



**HOUSE OF ASSEMBLY**  
NEWFOUNDLAND AND LABRADOR



**HOUSE OF ASSEMBLY MANAGEMENT**  
**COMMISSION**

**ANNUAL REPORT 2007-2008**



I am pleased to present the first report of the House of Assembly Management Commission Annual Report for the fiscal year ended March 31, 2008.

The House of Assembly Management Commission was established under the authority of the *House of Assembly Accountability, Integrity and Administration Act* (the Act), which received Royal Assent on June 14, 2007. The new legislation established an administrative framework for the House of Assembly that is transparent and accountable.

The report includes a summary of the Commission activities during the reporting period and provides a financial report as required under Section 51 of the Act.

We have accomplished much in implementing the recommendations of the Green report to create an environment that is open, accountable and transparent.

I thank the Commission members and employees of the House of Assembly Service for their work during the past year.

A handwritten signature in black ink, appearing to read 'Roger Fitzgerald', written in a cursive style.

**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:

Hon. Harvey Hodder, MHA (PC) Speaker  
Hon. Roger Fitzgerald, MHA (PC) Speaker (*Replaced Harvey Hodder on November 1, 2007*)  
Hon. Tom Rideout, MHA, (PC) Government House Leader  
Ms. Elizabeth Marshall, MHA (PC) Topsail  
Hon. Tom Marshall, MHA (PC) Humber East  
Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North (*Replaced Hon. Tom Marshall in March 2008*)  
Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair  
Mr. Kelvin Parsons, MHA (L), Opposition House Leader  
Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi  
Mr. William MacKenzie, Clerk of the House of Assembly, Secretary to the Commission

**Note:** *In the absence of the Speaker, the Deputy Speaker chairs the Commission meetings. The Deputy Speaker during the reporting period was the late Mr. Jack Byrne, MHA (PC) – Cape St. Francis.*

### 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.

- (3) A member of the commission shall act honestly and in good faith on the basis of adequate information in arriving at decisions of the commission, and shall
  - (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.

### **Audit Committee**

The Audit Committee is a committee of the Commission, established under the *House of Assembly Accountability, Integrity and Administration Act* (the 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 Committee was appointed during the Fall 2007 and held two meetings during the reporting period. The members of the Audit Committee are:

Chair, Ms. Elizabeth Marshall, MHA, Topsail  
Mr. Kelvin Parsons, MHA, Burgeo - LaPoile  
Ms. Janet Gardiner, FCA  
Mr. Donald Warr, FCA

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

### **Support to the Commission**

The House of Assembly Management Commission is supported by the House of Assembly Service, which was established in 2007 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.

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 in the same manner as proceedings of the House of Assembly. Hansard provides a full transcript of each Commission meeting and these transcripts are posted on the House of Assembly website (<http://www.assembly.nl.ca>).

The Commission met 4 times during the reporting period:

1. August 29, 2007
2. November 28, 2007
3. January 23, 2008
4. February 6, 2008

Two scheduled Commission meetings were postponed. A meeting scheduled for December 17, 2007 was postponed due to inclement weather. A meeting scheduled for March 14, 2008 was postponed as there was not a quorum for the meeting. The agendas for these meetings were carried forward to the next meeting of the Commission.

### ***In Camera sessions***

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* sessions 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 two *in camera* sessions during the reporting period. The first was held at the beginning of the November 28, 2007 meeting and authorized the Speaker to request Special Warrant funding to cover unbudgeted costs associated with the implementation of the *Recommendations of the Review Commission on Constituency Allowances and Related Matters*.

The second *in camera* session was held on February 6, 2008 to deal with the 2008-09 budget for the Legislature. The Commission approved the 2008-09 budget estimates for the Legislature to be forwarded to the Minister of Finance for inclusion in the 2009 Estimates and voted on in the House of Assembly.

### Commission Minutes

Minutes of the Commission meetings record the time, date, and location of the meetings as well as who was in attendance. Minutes 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](http://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 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**.

## 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 add to the levels of expenses is contained in subsection 15(5) of the *House of Assembly Accountability, Integrity and Accountability 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 level of allowances or resources is outlined in subsection 20(7) of the Act. There were no such amendments during the 2007-2008 reporting period.

