (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

3. Paragraph 33(b) of the Rules is repealed and the following is substituted

- (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

4. Paragraph 35(b) of the Rules is repealed and the following is substituted

- (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night

the member actually occupies the accommodations, or

- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

5. Paragraph 36(2)(b) of the Rules is repealed and the following is substituted

(b) for not more than 50 nights

- (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

6. Paragraph 37(b) of the Rules is repealed and the following is substituted

(b) for not more than 50 nights

- (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or

- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

7. Paragraph 38(2)(b) is repealed and the following is substituted

- (b) within his or her constituency
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

8. Subsections 41(2), (3) and (4) of the Rules are repealed.

CM 2010-010 Directives **2007-002** and **2007-004** are repealed upon the coming into force of the approved rule amendments in **CM 2010-009**.

CM 2010-011 Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave first approval to the following proposed amendments to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel.

1.(1) Paragraph 38(2)(a) of the Rules is amended by deleting the comma, words and number “, in accordance with section 40”.

2. Section 40 of the Rules is amended by adding immediately after subsection (3) the following:

(3.1) Notwithstanding subsection (2), where, on a regular basis, a member proposes to travel by means other than the means mentioned in subsection (1), the member may

make a proposal to the commission respecting that travel and the commission may by directive approve that travel upon those terms and conditions that the commission considers to be appropriate without further need for the member to make an application under subsection (2).

CM 2010-012 The Commission decided the current provisions for the payment of severance to an MHA will remain unchanged and that the issue will be referred to the next appointed Members' Compensation Review Committee.

CM 2010-013 The Commission approved the revised Minutes for meetings of August 29, 2007 and November 28, 2007.

CM 2010-014 The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 (HOA) Members' Resources - Allowances and Assistance - \$1,700

To:

Subdivision 1.1.05.10 House Operations – Grants and Subsidies - \$100
Subdivision 1.1.06.10 Government Members Caucus – Grants and Subsidies - \$1,200
Subdivision 1.1.07.10 Official Opposition Caucus – Grants and Subsidies - \$200
Subdivision 1.1.08.10 Third Party Caucus – Grants and Subsidies - \$200

CM 2010-015 The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 (HOA) Members' Resources – Allowances and Assistance - \$8,100

To:

Subdivision 3.1.01.10 Office of the Chief Electoral Officer - Grants and Subsidies - \$8,100

CM 2010-016 The Commission ratified the approval of Budget Transfer HOABT2009-0012 for the transfer of funds from Members' Resources – Allowances and Assistance to Administrative Support – Professional Services and the Office of the Citizens' Representative – Professional Services for professional fees for services and legal costs.

- CM 2010-017** The Commission ratified the approval of Budget Transfer HOABT2009-0015 for the transfer of funds from Members' Resources – Allowances and Assistance to Members' Resources – Purchased Services for renovations required to provide adequate constituency office space.
- CM 2010-018** Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission adopted the Cellular and Landline Phone Services Policy for employees of the House of Assembly Service, Caucus Offices and Statutory Offices, dated February, 2010.
- CM 2010-019** Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Printing Policy for Members of the House of Assembly and Constituency Assistants, dated February, 2010.
- CM 2010-020** The Commission amended the Purchasing Policy – Under \$200, dated November 2008 by deleting the phrase “purchase printing services without prior authorization from the Queen’s Printer to procure from outside sources” from Section 4.1 of the policy.
- CM 2010-021** The Commission, pursuant to subsection 24(9) of the Act, approved expense claims totaling \$118.75, as detailed in the Member’s correspondence of November 2, 2009, which were submitted by the Member for St. John’s East later than the 60 day deadline as required under subsection 7(6) of the *Members’ Resources and Allowances Rules*.
- CM 2010-022** The Commission, pursuant to subsection 24(9) of the Act, approved expense claims totaling \$1,176.13, as detailed in the Member’s correspondence of December 8 and December 16, 2009, which were submitted by the Member for Torngat Mountains later than the 60 day deadline as required under subsection 7(6) of the *Members’ Resources and Allowances Rules*.

Adjournment: 12:10 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair


Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: February 17, 2010

Location: House of Assembly Chamber

Time: 9:00 a.m.

Members Present:

Mr. William MacKenzie, Clerk of the House of Assembly

Mr. Kelvin Parsons, Opposition House Leader

Mr. Bob Ridgley, MHA (PC) St. John's North

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Mr. Tom Osborne, MHA (PC) St. John's South

Regrets:

Hon. Roger Fitzgerald, Speaker

Hon. Joan Burke, Government House Leader

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

CM 2010-023 The minutes of the House of Assembly Management Commission meeting held on February 3, 2010 were approved with the typographical error of 2009 amended to 2010.

CM 2010-024 Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave **final** approval to the following proposed amendments to the *Members'*

Resources and Allowances Rules, subject to final wording by the Office of the Legislative Counsel:

The *Members' Resources and Allowances Rules* are amended by adding the following immediately after section 37:

Accommodations when traveling long distances

37.1(1) Notwithstanding anything to the contrary in sections 31 to 37, a member who maintains

- (a) a permanent residence in his or her constituency which is outside the capital region; or
- (b) a permanent residence within the capital region but represents a constituency outside the capital region; or
- (c) a permanent residence outside the capital region in a location that is not in his or her constituency and the constituency is outside the capital region,

and his or her permanent residence or constituency is in a district listed in subsection (2), that member may claim reimbursement for the costs associated with travel between his or her constituency or permanent residence and the capital region, as follows

- (d) with receipts, the actual cost of temporary standard room accommodations for one night while in transit; or
- (e) without receipts, \$53 on the island portion of the province and \$71 in Labrador for one night while in transit when staying in private accommodations; and
- (f) without receipts, the prorated portion of the \$50 daily meal allowance, as contribution to the cost of meals while in transit.

(2) The districts to which subsection (1) applies are:

- (a) Baie Verte-Springdale;
- (b) Bay of Islands;
- (c) Bonavista North
- (d) Burgeo-La Poile;

- (e) Cartwright-L'anse au Clair;
- (f) Exploits;
- (g) Fortune Bay-Cape LaHune
- (h) Grand Bank;
- (i) Grand Falls-Winsor-Buchans;
- (j) Grand Falls-Windsor-Green Bay South;
- (k) Humber East;
- (l) Humber Valley;
- (m) Humber West;
- (n) Labrador West;
- (o) Lake Melville;
- (p) Lewisporte;
- (q) Port au Port;
- (r) St. Barbe;
- (s) St. George's-Stephenville East;
- (t) The Isles of Notre Dame;
- (u) The Straits-White Bay North; and
- (v) Torngat Mountains.

- (3) Where a claim is made under subsection (1), the night for which an amount was claimed shall not be included in the number of nights of allowable accommodation permitted under this Part.

CM 2010-025

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

- 1.(1) Subsection 31(1) of the *Members' Resources and Allowances Rules* is amended by renumbering it as section 31.
- (2) Paragraph 31(1)(b) of the Rules is repealed and the following is substituted:
 - (b) for each day that the House of Assembly is in session,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or

- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and
- (3) Subsection 31(2) of the Rules is repealed.
- 2. Paragraph 32(2(b)) of the Rules is repealed and the following is substituted
 - (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and
- 3. Paragraph 33(b) of the Rules is repealed and the following is substituted
 - (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or

- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

4. Paragraph 35(b) of the Rules is repealed and the following is substituted

- (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

5. Paragraph 36(2)(b) of the Rules is repealed and the following is substituted

- (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

6. Paragraph 37(b) of the Rules is repealed and the following is substituted

- (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

7. Paragraph 38(2)(b) is repealed and the following is substituted

- (b) within his or her constituency
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

8. Subsections 41(2), (3) and (4) of the Rules are repealed.

CM 2010-026

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

- 1.(1) Paragraph 38(2)(a) of the Rules is amended by deleting the comma, words and number “, in accordance with section 40”.

2. Section 40 of the Rules is amended by adding immediately after subsection (3) the following:

(3.1) Notwithstanding subsection (2), where, on a regular basis, a member proposes to travel by means other than the means mentioned in subsection (1), the member may make a proposal to the commission respecting that travel and the commission may, by directive approve that travel upon those terms and conditions that the commission considers to be appropriate without further need for the member to make an application under subsection (2).

CM 2010-027

The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 (HOA) Members Resources' – Allowances and Assistance \$151,800

To:

Subdivision 4.1.01.05 Office of the Citizens' Representative – Professional Services \$64,100

Subdivision 1.1.01.05 Administrative Support – Professional Services \$87,700

CM 2010-028

The Commission appointed Mr. Bob Ridgley as the new member of the Audit Committee, effective immediately.

CM 2010-029

The Commission appointed Mr. Bob Ridgley as the new Chair of the Audit Committee, effective immediately.

Adjournment: 9:30 a.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair


Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: March 24, 2010

Location: House of Assembly Chamber

Time: 5:35 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Mr. Kelvin Parsons, Opposition House Leader

Mr. Bob Ridgley, MHA (PC) St. John's North

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Mr. Tom Osborne, MHA (PC) St. John's South

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

CM 2010-030 The minutes of the House of Assembly Management Commission meeting held on February 17, 2010 were approved as read.

The Speaker gave an update on authorizations made under subsection 18(4) of the *Members' Resources and Allowances Rules* for the period ending March 17, 2010. The amount of \$1398.00 was approved to install a security camera at the office of Mr. Darryl Kelly, District of Humber Valley, because of security issues at the Member's office.

The Clerk reported on authorization given for furniture and equipment. The Clerk approved \$459.00 for a 3-drawer lateral filing cabinet for the constituency office of Mr. Tony Cornect, District of Port au Port.

CM 2010-031 The Commission considered the implications, including a summary of the recent consultations, of transferring Constituency Assistants currently on departmental payrolls to the House of Assembly payroll and directed that Executive Council be requested to advise on the full implications of providing internal competition rights and other benefits to all political support staff, including Constituency Assistants.

CM 2010-032 The Commission amended the House of Assembly Publication Scheme as follows:

- Section 2.0 is renamed **Members' Financial and Other Reports**.
- Section 2.1 is added and entitled **2.1. Members' Accountability and Disclosure Reports**. The description of financial reports currently in section 2.0 will apply to this category.
- Sections 2.2 and 2.3 are added as follows:

2.2 Total Annual Compensation Report –

- Report 1: A report of: salaries authorized under s. 11(1) and 12(1) of the Act; committee allowances under s. 46 of the *Members' Resources and Rules*; and, salaries authorized by the Lieutenant-Governor-in-Council for the Premier, Ministers, Parliamentary Secretaries and the Parliamentary Assistant, as provided by Executive Council
- Report 2: An annual report of actual compensation paid to Members by the House of Assembly in a fiscal year.

Responsibility: Corporate and Members' Services Division

Official Version: Paper

Permanent Retention: Legislative Library

Online Version: Report 1: Posted following any amendments; Report 2: Posted 90 days after the end of the fiscal year

Online Retention: Current General Assembly + two years

2.3 Members' Declarations of Attendance – A report, in table form, reflecting Members' Declarations of Attendance in the House of Assembly as required by subsection 13(5) of the Act.

Responsibility: Corporate and Members' Services Division

Official Version: Paper

Permanent Retention: Legislative Library

Online Version: Posted by 31 March each year

Online Retention: Current General Assembly + two years

CM 2010-033

The Commission approved the Automobile Allowance and Expense Policy, dated March, 2010, with the following amendments to the proposed policy:

1. Paragraphs (b) to (e) of section 5.2, **Consumable Liquids**, are deleted; and
2. Section 5.4, **Discontinuance of the Automobile Allowance**, is deleted

CM 2010-034

Pursuant to 13(3.1) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following Directive:

- 1) A member who must be absent from the House of Assembly precincts in order to carry out constituency duties must request approval for that absence, in advance and in writing, from the Speaker.
- 2) Where circumstances do not allow a Member to make his or her request for an absence from the House of Assembly precincts in advance, that request must be made, in writing, as soon as is practicable after that absence.
- 3) Upon receipt of a request for an absence from the House of Assembly precincts the Speaker shall determine whether or not the absence is justified and, in writing, approve or not approve that request.

CM 2010-035

The Commission considered the recommendation of the Audit Committee to review the overtime and annual leave payout policy and established an ad hoc committee to consist of three Members of the House of Assembly to undertake a review of the overtime payout

policy, including consultations with the Executive Branch on its current review of the policy.

CM 2010-036

The Commission considered the recommendation of the Audit Committee regarding supporting documentation for Members' claims and directed that subsection 16(5) of the *Members' Resources and Allowances Rules* be amended to require that the "explanation in writing" emanate from the Member.

CM 2010-037

The Commission approved the recommendation of the Audit Committee to adopt the briefing note format proposed in the October 2009 Compliance Review – Part Two (Rule Amendments/Directives/Decisions Process), Appendix C, of the Office of the Comptroller General to replace the briefing note format in Appendix A of the House of Assembly Management Commission Policy and Procedures Manual, adopted by **CM 2007-001** at the August 29, 2007 meeting of the Commission.

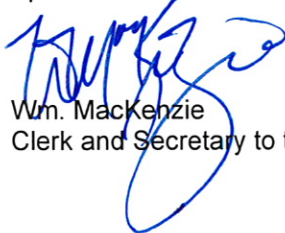
CM 2010-038

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

- Budget Transfer HOABT2009-0031 for the transfer of funds of \$9,100 from House Operations – Transportation and Communications to the Office of the Chief Electoral Officer – Grants and Subsidies for election subsidies.

Adjournment: 7:10 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair



Wm. MacKenzie
Clerk and Secretary to the Commission

Appendix B
Rule Amendments



RULE AMENDMENTS

The following rule amendments were approved by the Commission during the reporting period ending March 31, 2010.

1. Constituency Office Leasing CM 2009-011

Background

At its January 27, 2009 meeting, the Commission directed the Clerk to draft amendments to Section 20 of the *Members' Resources and Allowances Rules* such that the provisions of the Public Tender Act would apply to the leasing of Members' constituency offices.

At its March 18, 2009 meeting, the Commission, pursuant to section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, gave approval to the following amendment to the *Members' Resources and Allowances Rules*:

Paragraph 20(8)(c) is repealed and the following is substituted:

- (c) where accommodation referred to in paragraph (b) cannot be obtained, the member shall decide in which community his or her office will be located and the member shall obtain in that community commercial office accommodation in accordance with the tender processes for leasing commercial space under the *Public Tender Act*.

Subsection 20(9) is repealed and the following is substituted:

- (9) A tender for accommodation under paragraph (8)(c) shall stipulate that the lease shall be terminable at or before the expected date of the next general election.
- (9.1) Proposal documentation submitted by a landlord responding to a tender made under paragraph (8)(c) shall include the total monthly cost, including utilities, taxes, insurance, security, janitorial services, signage and snow-clearing.

Subsection 20(10) is repealed and the following is substituted:

- (10) A lease contract for office accommodation acquired under this section shall be prepared between "Her Majesty the

Queen in Right of the Province of Newfoundland and Labrador, represented here by the Honourable the Speaker of the House of Assembly" and the owner of the office space and the cost of that preparation shall, unless stipulated otherwise by the speaker in exceptional cases, be paid directly by the House of Assembly in accordance with the approved office lease.

Paragraph 20(8)(c) is now changed and the word "commercial" where it last occurs is removed. This paragraph now reads:

- (c) where accommodation referred to in paragraph (b) cannot be obtained, the member shall decide in which community his or her office will be located and the member shall obtain in that community commercial office accommodation in accordance with the tender processes for leasing space under the *Public Tender Act*.

The rule amendment became effective on May 1, 2009, the date of publication in the NL Gazette.

2. Accommodations When Traveling Long Distances CM 2010 – 024

Background

The *Members' Resources and Allowances Rules* formerly prohibited MHAs from being reimbursed for overnight accommodation while on return trips to their district unless they made a request and received permission from the Speaker of the House.

In response to recommendations of the Members' Compensation Review Committee, the Commission approved amendments to the *Members' Resources and Allowances Rules* which permit MHAs representing identified districts to stay overnight when required. MHAs representing all other districts may stay overnight when traveling long distances only with the approval of the Speaker.

The amendments below reflect the final wording by the Office of the Legislative Counsel.

As required under subsection 15(5) of the Act, the amendments were approved at the February 3, 2010 meeting, distributed to all Members, posted on the House of Assembly website, and given final approval at the next meeting of the Commission held on February 17, 2010.

The rule amendments became effective on March 5, 2010, the date of publication in the NL Gazette.

The *Members' Resources and Allowances Rules* are amended by adding the following immediately after section 37:

Accommodations when traveling long distances

37.1(1) Notwithstanding anything to the contrary in sections 31 to 37, where a member maintains

- (a) a permanent residence in his or her constituency which is outside the capital region; or
- (b) a permanent residence within the capital region but represents a constituency outside the capital region; or
- (c) a permanent residence outside the capital region in a location that is not in his or her constituency and the constituency is outside the capital region,

and his or her permanent residence or constituency is in a district listed in subsection (2), that member may claim reimbursement for the costs associated with travel between his or her constituency or permanent residence and the capital region, as follows

- (d) with receipts, the actual cost of temporary standard room accommodations for one night while in transit; or
- (e) without receipts, \$53 on the island portion of the province and \$71 in Labrador for one night while in transit when staying in private accommodations; and
- (f) without receipts, the prorated portion of the \$50 daily meal allowance, as contribution to the cost of meals while in transit.

(2) The districts to which subsection (1) applies are:

- (a) Baie Verte-Springdale;
- (b) Bay of Islands;
- (c) Bonavista North;
- (d) Burgeo-La Poile;
- (e) Cartwright-L'anse au Clair;
- (f) Exploits;
- (g) Fortune Bay-Cape LaHune;
- (h) Grand Bank;
- (i) Grand Falls-Winsor-Buchans;
- (j) Grand Falls-Windsor-Green Bay South;
- (k) Humber East;

- (l) Humber Valley;
- (m) Humber West;
- (n) Labrador West;
- (o) Lake Melville;
- (p) Lewisporte;
- (q) Port au Port;
- (r) St. Barbe;
- (s) St. George's-Stephenville East;
- (t) The Isles of Notre Dame;
- (u) The Straits-White Bay North; and
- (v) Torngat Mountains.

- (3) Where a claim is made under subsection (1), the night for which an amount was claimed shall not be included in the number of nights of allowable accommodation permitted under this Part.

3. Secondary Residence Accommodation CM 2010-025

Background

The *Members' Resources and Allowances* formerly provided that an MHA could claim a prorated daily amount for accommodation in a secondary residence based on an estimated annual cost of defined expenses for each night the secondary residence was actually used.

In response to recommendations of the Members' Compensation Review Committee, the Commission approved amendments to the *Members' Resources and Allowances Rules* which fix the allowable expense for an MHA for accommodation in a secondary residence at \$53 per night for each night the secondary residence is actually used.

The amendments below reflect the final wording by the Office of the Legislative Counsel.

As required under subsection 15(5) of the Act, the amendments were approved at the February 3, 2010 meeting, distributed to all Members, posted on the House of Assembly website, and given final approval at the next meeting of the Commission held on February 17, 2010.

The rule amendments became effective on March 5, 2010, the date of publication in the NL Gazette.

1. (1) Paragraph 31(1)(b) of the *Members' Resources and Allowances Rules* is repealed and the following substituted:

- (b) for each day that the House of Assembly is in session,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts,
 - (A) a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (B) \$53 for each night the member actually occupies his or her secondary residence; and

(2) Subsection 31(2) of the Rules is repealed.

2. Paragraph 32(2(b) of the Rules is repealed and the following is substituted

- (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts,
 - (A) a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (B) \$53 for each night the member actually occupies his or her secondary residence; and

3. Paragraph 33(b) of the Rules is repealed and the following is substituted

- (b) for a maximum of 3 nights during a trip,

- (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
- (ii) without receipts,
 - (A) a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (B) \$53 for each night the member actually occupies his or her secondary residence; and

4. Paragraph 35(b) of the Rules is repealed and the following is substituted

- (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts,
 - (A) a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (B) \$53 for each night the member actually occupies his or her secondary residence; and

5. Paragraph 36(2)(b) of the Rules is repealed and the following is substituted

- (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each

night the member actually occupies the accommodations, or

- (ii) without receipts,
 - (A) a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (B) \$53 for each night the member actually occupies his or her secondary residence; and

6. Paragraph 37(b) of the Rules is repealed and the following is substituted

- (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts,
 - (A) a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (B) \$53 for each night the member actually occupies his or her secondary residence; and

7. Paragraph 38(2)(b) is repealed and the following is substituted

- (b) within his or her constituency
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts,

- (A) a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
- (B) \$53 for each night the member actually occupies his or her secondary residence; and

8. Subsections 41(2), (3) and (4) of the Rules are repealed.

4. Modes of Travel CM 2010-026

Background

Formerly, under the *Members' Resources and Allowances Rules*, a Member was permitted to travel within his or her district by fixed wing aircraft (charter), helicopter, boat, snowmobile and all-terrain vehicle only with the prior approval of the Speaker. Members are permitted to travel between their constituency or permanent residence and the capital region by motor vehicle, rental vehicle, commercial fixed wing aircraft, bus, ferry and taxi but must have the prior approval of the Speaker to travel by other modes.

In response to recommendations of the Members' Compensation Review Committee, the Commission approved amendments to the *Members' Resources and Allowances Rules* which remove the requirement for Speaker approval for alternative modes of travel within a Member's district.

The amendments will also allow the Commission, by Directive, to authorize an alternative mode of travel for a Member between the capital region and the district/permanent residence on a continuing basis without the Speaker's approval for each trip. These authorizations will be considered subject to the availability of funds within the overall Members' Allowances and Assistance budget.

The amendments below reflect the final wording by the Office of the Legislative Counsel.

As required under subsection 15(5) of the Act, the amendments were approved at the February 3, 2010 meeting, distributed to all Members, posted on the House of Assembly website, and given final approval at the next meeting of the Commission held on February 17, 2010.