### **Distribution Process**

All rule amendments, upon Gazetting, are distributed to all Members of the House of Assembly, the Comptroller General's Office, 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 Corporate and Members' Services Division and the Clerk's Office.

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

- Taxis as an acceptable mode of travel (Rule 40(1))
- Constituency office location

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

## **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 or alter, on appeal, rulings of the Speaker.

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

1. Clarification of Rules - Harmonized Sales Tax (HST)
2. Clarification of Rules - Travel and Living Allowances
3. Clarification of Rules - Standard Office Allocation
4. Clarification of Rules - Secondary Residence
5. Clarification of Rules - Memorial Wreaths
6. Clarification of Rules - Advertising
7. Clarification of Rules - Meal Allowances
8. Clarification of Rules - Start-up Allowance
9. Reimbursement Rates for Constituency Assistants
10. Phone lines in private residences
11. Exclusion of intra-constituency travel and extra-constituency travel from commuting distance limitation
12. Extra-Constituency Allowance and travel to Capital Region

### **Distribution Process**

All Directives are distributed to all Members of the House of Assembly, the Comptroller General's Office, 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](http://www.assembly.nl.ca)).

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

### 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**.

#### **Other Rulings**

Under sections 24 and 52 of the *House of Assembly Accountability, Integrity and Administration Act* (the Act), the Speaker may make advance rulings on allowance use and may request a review of allowance use.

Subsection 24(1) states:

Where a member incurs an expense and a claim for reimbursement, or payment has been rejected by an officer or staff member of the House of Assembly Service, or the member is unsure as to whether an expense, if incurred, will qualify for reimbursement or payment, he or she may request a ruling from the speaker.

There were no advance rulings during the 2007-2008 reporting period.

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 2007-2008 reporting period.

## FINANCIAL REPORTING

In carrying out its duties under 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.

### **Audited Financial Statements**

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 2008.

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 2008 in accordance with noted accounting policies.

The Auditor's Report also states that the expenses incurred 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.

The audited financial statements are included in **Appendix C** of this report.

### **Report on Recommendations by the Auditor General**

The report on the recommendations made by the Auditor General as a result of his audit and the responses provided by the Speaker are included in **Appendix D**. This report makes eleven recommendations for improvements in the processes for the administration of expenditures, payroll and other matters. House of Assembly officials have taken steps to address all of these recommendations.

### **Total Salaries, Allowances and Expenses Per Member**

As required under Paragraph 51(e) of the *House of Assembly Accountability, Integrity and Administration Act*, this report includes the total salaries, allowances and expenses permitted for, and paid to, each Member of the House of Assembly during the reporting period. The detailed summary is included in **Appendix E**.

### **Changes or Adjustments to Allowances and Expenses**

Section 18 of the *Members' Resources and Allowances 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, 2008, is included in **Appendix F**.

## APPENDICES





**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 2007-2008 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 'William 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:** August 29, 2007

**Location:** House of Assembly Chamber

**Time:** 9:00 – 3:00

**Members Present:**

Hon. Harvey Hodder, Speaker  
Mr. William MacKenzie, Clerk of the House of Assembly  
Hon. Tom Rideout, Government House Leader  
Mr. Kelvin Parsons, Opposition House Leader  
Hon. Tom Marshall, Minister of Finance  
Ms. Beth Marshall, MHA (PC) Topsail  
Mr. Gerry Reid, MHA (L) Twillingate-Fogo  
Ms. Lorraine Michael, MHA (NDP) Signal Hill-Quidi Vidi

**Other:**

Ms. Marlene Lambe, Chief Financial Officer, House of Assembly

**Regrets:**

None

**Decisions of the Management Commission:**

**Decision CM 2007 – 001**

**Agenda Item 3: House of Assembly Management Commission Policy and Procedures Manual**

The proposal from the Clerk respecting adoption of the August 21, 2007, version of a House of Assembly Management Commission Policy and Procedures Manual was considered. The Commission decided the following:

1. The August 21 version of the House of Assembly Management Commission Policy and Procedures Manual is approved, in principle, with the understanding that amendments will continue to be made to this version.

2. Policy 5.4.1 (respecting Quorums for Commission meetings) of the August 21 Draft of the Policy and Procedures Manual is amended by adding the words "and one member of the government" after the words "opposition to the government" such that 5.4.1 reads: "A quorum of the Commission shall be 50% of its members. At least one member representing a party in opposition to the government and one member of the government must be present along with the Speaker or Deputy Speaker, during the meeting of the Commission."
3. A draft amendment to Subsection 18(8) of the *House of Assembly Accountability, Integrity and Administration Act* which would give effect to the policy decision of Item 2 (above) is to be presented to the Commission at its next meeting.

### **CM 2007 - 002**

#### **Agenda Item 5:        Constituency Business during Election Writ Period**

The Commission considered the August 24, 2007, Memo to all Members from the Speaker respecting Constituency Business during the Election Writ period and decided the following:

1. Members of the Commission representing all parties in the House of Assembly agreed to recommend to their caucuses that Members would not submit expense claims for constituency business conducted during the election writ period.
2. A draft amendment to Section 14 of the *House of Assembly Accountability, Integrity and Administration Act* which would remove the right to be reimbursed for constituency business expenses incurred during an election writ period is to be presented to the Commission at its next meeting.
3. Members of the Commission representing all parties in the House of Assembly agreed to recommend to their caucuses that Members assume responsibility for all charges related to cell phone or blackberry calls during the election writ period, with the Clerk's Office to explain to Members the process to be followed.

### **CM 2007 – 003**

#### **Agenda Item 7:        Clarification of Rules – Harmonized Sales Tax**

The Commission considered the proposal from the Clerk addressing the Clarification of Rules respecting Harmonized Sales Tax and decided the following:

Pursuant to subparagraphs 20(6)(b)(i) and 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directed that the following interpretation Directive be issued:

The Clerk is authorized, for tracking and reporting purposes only, to interpret and restate The maximums for the various Members' allowances as net of HST, rather than inclusive of HST, as currently listed in the Members' Resources and Allowances Rules.

**CM 2007 – 004**

**Agenda Item 8:**

**Clarification of Rules – Travel and Living Allowances**

The Commission considered the proposal from the Clerk respecting Clarification of Rules – Travel and Living Allowances and decided the following:

Pursuant to subsection 20(6)(b)(i) of the House of Assembly Accountability, Integrity and Administration Act, the Commission directed that the following interpretation Directive be issued with respect to Sections 31, 32 and 35 of the Members' Resources and Allowances Rules.

Subsection 31(1) should be interpreted as if the words "or private" appeared after the word "temporary", such that subsection 31(1) reads

"A member who travels from his or her permanent residence outside the capital region to temporary or private accommodation or a secondary residence in the capital region to attend a sitting of the House of Assembly may claim reimbursement for the following cost:"

Subparagraph 32(2)(b)(i) should be interpreted as if the words "with receipts" appeared after the word "accommodation", such that subparagraph 32(2)(b)(i) reads

"the actual costs of temporary accommodation, with receipts, in the constituency up to a maximum of \$125 a night actually spent in the constituency, or"

Paragraph 35 (b)(i) should be interpreted as if the words "up to a maximum" appeared after the "region", such that paragraph 35(b)(i) reads

"with receipts, temporary accommodations in the capital region up to a maximum of \$125 a night for every night the accommodations are actually occupied by the member, or"

**CM 2007 – 005**

**Agenda Item 9:**

**Clarification of Rules - Standard Office Allocation**

The Commission considered the proposal from the Clerk respecting Clarification of Rules Standard Office Allocation and decided the following:

Pursuant to subsection 25(1) of the Members' Resources and Allowances Rules, the Commission directed that the standard office allocation shall consist of:

**Office Furniture, Equipment and Services package - for Member and Constituency Assistant**

**1. Office Furniture:**

- > One L-shaped desk, wood, veneer
- > One credenza, wood veneer
- > One bookcase, wood veneer
- > Chair, executive (high/low back) with wheels
- > Four visitor chairs without wheels
- > One L-shaped workstation with hutch
- > One chair with wheels
- > One TV Stand
- > One coffee table for waiting area