The rule amendments became effective on March 5, 2010, the date of publication in the NL Gazette.

1.(1) Paragraph 38(2)(a) of the Rules is amended by deleting the words and number “, in accordance with section 40” and the comma immediately before the words and number.

2. Section 40 of the Rules is amended by adding immediately after subsection (3) the following:

(3.1) Notwithstanding subsection (2), where, on a regular basis, a member proposes to travel by means other than the means mentioned in subsection (1), the member may make a proposal to the commission respecting that travel and the commission may, by directive approve that travel upon those terms and conditions that the commission considers to be appropriate without further need for the member to make an application under subsection (2).

Appendix C
Directives



DIRECTIVES

The following Directives were approved by the Commission during the reporting period ending March 31, 2010.

**2009-003 Cellular and Landline Phone Services Policy for Members of the
House of Assembly and Constituency Assistants, May 19, 2009
CM 2009-027**

Background

Subsections 20(1) and 20(3) of the *House of Assembly Accountability, Integrity and Administration Act* states that

- 20.** (1) 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
- (c) implement and periodically review and update financial and management policies applicable to the House of Assembly service and statutory offices;
- (3) Notwithstanding paragraph (1)(c), where a financial or management policy has not been established by the commission for the House of Assembly and statutory offices, the financial and management policies of the government shall apply.

A Treasury Board directive was issued in 2008 which updated the General Policies for Cellular Phones (including Blackberry units) for the Executive branch of government. However, the policy provides guidelines for assessing the need for phones, types of cellular phones (digital cellular versus blackberry) and these guidelines are not appropriate for Members of the House of Assembly. It also does not address landline phone services.

The Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants, May 19, 2009 approved by the House of Assembly Management Commission provides direction regarding services for cellular phones and landline long distance services.

Directive

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission adopted the Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants, May 19, 2009.

2009-004 Advertising Policy for Members of the House of Assembly, June 2009 CM 2009-030

Background

At its April 18, 2008 meeting, the Commission directed the Clerk to review the Rules and policies respecting advertising by Members and to prepare draft Rule Amendments and/or policies which provide Members with greater clarity respecting advertising practices. **CM 2008 – 031 refers.**

At its July 3, 2008 meeting, the Clerk provided additional information regarding advertising guidelines for the Commission's consideration and direction. The Commission directed the guidelines should identify permissible advertising with appropriate restrictions. **CM 2008 – 076 refers.**

The policy includes guidelines for advertising in various media and provides specific direction regarding allowable/non-allowable advertising.

Directive

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission adopted the Advertising Policy for Members of the House of Assembly, June 2009.

2009-005 Revised Advertising Policy for Members of the House of Assembly, June 2009 CM 2009-033

Background

The Commission had directed the Clerk to review the Rules and policies respecting advertising by Members and to prepare draft Rule Amendments and/or policies which provide Members with greater clarity respecting advertising practices. (**CM 2008 – 031 refers.**) At a subsequent meeting, the Clerk provided additional information regarding advertising guidelines and the Commission directed the guidelines should identify permissible advertising with appropriate restrictions. (**CM 2008 – 076 refers.**)

At its May 13, 2009 meeting the Commission adopted the Advertising Policy for Members of the House of Assembly, dated June 2009.

At its June 24, 2009 meeting, the Commission directed an amendment be made to the Advertising Policy to allow references to programs within a department, government agency or commission. A revised copy of the Advertising Policy is attached.

Directive

The Commission amended the Advertising Policy for Members of the House of Assembly, June 2009, so that the item under Section 5.3 “References to programs within a department, government agency or commission” is deleted.

**2009-006 Conference Travel Policy for Members of the House of Assembly
June, 2009
CM 2009-039**

Background

The *Members’ Resources and Allowances Rules* provide the travel policies to be followed by Members while conducting constituency business. However, no explicit policy exists respecting Member travel to parliamentary conferences.

At its June 24, 2009 meeting, the Commission approved the Conference Travel Policy for Members of the House of Assembly, June 2009, which outlines allowable travel expenses.

Directive

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission adopted the Conference Travel Policy for Members of the House of Assembly, dated June 2009.

**2009-007 Publication Scheme, Revised June 30, 2009
CM 2009-042**

Background

At its January 23, 2008 meeting, the Commission approved the Publication Scheme for the House of Assembly as required by subsection 49(1) of the *House of Assembly Accountability, Integrity and Administration Act*. **CM 2008 – 008 refers.**

Section 1.3 of the Publication Scheme provides details of the types of information, responsibility, retention schedules, and timing of the online posting of briefing materials for the House of Assembly Management Commission.

The Scheme states that the briefing materials or reports provided to the Commission as supplementary information for agenda items will be posted not later than 9:00 a.m. of the day of the meeting. This is to provide the media and the

general public with access to briefing materials once the Commission meeting begins. As the Commission meetings are often held afternoon and early evening, Section 1.3 of the Publication Scheme requires an amendment such that the briefing materials will be posted not later than 30 minutes prior to the start of the Commission meetings.

Directive

The Commission amends Section 1.3 of the Publication Scheme such that the Online Version of the Commission briefing materials will be “Posted not later than 30 minutes before the start of the Commission meeting”.

**2009-008 Revised Guidelines for Temporary Replacement of Constituency Assistants, June 30, 2009
CM 2009-043**

Background

The guidelines adopted by **CM 2008 – 024** respecting temporary replacements for Constituency Assistants established the following provisions respecting training for the replacements:

On-the-job training may be provided for up to 2 days for Members whose Constituency Assistants work in constituency offices outside the Confederation Building and for up to 1 day for Members whose Constituency Assistants work in constituency offices in the Confederation Building. Members should make best efforts to re-hire the same individual to act as replacement staff in order to reduce the on-the-job training days required.

At its June 24, 2009 meeting, the Commission approved an amendment to the guidelines such that up to 2 days on-the-job training may be provided to replacement Constituency Assistants who work in offices not in a designated caucus area.

Directive

The Commission amended the Guidelines for Replacement of Constituency Assistants to provide for on-the-job training for up to 2 days for Members whose Constituency Assistants work in constituency offices which are not located in the designated caucus areas.

2009-009 Members' Leave
CM 2009-061

Background

Subsection 13(1) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) requires that members must attend at all sittings of the House of Assembly. Subsection 13(2) of that Act provides for a \$200 deduction for each absence from a sitting and subsection 13(3) provides for exemptions from this penalty due to illness, bereavement etc. Subsection 13(3) of the Act was recently amended to add exemption (a.1) for “adoption, pregnancy or parental leave as established by directive” (of the Management Commission).

In response to queries by Members respecting maternity, paternity and adoption leave, the Speaker appointed an ad hoc committee to research and make recommendations on the issue. A thorough review of the policies of Canadian, Australian and British Parliaments and Assemblies found that no other jurisdiction has addressed maternity/ paternity/adoption and sick leave for Members.

At its November 4, 2009 meeting, the Commission considered the recommendations of the Committee regarding Members' Leave and approved the following Directive. **CM 2009-061 refers.**

Directive

Pursuant to paragraphs 13(3)(a.1) and 20(6)(b) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following Directive:

Where a Member of the House of Assembly becomes a parent because of birth or adoption of his or her child, a deduction of \$200 shall not be made under subsection 13(2) of the *House of Assembly Accountability, Integrity and Administration Act* for one regular Spring or Fall sitting of the House of Assembly within a year of his or her child's birth or coming into his or her care.

This continues in effect until the implementation of a recommendation on this issue by the next Members' Compensation Review Committee.

2010-001 Caucus Operational Funding Grants Policy
CM 2010 – 003

Background

Grant funding is provided to each caucus for miscellaneous purchases associated with caucus operations, pursuant to **CM 2008-085**.

Metrics EFG recommended in The Review of Caucus Resources – House of Assembly Report that the Operational Funding Grant be administered using spending guidelines approved by the House of Assembly Management Commission. When the Commission approved the operational funding for each caucus, it was decided that a set of guidelines be developed to ensure consistency and appropriateness in the spending of the operational funding (**CM 2008-085 refers**).

The Caucus Operational Funding Grants Policy is intended to provide clarification to caucus staff on the eligible and ineligible purchases and to establish a template for annual reporting.

Directive

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the attached Caucus Operational Funding Grants Policy, dated February 2010.

**2010-002 Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices
CM 2010-018**

Background

Subsections 20(1) and 20(3) of the *House of Assembly Accountability, Integrity and Administration Act* authorize the House of Assembly Management Commission to implement and periodically review and update financial and management policies applicable to the House of Assembly service and statutory offices. However, if a policy has not been established by the Commission the financial and management policies of the government shall apply.

A Treasury Board directive was issued in 2008 which updated the General Policies for Cellular Phones (including Blackberry units) for the Executive branch of government, but it does not address landline phone services.

The attached Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices, dated February 2010, provides direction regarding services for cellular phones and landline long distance services.

Directive

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission adopted the Cellular and Landline Phone Services Policy for Employees of the House of Assembly Service, Caucus Offices and Statutory Offices dated February 2010.

**2010-003 Printing Policy for Members of the House of Assembly and
Constituency Assistants
CM 2010-019**

Background

The *Members' Resources and Allowances Rules* (the Rules) provide an annual amount for office operations, supplies and communications. Eligible expenditures include the purchase or printing of greeting, Christmas, sympathy or other similar cards and other printing such as newsletters to be sent to constituents relating to the Member's constituency work.

The current process, which requires Members to initially forward request for printing services to the Queen's Printer, has presented difficulties for Members. Those with offices located in the Member's District have challenges coordinating with the Queen's Printer with respect to proofing and delivery of documents. Costs are not always competitive with outside sources and delays in printing occur when the Queen's Printer is unable to provide a quick turnaround due to other priorities.

The attached Printing Policy for Members of the House of Assembly and Constituency Assistants states that Members will be permitted to purchase printing services from outside sources without seeking prior approval of the Queen's Printer.

Directive

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Printing Policy for Members of the House of Assembly and Constituency Assistants, dated February, 2010.

**2010-004 Purchasing Policy – Under \$200 (Revised)
CM 2010-020**

Background

At its November 18, 2008 meeting, the Commission approved the Purchasing Policy – Under \$200 for Members of the House of Assembly (**CM 2008-008 refers**). The policy included a restriction that prevented Members from purchasing printing services from outside sources without prior authorization from the Queen's Printer.

At its February 3, 2010 meeting, the Commission approved the Printing Policy for Members of the House of Assembly (**CM 2010-019 refers**), which allows Members to purchase printing services from an outside source without obtaining prior approval from the Queen's Printer. However, the Member will be required to obtain three quotations in accordance with the policies prescribed for the majority of other purchases of goods in the Government Purchasing Agency

Customer Manual. Approving the Printing Policy required an amendment to the Purchasing Policy - Under \$200 dated November 2008 to remove the restriction regarding the approval of the Queen's Printer to purchase printing services from outside sources.

Directive

The Commission amended the Purchasing Policy – Under \$200, dated November 2008 by deleting the phrase “purchase printing services without prior authorization from the Queen's Printer to procure from outside sources” from Section 4.1.

**2010-005 Directives 2007-002 and 2007-004
CM 2010-010**

Background

Directives **2007-002** and **2007-004** were issued by the Commission following its first meeting on August 29, 2007 to address certain omissions and deficiencies in the *Members' Resources and Allowances Rules* (the Rules) respecting receipts, private accommodations and secondary residences.

At its February 3, 2010 and February 17, 2010 meetings, the Commission approved amendments to the Rules respecting secondary residence accommodations. The omissions and deficiencies noted above were addressed in the amendments. **CM 2010-010 refers**. The approved rule amendments came into force on March 5, 2010, the date of publication in the NL Gazette. As a result of these amendments, Directives **2007-002** and **2007-004** are no longer required.

Directive

Directives **2007-002** and **2007-004** are repealed effective March 5, 2010.

**2010-006 Publication Scheme – Amendment
CM 2010-032**

Background

At its January 23, 2008 meeting, the Commission approved the House of Assembly Publication Scheme as required by subsection 49(1) of the *House of Assembly Accountability, Integrity and Administration Act*. **CM 2008-008 refers**. In its October 30, 2009 report, the Members' Compensation Review Committee made three recommendations regarding additional information which should be placed on the House of Assembly website. The information related to MHAs' total annual compensation, the MHAs' declaration of attendance in the House of Assembly and the provision of more detailed notes for the Member Accountability and Disclosure Reports.

The amended House of Assembly Publication Scheme is attached.

Directive

The Commission amended the House of Assembly Publication Scheme as follows:

- Section 2.0 is renamed Members' Financial and Other Reports.
- Section 2.1 is added and entitled **2.1. Members' Accountability and Disclosure Reports**. The description of financial reports currently in section 2.0 will apply to this category.
- Sections 2.2 and 2.3 are added as follows:

2.2 Total Annual Compensation Report –

- Report 1: A report of: salaries authorized under s. 11(1) and 12(1) of the Act; committee allowances under s. 46 of the Members' Resources and Rules; and, salaries authorized by the Lieutenant-Governor-in-Council for the Premier, Ministers, Parliamentary Secretaries and the Parliamentary Assistant, as provided by Executive Council
- Report 2: An annual report of actual compensation paid to Members by the House of Assembly in a fiscal year.

Responsibility: Corporate and Members' Services Division

Official Version: Paper

Permanent Retention: Legislative Library

Online Version: Report 1: Posted following any amendments; Report 2: Posted 90 days after the end of the fiscal year

Online Retention: Current General Assembly + two years

- ### **2.3 Members' Declarations of Attendance –** A report, in table form, reflecting Members' Declarations of Attendance in the House of Assembly as required by subsection 13(5) of the Act.

Responsibility: Corporate and Members' Services Division

Official Version: Paper

Permanent Retention: Legislative Library

Online Version: Posted by 31 March each year

Online Retention: Current General Assembly + two years

**2010-007 Automobile Allowance and Expense Policy (for the Speaker, the
Leader of the Official Opposition and the Leader of the Third Party)
CM 2010-033**

Background

The Commission, by **CM 2008-010** and **CM 2008-020**, adopted the Ministerial Expenses Reimbursement Policies to address expenses incurred by the Speaker, the Leader of the Opposition and the Leader of the Third Party while performing the duties of these offices, separate from their duties as Members, in the same manner as Ministers.

On December 22, 2009, Royal Assent was given to amendments to the *House of Assembly Accountability, Integrity and Administration Act* which confirmed the automobile allowance that was in place for the Speaker of the House of Assembly, the Leader of the Opposition and the Leader of the Third Party, with retrospective application to June 14, 2007. The amendments provided clarity on the entitlement of the three officers to receive an allowance or expense amount and established authority for the Commission to make rules and directives on the entitlement. Adjustments to the allowance may only be made in response to recommendations by Members' Compensation Review Committees. **CM 2009-070 refers.**

The attached Automobile Allowance and Expense Policy replaces section 2.1 to 2.6 and 2.9 to 2.13 of the Ministerial Expenses Reimbursement Policies adopted by **CM 2008-010** and **CM 2008-020**.

Directive

The Commission approved the Automobile Allowance and Expense Policy, dated March, 2010.

**2010-008 Speaker Approval for Member's Absence from House of Assembly to
Attend to Constituency Duties
CM 2010-034**

Background

Under paragraph 13(3)(e) of the *House of Assembly Accountability, Integrity and Administration Act*, a Member may be absent from the House of Assembly when attending to constituency duties within the precincts of the House of Assembly and not be penalized by the deduction of \$200 per absence from his or her salary.

Under subsection 13(3.1), attendance at constituency duties outside the House precincts may be approved by the Speaker under paragraph 13 (3) (g) when the Speaker considers it necessary and in accordance with directives of the Management Commission.

This Directive provides direction to Members with respect to the manner in which they may seek the permission of the Speaker to be absent from the House of Assembly, without penalty, in order to carry out constituency duties outside the House of Assembly precincts.

Directive

Pursuant to 13(3.1) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following Directive:

- 1) A Member who must be absent from the House of Assembly precincts in order to carry out constituency duties must request approval for that absence, in advance and in writing, from the Speaker.
- 2) Where circumstances do not allow a Member to make his or her request for an absence from the House of Assembly precincts in advance, that request must be made, in writing, as soon as is practicable after that absence.
- 3) Upon receipt of a request for an absence from the House of Assembly precincts the Speaker shall determine whether or not the absence is justified and, in writing, approve or not approve that request.

Appendix D
Rulings on Allowance Use



RULINGS ON ALLOWANCE USE

The following rulings were issued by the Commission in response to Member appeals under section 24 of the House of Assembly Accountability, Integrity and Administration Act.

1. The Commission, pursuant to subsection 24(9) of the *House of Assembly Accountability, Integrity and Administrations Act*, approved the reimbursement of allowable expenses totaling \$2,051.03, as requested in the Member's correspondence of July 20, 2009, which was submitted by the Member for St. George's - Stephenville East later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*. **CM 2009-048**
2. The Commission, pursuant to subsection 24(9) of the *House of Assembly Accountability, Integrity and Administrations Act*, approved allowable expenses totaling \$375.47, as detailed in the Member's correspondence of September 28 and September 30, 2009, which were submitted by the Member for Placentia-St. Mary's later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*. **CM 2009-049.**
3. The Commission, pursuant to subsection 24(9) of the Act, approved expense claims totaling \$118.75, as detailed in the Member's correspondence of November 2, 2009, which were submitted by the Member for St. John's East later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*. **CM 2010-021.**
4. The Commission, pursuant to subsection 24(9) of the Act, approved expense claims totaling \$1,176.13, as detailed in the Member's correspondence of December 8 and December 16, 2009, which were submitted by the Member for Torngat Mountains later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*. **CM 2010-022.**

Appendix E
Audit Committee Reports





Report 1 – Audit Committee Report dated July 2009

This report, dated July 2009, is the third report of the Audit Committee to the House of Assembly Management Commission, pursuant to Section 23 (8)(c) of the *House of Assembly Accountability, Integrity and Administration Act*.



THIRD REPORT

OF

THE AUDIT COMMITTEE

TO

THE HOUSE OF ASSEMBLY MANGEMENT COMMISSION

PURSUANT TO

PARAGRAPH 23 (8) (c)

OF THE

HOUSE OF ASSEMBLY ACCOUNTABILITY, INTEGRITY AND

ADMINISTRATION ACT

July, 2009

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

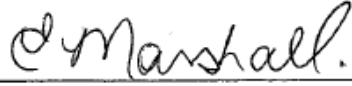
The Audit Committee has reported twice previously regarding its activities, and has also made recommendations regarding the appointment of the Auditor General as the auditor of the House of Assembly and its statutory offices. This report covers the period October 2007 to June 2009, identifies the audit reports received, and provides a summary of each report.

The following audit reports were completed from October 2007 to June 2009:

- (i) Review of Duplicate Claims/Double Billings
 - October/07 to March/08
 - April/08 to June/08
 - July/08 to September/08
 - October/08 to December/08
 - January/09 to March/09
- (ii) Year End Compliance Monitoring Report/Members of the House of Assembly Expenditures Processed
- (iii) Payroll Processing Review
- (iv) Auditor General's Management Letter for the year ended 31 March 2008
- (v) Review of Direct Travel Agency Invoices
- (vi) Compliance Audit
- (vii) Review of Management Certification Contract

All of the Audit Reports have been addressed by the Audit Committee. Reports have been discussed in detail with the auditors and House of Assembly staff. Recommendations have been or are being addressed.

Recommendations which require legislative amendments, rule amendments, or new policy will be brought forward to the Management Commission for approval.


Elizabeth Marshall, MHA
Chair, Audit Committee

Appendix A

Audit Reports

October 2007 to June 2009

	Report Title	Issued By	Summary
1.	Duplicate Claims/Double Billings	Comptroller General	Appendix B
	<ul style="list-style-type: none">• October/07 to March/08• April/08 to June/08• July/08 to September/08• October/08 to December/08• January/09 to March/09		
2.	Year End Compliance Monitoring (October 2008)	Comptroller General	Appendix C
3.	Payroll Processing Review (October 2008)	Comptroller General	Appendix D
4.	Auditor General's Management Letter for the year ended 31 March 2008 (dated October 2008)	Auditor General	Appendix E
5.	Review of Direct Travel Agency Invoices (November 2008 and December 2008)	Comptroller General	Appendix F
6.	Compliance Review (February 2009)	Comptroller General	Appendix G
7.	Review of Management Certification Contract (March 2009)	Comptroller General	Appendix H

Duplicate/Double Billing Reports

In response to the recommendations of the Green Report, the Comptroller General initiated a process (effective October 9, 2007) whereby claims submitted by MHAs (both in their role as Member and as Minister) would be reviewed and analyzed to determine if any duplicate amounts existed. All MHAs are subject to this review. Those who are Ministers have HOA and Ministerial claims cross-checked.

This process does not in any way replace or mitigate the responsibilities of the claimant or the applicable HOA/Departments in taking applicable measures to prevent/detect duplicate/double billings.

This function does not include any procedures which involve the review of claims for compliance against Ministerial, MHA or other expense reimbursement policies.

Five “Duplicate/Double Billing Reports” have been filed by the Comptroller General since October 9, 2007 for the following periods:

- (i) October, 2007 to March, 2008
- (ii) April 2008 to June 2008
- (iii) July 2008 to September 2008
- (iv) October 2008 to December 2008
- (v) January 2009 to March 2009

Over the past 15 months the Comptroller General’s Office has identified twenty-seven duplicate claims within the House of Assembly. All of the duplicate claims have been corrected.

Year End Compliance Monitoring Report (October 2008)

The Comptroller General's Office reviewed payments to MHAs during April 2008 to ensure they complied with the *Members' Resources and Allowances Rules*. The review indicated that claims reviewed were applied against the correct fiscal year, no issues were identified with the accounting distribution, and claims were in compliance with the Members' Rules and policies with the exception of the items noted in the following paragraph.