- > Two lockable four drawer lateral/vertical filing cabinets
- > Three wastepaper baskets
- > Two recycling boxes
- > Three coat racks
- > Water cooler
- > One wall clock

**2. Equipment:**

- > One photocopier
- > One scanner
- > One facsimile
  - Or a combination photocopier, scanner and facsimile machine
- > Two desk-top printers
- > Cross-hatch shredder
- > One 20 inch television
- > One VCR or DVD recorder or one combination unit
- > One camera and accessories
- > Two calculators
- > Two desk-top computers
- > One lap-top computer
- > Two telephones for constituency office
- > Two Cell phones or blackberries

Other furniture and equipment items as approved by Directive of the Commission.

**3. Services**

Telephone services:

- > Message manager
- > Call display
- > Long distance plan
- > A 1-800 number (if requested)

Cell phone or blackberry services:

- > Message Manager
- > Call Display

Facsimile services:

- > The installation and maintenance of a facsimile line
- > Internet and intranet services:
  - Access provided through the government network (where possible)

Cable Service includes:

- > The installation and maintenance of the most basic channel package which includes the local news channels and the House of Assembly broadcast. Satellite services are not permitted

Calling card

- > A Member and his/her constituency assistant are entitled to a calling card, if requested.



**CM 2007 – 006**

**Agenda Item 9: Clarification of Rules – Start-up Allowance**

The Commission considered the proposal from the Clerk respecting Clarification of Rules – Start-up Allowance and decided the following:

1. Pursuant to subsection 19(4) of the Members' Resources and Allowances Rules, a member may claim against the \$1,000 start up amount for reimbursement to cover initial start-up expenses related to establishing a constituency office for the following expenses:
  - (a) Office supplies, such as paper trays, 3 hole punch, staplers, pencil holders, scissors, hanging folders, kettle, coffee maker; and
  - (b) Office Equipment, such as computer monitor stand, non-glare screen, blackberry or cell phone accessories; and
  - (c) Any other non-consumable items directly related to establishing a constituency office
2. The Clerk was directed to obtain a legal opinion on Subsection 19 (4) of the Members' Resources and Allowances Rules to determine if a Directive of the Commission, under Subparagraph 20(6)(b)(i) of the Act, could amplify or interpret Subsection 19(4) such that it would become effective beginning with the 47th General Assembly.

**CM 2007 – 007**

**Agenda Item 11 Clarification of Rules – Secondary Residence**

The Commission considered the proposal from the Clerk respecting Clarification of Rules – Secondary Residence and decided the following:

Pursuant to subsection 20(6)(b)(i) of the House of Assembly Accountability, Integrity and Administration Act, the Commission directed that the following interpretation Directive be issued with respect to Sections 31, 32, 33, 35, 36, 37 and 38 of the Members' Resources and Allowances Rules:

Subparagraph 31(1)(b)(i) should be interpreted as if the words "or secondary residence" appeared after the word "temporary ", such that subparagraph 31(1)(b)(i) reads

"the actual cost of temporary or secondary residence accommodations, with receipts, up to a maximum of \$125 a night for every night the accommodations are actually occupied by the member, or"

Subparagraph 32(2)(b)(i) should be interpreted as if the words "or secondary residence" appeared after the word "temporary ", such that subparagraph 32(2)(b)(i) reads

"the actual cost of temporary or secondary residence accommodations, with receipts, in the constituency up to a maximum of \$125 a night actually spent in the constituency, or"

Paragraph 33 (b)(i) should be interpreted as if the words "or secondary residence" appeared after the word "temporary ", such that paragraph 33(b)(i) reads

"the actual cost of temporary or secondary residence accommodations, with receipts, in the constituency up to a maximum of \$125 a night actually spent in the constituency, or"

Paragraph 35 (b)(i) should be interpreted as if the words "or secondary residence" appeared after the word "temporary ", such that paragraph 35(b)(i) reads

"with receipts, temporary or secondary residence accommodations in the capital region up to a maximum of \$125 a night for every night the accommodations are actually occupied by the member, or"

Subparagraph 36(2)(b)(i) should be interpreted as if the words "or secondary residence" appeared after the word "temporary ", such that subparagraph 36(2)(b)(i) reads

"temporary or secondary residence accommodations, with receipts, in the constituency up to a maximum of \$125 a night for each night actually spent in the constituency, or"

Paragraph 37 (b)(i) should be interpreted as if the words "or secondary residence" appeared after the word "temporary ", such that paragraph 37(b)(i) reads

"with receipts, temporary or secondary residence accommodations in the constituency up to a maximum of \$125 a night for every night the accommodations are actually occupied by that member, or"

Paragraph 38(2)(b) should be interpreted as if the words "or secondary residence" appeared after the word "temporary ", such that paragraph 38(2)(b) reads

"the actual cost of temporary or secondary residence accommodations, with receipts, up to a maximum of \$125 a night, or a daily amount, without receipts, of \$25 when staying in private accommodation; and"

#### **CM 2007 – 008**

#### **Agenda Item 12: Clarification of Rules – Memorial Wreaths**

The Commission considered the proposal from the Clerk respecting Clarification of Rules – Memorial Wreaths and decided the following:

Pursuant to paragraph 46(3)(g) of the Members' Resources and Allowances Rules, the Commission hereby authorizes and directs that the following expense necessarily incurred by a member to carry out his or her constituency business may be reimbursed:

Memorial Wreaths used to commemorate veterans and others who served in the armed forces, peace officers, workers killed on the job or who died as a result of work-related illness, and similar memorial commemorations of a public nature.

#### **CM 2007 – 009**

#### **Agenda Item 13: Clarification of Rules – Advertising**

The Commission considered the proposal from the Clerk respecting Clarification of Rules – Advertising and decided the following:

1. Pursuant to subsection 20(6)(b)(i) of the House of Assembly Accountability, Integrity and Administration Act and in relation to section 24(i) of the Members' Resources and Allowances Rules, the Commission hereby makes the following clarification with respect to advertisements:
  - The purpose behind any advertising expenses shall be solely to assist Members to convey contact information along with advertising messages of welcome or congratulations
2. The Clerk was directed to consult with the Office of the Comptroller General on the appropriate documentation to be required for reimbursement of expenses respecting advertising.

**CM 2007 – 010**

**Agenda Item 16: Code of Conduct for Officers and Staff**

The Commission considered the proposal from the Clerk respecting a Code of Conduct for Officers and Staff and adopted the following Code of Conduct for officers and staff of the House of Assembly, pursuant to S.35 (3) of the House of Assembly Accountability, Integrity and Administration Act:

As Officers and Staff of the House of Assembly:

1. We will serve the aims and objectives of the House of Assembly and insure that personal interests and activities do not interfere, or appear to interfere, with this obligation.
2. We will perform our duties honestly, faithfully, ethically, impartially and efficiently, respecting the rights of the public and our colleagues. We will refrain from conduct that might impair our effectiveness or that would compromise our integrity.
3. We will ensure that we maintain the confidence and trust of Members of the House of Assembly and provide fair, confidential and impartial service equally to Members and staff of all parties.
4. We will treat colleagues, Members and the public with courtesy and respect.
5. We will avoid circumstances in which personal interests compromise or conflict with the interests of the House of Assembly and avoid circumstances in which there will be the appearance of a compromise or conflict. We are subject to the provisions of the Conflict of Interest Act, 1995.
6. We will not abuse our official position for personal gain. We will not accept any gift or other benefit that could be seen as an inducement or reward that might place us under an obligation to a third party. We will follow all requirements and policies of the House of Assembly service with respect to gifts and rewards.
7. We will exercise due care and control of records created or collected in the exercise of our responsibilities, ensuring that they are organized, secured and managed according to applicable policy and legislation.
8. We will ensure that any contribution we make to public debate or discussion on matters of government or House of Assembly policy is appropriate to the position we hold and is compatible with our obligation to be politically impartial.