In some instances, the *Members' Resources and Allowances Rules* Manual did not completely correspond with the Rules. Officials have now taken corrective action on the issues identified by a Rule Amendment and a change in the Manual.

In other instances, decisions based on Rules were not documented for future reference, although they appeared to be of a recurring nature. The required documentation is now being prepared and provided to appropriate staff.

The Comptroller General also pointed out that claims for Secondary Residence and Private Accommodations do not have an HST component, and officials have now corrected this.

PAYROLL PROCESSING REVIEW OCTOBER, 2008

The Comptroller General's Office has completed an audit of the payroll processing function, of the House of Assembly. The following summarizes the concerns expressed by the Comptroller General and the action taken by Officials of the House of Assembly.

1. Bi-weekly Review of Payroll Register

The Office of the Chief Electoral Officer does not carry out a bi-weekly review of the payroll register as a control to detect unauthorized payroll transactions, errors or overpayment. This is now being done.

2. Delegated Signing Authority

A significant number of payroll staffing action forms were approved by individuals who had not been delegated authority to do so. Officials indicate that delegated signing authority forms have now been updated.

3. Staffing Action Forms

The audit identified 35 staffing actions which did not indicate the date on which the form had been signed off. Officials indicate that staffing action forms are now being properly completed.

4. M.H.A. and Constituency Assistants Payroll

The House of Assembly has responsibility for 25 of the 48 Members. The payroll for Ministers and their Assistants is not processed by the House of Assembly, but rather by their respective Departments. The Comptroller General is recommending that the House of Assembly be provided with detailed payroll information and certain payroll functions for all Members and their Assistants. This matter will be referred to the Management Commission.

5. Payroll for Constituency Assistants

Section 26(4) of the *Members' Resources and Allowances Rules* states that, "Expenses related to constituency assistant salaries and benefits shall be paid directly to constituency employees by the Office of the Speaker". Payroll expenses for a number of Constituency Assistants are currently charged to Departments. The Comptroller General is recommending that these expenses be budgeted for and charged to the House of Assembly. This matter will be referred to the Management Commission.

6. Attendance in the House of Assembly

Section 13(3) of the *House of Assembly Accountability, Integrity and Administration Act* specifies a number of reasons for which a Member can be absent from the House. The Comptroller General is recommending that definitions and policies be developed for three terms referenced in this section of the Act: “serious illness”, “Member’s Family” and “bereavement”. This matter is being referred to the ad hoc Committee on Members’ Leave.

7. Declaration of Attendance in the House of Assembly

Section 13(5) of the *House of Assembly Accountability, Integrity and Administration Act* requires Members to file a declaration of their attendance in the House of Assembly before February 1 of each year, identifying the dates of absences and an explanation. The Comptroller General is recommending that the absences be reported as soon as possible after the Member returns to the House, to ensure timeliness of information.

8. Car Allowance/Gasoline Reimbursement

The audit indicated that some Members received a car allowance and also claimed mileage. Given that the mileage rate already includes a component for the capital cost of the vehicle, the Comptroller General is recommending that existing legislation and policies of the House of Assembly relating to car allowances, gasoline reimbursement and mileage be reviewed. Recovery of any overpayments is also recommended.

9. Attendance Records

The Comptroller General is recommending that the attendance records be maintained on a timely basis and that leave slips be prepared in accordance with Government Policy. Officials have implemented this recommendation.

10. Approval of Overtime

The Comptroller General is recommending that the overtime report of the individual designated to approve overtime reports be approved by a second, independent person. This recommendation has been implemented.

11. Approval of Leave and Accuracy of Attendance Records

The Comptroller General is recommending that leave slips be approved as required by Government Policy and that attendance records be accurately recorded. This recommendation has been implemented.

12. Review of Daily Processing Report

The Comptroller General is recommending that daily processing reports be reviewed and signed by an authorized person. This recommendation has been implemented.

Auditor General's Management Letter for the Year Ended 31 March 2008 (dated 16 October, 2009)

The Audit Committee met with officials of the Auditor General's Office on October 21, 2008 to discuss the Management Letter. The Committee also discussed the Management Letter with the Comptroller General at its February 5, 2009 meeting. The following summarizes the concerns expressed by the Auditor General and the action taken by officials of the House of Assembly:

1. Double Billings

Three errors were detected and amounts owing have been recovered. Two of the three errors were identified by House of Assembly staff and the third error occurred prior to the implementation of new processes. House of Assembly staff check all claims to ensure expenses have not been previously claimed. In addition, the Comptroller General's Office carries out an ongoing project to identify duplicate billings.

2. Equipment and Furniture Purchases

(i) The Auditor General is recommending that capital assets located at each constituency office be recorded in an inventory tracking system. House of Assembly officials advise that complete records of these assets exist and are available, but are not yet entered in the inventory tracking system. Officials estimate that this will be in place by March 31, 2009

(ii) The Auditor General is recommending that the House of Assembly seek repayment or the return of assets purchased by a Member within three years prior to the Member leaving. This policy came into effect in 1989, and would require House of Assembly staff to review records back to 1989.

The officials did review Members' claims from April 2006 to October 2007 and compiled a list of capital assets, which were subsequently returned to the House of Assembly.

In addition, Members were requested to provide a list of assets purchased within 3 years of the 2007 election (i.e. from October 2004 to October 2007) and these assets were also returned to the House of Assembly. Given the nature of these assets returned to the House of Assembly it was decided by officials not to go back to 1989.

3. Accounts Receivable from a Former Member

Of the \$1,553 relating to insurance costs claimed by a Member, \$400 related to a period of time which extended beyond the resignation of the Member. The Auditor General is recommending that the \$400 be recovered. Officials of the House of Assembly are trying to collect the amount owing.

4. Lack of Documentation in Personnel Files

The Auditor General reviewed a sample (thirteen) of personnel files and determined there was a lack of documentation. Officials of the House of Assembly have assigned a new staff member to ensure personnel files contain complete and accurate information.

5. Processing of MHA Claims

- (i) A review of 112 Members' claims identified 13 claims that were paid even though the related expenditures had been incurred more than 60 days earlier. This contravened policy at the time.

Officials indicated this was permitted during an earlier transition period. Effective April 1, 2008, all expenditures incurred more than 60 days prior to being claimed, must be approved by the Commission before being paid.

- (ii) The Auditor General identified nine MHA claims which were changed during processing, yet there was no indication who changed the claim or whether the MHA was aware that a change had been made. Officials of the House of Assembly indicated that MHAs are now informed by e-mail of changes.

6. Outstanding Travel Advance and Allowance for Doubtful Accounts

The Auditor General is recommending that the House of Assembly continue its efforts to recover an outstanding travel advance of \$12,900 to a former Member and possibly recover it from severance pay of \$72,894 due to the Member. The outstanding travel advance has been discussed with the Comptroller General's Office and Government's legal counsel. There is no documentation to support the \$12,900 and therefore, there is no basis on which to proceed in terms of a civil action. In addition, the \$72,894 owed to the Member for severance has already been applied to other amounts owed by the former Member.

7. Completeness of Financial Information

The Auditor General is indicating that information provided for audit is not always complete and/or timely. House of Assembly staff have indicated they will

continue to work with the Auditor General's Office to address any issues identified.

8. Unexpended Balance of \$4.5 Million

The House of Assembly requested and received Special Warrant funding of \$2,572,300 in the Fall of 2007. Since there was an unexpended balance of \$4.5 million at the end of the 2007-08 fiscal year the Auditor General has indicated that sufficient savings should have been anticipated and the Special Warrant should not have been requested. The officials of the House of Assembly have indicated that savings were not identifiable because 2007-08 was the first year for the implementation of Mr. Justice Green's report, and there was no evidence that there would be savings.

9. Date for Completion of Financial Information

The Auditor General has indicated that it is impractical to issue the audited financial information for the House of Assembly by June 30 since the information for the Public Accounts is not finalized by the Comptroller General until July. The deadline of 30 June was stipulated in the *House of Assembly Accountability, Integrity and Administration Act*. The legislation was amended in November 2008. The new deadline is 1 September.

10. Salary Expenditures

The Auditor General has criticized the significant payments of overtime made to staff at the Chief Electoral Office. The Chief Electoral Office has indicated that the overtime relates directly to the 2007 general election, and it will make efforts to minimize overtime.

11. HST Not Recorded

The Auditor General questioned whether the \$500 paid to auditors of candidates' electoral expenses should have HST imputed. The Comptroller General has indicated that the \$500 is a grant, and as a result, no HST is calculated.

Review of Direct Travel Agency Invoices

A review of travel agency invoices paid directly by the House of Assembly identified two invoices which were paid without the required certification by the Member. As a result, the House of Assembly no longer pays travel agencies directly for travel invoices, allowing only the reimbursement of travel expenses of Members.

As a result of this breakdown in controls, the Comptroller General's Office expanded their review of direct travel agency invoices processed by the House of Assembly. This review indicated there were no additional duplicate payments of this nature.

Compliance Review – February 2009

The Comptroller General's Office has completed an audit of payments made to and on behalf of MHAs. Specifically, the Comptroller General's Office audited purchases and payments to third party suppliers made on behalf of MHAs as well as reimbursement claims made directly to MHAs. The report identifies 17 issues, which have all been discussed with the Comptroller General's Office in detail. For purposes of this report, the 7 issues considered major (in consultation with the Comptroller General's Office) are discussed.

1. Financial obligations (such as lease/rental payments) and purchase orders should be encumbered.
2. Private Vehicle Usage Reports for MHAs which presently included claims for block mileage with insufficient details, should provide complete travel details.
3. Since no vehicle travel logs have been inspected since they became a requirement in 2007, a review should now be conducted to ensure Members are complying with the Rules.
4. Weaknesses were identified in the MHA spreadsheets prepared, and used, by staff to track details from MHA claims, including mileage claimed, trips taken and nights of accommodations. Officials should ensure all travel details are recorded properly to ensure Members do not exceed their entitlements under the Rules.
5. Officials should ensure adjustments to claims are properly recorded on the spreadsheets identified in Item 4 above.
6. Since the *Members' Resources and Allowances Rules* Manual has not been updated since 2007, this should now be done.
7. Since there is no inventory system in place to track assets, implementation of an inventory should proceed.

Appendix H

August 21, 2009

To: Members of the House of Assembly Management Commission

In re: Review of the Management Certification Contract and Related Documents

In accordance with CM 2008-091, dated 18 November 2008, the House of Assembly Management Commission “directed that the Management Certification Contract and related documents be referred to the Professional Services and Internal Audit Division of the Comptroller General’s Office for review, with a report to be brought back to the Commission.”

The requested report was forwarded to the Clerk of the House of Assembly on 17 April 2009. At its May 6, 2009 meeting, the Management Commission “considered the Management Certification Internal Audit Report of the Professional Services and Internal Audit Division of the Comptroller General’s Office and referred the report to the Audit Committee of the Commission for further review” (CM 2009-022).

On 23 June 2009, the Audit Committee met and discussed the report. The Comptroller General, Mr. Ronald Williams, attended the meeting with his officials to review the report, and present its findings, conclusions and recommendations. These are clearly laid out in the report.

The Professional Services and Internal Audit Division present five recommendations as follows:

1. The House of Assembly Management Commission should formally adopt and approve policy/guidelines for the hiring of external consultants, consistent with those of Government departments. The guidelines should be modified to meet the needs of House of Assembly operations.
2. House of Assembly officials should ensure compliance with the spirit and intent of the Guidelines. Approval to authorize (THE ADDITIONAL WORK INVOLVING) payments in excess of 110 per cent of approved contractual amounts must be sought in advance from the House of Assembly Management Commission.

3. For future contracts, House of Assembly officials should have formal processes in place to monitor contract costs and ensure that potential cost overruns are identified early in the completion of a project.
4. All necessary amendments to contracts should be completed as required to minimize financial and legal risk.
5. For financial management purposes, all contracts should be encumbered in accordance with the requirements of the *Financial Administration Act*.

The recommendations have been discussed with the Clerk of the House of Assembly. He supports the recommendations and is in the process of implementing them.

In accordance with Section 23(7)(f), the Audit Committee is recommending implementation of the above recommendations.

Elizabeth Marshall, M.H.A.
Chair, Audit Committee



Report 2 – Audit Committee Report dated March 2010

This report, dated March 2010, is the fourth report of the Audit Committee to the House of Assembly Management Commission, pursuant to Section 23 (8)(c) of the *House of Assembly Accountability, Integrity and Administration Act*.



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

March, 2010

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

The Audit Committee has submitted three Reports and a Memo to the Commission regarding its activities. This Report, the fourth, covers the period January to March 2010.

On January 29th the former Chair of the Committee, Elizabeth Marshall, C.A. resigned her seat in the House of Assembly upon her appointment to the Senate of Canada. The Committee thanks Ms. Marshall for her diligent work as Chair of the Committee and wishes her well in her new endeavour.

On February 17th the undersigned was appointed Chair of the Committee by the House of Assembly Management Commission. In order to inform myself about the work and mandate of the Committee I met with the former Chair, the Comptroller General, the Auditor General, the Clerk of the House and the Clerk of the Committee.

The Committee has met twice since the tabling of the last report: on January 14th and March 11th. There were a number of matters outstanding from previous meetings of the Committee which have been dealt with to the satisfaction of the Committee. The summary of these matters is attached as Appendix A.

There are however some matters outstanding which the Audit Committee wishes to bring to the attention of the Commission:

Accrued overtime and annual leave expenditures

At its meeting of January 14th the Committee discussed the tax implications of the House of Assembly policy relating to accrued overtime and annual leave. The Committee has been advised that there is e-mail correspondence from the Canada Revenue Agency stating that the practice complies with federal taxation requirements.

However the Audit Committee is not satisfied that the practice is appropriate notwithstanding its legality and the fact that it is in effect throughout Government generally.

The matter was raised by the Auditor General in his annual report for the fiscal year ended 31 March 2009 in relation to overtime. The Auditor General recommended that Government consider implementing a policy which requires employees either to use or be paid for overtime within a specific period of time. It is the opinion of Committee members that banked overtime and annual leave should be paid at the rate at which it was

earned rather than the rate in effect when it is paid. The Committee therefore recommends that the Commission review the overtime and annual leave payout policy of the House of Assembly with a view to considering whether payments should be made at the rate earned and paid within a specific period of time.

Supporting documentation for Members' claims

The Auditor General in his management letter dated November 24, 2009, stated that the supporting documentation for Members' claims did not comply with the Rules. It appears in fact that the documentation, an e-mail, is compliant. However the Committee recommends that for the avoidance of doubt Rule 16 be amended to require that the "explanation in writing" referenced in the rule emanate from the Member.

Personnel files prior to 2006

The Auditor General recommended in the above-noted Management Letter that personnel files predating 2006 be updated. The Committee agrees with this recommendation recognizing that it will have to be done as time permits and so recommends.

Signing off on financial statements

The Auditor General recommended that the financial statements of the House be signed off in a timely fashion for submission to the Commission quarterly. The Audit Committee is of the opinion that this practice is prudent and recommends that it be adopted.

Compliance Audit Plan

The Auditor General stated at the meeting of January 14th that he would provide the Committee with his plan for the Compliance Audit required by subsection 43(9) of the Act. The Auditor General undertook to submit the plan to the Committee by July of 2010. The audit will commence in January of 2011.

Briefing note format

The Comptroller General in his Report entitled "House of Assembly Compliance Review – Part Two (Rule Amendments/Directives/Decisions Process)" recommended that the Commission adopt a more comprehensive form of briefing note for the Commission than the format being used. The Committee agrees that a format similar to the one found in the appendix to the above-noted Report should be used. The Committee

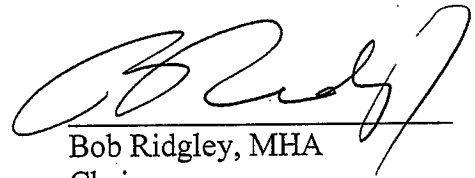
therefore recommends that the Commission adopt the briefing note format appended by Comptroller General to the Compliance Review.

Duplicate/Double Billing Reports

The Duplicate/Double Billing Reports for the periods April to June, July to September and October to December 2009 were tabled at the meeting of March 11th. See Appendix B.

Cost in staff salaries of oversight of Members' expenditures

At its meeting of January 14th the Committee discussed the cost of overseeing Members' expenditures. At the request of the Committee the Clerk of the House provided it with information on the House of Assembly budget. See Appendix C.



Bob Ridgley, MHA
Chair

March 16th, 2010

APPENDIX A

**Chart of Audit Committee Issues
For Follow-up**

AUDIT COMMITTEE
ISSUES FOR FOLLOW UP

NO.	REF.	SOURCE	ISSUE	REMARKS
1	Comp. Gen.	AC..Oct. 20/09 (Min.9) AC..Jan.14/10 (Bus. Arising)	No letter from CRA re our policy on payment of accrued overtime and annual leave.	Jan. 14/10 e-mail from CRA attached.
2	Comp. Gen. Clerk	CG..HOA Com. Review Oct. 2009 HOA Response AC..Jan.14/10 (Min.10-6)	(6) Briefing note format for Management Com. is not adequate, according to Comp. Gen.. HOA reviewing recommended format.	Comp. Gen. says the format should draw out the necessary information. Clerk does not see value in rigid format. Sections included as required.
3	Comp. Gen. Clerk	CG..HOA Com. Review Oct. 2009 HOA Response AC..Jan.14/10 (Min.10-7)	(7) Central filing system needed for Directives, etc. of Management Com. HOA says not efficient to apply this on a universal basis. Audit Committee has indicated agreement with Comp. Gen.	Comp. Gen. would not revisit; it is not of a "critical nature".
4	Comp. Gen.	AC..Jan.14/10 (Min.12)	Comp. Gen. intends to do an audit of HOA service overtime and Financial Management Governance	He is presently doing the audit of travel logs, so the audit referred to is not imminent.

5	Comp. Gen.	AC..Jan.14/10 (Min. 13)	Comptroller General needs 2 additional positions.	Discussed with Comp. Gen.....will be addressed as part of discussion of Minute 15 of AC meeting of Jan.14/10
6	Auditor Gen. Clerk	Aud. Gen. Mgm't Letter Nov.24/09 AC..Jan.14/10 (Min. 7-4)	Difference of opinion between AG and HOA re supporting documentation for Member's claims (s.16) Audit Com. supported AG (Mr. Warr suggested clarification of the rule.) Chair to discuss with Management Com.	AG indicated that the only documentation they had was an e-mail from an assistant; there was nothing signed by the Member. Clerk says S.16 authorizes him to accept the e-mail. Rule does not specifically require statement from Member.
7	Auditor Gen. Clerk	Aud. Gen. Mgm't Letter Nov.24/09 AC..Jan.14/10 (Min. 7-5)	Updating of personnel files prior to 2006 Chair to discuss with Management Com.	AG says that the number of files is "finite" and this could be accomplished. Clerk indicates this would not be a prudent use of resources.

8	Auditor Gen. Clerk	Aud. Gen. Mgm't Letter Nov.24/09 AC..Jan.14/10 (Min. 7-6)	Signing off on financial results.	<p>AG maintains that the Management Com. cannot properly review the financial performance of the House quarterly unless there is timely sign-off.</p> <p>Clerk indicates that the Financial Management Analysts review every single transaction as evidenced by the JVs. Any discrepancy in the quarterly reports would be immaterial.</p>
9	Auditor Gen.	AC..Jan. 14./10 (Min. 8)	AG to provide Audit Com. with plan for the compliance audit of HOA.	<p>AG indicated that this audit would not take place much before Jan. 2011. Chair suggested that plan be available for Audit Com. meeting of summer 2010. AG agreed to this timeline.</p>
10	Clerk	Aud. Gen. Mgm't Letter Nov.24/09	Management Certification Contract... HOA in process of drafting guidelines	<p>Clerk referenced 28 (3) (1) of the <i>Act</i>. HOA staff will adopt <u>Guidelines for Hiring of External Consultants to Legislature</u>. OCG has declined to provide their draft revision to the Guidelines.</p>

11	Clerk	AC..Oct.20/09 (Min.19) AC...Jan.14/10 (Bus. Arising)	Management Com. has not yet formulated a policy on unanticipated legal expenses.	To be dealt with at next Management Commission meeting.
12	Clerk	AC..Jan.14/10 (Min.15)	Chair to provide Audit Com. with budget figures re staff salaries for overseeing MHA expenditures relative to budget the staff is overseeing.	Request made to Clerk on March 3, 2010. Clerk to draft memo to Chair.
13	Clerk	Comp. Gen. Audit Oct. /08 AC Report ..July 9/09	Declaration of attendance in the House to be done ASAP after Member returns	No action taken.
14	Clerk	Aud. Gen. Letter Oct. /09 AC Report ..July 9/09	\$400 to be recovered from a Member re insurance costs claimed beyond time of resignation.	Clerk advised that this has been recovered.
15	Clerk	Comp. Gen. Review Feb./09 AC Report..July /09	Review of Member's Travel Logs should be conducted	Presently being completed by Comptroller General
16	Clerk	Comp. Gen. Review Feb./09	Verification of receipt of goods and services	Corporate Member Services does verification via e-mail to Member
17	Clerk	Comp. Gen. Review Feb./09	One MHA without a lease agreement for constituency office	Clerk advised that issue has been resolved.

18	Clerk	Comp. Gen. Review Oct. /09 HOA Response AC..Jan.14/10 (Min.10-1)	Review of Directives. Directives 2007-002 and 2007-004 need Rule amendment.	Directives were rescinded by Directive 2010-005. Rule amendments were gazetted.
19	Clerk	Comp. Gen. Review Oct. /09 HOA Response AC..Jan.14/10 (Min.10-3)	HOA is contemplating producing a status report of Commission Minutes as recommended by Comptroller General	In effect as of 2010.

APPENDIX B

Duplicate/Double Billing Reports

April to June

July to September

October to December

2009

DUPLICATE/DOUBLE BILLINGS REVIEW PROCESS

April to June 2009 Results

As indicated by the attached document, 220 claims were reviewed by the Office of the Comptroller General (OCG) for the 1st quarter of fiscal 2009-10 (April – June, 2009). 7 claims out of a population of 220 claims involved duplicates or errors.