9. We will ensure that our participation in public bodies and voluntary associations does not create a conflict of interest or the appearance of a conflict of interest with our duty to act in a politically impartial manner.

**CM 2007- 011**

**Agenda Item 17: Audit Committee of the Commission**

The Commission considered membership on the Audit Committee of the Commission and confirmed Ms. Elizabeth Marshall, MHA Topsail, and Mr. Kelvin Parsons, MHA Burgeo and LaPoile, as Commission members of the Audit Committee pursuant to S.23 (2) (a) of the *House of Assembly Accountability, Integrity and Administration Act*.

**CM 2007- 012**

**Agenda Item 18: Request for Special Warrant Funding (in camera session)**

The Commission, in an in camera session, authorized the Speaker to refer to the Attorney General a Special Warrant funding request to cover unanticipated costs of the Special Ballot process for the 2007 General Election under the Legislature Head of Expenditure.

**Adjournment:** 3:00

Hon. Harvey Hodder, 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 28, 2007

**Location:** House of Assembly Chamber

**Time:** 9:00 – 5:15

**Members Present:**

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Tom Rideout, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Hon. Tom Marshall, Minister of Finance

Ms. Beth Marshall, MHA (PC) Topsail

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

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

Mr. Jack Byrne, Deputy Speaker

**Other:**

Ms. Marie Keefe, Policy & Communications Officer

Ms. Marlene Lambe, Chief Financial Officer, House of Assembly

Ms. Lorna Proudfoot, Law Clerk

**Regrets:**

None

**Decisions of the Management Commission:**

**CM 2007 – 013**

**Agenda Item 2:**

The minutes of the House of Assembly Management Commission Meeting held on August 29, 2007, were approved as read.

**CM 2007 – 014**  
**Agenda Item 3-1:**

The Commission considered the proposed amendment to subsection 18(8) of the *House of Assembly Accountability, Integrity and Administration Act* respecting quorums for Commission meetings and approved the following:

Subsection 18(8) of the *House of Assembly Accountability, Integrity and Administration Act* is repealed and the following is substituted:

- “(8) A quorum of the commission shall be 50% of its members, provided that
- (a) one member, representing the government; and
  - (b) one member representing a party in opposition to the government; and
  - (c) the speaker or the deputy speaker
- shall be present during a meeting of the commission.”

**CM 2007 – 015**  
**Agenda item 3-2:**

The Commission considered the proposed amendment to subsection 14(2) of the *House of Assembly Accountability, Integrity and Administration Act* respecting reimbursement of expenses during the Election Writ period and approved the following:

Subsection 14(2) of the *House of Assembly Accountability, Integrity and Administration Act* is repealed and the following is substituted:

- “(2) Notwithstanding subsection (1), a member shall not claim reimbursement of expenses under subsection 11(2) from and after the date an election is called until the date of the election provided that the member has been declared re-elected under the *Elections Act, 1991*.”

**CM 2007 – 016**  
**Agenda Item 3-3:**

The Commission considered membership on the Audit Committee of the Commission and confirmed Ms. Elizabeth Marshall, MHA Topsail, and Mr. Kelvin Parsons, MHA Burgeo - LaPoile, as Commission members of the Audit Committee pursuant to S.23 (2) (a) of the *House of Assembly Accountability, Integrity and Administration Act*.

**CM 2007 – 017**  
**Agenda Item 3-4:**

The Commission approved and adopted the October 2007 versions of the Members' Resources and Allowances Rules Manual and the Members' Handbook.

**CM 2007 – 018**  
**Agenda Item 7:**

The Commission, in an *in camera* session, authorized the Speaker to refer to the appropriate Minister a Special Warrant funding request to cover unbudgeted costs associated with the implementation of the *Recommendations of the Review Commission on Constituency Allowances and Related Matters.*"

**CM 2007 – 019**  
**Agenda Item 6:**

The Commission considered the issue of opposition party caucus resources for the 46th General Assembly

1. The Leader of the Official Opposition moved:

*That the \$62.50 monthly allocation per caucus member for operational funding be continued, with a minimum amount of \$500.00 monthly established irrespective of caucus numbers.*

The motion was carried.