1. In the first claim, a Member claimed dinner on his HOA claim and on his Ministerial claim. After consulting with the Member's constituency assistant it was determined that the Member should not have claimed the amount as it was a Ministerial expense. The HOA was notified and a \$25 adjustment was placed on the next HOA claim (as the HOA claim had already been paid).
2. In the second claim, a Member claimed a dinner per diem and for a dinner meeting on the same claim. Upon further review it was determined that the dinner per diem should have been a lunch per diem. The claim was cancelled and resubmitted with the correction made. A \$10 adjustment was made.
3. In the third claim, a Member claimed a daily per diem on his HOA claim and on his Ministerial claim. Upon further review it was determined that the Member should not have claimed the amount as it was a Ministerial expense. The HOA was notified and a \$50 adjustment was made on the next HOA claim (as the HOA claim had already been paid).
4. In the fourth claim, a Member claimed dinner twice for the same date. Upon further review it was determined that an error had been made with the date of the second dinner. The claim was cancelled and resubmitted with the corrected date.
5. On the fifth claim, a Member claimed a daily per diem on his HOA claim and on his Ministerial claim. Upon further review it was determined that the Member should not have claimed the amount as it was a Ministerial expense. The HOA was notified and the Member issued a cheque for the \$50 as the amount related to old year funds (as the HOA claim had already been paid in the old year).
6. On the sixth claim, the Member's private vehicle usage report on the claim had been revised by CMS. When CMS revised the mileage rates an error was made in the calculation which resulted in the Member being owed an additional \$24.16. CMS was contacted and an additional amount was paid on a subsequent claim.
7. On the seventh claim, the Member claimed accommodations for two hotels. Due to problems with his available funds CMS reduced one of the invoices to nil and increased the amount payable for the other hotel by \$46.79. As the second hotel bill was \$118.65 it could not be increased to \$165.44 as the amount would not match the supporting documentation. As such they should have reduced the first hotel to \$46.79 (from \$67.80). CMS agreed and the claim was rescanned to correct the line distribution.

The errors were communicated to, and corrected by, Legislature financial staff. It is understood that the Members were notified by the Legislature financial staff.

Background on Process

In response to the recommendations of the Green Report the Office of the Comptroller General initiated a process (effective October 9, 2007) whereby claims submitted by MHA's (both in their role as Member and as Minister - as applicable) would be reviewed and analyzed to determine if any duplicate amounts existed. All MHA's are subject to this review - those who are Ministers have FIOA and Ministerial claims cross-checked.

This process does not in any way replace or mitigate the responsibilities of the claimants or the applicable HOA/departments in taking applicable measures to prevent/detect duplicate/double billings.

This function does not include any procedures which involve the review of claims for compliance against Ministerial, MHA or other expense reimbursement policies.

This process involves the capturing of details from each physical claim into an electronic database by Member/Minister. Each expense element of the claim is compared to the details of prior claims. Where potential duplicates are suspected as a result of this analysis, the applicable claims are accessed via the TRIM software application for further review. If confirmed as a duplicate, staff will review subsequent transactions (credit memos, offsets to subsequent claims, etc) to determine if the amount has been recovered. The Director of Government Accounting is consulted as to the status of such instances prior to other parties being consulted - and to discuss course of action.

Currently, this function is performed by a staff complement of three (one supervisor; two clerks).

Prepared by: Bruce Chaulk, Manager - Transactional Review and Compliance

Approved by: Paul Smith, Director - Government Accounting Division

DUPLICATE/DOUBLE BILLINGS REVIEW PROCESS House of Assembly

July to September 2009 Results

As indicated by the attached document, 144 claims were reviewed by the Office of the Comptroller General (OCG) for the second quarter of fiscal 2009-10 (July - September, 2009). Three claims out of a population of 144 claims involved duplicates or errors:

1. In the first claim, a Member claimed breakfast on his HOA claim and on his Ministerial claim. After consulting with the Member's constituency assistant it was determined that the Member should not have claimed the amount as it was a Ministerial expense. The HOA was notified and a \$10 adjustment was made to the HOA claim. The Member was aware of the duplicate.
2. In the second claim, a Member claimed airport parking. However, on the expense claim it was recorded as gas. The claim was withdrawn and resubmitted with the correction made.
3. In the third claim, a Member claimed for a rental car. Upon further review of the documentation provided it was determined that the receipt was not the final receipt. CMS were contacted and a receipt with exact totals was requested. Rather than withdraw and resubmit the claim, the Member claimed the additional amount owing on a subsequent claim (\$153.62).

The errors were communicated to, and corrected by, Legislature financial staff. Any corrections requires the claim to be withdrawn and resubmitted by the Member or delegate in order for the correction to be made. As part of the process confirmation is requested that the Member has been informed of any issues found in the review of their claims.

Background on Process

In response to the recommendations of the Green Report, the Office of the Comptroller General initiated a process (effective October 9, 2007) whereby claims submitted by MHA's (both in their role as Member and as Minister -- as applicable) would be reviewed and analyzed to determine if any duplicate amounts existed. All MHA's are subject to this review - those who are Ministers have HOA and Ministerial claims cross-checked.

This process does not in any way replace or mitigate the responsibilities of the claimants or the applicable HOA/departments in taking applicable measures to prevent/detect duplicate/double billings.

This function does not include any procedures which involve the review of claims for compliance against Ministerial, MHA or other expense reimbursement policies.

October 12, 2011

This process involves the capturing of details from each physical claim into an electronic database by Member/Minister. Each expense element of the claim is compared to the details of prior claims. Where potential duplicates are suspected as a result of this analysis, the applicable claims are accessed via the TRIM software application for further review. If confirmed as a duplicate, staff will review subsequent transactions (credit memos, offsets to subsequent claims, etc) to determine if the amount has been recovered. The Director of Government Accounting is consulted as to the status of such instances prior to other parties being consulted and to discuss course of action.

Currently, this function is performed by a staff complement of three (one supervisor, two clerks).

Prepared by: Bruce Chaulk, Manager - Transactional Review and Compliance

Approved by: Paul Smith, Director - Government Accounting Division

January 8, 2010

DUPLICATE/DOUBLE BILLINGS REVIEW PROCESS House of Assembly

October to December 2009 Results

182 claims were reviewed by the Office of the Comptroller General (OCG) for the third quarter of fiscal 2009-10 (October – December, 2009). There were no claims involving duplicates or errors:

Background on Process

In response to the recommendations of the Green Report, the Office of the Comptroller General initiated a process (effective October 9, 2007) whereby claims submitted by MHA's (both in their role as Member and as Minister – as applicable) would be reviewed and analyzed to determine if any duplicate amounts existed. All MHA's are subject to this review - those who are Ministers have HOA and Ministerial claims cross-checked.

This process does not in any way replace or mitigate the responsibilities of the claimants or the applicable HOA/departments in taking applicable measures to prevent/detect duplicate/double billings.

This function does not include any procedures which involve the review of claims for compliance against Ministerial, MHA or other expense reimbursement policies.

This process involves the capturing of details from each physical claim into an electronic database by Member/Minister. Each expense element of the claim is compared to the details of prior claims. Where potential duplicates are suspected as a result of this analysis, the applicable claims are accessed via the TRIM software application for further review. If confirmed as a duplicate, staff will review subsequent transactions (credit memos, offsets to subsequent claims, etc) to determine if the amount has been recovered. The Director of Government Accounting is consulted as to the status of such instances prior to other parties being consulted – and to discuss course of action.

Currently, this function is performed by a staff complement of three (one supervisor: two clerks).

Prepared by: Bruce Chaulk, Manager – Transactional Review and Compliance

Approved by: Paul Smith, Director – Government Accounting Division

APPENDIX C

Information on House of Assembly Budget Oversight of Members' Expenditures



HOUSE OF ASSEMBLY
Newfoundland and Labrador

MEMO

To: Bob Ridgley
Chair, Audit Committee

From: Clerk of the House of Assembly

Date: March 8, 2010

Subject: Legislature Administration Costs

At our meeting of 02 March 2010, you requested that I provide some information on the above referenced matter, particularly as it relates to the *Members' Resources and Allowances Rules* and the administrative changes since 2006.

For the purposes of this memo, I will interpret "administration costs" as those covered within the budget Activity, House of Assembly – Administrative Support (1.1.01): "appropriations provide for the Office of the Clerk and the financial, human resource and administrative activities of the Legislature". (There are some administrative-type matters managed within the Legislative Library and Records Management Activity [1.1.02], such as ATIPP requests and web site maintenance.)

The Legislature is a Head of Expenditure, as defined by the *Financial Administration Act*, which encompasses the House of Assembly and all its constituent elements, as well as five Statutory Offices of the House. The *House of Assembly Accountability, Integrity and Administration Act* (the Act) defines Statutory Office so as to exclude the Office of the Auditor General (OAG). Therefore, the administrative duties of the House of Assembly Service with respect to the Statutory Offices do not, for the most part, apply to the OAG. Using 2009/10 figures, and excluding OAG, the Legislature's budget is \$20,745,400. The majority of administrative costs are in the Salaries Main Object of the House Administration Activity, within the Corporate & Members' Services Division: \$902,655 for 17 positions (attached).

Corporate & Members' Services Division (CMS) provides the administrative services for the entire Legislature (the House of Assembly Service, all Members and their Constituency Assistants, the three Caucus Offices, and the four Statutory Offices),

totaling 220 employees. The Legislature includes 169 permanent employees; however, CMS Division also provides administrative support respecting the *Rules* for the 26 Members and 25 Constituency Assistants who are on departmental payrolls.

While the *Members' Resources and Allowances Rules* have certainly created additional duties, it is not accurate to say the *Rules* are solely responsible for the increase in staff numbers from the pre-Green era. Many of the administrative tasks are dictated by the Act and good internal control procedures, rather than the *Rules*. One of the main reasons for the increase is the recommendation by Chief Justice Green that the HoA Service assume responsibility for administrative and financial management of the Office of the Chief Electoral Office/Commissioner for Legislative Standards, Office of the Citizens' Representative, Office of the Information and Privacy Commissioner, and Office of the Child and Youth Advocate. These responsibilities are included in the Clerk's responsibilities under S.28(3) of the Act, in effect since June 2007. Formerly, these Offices handled the majority of their administrative matters and were subject to a number of Auditor General Reports for poor management practices.

Other administrative tasks requiring additional staff resources include matters respecting Members' attendance, Leaders' allowances, Management Commission agenda matters, budget preparation (including assistance to/commentary on Statutory Offices budgets), support to internal and external auditors, the various Member reports required by S. 51 of the Act and other requirements laid out in the Clerk's statutory duties under S. 28 of the Act.

Perhaps the most significant result of Green's recommendations is the statutory requirement for annual management certification. No other part of the entire Government sector or any other public entity in Newfoundland and Labrador undergoes this scrutiny. Resources must be available to implement and monitor the internal controls required to annually comply with this statutory requirement. The Audit Committee may wish to review the information provided annually to the Clerk by Grant Thornton in the last two years.

The Auditor General pointed out in his various Reports there was insufficient staff in the House of Assembly to segregate duties or to have any reasonable financial management regime or systems of internal controls; hence, the ease within which criminal activity took place. The current division of duties among the four Sectional Managers in CMS - Financial Planning and Reporting, Accounts Payable, Purchasing and General Operations, and Human Resources and Payroll Administration - as well as among the staff of each section, is necessary for internal control purposes, irrespective of any specific details within the *Members' Resources and Allowances Rules*.

The perception that the majority of CMS staff are occupied by Members' expense claims is not supported, as evidenced by the following:

- ◆ In the Accounts Payable Section, there is one Manager and three AP clerks, one of which is fully-funded by the Opening Doors Program. These four positions process

all AP transactions within the entire Legislature, in addition to all Members' claims. If the *Rules* were simplified, it may be that two AP clerks could handle the transactions within the Legislature Head of Expenditure, with the Manager signing off.

- ◆ In the Human Resources and Payroll Administration Section (one Manager, one HR Services Coordinator, one Payroll Administrator, one Ass't Payroll Administrator), there are a few matters within the *Rules* which might impact staff levels. For example, every Member can hire temporary Constituency Assistants during the course of a year. Significant work is required to add these staff to the payroll system, to sign them on as vendors in FMS, ECMS Training, etc. Other impacts on the staffing requirements for this section result from improvements to existing procedures, including a fully functioning HR section. CMS is also now responsible for the Legislature's payroll function, which was previously performed by the Central Payroll Office.
- ◆ In the General Operations and Purchasing Section (one Manager, two Purchasing Officers, one Members' Service Officer), various *Rules* have created significant demands. For example, the leasing requirements for Member Constituency Offices now require *Public Tender Act* compliance and have brought with them a number of operational duties for House staff which were formerly undertaken by Members themselves. Chief Justice Green's principle that HoA Service staff should handle purchasing for Members, rather than have Members seek reimbursement, has resulted in at least one additional FTE position, beyond what would be required to support the entire Legislature. Similarly, the requirement to maintain a comprehensive inventory system (not present in government departments) requires considerable resources.
- ◆ The Financial Planning and Reporting Section (one Manager, two Financial Management Analysts) handles all Member Reports (approx 5000 per annum), as well as all budgetary development, monitoring, transfers, etc., for all units within the Legislature Head of Expenditure.

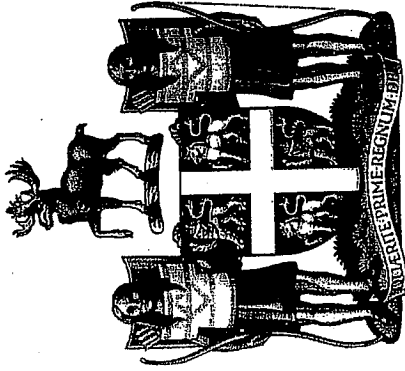
In summary, although amendments to some elements of the *Rules* would have some impact on staffing requirements in CMS and, hence, administrative costs, much of its responsibility emanates from the Act and the implementation of good internal control practices. It is conceivable that significant Rule amendments may reduce staffing requirements in CMS by one or two FTEs, but this would not fundamentally alter the administrative costs without changes to the legislative requirements under the Act.

I have appended two documents which summarize the changes in the Legislature's budget in recent years and which may be of interest to the Audit Committee. One of these is a Power Point presentation entitled "Funding Increases since 2006-07"; the other is a spreadsheet itemizing the increases each year by Activity and Main Object.

I am available to discuss any of the matters noted above at the Committee's convenience.

Corporate & Members' Services Division Positions 2009/10

1. Chief Financial Officer
2. Manager, Accounts Payable
3. Accounts Payable Clerk
4. Accounts Payable Clerk
(plus, Opening Doors AP Clerk)
5. Mgr, Hr & Payroll Administration
6. Human Resources Services Coordinator
7. Payroll Administrator
8. Assistant Payroll Administrator
9. Mgr, Financial Planning & Reporting
10. Financial Management Analyst
11. Financial Management Analyst
12. Manager, General Operations & Purchasing
13. Members' Services Officer
14. Purchasing Officer
15. Purchasing Officer
16. General Office Clerk
17. Secretary to Chief Financial Officer

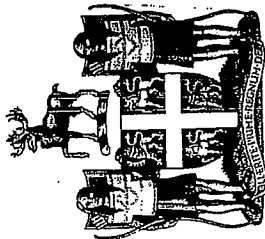


Legislature

(excluding Office of the Auditor
General)

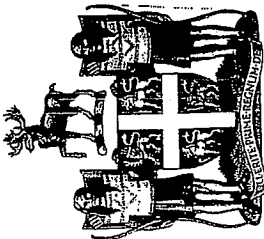
Funding Increases since 2006-07

March 5, 2009



Legislature
Summary of Key Funding Increases - 2006-07 to 2009-10

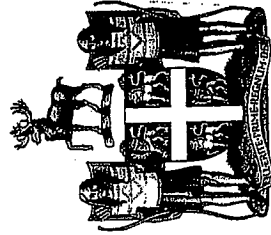
	Estimates 2009-10	Estimates 2006-07	Funding Increases 2006-07 to 2009-10
	000's	000's	000's
Salaries	14,524.9	8,687.9	5,837.0
Allowances and Assistance - Members	3,134.0	2,014.4	1,119.6
Administrative Support - Professional Services	220.0	38.0	182.0
House of Assembly Service - Telecommunications	226.0	118.0	108.0
Office of the Information and Privacy Commissioner - General Operating and Professional Services	357.5	99.2	258.3
All Other	2,250.4	2,095.6	154.8
	\$20,712.8	\$13,053.1	\$7,659.7




Legislature Funding Increases - Salaries - 2006-07 to 2009-10

	Estimates		Increases	
	2009-10	2006-07	2006-07 to	2009-10
	000's	000's	000's	000's
Administrative Support	1,744.7	548.1	1,196.6	
Legislative Library and Records Management	682.1	229.7	452.4	
Hansard and Broadcast	595.2	481.8	113.4	
House Staff			1,762.4	
Members' Resources (excludes Ministerial Const. Assts.)	6,524.9	4,721.3	1,803.6	
House Operations and Caucus Offices	1,979.5	1,278.4	701.1	
Members/Political Staff			2,504.7	
House of Assembly	\$11,526.4	\$7,259.3	\$4,267.1	
Office of the Information and Privacy Commissioner	828.9	346.7	482.2	
Office of the Chief Electoral Officer	566.0	305.8	260.2	
Office of the Child and Youth Advocate	836.4	543.6	292.8	
Office of the Citizens' Representative	767.2	232.5	534.7	
Statutory Offices	\$2,998.5	\$1,428.6	\$1,569.9	
Total Legislature	\$14,524.9	\$8,687.9	\$5,837.0	

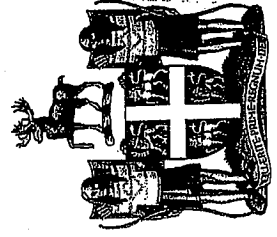
**New Positions
Since 2006-07**





Clerk's Office

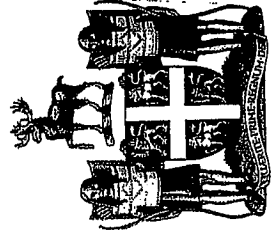
- Law Clerk
- Policy and Communications Officer
- Policy Officer ✓
- Committee Researcher ✓



Corporate and Members' Services

Division

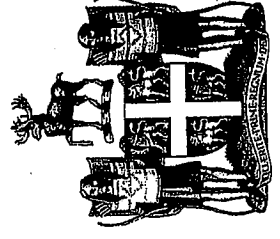
- Manager, Financial Planning and Reporting
 - Financial Management Analyst (2) ✓
- Secretary to Chief Financial Officer
- Manager, Human Resources Services and Payroll Administration
 - Payroll Administrator
 - Human Resources Services Coordinator
 - Assistant Payroll Administrator ✓
- Manager, General Operations and Purchasing
 - Purchasing Officer (2)
 - Members Services Officer
- Accounts Payable Clerk (2)
- General Office Clerk





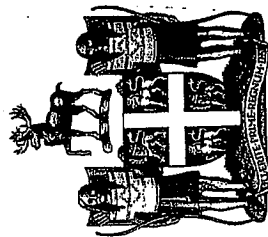
Legislative Library and Records Management

- Information Specialist (Client Services)
- Web Developer
- Manager, Records Management
 - Records Management Specialist
 - ATIPP Coordinator/Privacy Analyst
 - Records Technician



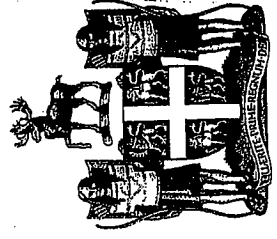
Hansard and Broadcast Centre

□ Sessional Broadcast Technologist



Office of the Chief Electoral Officer

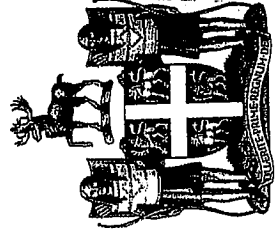
- Voter Registry Coordinator (4)
- Communications/Training Officer
- Business Analyst
- Administrative Assistant
- Records Management Analyst ✓





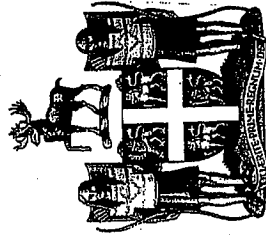
Office of the Child and Youth Advocate

- Review/Research Assistant
- Advocacy Services Specialist (3)
- Systemic Advocacy Consultant (2)



Office of the Citizens' Representative

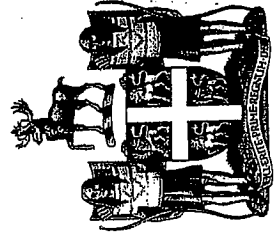
- Assistant Citizens' Representative
- Executive Secretary





Office of the Information and Privacy Commissioner

- Access and Privacy Analyst (2) ✓
- Senior Access and Privacy Analyst
- Administrative Assistant
- Communications and Mediation Officer ✓





Legislature

Funding Increases - 2006-07 to 2009-10

	Estimates 2009-10	Estimates 2008-09	Estimates (Restated from 2006-07) 2007-08	Estimates 2006-07	Increase (Decrease) 2006-07 to 2009-10
1.1.01 ADMINISTRATIVE SUPPORT					
01. Salaries	1,744,700	1,493,700	1,126,000	548,100	1,196,600
02. Employee Benefits	11,000	9,000	3,000	5,000	6,000
03. Transportation and Communications	64,800	56,800	53,000	40,700	24,100
04. Supplies	46,200	40,000	50,000	55,000	(8,800)
05. Professional Services	220,000	1,043,500	221,000	38,000	182,000
06. Purchased Services	226,000	371,000	617,000	118,000	108,000
07. Property, Furnishings and Equipment	165,000	199,000	70,000	110,000	55,000
	2,477,700	3,213,000	2,140,000	914,800	1,562,900
02. Revenue - Provincial	(23,800)	-	-	-	(23,800)
Total: Administrative Support	2,453,900	3,213,000	2,140,000	914,800	1,539,100
1.1.02 LEGISLATIVE LIBRARY AND RECORDS MANAGEMENT					
01. Salaries	682,100	640,700	344,600	229,700	452,400
02. Employee Benefits	3,700	3,500	1,500	1,500	2,200
03. Transportation and Communications	16,700	15,800	5,000	7,000	9,700
04. Supplies	59,400	56,300	50,000	35,000	24,400
05. Professional Services	22,200	184,200	-	-	22,200
06. Purchased Services	22,900	13,300	11,500	11,500	11,400
07. Property, Furnishings and Equipment	5,000	12,000	5,000	2,500	2,500
	812,000	925,800	417,600	287,200	524,800
Total: Legislative Library	812,000	925,800	417,600	287,200	524,800
1.1.03 HANSARD AND THE BROADCAST CENTRE					
01. Salaries	595,200	531,600	502,800	481,800	113,400
02. Employee Benefits	1,500	2,500	1,500	3,700	(2,200)
03. Transportation and Communications	40,000	44,600	469,500	207,000	(167,000)
04. Supplies	7,000	7,000	6,200	28,300	(21,300)
05. Professional Services	-	10,000	-	30,300	(30,300)
06. Purchased Services	297,700	351,900	31,000	10,000	287,700
07. Property, Furnishings and Equipment	10,000	720,600	10,000	-	10,000
	951,400	1,668,200	1,021,000	761,100	190,300
Total: Hansard and the Broadcast Centre	951,400	1,668,200	1,021,000	761,100	190,300
1.1.04 MEMBERS' RESOURCES					
01. Salaries	6,524,900	5,982,500	7,048,700	4,721,300	1,803,600
03. Transportation and Communications	20,000	20,000	32,000	20,900	(900)
04. Supplies	-	-	30,000	-	-
05. Professional Services	60,000	36,000	-	-	60,000
06. Purchased Services	-	-	186,000	38,000	(38,000)
07. Property, Furnishings and Equipment	-	-	30,000	30,000	(30,000)
09. Allowances and Assistance	3,134,000	3,554,700	2,059,500	2,014,400	1,119,600
10. Grants and Subsidies	-	-	36,000	36,000	(36,000)
	9,738,900	9,593,200	9,422,200	6,860,600	2,878,300
Total: Members' Resources	9,738,900	9,593,200	9,422,200	6,860,600	2,878,300



Legislature
Funding Increases - 2006-07 to 2009-10

	Estimates	Estimates	Estimates (Restated from 2006-07)	Estimates	Increase (Decrease)
3.1.01 OFFICE OF THE CHIEF ELECTORAL OFFICER					
01. Salaries	828,900	806,500	3,553,100	346,700	482,200
02. Employee Benefits	4,200	4,200	3,200	1,700	2,500
03. Transportation and Communications	72,000	88,800	752,700	42,000	30,000
04. Supplies	10,100	20,100	80,500	7,100	3,000
05. Professional Services	170,000	208,000	99,800	30,000	140,000
06. Purchased Services	163,000	200,000	1,490,700	247,500	(84,500)
07. Property, Furnishings and Equipment	22,300	16,800	83,800	1,500	20,800
10. Grants and Subsidies	-	140,000	873,000	55,000	(55,000)
Total: Office of the Chief Electoral Officer	1,270,500	1,484,400	6,936,800	731,500	539,000
4.1.01 OFFICE OF THE CITIZENS' REPRESENTATIVE					
01. Salaries	566,000	526,300	369,200	305,800	260,200
02. Employee Benefits	2,000	2,000	2,000	4,700	(2,700)
03. Transportation and Communications	64,200	64,200	64,200	64,200	-
04. Supplies	10,000	10,000	10,000	10,000	-
05. Professional Services	10,000	10,000	10,000	20,000	(10,000)
06. Purchased Services	79,500	105,000	106,000	92,300	(12,800)
07. Property, Furnishings and Equipment	5,000	5,000	5,000	5,000	-
Total: Office of the Citizens' Representative	736,700	722,500	566,400	502,000	234,700
5.1.01 OFFICE OF THE CHILD AND YOUTH ADVOCATE					
01. Salaries	836,400	705,800	597,000	543,600	292,800
02. Employee Benefits	3,000	3,000	3,000	2,000	1,000
03. Transportation and Communications	85,000	85,000	100,000	100,000	(15,000)
04. Supplies	10,700	10,000	10,000	10,000	700
05. Professional Services	12,000	42,000	30,000	30,000	(18,000)
06. Purchased Services	175,400	201,800	147,300	133,300	42,100
07. Property, Furnishings and Equipment	6,200	17,500	5,000	5,000	1,200
Total: Office of the Child and Youth Advocate	1,128,700	1,065,100	892,300	823,900	304,800
6.1.01 OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER					
01. Salaries	767,200	566,700	340,000	232,500	534,700
02. Employee Benefits	13,500	6,500	2,200	2,500	11,000
03. Transportation and Communications	99,300	49,700	29,200	22,200	77,100
04. Supplies	12,300	8,500	7,000	2,000	10,300
05. Professional Services	80,000	85,000	20,000	20,000	60,000
06. Purchased Services	139,400	124,200	37,800	50,500	88,900
07. Property, Furnishings and Equipment	13,000	25,500	5,000	2,000	11,000
	1,124,700	866,100	441,200	331,700	793,000
02. Revenue - Provincial	(8,800)	-	-	-	(8,800)
Total: Office of the Information and Privacy Commissioner	1,115,900	866,100	441,200	331,700	784,200
TOTAL LEGISLATURE	20,712,800	21,677,500	22,642,500	13,053,100	7,659,700



Legislature
Funding Increases - 2006-07 to 2009-10

	Estimates	Estimates	Estimates (Restated from 2006-07)	Estimates	Increase (Decrease)
Reconciliation					
Add: OAG	3,427,900	2,981,300	3,426,800	2,585,600	
Total	24,140,700	24,658,800	26,069,300	15,638,700	
from CFS		(712,300)	(1,356,900)		
	24,140,700	23,946,500	24,712,400	15,638,700	

Appendix F
Financial Information and
Management Certification
31 March 2010





Office of the Auditor General of Newfoundland and Labrador

Head Office

15 Dundee Ave., Mount Pearl
Box 8700 ♦ St. John's, NL ♦ A1B 4J6
T: 709-729-2695 ♦ F: 709-729-5970
Email: adgopp@gov.nl.ca

Auditor General

John L. Noseworthy, CA
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Regional Office

1 Union St., Corner Brook
Box 2006 ♦ Corner Brook, NL ♦ A2H 6J8
T: 709-637-2295 ♦ F: 709-637-2595

27 August 2010

Ref: DP02-F4310

The Honourable Roger Fitzgerald, 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

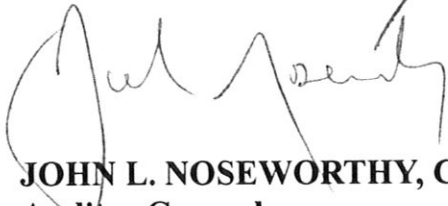
Dear Sir:

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 31 March 2010. Section 43(6) of the *Act* requires that the audit consist of:

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

I enclose 20 copies of the audited financial information and management certification for the year ended 31 March 2010, along with my Auditor's Report thereon. After you and a member of the House of Assembly Management Commission have signed the audited financial information, please return the unbound copy to me.

Respectfully submitted,



A handwritten signature in black ink, appearing to read 'John L. Noseworthy', is written over a large, faint circular stamp or watermark.

JOHN L. NOSEWORTHY, CA
Auditor General

Enclosure

c.c. Mr. William MacKenzie
Clerk of the House of Assembly

House of Assembly Audit Committee:
Bob Ridgley, M.H.A., Chair
Kelvin Parsons, M.H.A., Member
Janet Gardiner, FCA, Member
Donald Warr, FCA, Member

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

**FINANCIAL INFORMATION
AND
MANAGEMENT CERTIFICATION**

31 MARCH 2010



OFFICE OF THE AUDITOR GENERAL
St. John's, Newfoundland and Labrador

AUDITOR'S REPORT

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

I have audited the schedule of assets and liabilities of the House of Assembly and its statutory offices (the Assembly) as at 31 March 2010 and the schedules of expenditure and related revenue, and gross expenditure and unexpended balances for the year then ended. This financial information has been prepared to comply with the requirements of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*). The financial information is the responsibility of the Assembly's management. My responsibility is to express an opinion on this financial information based on my audit. 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 Management Certification as at 31 March 2010 prepared by the Clerk of the House of Assembly certifying that appropriate systems of internal control were in place and were operating effectively. My responsibility is to express an opinion based on my audit, on whether the Clerk's assessment of the effectiveness of internal controls was fairly stated and whether such internal controls were operating effectively.

I conducted my audit of financial information, including expenses incurred by the Assembly, in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial information. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial information presentation. I conducted my audit of the Clerk's Management Certification in accordance with standards established by the Canadian Institute of Chartered Accountants for audits of internal control over financial reporting. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects. My audit of internal control over financial reporting included obtaining an understanding of internal control over financial reporting, assessing the risk that a material weakness exists, testing and evaluating the design and operating effectiveness of internal control based on the assessed risk, and performing such other procedures as I considered necessary in the circumstances. The Assembly's internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial information.

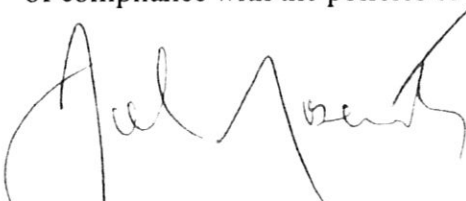


OFFICE OF THE AUDITOR GENERAL
St. John's, Newfoundland and Labrador

AUDITOR'S REPORT (cont.)

The Assembly's internal control over financial reporting 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 Assembly's assets that could have a material effect on its financial information.

In my opinion, the financial information presents fairly in all material respects, the assets and liabilities of the Assembly as at 31 March 2010 and the results of its operations for the year then ended in accordance with the accounting policies disclosed in Note 1. This financial information, which has not been, and was not intended to be, prepared in accordance with Canadian generally accepted accounting principles, is solely for the information and use of the House of Assembly Management Commission to comply with the *Act*. This information is not intended to be used for any other purpose. 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 Clerk's Management Certification as at 31 March 2010 was fairly stated and the internal controls over financial reporting at the Assembly were operating effectively, in all material respects, as at that date. 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.



JOHN L. NOSEWORTHY, CA
Auditor General

St. John's, Newfoundland and Labrador
25 August 2010

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

FINANCIAL INFORMATION

31 MARCH 2010

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

31 March

2010

2009

ASSETS

Cash held in trust (Note 2)	\$ 1,637	\$ 34
Accounts receivable (Note 3)	764,750	549,600
Prepaid expenses (Note 4)	67,346	55,503
Tangible capital assets (Note 5)	442,758	182,847

Total assets	\$ 1,276,491	\$ 787,984
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LIABILITIES

Accounts payable	\$ 6,604	\$ 670
Accrued payroll	64,597	474,157
Accrued paid and annual leave	1,428,751	1,204,308
Accrued overtime	406,327	325,909
Accrued severance pay (Note 6)	3,809,970	3,356,943
Trust liability (Note 2)	1,637	34

Total liabilities	\$ 5,717,886	\$ 5,362,021
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Pensions and Group Health and Life Insurance Benefits (Note 7)

Commitments (Note 8)

See accompanying notes

Signed on behalf of the House of Assembly
 Management Commission:



Chair of the House of Assembly
 Management Commission



Member of the House of Assembly
 Management Commission

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended 31 March 2010

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
HOUSE OF ASSEMBLY			
Administrative Support			
Salaries	\$ 1,603,193	\$ 1,628,800	\$ 1,744,700
Employee benefits	3,572	11,000	11,000
Transportation and communications	49,681	64,800	64,800
Supplies	56,127	56,200	46,200
Professional services	556,938	557,000	220,000
Purchased services	173,582	209,000	226,000
Property, furnishings and equipment	96,505	99,700	165,000
	2,539,598	2,626,500	2,477,700
Revenue - Provincial	(9,684)	(23,800)	(23,800)
Total: Administrative Support	2,529,914	2,602,700	2,453,900
Legislative Library and Records Management			
Salaries	677,954	682,100	682,100
Employee benefits	4,026	4,100	3,700
Transportation and communications	13,774	16,700	16,700
Supplies	50,453	59,400	59,400
Professional services	-	13,300	22,200
Purchased services	18,598	22,500	22,900
Property, furnishings and equipment	4,191	5,000	5,000
Total: Legislative Library and Records Management	768,996	803,100	812,000
Hansard and the Broadcast Centre			
Salaries	596,121	598,200	595,200
Employee benefits	889	1,500	1,500
Transportation and communications	10,315	36,600	40,000
Supplies	9,759	10,000	7,000
Purchased services	205,450	231,900	297,700
Property, furnishings and equipment	90,124	90,300	10,000
Total: Hansard and the Broadcast Centre	912,658	968,500	951,400

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended 31 March 2010

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
HOUSE OF ASSEMBLY (cont.)			
Members' Resources			
Salaries	6,298,565	6,407,800	6,524,900
Transportation and communications	16,537	20,000	20,000
Supplies	749	1,000	-
Professional services	80,113	80,200	60,000
Purchased services	26,413	27,100	-
<u>Allowances and assistance</u>	<u>1,440,305</u>	<u>2,575,800</u>	<u>3,134,000</u>
	7,862,682	9,111,900	9,738,900
<u>Revenue - Provincial</u>	<u>(318,903)</u>	-	-
Total: Members' Resources	7,543,779	9,111,900	9,738,900
House Operations			
Salaries	260,200	284,200	305,800
Employee benefits	6,746	9,900	9,900
Transportation and communications	108,467	110,900	162,700
Supplies	15,194	20,500	20,500
Professional services	3,081	3,900	3,900
Purchased services	34,405	43,000	43,000
Property, furnishings and equipment	-	1,700	1,700
<u>Grants and subsidies</u>	<u>1,235</u>	<u>1,300</u>	<u>1,200</u>
Total: House Operations	429,328	475,400	548,700
Government Members Caucus			
Salaries	583,662	716,700	716,700
Employee benefits	-	2,000	2,000
Transportation and communications	26,971	32,000	32,000
Supplies	6,649	14,600	14,600
Purchased services	20,788	24,000	24,000
Property, furnishings and equipment	1,632	5,000	5,000
<u>Grants and subsidies</u>	<u>53,086</u>	<u>53,100</u>	<u>51,900</u>
Total: Government Members Caucus	692,788	847,400	846,200

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended 31 March 2010

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
HOUSE OF ASSEMBLY (cont.)			
Official Opposition Caucus			
Salaries	657,052	657,100	653,800
Employee benefits	5,779	5,900	1,500
Transportation and communications	64,700	64,700	65,400
Supplies	15,068	15,500	12,500
Purchased services	13,414	13,500	16,500
Property, furnishings and equipment	500	1,700	3,200
Grants and subsidies	9,876	9,900	9,700
Total: Official Opposition Caucus	766,389	768,300	762,600
Third Party Caucus			
Salaries	322,033	324,800	303,200
Employee benefits	241	800	800
Transportation and communications	20,147	23,700	20,000
Supplies	7,714	7,800	7,800
Purchased services	2,721	4,000	4,000
Property, furnishings and equipment	-	1,800	1,800
Grants and subsidies	9,876	9,900	9,700
Total: Third Party Caucus	362,732	372,800	347,300
TOTAL: HOUSE OF ASSEMBLY	14,006,584	15,950,100	16,461,000
OFFICE OF THE CHIEF ELECTORAL OFFICER			
Salaries	898,443	908,500	828,900
Employee benefits	3,660	4,200	4,200
Transportation and communications	62,300	72,000	72,000
Supplies	14,764	15,100	10,100
Professional services	61,373	130,000	170,000
Purchased services	221,280	227,600	163,000
Property, furnishings and equipment	24,189	25,000	22,300
Grants and subsidies	16,617	17,200	-
	1,302,626	1,399,600	1,270,500
Revenue - Provincial	(5)	-	-
Total: Office of the Chief Electoral Officer	1,302,621	1,399,600	1,270,500

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended 31 March 2010

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
OFFICE OF THE CITIZENS' REPRESENTATIVE			
Salaries	612,618	612,700	566,000
Employee benefits	1,800	2,000	2,000
Transportation and communications	21,197	47,600	64,200
Supplies	3,211	10,000	10,000
Professional services	206,382	206,400	10,000
Purchased services	60,534	79,500	79,500
Property, furnishings and equipment	3,556	5,000	5,000
Total: Office of the Citizens' Representative	909,298	963,200	736,700
OFFICE OF THE CHILD AND YOUTH ADVOCATE			
Salaries	972,774	972,800	836,400
Employee benefits	1,885	3,700	3,000
Transportation and communications	38,477	71,500	85,000
Supplies	8,639	10,700	10,700
Professional services	18,955	24,800	12,000
Purchased services	162,735	175,400	175,400
Property, furnishings and equipment	3,554	25,100	6,200
Total: Office of the Child and Youth Advocate	1,207,019	1,284,000	1,128,700
OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER			
Salaries	687,205	767,200	767,200
Employee benefits	21,361	21,500	13,500
Transportation and communications	40,127	56,500	99,300
Supplies	22,717	23,100	12,300
Professional services	61,279	80,000	80,000
Purchased services	157,873	159,800	139,400
Property, furnishings and equipment	16,545	16,600	13,000
	1,007,107	1,124,700	1,124,700
Revenue - Provincial	(6,505)	(8,800)	(8,800)
Total: Office of the Information and Privacy Commissioner	1,000,602	1,115,900	1,115,900
TOTAL: HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES	\$ 18,426,124	\$ 20,712,800	\$ 20,712,800

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 31 March 2010**

Original estimates (net)	\$ 20,712,800
Add (subtract) transfers of estimates	-
<u>Add back revenue estimates net of transfers and statutory payments</u>	<u>32,600</u>
Original estimates of expenditure	20,745,400
<u>Supplementary supply</u>	<u>-</u>
<u>Total appropriation</u>	<u>20,745,400</u>
Total net expenditure	18,426,124
<u>Add revenues</u>	<u>335,097</u>
<u>Total gross expenditure</u>	<u>18,761,221</u>
<u>Unexpended balance of appropriation</u>	<u>\$ 1,984,179</u>

See accompanying notes

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
31 March 2010

Authority, nature of operations and basis of consolidation

The House of Assembly of Newfoundland and Labrador consists of 48 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*. 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

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 Revenue Fund 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 used 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.

2. Cash

The \$1,637 (2009 - \$34) in cash held in trust is held by the Office of the Chief Electoral Officer. There is a corresponding liability for this amount. These monies were deposited by candidates in the 2007 Provincial General Election or during subsequent by-elections from funds provided to the candidates in support of their respective election campaigns. Excess funds that exceed the campaign limits per the *Elections Act, 1991* are held in trust until the next Provincial general election.

Candidates' nomination fees of \$200 per candidate are held until candidates file papers to have these fees reimbursed.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
31 March 2010

3. Accounts receivable

Accounts receivable consists of:

Accounts receivable from Members or former Members of the House of Assembly:

	<u>2010</u>	<u>2009</u>
Accounts receivable - Excess Constituency Allowances	\$ 668,479	\$ 924,894
Less: allowance for doubtful accounts	-	430,312
	<u>668,479</u>	<u>494,582</u>
Accounts receivable - Double billings and other amounts	86,260	98,900
Less: allowance for doubtful accounts	-	77,501
	<u>86,260</u>	<u>21,399</u>
Subtotal: Accounts receivable from Members or former Members of the House of Assembly	<u>754,739</u>	<u>515,981</u>
Accounts receivable from employees and other	158,002	33,619
Less: allowance for doubtful accounts	147,991	-
	<u>10,011</u>	<u>33,619</u>
Total accounts receivable	\$ 764,750	\$ 549,600

The accounts receivable and the related allowance for doubtful accounts for the Excess Constituency Allowances and for one former employee 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
31 March 2010

4. Prepaid expenses

	<u>2010</u>	<u>2009</u>
Prepaid expenses consists of:		
Memberships and subscriptions	\$ 44,892	\$ 35,723
Office space and equipment lease	5,005	10,005
Training and development	9,853	9,775
Travel and other	7,596	-
Total prepaid expenses	\$ 67,346	\$ 55,503

5. Tangible capital assets

	<u>2010</u>			<u>2009</u>
	<u>Original</u>	<u>Accumulated</u>	<u>Net Book</u>	<u>Net Book</u>
	<u>Cost</u>	<u>Amortization</u>	<u>Value</u>	<u>Value</u>
Furniture and equipment	\$ 709,417	\$ 266,659	\$ 442,758	\$ 182,847

These assets are amortized over a 10 year period.

6. Accrued severance pay

The liability for severance pay in the amount of \$3,809,970 (2009 - \$3,356,943) 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.

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

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

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
31 March 2010

7. Pensions and Group Health and Life Insurance Benefits

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

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

Under the *Pensions Funding Act*, the Province is responsible for liabilities for the cost of future pensions in excess of the contributions made by employees, other plan participants and employers. Any unfunded pension liabilities relating to the Members or staff of the House of Assembly and Statutory Offices 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 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, Volumes I and II.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
31 March 2010

8. Commitments

The House of Assembly and its Statutory Offices have outstanding commitments totalling \$2,402,627 relating to the lease of office accommodations. The schedule of payments related to these leases for the next five years is as follows:

2011	\$ 481,100
2012	449,396
2013	374,542
2014	335,182
2015	262,255

9. Accounting changes

In the prior year, the House of Assembly recognized inventory (other assets) totalling \$660,229 on the Schedule of Assets and Liabilities. These other assets consisted of all the capital assets of the Legislature valued at less than the Province's threshold for inclusion as Tangible Capital Assets. The Summary of Significant Accounting Policies (Note 1) also referenced the Inventory Management Policy as an exception to the use of accounting policies consistent with those used in the preparation of the Province's Consolidated Revenue Fund financial statements.

It has been determined that it is more appropriate to not record these other assets on the Schedule of Assets and Liabilities. This also resulted in deleting the reference to the Inventory Management Policy in the Summary of Significant Accounting Policies note to the financial information.

As a result of this accounting change, the prior year's balance has been restated to zero and therefore the financial information no longer includes inventory (other assets) as they do not meet the Province's threshold for inclusion as tangible capital assets.

10. Income taxes

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

11. Comparatives

Certain of the 31 March 2009 figures have been restated to be consistent with the 31 March 2010 presentation.

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES
MANAGEMENT CERTIFICATION
31 MARCH 2010**

MANAGEMENT CERTIFICATION – HOUSE OF ASSEMBLY – MARCH 31, 2010

As per Section 28(3)(l) of the *House of Assembly Accountability, Integrity and Administration Act...*

I, **William MacKenzie**, Clerk of the House of Assembly for the Provincial Government 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, 2010;
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, 2010 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, 2010 and am satisfied with the effectiveness based on such evaluation.


Clerk of the House of Assembly

2010.06.04.
Date

Appendix G
Recommendations by the Auditor General





OFFICE OF THE SPEAKER

NOV 24 2010

Office of the Auditor General of Newfoundland and Labrador

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23 November 2010

Ref: DP02-F4310

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

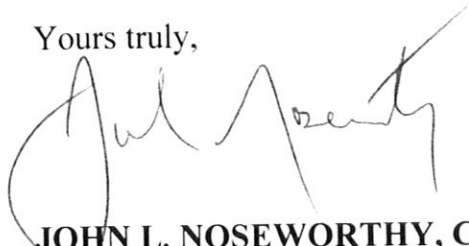
Dear Sir:

The audit of the House of Assembly and its Statutory Offices for the year ended 31 March 2010 has been completed. The audit was directed, as required under the *House of Assembly Accountability, Integrity and Administration Act*, at expressing an opinion on the financial information of the House of Assembly and its Statutory Offices, expressing 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 expressing 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.

Enclosed is a management letter outlining the observations and recommendations relating to matters that have come to my attention as a result of the audit. The letter now contains the response you provided on each of the issues raised.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours truly,



JOHN L. NOSEWORTHY, CA
Auditor General

Enclosure

c.c. Mr. William MacKenzie
Clerk of the House of Assembly

House of Assembly Audit Committee:

Bob Ridgley, MHA, Chair
Kelvin Parsons, MHA, Member
Janet Gardiner, FCA, Member
Donald Warr, FCA, Member



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23 November 2010

Ref: DP02-F4310

The Honourable Roger Fitzgerald, MHA
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 31 March 2010. Section 43 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.

This management letter provides the observations and recommendations relating to matters that have come to my attention as a result of the audit.

Generally Accepted Auditing Standards

My audit of the House of Assembly was performed in accordance with Canadian generally accepted auditing standards. In accordance with those standards, my audit included:

- examining, on a test basis, evidence supporting the amounts and disclosures in the financial information;
- assessing the accounting principles used and significant estimates made by management;
- evaluating the overall financial information presentation;
- examining, on a test basis, evidence supporting whether expenditures were made in compliance with legislation and policies;
- obtaining an understanding of internal control over financial reporting, assessing the risk that a material weakness exists, testing and evaluating the design and operating effectiveness of internal control based on the assessed risk; and
- performing such other procedures as I considered necessary in the circumstances.

The Assembly's system of internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and preparation of financial information. This system includes those policies and procedures that:

- pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions of the Assembly;
- 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
- provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use or disposition of the Assembly's assets that could have a material effect on its information.

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

Prior to the identification by my Office, in 2006, of excess constituency allowances and questionable payments to certain suppliers, there were inadequate controls and management practices at the House of Assembly establishment. These inadequate controls and management practices, along with the decision of the Internal Economy Commission which resulted in the lack of independent scrutiny of expenditures by the Auditor General and the Comptroller General, provided an environment ripe for abuse.

With the enactment of the *House of Assembly Accountability, Integrity and Administration Act*, based on the recommendations in the Report of the Commission on Constituency Allowances and Related Matters (the Green Report), as well as the restoration of independent scrutiny by the Auditor General and the Comptroller General, and the hiring of professional accountants, the financial controls and management practices for the House of Assembly establishment have significantly improved.

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 period the firm of Grant Thornton was engaged to assist the Clerk in completing the Management Certification and 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 and the Clerk in an effort to strengthen the system of control in the future. My findings and recommendations included in this letter are in addition to those reported by both Grant Thornton and the Office of the Comptroller General.

The following observations and recommendations relate to matters that have come to my attention as a result of my audit of the House of Assembly and its Statutory Offices for the year ended 31 March 2010. The issues raised did not preclude me from expressing my opinion on the financial information, whether the expenses incurred were in compliance with policies and whether the Clerk's assessment of the system of internal control was fairly stated. These issues have been discussed with officials of the House of Assembly during our audit and are provided for your information to assist you and your officials in the administration of the House of Assembly.

1. Petty Cash Policy

There is currently no written guidance with respect to the appropriate action to be taken when cash overages are noted during petty cash counts.

Recommendation

Officials of the House of Assembly should develop written guidance relating to appropriate action to be taken regarding cash overages identified during petty cash counts.

House of Assembly Response

The Legislature follows the financial management policies of the Executive Branch, except where varied by the Management Commission, including Financial Management Circular 2.190 - Petty Cash Funds. The Circular assigns responsibility for shortages to the custodian of the fund but does not specifically address overages. House of Assembly Service officials have now developed written guidance for petty cash custodians respecting cash overages.

2. System Access

The Oracle system access provides certain users with the ability to both create and approve purchase orders. We understand this access is currently under review by the Government Purchasing Agency (GPA) and direction should be forthcoming.

Recommendation

Officials of the House of Assembly should resolve the system access rights issue with the GPA and Financial Systems Control Division to appropriately restrict users from creating and approving purchase orders.

House of Assembly Response

We have discussed with GPA and they are currently working on the issue. In the interim, the access for new users is restricted so that they cannot both create and approve purchase orders.

3. Site Visits to Observe Inventory

In 2008 the Assembly began implementing a new software program (Fasse Track) to track all inventory items purchased. This software program, in addition to an Inventory Management Policy, became effective 26 March 2009. As part of this Policy, all assets owned by the House of Assembly should be tagged with an asset tag identifying them as House of Assembly assets. In addition, the Corporate Members' Services Division should be notified of any assets disposed of, lost, etc.

Audit staff chose six Members of the House of Assembly (MHA) offices across the Province for site visits to ensure that inventory was correctly tagged and accounted for. During these visits it was found that;

- five of the offices inspected had items that did not have asset tags on them;
- two of the offices inspected had items with multiple asset tags on the same item; and
- one of the offices inspected had an item lost with no documentation sent to Corporate and Members' Services Division.

Recommendation

Officials of the House of Assembly should ensure that:

- *asset tags are used correctly to identify them as House of Assembly assets; and*
- *the Inventory Management Policy is followed.*

House of Assembly Response

The Inventory Management Policy (Section 4.5) assigns responsibility to the Member of the House of Assembly for the maintenance and safeguarding of inventory items assigned to his/her custody, such as those in the standard office equipment and furniture package. Members and their assistants were provided with the asset tags for their items, along with instructions on their use, to avoid the cost of House staff traveling to every office to apply asset tags. The policy also requires the Member to report any lost or damaged inventory items to CMS Division.

To ensure that the policy is followed and that any lost items are identified, a physical count will be conducted at least once every four years. This count is scheduled for 2011, prior to the General Election in October, and at that time all asset tags will be inspected and confirmed by staff. In addition, a physical count is conducted when a Member resigns and a constituency office in the district is to be closed.

Items without asset tags (five instances):

1. *A filing cabinet had been purchased in May 2010 (after fiscal year end) and the tag was sent to the constituency office on May 26, 2010. The asset tag had not been affixed at the time of the auditor's visit in June 2010 but is now affixed.*
2. *A DVD/VCR combination unit was still in the original box and thus the asset tag had not yet been affixed. The tag is now affixed.*
3. *The asset tags for the furniture and equipment package for the new constituency office were forwarded to the office in February, 2010. The asset tags had not been affixed at the time of the auditor's visit in June 2010 but are now affixed (including items still in the original packaging).*

4. *The asset tag for the replacement landline phone had not been forwarded to the office at the time of the auditor's visit in June 2010 but has now been forwarded to the office to be affixed. The Constituency Assistant had returned the phone in late May to the phone company (with the tag attached) as it was not working properly and it was replaced with a new phone.*
5. *A DVD/VCR combination unit and a copier were still in the original boxes and thus the asset tags were taped to the boxes to be affixed when put in use. The tags are now affixed to the items in the boxes.*

Items with multiple tags (two instances):

1. *A computer cart and a copier (an IT tag from OCIO and a tag from CMS) both had two tags on the same item. One tag has been removed from each item.*
2. *A printer stand had two tags on the same item. One of the tags has been removed.*

Item lost with no documentation sent to CMS (one instance):

1. *A digital camera had been misplaced by the Member in May 2010 (after fiscal year end), prior to the auditor's visit in June 2010, but a report had not yet been filed as the office was still trying to locate it at the time of the audit visit. The camera has since been located.*

4. Accuracy of the Fasse Track Inventory Listing

The Inventory Management Policy requires that, effective 26 March 2009, "...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' Services Division." This process is a key control for the management of the inventory system.

The reports, which included the listing of assigned items, were sent to the 48 custodians on 13th/14th April 2010 to review, sign, and return to the Division to ensure the accuracy of the inventory system. It was found that 6 of the 48 reports had not been returned as of July, 2010, with 2 of 48 reports outstanding as of Audit Report Date.

Therefore, the verification of the completeness and accuracy of the inventory listings has not yet been completed.

Recommendation

Officials of the House of Assembly should ensure that reports are collected on a timely basis. To do so, it is recommended that the House of Assembly develop a policy detailing the required timeframe for the collection of the inventory listing reports. This date requirement should be communicated to custodians to provide for timely responses.

House of Assembly Response

Since timeframes for the collection of reports is not normally a matter that would be covered under a general policy (e.g. Government General Policy for Cellular Phones requires review of reports but does not include any required timeframes), the draft policy which was presented to the House of Assembly Management Commission for consideration did not include required timeframes for turnaround of reports.

Corporate and Members Services Division had requested a turnaround time of two weeks for verification of the inventory reports and notification of any changes. CMS keeps track of returned reports for subsequent follow-up in a spreadsheet and the Manager has sent periodic reminders to the Members regarding the outstanding reports. It is noted that CMS sent the reports related to the fiscal year end to Members on April 14 and that there were only 6 reports outstanding by mid-May.

It is the opinion of House officials that most reports were returned on a timely basis and appropriate processes are in place to ensure the remaining reports are returned.

5. Documentation for MHA Inventory Listings

During the audit, we examined the MHA inventory files to ensure that there was adequate support and documentation for the MHA inventory listings. During this examination we found that:

- there were ten instances where cell phones recorded in the inventory system did not have documentation in the MHA files; and
- there were eleven instances where cell phones listed in the MHA files did not have the serial number, a unique identifier for electronic equipment, recorded in the inventory system.

Recommendation

Officials of the House of Assembly should ensure that all relevant information is documented in the inventory tracking system, to ensure that items are adequately supported and easily tracked.

House of Assembly Response

The official supporting documentation is forwarded to the Office of the Comptroller General and scanned into the central TRIM records management system. CMS keeps paper "convenience" files of some of the documentation to assist with ensuring that all items are captured in the Fasse Track inventory system.

- 1. The ten instances noted had complete information entered in Fasse Track and the supporting documentation was in TRIM.*
- 2. The eleven instances noted respecting serial numbers all refer to cell phones purchased prior to the tracking of inventory for Members and the implementation of the inventory system. It is noted that the serial number is not a required field of Input (as defined in Section 4.5 of the Inventory Management Policy) and that each record includes other identifying information such as the date of purchase, purchase order number, type of device, etc. The serial numbers have now been obtained and included in the inventory system.*

6. Processing of Members' of the House of Assembly Claims

Officials process claims from Members of the House of Assembly for expenditures related to their constituency allowance. These claims are completed and processed in accordance with the rules governing allowance expenditures found in the Members' Resource Manual, which was prepared and released in October 2007.

Our audit of a sample of 57 claims disclosed an instance of non-compliance with the rules where a Member's claim did not contain support for a flight change, which resulted in the payment of additional meal per diems. This claim was approved and paid.

In addition, there was one instance where there was an incorrect allocation of amounts in the House of Assembly accounting records between "House Not In Session" and "Intra/extra Constituency".

Recommendation

Officials of the House of Assembly should ensure that Members' claims are processed in accordance with the rules.

House of Assembly Response

House officials continue to ensure all Members' claims are processed in accordance with the Rules.

Instance of non-compliance:

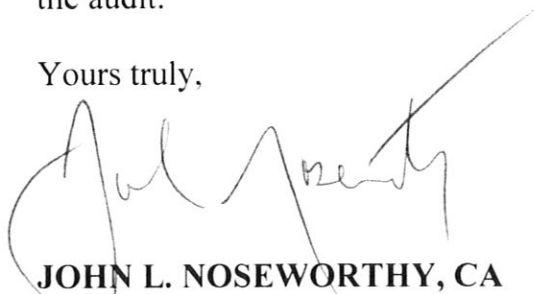
- 1. We disagree with the Auditor General's assertion that the Member's claim "did not contain support for a flight change, which resulted in the payment of additional meal per diems". The note on the travel claim which was signed by the Member clearly explained the change in flight dates and is an acceptable means of documentation, further to Section 16 (5) of the Rules, in effect in April, 2009: "[a] statement itemizing the expenditure may be accepted by the clerk upon provision of an explanation, in writing".*

Incorrect allocation:

- 2. We have discussed the matter with the Member, however, an adjustment was not made to the accounting records as it relates to the prior fiscal year.*

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

Yours truly,



JOHN L. NOSEWORTHY, CA
Auditor General

c.c. Mr. William MacKenzie
Clerk of the House of Assembly

House of Assembly Audit Committee:
Bob Ridgley, MHA, Chair
Kelvin Parsons, MHA, Member
Janet Gardiner, FCA, Member
Donald Warr, FCA, Member

Appendix H
Members' Total Salaries,
Allowances and Expenses





HOUSE OF ASSEMBLY
Newfoundland and Labrador

I certify that the amounts of salaries, allowances and expenses reflected in the report in **Appendix H** 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 H** and they are an accurate reflection of the transactions related to those accounts for the 2009-2010 fiscal year.

A handwritten signature in blue ink, appearing to read 'W. Mackenzie'.

William Mackenzie
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 April 1, 2009 to March 31, 2010.

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, 2009 to March 31, 2010**

Member	Member Base Salary (Note 1)	Office Holder Salary (Note 2)	Other (Note 3)	Total
Baker, Jim	\$102,662	\$0	\$0	\$102,662
Buckingham, Edward	102,662	0	0	102,662
Burke, Joan	102,662	0	0	102,662
Butler, Roland	102,662	19,871	0	122,533
Collins, Felix	102,662	7,830	0	110,492
Collins, Sandy	32,773	0	0	32,773
Cornect, Tony	102,662	14,553	0	117,215
Dalley, Derrick	102,662	2,664	0	105,326
Davis, Paul	3,668	0	0	3,668
Dean, Marshall	41,488	4,814	0	46,302
Denine, Dave	102,662	0	0	102,662
Dinn, John	102,662	2,993	0	105,655
Dunderdale, Kathy	102,662	0	0	102,662
Fitzgerald, Roger	102,662	58,215	727	161,604
Forsey, Clayton	102,662	14,553	0	117,215
French, Terry	102,662	0	0	102,662
Harding, Harry	102,662	0	0	102,662
Hedderson, Tom	102,662	0	0	102,662
Hickey, John	102,662	0	0	102,662
Hunter, Ray	102,662	0	0	102,662
Hutchings, Keith	102,662	0	0	102,662
Jackman, Clyde	102,662	0	0	102,662
Johnson, Charlene	102,662	0	0	102,662
Jones, Yvonne	102,662	58,215	9,254	170,131
Kelly, Darryl	102,662	4,590	0	107,252
Kennedy, Jerome	102,662	0	0	102,662
Kent, Steve	102,262	0	0	102,262
King, Darin	102,662	0	0	102,662
Loder, Terry	102,662	0	0	102,662
Marshall, Elizabeth	86,892	0	38,715	125,607
Marshall, Tom	102,662	0	0	102,662
Michael, Lorraine	102,662	20,369	8,261	131,292

**Compensation Paid to Members by the House of Assembly
April 1, 2009 to March 31, 2010**

Member	Member Base Salary (Note 1)	Office Holder Salary (Note 2)	Other (Note 3)	Total
O'Brien, Kevin	102,662	0	0	102,662
Oram, Paul	55,630	0	34,844	90,474
Osborne, Sheila	102,462	0	0	102,462
Osborne, Tom	102,062	29,107	0	131,169
Parsons, Kelvin	102,662	29,107	0	131,769
Parsons, Kevin	102,662	0	145	102,807
Peach, Calvin	102,662	0	0	102,662
Perry, Tracey	102,662	0	435	103,097
Pollard, Kevin	102,662	0	0	102,662
Pottle, Patty	102,662	0	0	102,662
Ridgley, Bob	102,662	0	0	102,662
Skinner, Shawn	102,662	0	0	102,662
Sullivan, Susan	102,662	0	0	102,662
Taylor, Trevor	54,441	0	58,456	112,897
Verge, Wade	102,662	0	0	102,662
Whalen, Dianne	102,662	0	0	102,662
Williams, Danny	102,662	0	0	102,662
Wiseman, Ross	102,662	0	0	102,662
Young, Wallace	102,662	0	0	102,662
Totals	\$4,893,482	\$266,881	\$150,837	\$5,311,200

Note 1: Paid in accordance with the amounts established under section 11 of the *House of Assembly Accountability, Integrity and Administration Act*. This amount reflects salary amendments and is based on 27 pay periods.

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 severance, committee per diems, car allowances and consumable liquids.



Report 2 – Member Accountability and Disclosure Reports

This report covers the period April 1, 2009 to March 31, 2010. The column entitled “Expenditures Processed to Date” details all 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-09 to 31-Mar-10

BAKER, JIM, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	2,229.93	2,229.93	11,044.07	16.8%
Total Office Allowances		2,229.93	2,229.93		
Operational Resources					
Operational Resources	--	2,978.54	2,978.54	--	--
Total Operational Resources		2,978.54	2,978.54		
Travel & Living Allowances					
House in Session	--	21,118.62	21,118.62	--	--
House Not in Session	--	7,418.03	7,418.03	--	--
Intra & Extra-Constituency Travel	8,496.00	573.33	573.33	7,922.67	6.7%
Total Travel & Living Allowances		29,109.98	29,109.98		
Constituency Allowance					
Constituency Allowance	2,655.00	225.36	225.36	2,429.64	8.5%
Total Constituency Allowance		225.36	225.36		
Total Expenditures		34,543.81	34,543.81		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-09 to 31-Mar-10

BUCKINGHAM, Ed

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	642.00	0.00	0.00	642.00	0.0%
Office Operations	13,274.00	3,327.20	3,327.20	9,946.80	25.1%
Total Office Allowances		3,327.20	3,327.20		
Operational Resources					
Operational Resources	--	3,133.76	3,133.76	--	--
Total Operational Resources		3,133.76	3,133.76		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	141.45	141.45	6,495.55	2.1%
Total Travel & Living Allowances		141.45	141.45		
Constituency Allowance					
Constituency Allowance	2,655.00	1,015.23	1,015.23	1,639.77	38.2%
Total Constituency Allowance		1,015.23	1,015.23		
Total Expenditures		7,617.64	7,617.64		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-09 to 31-Mar-10

BURKE, JOAN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	4,091.71	4,091.71	9,182.29	30.8%
Total Office Allowances		4,091.71	4,091.71		
Operational Resources					
Operational Resources	--	4,149.10	4,149.10	--	--
Total Operational Resources		4,149.10	4,149.10		
Travel & Living Allowances					
House in Session	--	17,184.07	17,184.07	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	8,496.00	1,468.88	1,468.88	7,027.12	17.3%
Total Travel & Living Allowances		18,652.95	18,652.95		
Constituency Allowance					
Constituency Allowance	2,655.00	600.00	600.00	2,055.00	22.6%
Total Constituency Allowance		600.00	600.00		
Total Expenditures		27,493.76	27,493.76		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-09 to 31-Mar-10

BUTLER, ROLAND, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	10,468.00	10,464.96	10,464.96	3.04	100.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	7,223.00	7,223.00	6,051.00	54.4%
Total Office Allowances		17,687.96	17,687.96		
Operational Resources					
Operational Resources	--	3,814.58	3,814.58	--	--
Total Operational Resources		3,814.58	3,814.58		
Travel & Living Allowances					
House in Session	--	10,470.97	10,470.97	--	--
House Not in Session	--	2,954.04	2,954.04	--	--
Intra & Extra-Constituency Travel	8,496.00	1,667.45	1,667.45	6,828.55	19.6%
Total Travel & Living Allowances		15,092.46	15,092.46		
Constituency Allowance					
Constituency Allowance	2,655.00	641.39	641.39	2,013.61	24.2%
Total Constituency Allowance		641.39	641.39		
Total Expenditures		37,236.39	37,236.39		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
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COLLINS, FELIX, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	7,159.98	7,159.98	6,114.02	53.9%
Total Office Allowances		7,159.98	7,159.98		
Operational Resources					
Operational Resources	--	2,072.75	2,072.75	--	--
Total Operational Resources		2,072.75	2,072.75		
Travel & Living Allowances					
House in Session	--	482.14	482.14	--	--
House Not in Session	--	2,444.61	2,444.61	--	--
Intra & Extra-Constituency Travel	12,743.00	1,871.46	1,871.46	10,871.54	14.7%
Total Travel & Living Allowances		4,798.21	4,798.21		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		14,030.94	14,030.94		

---- End of Report ----



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COLLINS, SANDY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	2,138.00	2,095.00	2,095.00	43.00	98.0%
Rental of Short-term Accommodations	229.00	0.00	0.00	229.00	0.0%
Office Start-up Costs	880.00	201.12	201.12	678.88	22.9%
Office Operations	4,582.00	2,936.86	2,936.86	1,645.14	64.1%
Total Office Allowances		5,232.98	5,232.98		
Operational Resources					
Operational Resources	--	5,796.34	5,796.34	--	--
Total Operational Resources		5,796.34	5,796.34		
Travel & Living Allowances					
House in Session	--	1,649.99	1,649.99	--	--
House Not in Session	--	3,203.87	3,203.87	--	--
Intra & Extra-Constituency Travel	3,910.00	3,728.53	3,728.53	181.47	95.4%
Total Travel & Living Allowances		8,582.39	8,582.39		
Constituency Allowance					
Constituency Allowance	916.00	594.13	594.13	321.87	64.9%
Total Constituency Allowance		594.13	594.13		
Total Expenditures		20,205.84	20,205.84		

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CORNECT, TONY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	11,748.00	11,748.00	11,748.00	0.00	100.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	6,106.70	6,106.70	7,167.30	46.0%
Total Office Allowances		17,854.70	17,854.70		
Operational Resources					
Operational Resources	--	6,559.16	6,559.16	--	--
Total Operational Resources		6,559.16	6,559.16		
Travel & Living Allowances					
House in Session	--	18,629.36	18,629.36	--	--
House Not in Session	--	5,679.73	5,679.73	--	--
Intra & Extra-Constituency Travel	7,522.00	2,254.44	2,254.44	5,267.56	30.0%
Total Travel & Living Allowances		26,563.53	26,563.53		
Constituency Allowance					
Constituency Allowance	2,655.00	68.69	68.69	2,586.31	2.6%
Total Constituency Allowance		68.69	68.69		
Total Expenditures					
		51,046.08	51,046.08		

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DALLEY, DERRICK, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,000.00	12,000.00	12,000.00	0.00	100.0%
Rental of Short-term Accommodations	664.00	26.79	26.79	637.21	4.0%
Office Start-up Costs	265.00	82.21	82.21	182.79	31.0%
Office Operations	13,274.00	8,548.65	8,548.65	4,725.35	64.4%
Total Office Allowances		20,657.65	20,657.65		
Operational Resources					
Operational Resources	--	7,764.81	7,764.81	--	--
Total Operational Resources		7,764.81	7,764.81		
Travel & Living Allowances					
House in Session	--	13,220.60	13,220.60	--	--
House Not in Session	--	8,676.02	8,676.02	--	--
Intra & Extra-Constituency Travel	10,885.00	3,482.50	3,482.50	7,402.50	32.0%
Total Travel & Living Allowances		25,379.12	25,379.12		
Constituency Allowance					
Constituency Allowance	2,655.00	1,289.40	1,289.40	1,365.60	48.6%
Total Constituency Allowance		1,289.40	1,289.40		
Total Expenditures		55,090.98	55,090.98		

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DAVIS, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	272.00	0.00	0.00	272.00	0.0%
Rental of Short-term Accommodations	29.00	0.00	0.00	29.00	0.0%
Office Start-up Costs	880.00	2.36	2.36	877.64	0.3%
Office Operations	582.00	60.84	60.84	521.16	10.5%
Total Office Allowances		63.20	63.20		
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	291.00	0.00	0.00	291.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	116.00	0.00	0.00	116.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		63.20	63.20		

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DEAN, MARSHALL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	2,648.00	0.00	0.00	2,648.00	0.0%
Rental of Short-term Accommodations	284.00	49.99	49.99	234.01	17.6%
Office Start-up Costs	880.00	386.58	386.58	493.42	43.9%
Office Operations	5,673.00	5,655.65	5,655.65	17.35	99.7%
Total Office Allowances		6,092.22	6,092.22		
Operational Resources					
Operational Resources	--	10,549.51	10,549.51	--	--
Total Operational Resources		10,549.51	10,549.51		
Travel & Living Allowances					
House in Session	--	9,128.66	9,128.66	--	--
House Not in Session	--	5,433.85	5,433.85	--	--
Intra & Extra-Constituency Travel	4,766.00	906.87	906.87	3,859.13	19.0%
Total Travel & Living Allowances		15,469.38	15,469.38		
Constituency Allowance					
Constituency Allowance	1,135.00	245.64	245.64	889.36	21.6%
Total Constituency Allowance		245.64	245.64		
Total Expenditures		32,356.75	32,356.75		

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DENINE, DAVID, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	6,481.43	6,481.43	6,792.57	48.8%
Total Office Allowances		6,481.43	6,481.43		
Operational Resources					
Operational Resources	--	4,340.33	4,340.33	--	--
Total Operational Resources		4,340.33	4,340.33		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	0.00	0.00	6,637.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	583.89	583.89	2,071.11	22.0%
Total Constituency Allowance		583.89	583.89		
Total Expenditures		11,405.65	11,405.65		

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DINN, JOHN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	259.04	259.04	13,014.96	2.0%
Total Office Allowances		259.04	259.04		
Operational Resources					
Operational Resources	--	1,618.30	1,618.30	--	--
Total Operational Resources		1,618.30	1,618.30		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	7,965.00	0.00	0.00	7,965.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		1,877.34	1,877.34		

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DUNDERDALE, KATHY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	54.48	54.48	13,219.52	0.4%
Total Office Allowances		54.48	54.48		
Operational Resources					
Operational Resources	--	1,861.59	1,861.59	--	--
Total Operational Resources		1,861.59	1,861.59		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	0.00	0.00	6,637.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		1,916.07	1,916.07		

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FITZGERALD, ROGER, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	4,956.11	4,956.11	8,317.89	37.3%
Total Office Allowances		4,956.11	4,956.11		
Operational Resources					
Operational Resources	--	3,337.60	3,337.60	--	--
Total Operational Resources		3,337.60	3,337.60		
Travel & Living Allowances					
House in Session	--	5,959.27	5,959.27	--	--
House Not in Session	--	2,220.91	2,220.91	--	--
Intra & Extra-Constituency Travel	11,150.00	8,621.81	8,621.81	2,528.19	77.3%
Total Travel & Living Allowances		16,801.99	16,801.99		
Constituency Allowance					
Constituency Allowance	2,655.00	109.98	109.98	2,545.02	4.1%
Total Constituency Allowance		109.98	109.98		
Total Expenditures					
		25,205.68	25,205.68		

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FORSEY, CLAYTON, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	5,816.26	5,816.26	7,457.74	43.8%
Total Office Allowances		5,816.26	5,816.26		
Operational Resources					
Operational Resources	--	5,587.24	5,587.24	--	--
Total Operational Resources		5,587.24	5,587.24		
Travel & Living Allowances					
House in Session	--	7,105.11	7,105.11	--	--
House Not in Session	--	6,366.76	6,366.76	--	--
Intra & Extra-Constituency Travel	11,150.00	6,733.41	6,733.41	4,416.59	60.4%
Total Travel & Living Allowances		20,205.28	20,205.28		
Constituency Allowance					
Constituency Allowance	2,655.00	1,735.26	1,735.26	919.74	65.4%
Total Constituency Allowance		1,735.26	1,735.26		
Total Expenditures		33,344.04	33,344.04		

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FRENCH, TERRY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	5,676.48	5,676.48	7,597.52	42.8%
Total Office Allowances		5,676.48	5,676.48		
Operational Resources					
Operational Resources	--	3,536.81	3,536.81	--	--
Total Operational Resources		3,536.81	3,536.81		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	7,965.00	234.16	234.16	7,730.84	2.9%
Total Travel & Living Allowances		234.16	234.16		
Constituency Allowance					
Constituency Allowance	2,655.00	807.01	807.01	1,847.99	30.4%
Total Constituency Allowance		807.01	807.01		
Total Expenditures		10,254.46	10,254.46		

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HARDING, HARRY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	87.05	87.05	576.95	13.1%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	3,476.53	3,476.53	9,797.47	26.2%
Total Office Allowances		3,563.58	3,563.58		
Operational Resources					
Operational Resources	--	3,571.74	3,571.74	--	--
Total Operational Resources		3,571.74	3,571.74		
Travel & Living Allowances					
House in Session	--	7,589.42	7,589.42	--	--
House Not in Session	--	7,303.57	7,303.57	--	--
Intra & Extra-Constituency Travel	11,150.00	2,739.12	2,739.12	8,410.88	24.6%
Total Travel & Living Allowances		17,632.11	17,632.11		
Constituency Allowance					
Constituency Allowance	2,655.00	170.15	170.15	2,484.85	6.4%
Total Constituency Allowance		170.15	170.15		
Total Expenditures					
		24,937.58	24,937.58		

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HEDDERSON, TOM, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	8,964.00	8,964.00	8,964.00	0.00	100.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	5,958.66	5,958.66	7,315.34	44.9%
Total Office Allowances		14,922.66	14,922.66		
Operational Resources					
Operational Resources	--	3,744.99	3,744.99	--	--
Total Operational Resources		3,744.99	3,744.99		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	7,611.00	1,160.95	1,160.95	6,450.05	15.3%
Total Travel & Living Allowances		1,160.95	1,160.95		
Constituency Allowance					
Constituency Allowance	2,655.00	281.94	281.94	2,373.06	10.6%
Total Constituency Allowance		281.94	281.94		
Total Expenditures		20,110.54	20,110.54		

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HICKEY, JOHN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	5,075.88	5,075.88	8,198.12	38.2%
Total Office Allowances		5,075.88	5,075.88		
Operational Resources					
Operational Resources	--	7,336.33	7,336.33	--	--
Total Operational Resources		7,336.33	7,336.33		
Travel & Living Allowances					
House in Session	--	14,034.22	14,034.22	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	8,850.00	392.84	392.84	8,457.16	4.4%
Total Travel & Living Allowances		14,427.06	14,427.06		
Constituency Allowance					
Constituency Allowance	2,655.00	80.68	80.68	2,574.32	3.0%
Total Constituency Allowance		80.68	80.68		
Total Expenditures		26,919.95	26,919.95		

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HUNTER, RAY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	7,957.30	7,957.30	5,316.70	59.9%
Total Office Allowances		7,957.30	7,957.30		
Operational Resources					
Operational Resources	--	7,218.44	7,218.44	--	--
Total Operational Resources		7,218.44	7,218.44		
Travel & Living Allowances					
House in Session	--	6,984.43	6,984.43	--	--
House Not in Session	--	6,881.86	6,881.86	--	--
Intra & Extra-Constituency Travel	7,965.00	7,400.67	7,400.67	564.33	92.9%
Total Travel & Living Allowances		21,266.96	21,266.96		
Constituency Allowance					
Constituency Allowance	2,655.00	2,627.24	2,627.24	27.76	99.0%
Total Constituency Allowance		2,627.24	2,627.24		
Total Expenditures					
		39,069.94	39,069.94		

---- End of Report ----



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HUTCHINGS, KEITH, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	145.53	145.53	518.47	21.9%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	6,768.77	6,768.77	6,505.23	51.0%
Total Office Allowances		6,914.30	6,914.30		
Operational Resources					
Operational Resources	--	2,274.62	2,274.62	--	--
Total Operational Resources		2,274.62	2,274.62		
Travel & Living Allowances					
House in Session	--	688.90	688.90	--	--
House Not in Session	--	2,482.36	2,482.36	--	--
Intra & Extra-Constituency Travel	11,150.00	4,725.35	4,725.35	6,424.65	42.4%
Total Travel & Living Allowances		7,896.61	7,896.61		
Constituency Allowance					
Constituency Allowance	2,655.00	1,223.17	1,223.17	1,431.83	46.1%
Total Constituency Allowance		1,223.17	1,223.17		
Total Expenditures		18,308.70	18,308.70		

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JACKMAN, CLYDE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	3,000.00	3,000.00	3,195.00	48.4%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	6,075.57	6,075.57	7,198.43	45.8%
Total Office Allowances		9,075.57	9,075.57		
Operational Resources					
Operational Resources	--	5,176.34	5,176.34	--	--
Total Operational Resources		5,176.34	5,176.34		
Travel & Living Allowances					
House in Session	--	4,567.81	4,567.81	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	9,027.00	1,071.01	1,071.01	7,955.99	11.9%
Total Travel & Living Allowances		5,638.82	5,638.82		
Constituency Allowance					
Constituency Allowance	2,655.00	116.47	116.47	2,538.53	4.4%
Total Constituency Allowance		116.47	116.47		
Total Expenditures		20,007.20	20,007.20		

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JOHNSON, CHARLENE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	2,941.57	2,941.57	10,332.43	22.2%
Total Office Allowances		2,941.57	2,941.57		
Operational Resources					
Operational Resources	--	4,681.21	4,681.21	--	--
Total Operational Resources		4,681.21	4,681.21		
Travel & Living Allowances					
House in Session	--	1,535.40	1,535.40	--	--
House Not in Session	--	83.98	83.98	--	--
Intra & Extra-Constituency Travel	9,558.00	669.64	669.64	8,888.36	7.0%
Total Travel & Living Allowances		2,289.02	2,289.02		
Constituency Allowance					
Constituency Allowance	2,655.00	171.27	171.27	2,483.73	6.5%
Total Constituency Allowance		171.27	171.27		
Total Expenditures		10,083.07	10,083.07		

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JONES, YVONNE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	336.45	336.45	327.55	50.7%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	8,835.36	8,835.36	4,438.64	66.6%
Total Office Allowances		9,171.81	9,171.81		
Operational Resources					
Operational Resources	--	8,080.39	8,080.39	--	--
Total Operational Resources		8,080.39	8,080.39		
Travel & Living Allowances					
House in Session	--	9,855.12	9,855.12	--	--
House Not in Session	--	12,215.08	12,215.08	--	--
Intra & Extra-Constituency Travel	43,540.00	43,531.75	43,531.75	8.25	100.0%
Total Travel & Living Allowances		65,601.95	65,601.95		
Constituency Allowance					
Constituency Allowance	2,655.00	2,628.38	2,628.38	26.62	99.0%
Total Constituency Allowance		2,628.38	2,628.38		
Total Expenditures		85,482.53	85,482.53		

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KELLY, DARRYL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	19,148.00	17,750.00	17,750.00	1,398.00	92.7%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	79.00	75.07	75.07	3.93	95.0%
Office Operations	13,274.00	8,466.85	8,466.85	4,807.15	63.8%
Total Office Allowances		26,291.92	26,291.92		
Operational Resources					
Operational Resources	--	8,191.78	8,191.78	--	--
Total Operational Resources		8,191.78	8,191.78		
Travel & Living Allowances					
House in Session	--	15,445.63	15,445.63	--	--
House Not in Session	--	7,263.64	7,263.64	--	--
Intra & Extra-Constituency Travel	13,274.00	5,639.22	5,639.22	7,634.78	42.5%
Total Travel & Living Allowances		28,348.49	28,348.49		
Constituency Allowance					
Constituency Allowance	2,655.00	291.48	291.48	2,363.52	11.0%
Total Constituency Allowance		291.48	291.48		
Total Expenditures		63,123.67	63,123.67		

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KENNEDY, JEROME, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	880.00	0.00	0.00	880.00	0.0%
Office Operations	13,274.00	3,870.82	3,870.82	9,403.18	29.2%
Total Office Allowances		3,870.82	3,870.82		
Operational Resources					
Operational Resources	--	8,088.76	8,088.76	--	--
Total Operational Resources		8,088.76	8,088.76		
Travel & Living Allowances					
House in Session	--	132.92	132.92	--	--
House Not in Session	--	592.01	592.01	--	--
Intra & Extra-Constituency Travel	8,496.00	887.95	887.95	7,608.05	10.5%
Total Travel & Living Allowances		1,612.88	1,612.88		
Constituency Allowance					
Constituency Allowance	2,655.00	41.56	41.56	2,613.44	1.6%
Total Constituency Allowance		41.56	41.56		
Total Expenditures		13,614.02	13,614.02		

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KENT, STEVE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	646.00	42.31	42.31	603.69	6.5%
Office Operations	13,274.00	9,914.46	9,914.46	3,359.54	74.7%
Total Office Allowances		9,956.77	9,956.77		
Operational Resources					
Operational Resources	--	5,157.38	5,157.38	--	--
Total Operational Resources		5,157.38	5,157.38		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	32.92	32.92	6,604.08	0.5%
Total Travel & Living Allowances		32.92	32.92		
Constituency Allowance					
Constituency Allowance	2,655.00	536.50	536.50	2,118.50	20.2%
Total Constituency Allowance		536.50	536.50		
Total Expenditures		15,683.57	15,683.57		

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KING, DARIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	3,985.94	3,985.94	2,209.06	64.3%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	806.00	107.28	107.28	698.72	13.3%
Office Operations	13,274.00	12,152.84	12,152.84	1,121.16	91.6%
Total Office Allowances		16,246.06	16,246.06		
Operational Resources					
Operational Resources	--	21,635.07	21,635.07	--	--
Total Operational Resources		21,635.07	21,635.07		
Travel & Living Allowances					
House in Session	--	3,767.11	3,767.11	--	--
House Not in Session	--	6,940.94	6,940.94	--	--
Intra & Extra-Constituency Travel	13,274.00	9,161.34	9,161.34	4,112.66	69.0%
Total Travel & Living Allowances		19,869.39	19,869.39		
Constituency Allowance					
Constituency Allowance	2,655.00	520.38	520.38	2,134.62	19.6%
Total Constituency Allowance		520.38	520.38		
Total Expenditures		58,270.90	58,270.90		

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LODER, TERRY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	13,473.00	13,473.00	13,473.00	0.00	100.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	244.00	0.00	0.00	244.00	0.0%
Office Operations	13,274.00	5,752.63	5,752.63	7,521.37	43.3%
Total Office Allowances		19,225.63	19,225.63		
Operational Resources					
Operational Resources	--	4,830.73	4,830.73	--	--
Total Operational Resources		4,830.73	4,830.73		
Travel & Living Allowances					
House in Session	--	11,602.46	11,602.46	--	--
House Not in Session	--	11,871.09	11,871.09	--	--
Intra & Extra-Constituency Travel	13,805.00	3,129.10	3,129.10	10,675.90	22.7%
Total Travel & Living Allowances		26,602.65	26,602.65		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		50,659.01	50,659.01		

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MARSHALL, ELIZABETH, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	2,957.22	2,957.22	10,316.78	22.3%
Total Office Allowances		2,957.22	2,957.22		
Operational Resources					
Operational Resources	--	670.47	670.47	--	--
Total Operational Resources		670.47	670.47		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	0.00	0.00	6,637.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	239.45	239.45	2,415.55	9.0%
Total Constituency Allowance		239.45	239.45		
Total Expenditures		3,867.14	3,867.14		

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MARSHALL, THOMAS, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	2,924.46	2,924.46	10,349.54	22.0%
Total Office Allowances		2,924.46	2,924.46		
Operational Resources					
Operational Resources	--	2,794.92	2,794.92	--	--
Total Operational Resources		2,794.92	2,794.92		
Travel & Living Allowances					
House in Session	--	12,479.70	12,479.70	--	--
House Not in Session	--	8.93	8.93	--	--
Intra & Extra-Constituency Travel	6,991.00	594.65	594.65	6,396.35	8.5%
Total Travel & Living Allowances		13,083.28	13,083.28		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		18,802.66	18,802.66		

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MICHAEL, LORRAINE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	212.05	212.05	5,982.95	3.4%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	3,262.53	3,262.53	10,011.47	24.6%
Total Office Allowances		3,474.58	3,474.58		
Operational Resources					
Operational Resources	--	3,166.04	3,166.04	--	--
Total Operational Resources		3,166.04	3,166.04		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	133.25	133.25	6,503.75	2.0%
Total Travel & Living Allowances		133.25	133.25		
Constituency Allowance					
Constituency Allowance	2,655.00	764.16	764.16	1,890.84	28.8%
Total Constituency Allowance		764.16	764.16		
Total Expenditures		7,538.03	7,538.03		

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O'BRIEN, KEVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	6,159.62	6,159.62	7,114.38	46.4%
Total Office Allowances		6,159.62	6,159.62		
Operational Resources					
Operational Resources	--	12,526.04	12,526.04	--	--
Total Operational Resources		12,526.04	12,526.04		
Travel & Living Allowances					
House in Session	--	10,794.24	10,794.24	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	8,496.00	6,844.92	6,844.92	1,651.08	80.6%
Total Travel & Living Allowances		17,639.16	17,639.16		
Constituency Allowance					
Constituency Allowance	2,655.00	447.11	447.11	2,207.89	16.8%
Total Constituency Allowance		447.11	447.11		
Total Expenditures					
		36,771.93	36,771.93		

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ORAM, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	4,000.00	4,000.00	2,195.00	64.6%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	745.56	745.56	12,528.44	5.6%
Total Office Allowances		4,745.56	4,745.56		
Operational Resources					
Operational Resources	--	7,491.16	7,491.16	--	--
Total Operational Resources		7,491.16	7,491.16		
Travel & Living Allowances					
House in Session	--	4,389.60	4,389.60	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	11,327.00	6,926.54	6,926.54	4,400.46	61.2%
Total Travel & Living Allowances		11,316.14	11,316.14		
Constituency Allowance					
Constituency Allowance	2,655.00	551.71	551.71	2,103.29	20.8%
Total Constituency Allowance		551.71	551.71		
Total Expenditures		24,104.57	24,104.57		

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OSBORNE, SHEILA, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	2,217.31	2,217.31	11,056.69	16.7%
Total Office Allowances		2,217.31	2,217.31		
Operational Resources					
Operational Resources	--	1,734.23	1,734.23	--	--
Total Operational Resources		1,734.23	1,734.23		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	0.00	0.00	6,637.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		3,951.54	3,951.54		

---- End of Report ----



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OSBORNE, TOM, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	5,225.88	5,225.88	8,048.12	39.4%
Total Office Allowances		5,225.88	5,225.88		
Operational Resources					
Operational Resources	--	5,834.12	5,834.12	--	--
Total Operational Resources		5,834.12	5,834.12		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	0.00	0.00	6,637.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	815.88	815.88	1,839.12	30.7%
Total Constituency Allowance		815.88	815.88		
Total Expenditures		11,875.88	11,875.88		

---- End of Report ----



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PARSONS, KELVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,000.00	12,000.00	12,000.00	0.00	100.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	8,717.70	8,717.70	4,556.30	65.7%
Total Office Allowances		20,717.70	20,717.70		
Operational Resources					
Operational Resources	--	7,134.88	7,134.88	--	--
Total Operational Resources		7,134.88	7,134.88		
Travel & Living Allowances					
House in Session	--	16,049.73	16,049.73	--	--
House Not in Session	--	11,109.52	11,109.52	--	--
Intra & Extra-Constituency Travel	12,478.00	4,258.39	4,258.39	8,219.61	34.1%
Total Travel & Living Allowances		31,417.64	31,417.64		
Constituency Allowance					
Constituency Allowance	2,655.00	1,919.17	1,919.17	735.83	72.3%
Total Constituency Allowance		1,919.17	1,919.17		
Total Expenditures		61,189.39	61,189.39		

---- End of Report ----



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PARSONS, KEVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	814.00	0.00	0.00	814.00	0.0%
Office Operations	13,274.00	2,282.26	2,282.26	10,991.74	17.2%
Total Office Allowances		2,282.26	2,282.26		
Operational Resources					
Operational Resources	--	5,269.08	5,269.08	--	--
Total Operational Resources		5,269.08	5,269.08		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	7,965.00	1,183.52	1,183.52	6,781.48	14.9%
Total Travel & Living Allowances		1,183.52	1,183.52		
Constituency Allowance					
Constituency Allowance	2,655.00	489.13	489.13	2,165.87	18.4%
Total Constituency Allowance		489.13	489.13		
Total Expenditures		9,223.99	9,223.99		

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PEACH, CALVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	546.96	546.96	117.04	82.4%
Office Start-up Costs	245.00	0.00	0.00	245.00	0.0%
Office Operations	13,274.00	5,607.36	5,607.36	7,666.64	42.2%
Total Office Allowances		6,154.32	6,154.32		
Operational Resources					
Operational Resources	--	5,552.32	5,552.32	--	--
Total Operational Resources		5,552.32	5,552.32		
Travel & Living Allowances					
House in Session	--	10,023.96	10,023.96	--	--
House Not in Session	--	3,508.43	3,508.43	--	--
Intra & Extra-Constituency Travel	14,513.00	10,874.63	10,874.63	3,638.37	74.9%
Total Travel & Living Allowances		24,407.02	24,407.02		
Constituency Allowance					
Constituency Allowance	2,655.00	1,791.91	1,791.91	863.09	67.5%
Total Constituency Allowance		1,791.91	1,791.91		
Total Expenditures		37,905.57	37,905.57		

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PERRY, TRACEY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	9,228.00	9,228.00	9,228.00	0.00	100.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	15.00	0.00	0.00	15.00	0.0%
Office Operations	13,274.00	11,902.96	11,902.96	1,371.04	89.7%
Total Office Allowances		21,130.96	21,130.96		
Operational Resources					
Operational Resources	--	6,537.57	6,537.57	--	--
Total Operational Resources		6,537.57	6,537.57		
Travel & Living Allowances					
House in Session	--	15,891.47	15,891.47	--	--
House Not in Session	--	9,331.12	9,331.12	--	--
Intra & Extra-Constituency Travel	52,743.00	14,311.66	14,311.66	38,431.34	27.1%
Total Travel & Living Allowances		39,534.25	39,534.25		
Constituency Allowance					
Constituency Allowance	2,655.00	1,770.93	1,770.93	884.07	66.7%
Total Constituency Allowance		1,770.93	1,770.93		
Total Expenditures		68,973.71	68,973.71		

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POLLARD, KEVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,000.00	12,000.00	12,000.00	0.00	100.0%
Rental of Short-term Accommodations	664.00	417.84	417.84	246.16	62.9%
Office Start-up Costs	682.00	8.96	8.96	673.04	1.3%
Office Operations	13,274.00	7,207.33	7,207.33	6,066.67	54.3%
Total Office Allowances		19,634.13	19,634.13		
Operational Resources					
Operational Resources	--	3,486.00	3,486.00	--	--
Total Operational Resources		3,486.00	3,486.00		
Travel & Living Allowances					
House in Session	--	15,214.29	15,214.29	--	--
House Not in Session	--	7,159.18	7,159.18	--	--
Intra & Extra-Constituency Travel	11,150.00	7,837.40	7,837.40	3,312.60	70.3%
Total Travel & Living Allowances		30,210.87	30,210.87		
Constituency Allowance					
Constituency Allowance	2,655.00	1,048.26	1,048.26	1,606.74	39.5%
Total Constituency Allowance		1,048.26	1,048.26		
Total Expenditures		54,379.26	54,379.26		

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POTTLE, PATTY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	816.00	78.71	78.71	737.29	9.6%
Office Operations	13,274.00	1,156.74	1,156.74	12,117.26	8.7%
Total Office Allowances		1,235.45	1,235.45		
Operational Resources					
Operational Resources	--	4,195.90	4,195.90	--	--
Total Operational Resources		4,195.90	4,195.90		
Travel & Living Allowances					
House in Session	--	13,797.47	13,797.47	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	40,619.00	9,748.29	9,748.29	30,870.71	24.0%
Total Travel & Living Allowances		23,545.76	23,545.76		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures					
		28,977.11	28,977.11		

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RIDGELY, BOB, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	4,237.95	4,237.95	9,036.05	31.9%
Total Office Allowances		4,237.95	4,237.95		
Operational Resources					
Operational Resources	--	1,236.20	1,236.20	--	--
Total Operational Resources		1,236.20	1,236.20		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	0.00	0.00	6,637.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		5,474.15	5,474.15		

---- End of Report ----



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SKINNER, SHAWN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	1,951.44	1,951.44	11,322.56	14.7%
Total Office Allowances		1,951.44	1,951.44		
Operational Resources					
Operational Resources	--	2,242.31	2,242.31	--	--
Total Operational Resources		2,242.31	2,242.31		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,637.00	17.86	17.86	6,619.14	0.3%
Total Travel & Living Allowances		17.86	17.86		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		4,211.61	4,211.61		

---- End of Report ----



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SULLIVAN, SUSAN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	97.00	97.00	567.00	14.6%
Office Start-up Costs	755.00	0.00	0.00	755.00	0.0%
Office Operations	13,274.00	5,877.51	5,877.51	7,396.49	44.3%
Total Office Allowances		5,974.51	5,974.51		
Operational Resources					
Operational Resources	--	4,532.23	4,532.23	--	--
Total Operational Resources		4,532.23	4,532.23		
Travel & Living Allowances					
House in Session	--	14,962.09	14,962.09	--	--
House Not in Session	--	216.98	216.98	--	--
Intra & Extra-Constituency Travel	10,088.00	1,800.91	1,800.91	8,287.09	17.9%
Total Travel & Living Allowances		16,979.98	16,979.98		
Constituency Allowance					
Constituency Allowance	2,655.00	733.60	733.60	1,921.40	27.6%
Total Constituency Allowance		733.60	733.60		
Total Expenditures		28,220.32	28,220.32		

---- End of Report ----



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TAYLOR, TREVOR, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	2,400.00	2,400.00	3,795.00	38.7%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	865.68	865.68	12,408.32	6.5%
Total Office Allowances		3,265.68	3,265.68		
Operational Resources					
Operational Resources	--	3,147.05	3,147.05	--	--
Total Operational Resources		3,147.05	3,147.05		
Travel & Living Allowances					
House in Session	--	1,223.69	1,223.69	--	--
House Not in Session	--	5,131.80	5,131.80	--	--
Intra & Extra-Constituency Travel	11,150.00	1,796.82	1,796.82	9,353.18	16.1%
Total Travel & Living Allowances		8,152.31	8,152.31		
Constituency Allowance					
Constituency Allowance	2,655.00	70.62	70.62	2,584.38	2.7%
Total Constituency Allowance		70.62	70.62		
Total Expenditures		14,635.66	14,635.66		

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VERGE, WADE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	186.00	0.00	0.00	186.00	0.0%
Office Operations	13,274.00	5,317.19	5,317.19	7,956.81	40.1%
Total Office Allowances		5,317.19	5,317.19		
Operational Resources					
Operational Resources	--	5,233.90	5,233.90	--	--
Total Operational Resources		5,233.90	5,233.90		
Travel & Living Allowances					
House in Session	--	12,846.21	12,846.21	--	--
House Not in Session	--	11,862.09	11,862.09	--	--
Intra & Extra-Constituency Travel	10,177.00	3,356.10	3,356.10	6,820.90	33.0%
Total Travel & Living Allowances		28,064.40	28,064.40		
Constituency Allowance					
Constituency Allowance	2,655.00	395.80	395.80	2,259.20	14.9%
Total Constituency Allowance		395.80	395.80		
Total Expenditures		39,011.29	39,011.29		

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WHALEN, DIANNE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	4,021.82	4,021.82	9,252.18	30.3%
Total Office Allowances		4,021.82	4,021.82		
Operational Resources					
Operational Resources	--	443.40	443.40	--	--
Total Operational Resources		443.40	443.40		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	8,496.00	0.00	0.00	8,496.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	279.00	279.00	2,376.00	10.5%
Total Constituency Allowance		279.00	279.00		
Total Expenditures		4,744.22	4,744.22		

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WILLIAMS, DANNY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	2,279.49	2,279.49	10,994.51	17.2%
Total Office Allowances		2,279.49	2,279.49		
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	9,027.00	0.00	0.00	9,027.00	0.0%
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,655.00	0.00	0.00	2,655.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		2,279.49	2,279.49		

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Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-09 to 31-Mar-10

WISEMAN, ROSS, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	11,293.00	11,289.63	11,289.63	3.37	100.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	7,819.55	7,819.55	5,454.45	58.9%
Total Office Allowances		19,109.18	19,109.18		
Operational Resources					
Operational Resources	--	14,984.82	14,984.82	--	--
Total Operational Resources		14,984.82	14,984.82		
Travel & Living Allowances					
House in Session	--	5,139.07	5,139.07	--	--
House Not in Session	--	718.65	718.65	--	--
Intra & Extra-Constituency Travel	9,027.00	2,447.43	2,447.43	6,579.57	27.1%
Total Travel & Living Allowances		8,305.15	8,305.15		
Constituency Allowance					
Constituency Allowance	2,655.00	379.23	379.23	2,275.77	14.3%
Total Constituency Allowance		379.23	379.23		
Total Expenditures		42,778.38	42,778.38		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-09 to 31-Mar-10

YOUNG, WALLACE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2009/10 (Net of HST)	Expenditures Processed 01-Apr-09 to 31-Mar-10 (Net of HST)	Expenditures Year to Date 01-Apr-09 to 31-Mar-10 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,195.00	0.00	0.00	6,195.00	0.0%
Rental of Short-term Accommodations	664.00	0.00	0.00	664.00	0.0%
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	13,274.00	3,455.64	3,455.64	9,818.36	26.0%
Total Office Allowances		3,455.64	3,455.64		
Operational Resources					
Operational Resources	--	4,510.50	4,510.50	--	--
Total Operational Resources		4,510.50	4,510.50		
Travel & Living Allowances					
House in Session	--	14,838.65	14,838.65	--	--
House Not in Session	--	21,577.70	21,577.70	--	--
Intra & Extra-Constituency Travel	11,150.00	9,350.73	9,350.73	1,799.27	83.9%
Total Travel & Living Allowances		45,767.08	45,767.08		
Constituency Allowance					
Constituency Allowance	2,655.00	1,423.76	1,423.76	1,231.24	53.6%
Total Constituency Allowance		1,423.76	1,423.76		
Total Expenditures		55,156.98	55,156.98		

---- End of Report ----

Appendix I
Changes or Adjustments to
Allowances and Expenses



CHANGES OR ADJUSTMENTS TO ALLOWANCES AND EXPENSES

Section 18 of the *Members' Resources and Allowances Rules* (the Rules) provides a maximum allowance of \$7000 (inclusion of HST) for constituency office accommodations. Under the Rules, a Member may make application in writing to the Speaker requesting permission to exceed the maximum when accommodations cannot be obtained within the maximum guidelines. The Speaker must report, in writing, to the Commission any authorizations made under this section of the Rules.

Report on Section 18(4) – Period Ending: March 31, 2010

DISTRICT	MEMBER	AMOUNT APPROVED	REASON
Trinity North	Ross Wiseman	\$18,080 (HST excluded)	Public tender for office accommodations received one acceptable bid.
Port de Grave	Roland Butler	\$183 (HST excluded)	Sign for office not part of original tender. Permitted under Standard Signage Policy for Constituency Offices.
Grand Bank	Darin King	\$8,878.80 (HST excluded)	Low bid on public tender for office accommodations.
Humber Valley	Darryl Kelly	\$1398 (HST excluded)	Security issues at the Member's office.

Appendix J
Modes of Travel -
Authorizations under Section 40



TRAVEL BY OTHER MODES – AUTHORIZATIONS UNDER SECTION 40 OF MEMBERS’ RESOURCES AND ALLOWANCES RULES

Section 40 of the *Members’ Resources and Allowances Rules* (the Rules) provides that a Member who wishes to travel by means other than the modes of travel mentioned in subsection (1) shall first make a proposal in writing to the Speaker outlining the nature of the travel, the reasons for that travel, the details of the proposed engagement of the mode of travel and its estimated costs. If it is deemed by the Speaker to be a reasonable expenditure to enable the Member to fulfill his/her duties to constituents and there is sufficient money available within the existing travel budget of the House of Assembly, the Speaker may approve the proposal subject to conditions which he considers reasonable in the circumstances. The Speaker must report, in writing, to the Commission any authorizations made under this section of the Rules.

Report on Section 40 for the Period Ending: March 31, 2010

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COSTS	DETAILS
Cartwright – L’Anse au Clair	Yvonne Jones	Aircraft Charter From Sandy Cove to Forteau October 21, 2008 ¹	\$587.60	Member could not travel to the district by ferry to attend scheduled meetings due to weather conditions.
Cartwright – L’Anse au Clair	Yvonne Jones	Boat Charter from Mary’s Harbour to Battle Harbour July 15, 2009	\$120	Member to attend a function in her district.
Cartwright – L’Anse au Clair	Yvonne Jones	Helicopter Charter from Mary’s Harbour to Norman Bay and Black Tickle, Highway Const Site July 16, 2009	\$17,887.47	Member travelled to isolated communities in her district to hold meetings and community consultations
Fortune – Cape La Hune	Tracey Perry	Aircraft Charter Return trip from Harbour Breton to St. John’s July 24, 2009	\$1,166.16	Method of travel realized savings of time and travel costs for the Member.

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COSTS	DETAILS
Fortune – Cape La Hune	Tracey Perry	Boat Charter from Harbour Breton to Gaultois August 7, 2009	\$158.20	The Member could not take the regular ferry due to meetings that morning. The boat charter was the quickest means of transportation for her to be present at the Gaultois Day celebrations.
Cartwright – L'Anse au Clair	Yvonne Jones	Aircraft Charter from Goose Bay to Charlottetown August 21, 2009	\$2,764.60	Member was delayed by weather in Torngat Mountains and needed to get to her District for meetings
Cartwright – L'Anse au Clair	Yvonne Jones	Aircraft Charter from Goose Bay to Mary's Harbour September 4, 2009	\$3,073.09	Member needed to attend an early meeting in her District
Cartwright – L'Anse au Clair	Yvonne Jones	Charter Aircraft from St. Anthony to Forteau on September 30, 2009 ²	\$650	The Member was unable to get a scheduled flight in time to attend a district forum. This trip was not taken due to bad weather conditions.
Cartwright – L'Anse au Clair	Yvonne Jones	Aircraft charter from Cartwright to Goose Bay October 7, 2009	\$2,162.31.	The Member attended a forum in Cartwright and could not access a commercial flight to return to St. John's for meetings.
Cartwright – L'Anse au Clair	Yvonne Jones	Aircraft Charter from St. Anthony to Forteau October 10, 2009	The flight was approved but not taken. Cancelled by Ms. Jones	There was no commercial flight available that day for Member to get to her district.
Cartwright – L'Anse au Clair	Yvonne Jones	Aircraft charter from Sandy Cove to Forteau October 21, 2008	\$587.60	The Member could not travel to the district by ferry to attend scheduled meetings due to weather conditions.

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COSTS	DETAILS
Cartwright – L'Anse au Clair	Yvonne Jones	Aircraft Charter From Cartwright to Black Tickle to Goose Bay January 23, 2010	\$3,051	Member attended meetings at Black Tickle and could not access a commercial flight to get Member to Goose Bay for scheduled meetings on the same day.

¹ While this charter took place in October 2008, the invoice was not received and paid until September 2009 due to miscommunication between the office of the Member and the House of Assembly. For this reason the authorization was not reported in the 2008-2009 Management Commission Annual Report.

² At the October 7, 2009 meeting, the Speaker reported an approval for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, to charter aircraft from St. Anthony to Forteau on September 30, 2009 at a cost of \$650.00 as the Member was unable to get a regular flight in time to attend a district forum. This trip was not taken due to weather conditions.

Appendix K
Travel Under Special Circumstances -
Authorizations under Section 43



TRAVEL UNDER SPECIAL CIRCUMSTANCES - AUTHORIZATIONS UNDER SECTION 43 OF MEMBERS' RESOURCES AND ALLOWANCES RULES

Section 43 of the *Members' Resources and Allowances Rules* (the Rules) provides that a Member may claim for additional travel expenses when the Member is traveling and unable to return to his/her residence when scheduled to do so and would not otherwise be entitled to claim reimbursement for such expenses. Under the Rules, a Member shall 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.

Report on Section 43 for the Period Ending: March 31, 2010

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COSTS	DETAILS
Torngat Mountains	Patty Pottle	Meals and Accommodations April 2 and 3, 2009	\$144.47	Flight Schedules required Ms. Pottle to overnight in Goose Bay en route to her home in Hopedale
Torngat Mountains	Patty Pottle	Meals and Accommodations April 8, 2009	\$134.47	Flight Schedules required Ms. Pottle to overnight in Goose Bay en route to her home in Hopedale
Cartwright – L'Anse au Clair	Yvonne Jones	Aircraft charters on May 8 and 29, 2009	\$3,330.11	The Member chartered flights to Forteau on two separate occasions to attend graduation ceremonies as there were no direct flights available to her on those days.
Torngat Mountains	Patty Pottle	Meals and Accommodations December 18, 2009	\$106	The Member needed to make an overnight stop en route to her district due to inclement weather conditions on December 18, 2009.
Cartwright – L'Anse au Clair	Yvonne Jones	Accommodations December 21, 2009	\$53	The Member needed to make an overnight stop en route to her district on December 21, 2009.
Cartwright – L'Anse au Clair	Yvonne Jones	Meals Accommodations December 22, 2009	\$122.18	The Member's CA needed to make an overnight stop en route to Ms. Jones' district for constituency business on December 22, 2009.

Appendix L
Speaker's Delegated Authority



SPEAKER'S DELEGATED AUTHORITY RESPECTING FINANCIAL MATTERS

At its November 18, 2008 meeting, the House of Assembly Management Commission, 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. **CM 2008 – 095 refers.**

The following provides details of all approvals made under this authority.

Report on Speaker's Delegated Authority for the Period Ending: March 31, 2010

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COSTS	Reason
Carbonear-Harbour Grace	Jerome Kennedy	Meals and Accommodations	\$875	Claim submitted past 60 day deadline.*
Cartwright – L'Anse au Clair	Yvonne Jones	Constituency Allowance - Event	\$708.48	Claim submitted past 60 day deadline.*
Humber West	Danny Williams	Communications – Christmas Cards	\$1,935.87	Claim submitted past 60 day deadline.*
St. John's South	Tom Osborne	Communications (Delivery of Christmas Cards) and Constituency Allowance (Event)	\$907.54	Claim submitted past 60 day deadline.*
The Straits – White Bay North	Marshall Dean	Constituency Office Accommodations (Renovations)	\$22,800	Renovations needed within Crown-owned building in St. Anthony.

* Four Members submitted expense claims past the 60 day deadline for eligible expenses related to the fiscal year ending March 31, 2009. As all claims for the previous year had to be processed by April 30, 2009, the Speaker, after consulting with the Opposition House Leader, the Government House Leader and the Leader of the Third Party, approved the payment of the claims.

Appendix M
Clerk's Approval of Furniture
and Equipment Expenditures



REPORT ON AUTHORIZATIONS FOR FURNITURE AND EQUIPMENT EXPENDITURES

The Commission, through Directive Number **2008 – 004**, pursuant to s. 20 (4) of the *House of Assembly Accountability, Integrity And Administration Act*, delegated authority to the Clerk to pre-approve expenditures for furniture and equipment under Subsection 25(1) of the *Members’ Resources and Allowances Rules* (the Rules) to a maximum of \$500, with the Clerk to report all such approvals to the Commission.

Report on Clerk’s Approvals for the Period Ending: March 31, 2010

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COST	DETAILS
Humber Valley	Darryl Kelly	Office Furniture	\$499	Office Chair and Filing Cabinet
Trinity North	Ross Wiseman	Office Furniture	\$238.87	Round Table
Port au Port	Tony Cornect	Office Furniture	\$459	3-Drawer Lateral Filing Cabinet