2. The Hon. Tom Marshall moved:

*That the Official Opposition maintain its current core staff complement; that the half-time position assigned to the Opposition House Leader be made a full-time position; that the Official Opposition annually receive \$100,000, plus the current \$21, 218 per private member, and that, in addition, the New Democratic Party would receive \$100,000, plus the current \$21, 118 per private member.*

By leave of the Commission the Hon. Tom Marshall moved the following amendment which would restrict the application of his motion to the Official Opposition.

*That the Official Opposition maintain its current core staff complement; that the half-time position assigned to the Opposition House Leader be made a full-time position; and that the Official Opposition annually receive \$100,000, plus the current \$21, 218 per private member.*

The Opposition House Leader moved the following amendment:

*That the motion put forward by Minister Marshall respecting caucus resources funding proposal be held in abeyance and not addressed until a study, as recommended by Chief Justice Green in Chapter 12 of his report, is presented back to the Commission for its review, and in the interim the caucus resource formula, as it existed prior to the dissolution of the Forty-Fifth General Assembly, be applied.*

This amendment was defeated.

Ms. Elizabeth Marshall moved the following amendment:

*That the following be added to Minister Marshall's motion:*

*The study of caucus resources as recommended by Chief Justice Green in Chapter 12 of his report be conducted and brought back for the Commission's consideration as soon as possible.*

The amendment carried.

The main motion, as amended, was carried.

3. The Hon. Tom Marshall moved that :

*The NDP continue to receive the \$21, 218 per private Member that they are receiving for caucus resources and, in addition, annually receive \$100,000, and that the issue of NDP resources also be part of the study recommended by Chief Justice Green in Chapter 12 of his report.*

Ms. Michael moved the following amendment:

*That the words "and funds for an administrative assistant/receptionist" be added after the words "\$100,000".*

The amendment was defeated.

The main motion was carried.

**Note: The following summarizes the key points of the motions respecting opposition caucus resources:**

- i) The \$62.50 monthly allocation per caucus member for operational funding will continue, with a minimum amount of \$500.00 monthly established irrespective of caucus numbers.
- ii) The Office of the Leader of the Official Opposition will continue to receive funding for the core positions identified during the 45th General Assembly; that is, a Chief of Staff, Communications position, Executive Assistant, departmental secretary, as well as the secretary/legislative assistant position usually termed Constituency Assistant; and,
- iii) The funding for a half-time assistant position with the Opposition House Leader will be increased to funding for a full-time position; and,
- iv) The Official Opposition will continue to receive the \$21, 218 annually per private member; and,
- v) The Official Opposition will receive an additional \$100,000 annually for caucus staffing; and,
- vi) The New Democratic Party will continue to receive \$21, 218 annually per private member; and,
- vii) The New Democratic Party will receive an additional \$100,000 annually for caucus staffing;



- viii) A study will be conducted, as soon as possible, to advise on the appropriate levels of resources for the Official Opposition and the NDP Caucuses, with the study to be brought back to the Commission for approval.

**CM 2007 – 020**

**Agenda Item 10-2:**

The Commission considered the proposal from the Clerk respecting Reimbursement rates for Constituency Assistants and decided the following:

Pursuant to subparagraph 20(6)(b)(i) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directs that Constituency Assistants be reimbursed at rates for travel, meals and accommodations (private and temporary) consistent with the rates provided for Members.

**CM 2007 – 021**

**Agenda Item 10-2:**

The Commission considered the proposal from the Clerk respecting phone lines in private residences and decided the following:

Pursuant to subsection 25(1) of the *Members' Resources and Allowances Rules*, the Commission hereby authorizes and directs that the Standard Office Allocation include a telephone package for the Member's residence, to be used for constituency business only. The telephone package will include message manager, call display and a long distance plan (if applicable).

**CM 2007- 022**

**Agenda Item 10-2:**

The Commission considered the proposal from the Clerk respecting the exclusion of intra-constituency travel and extra-constituency travel from the commuting distance limitation and decided the following:

Pursuant to subsection 20(6)(b)(i) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directs that intra-constituency travel and extra-constituency travel are excluded from the commuting distance limitation of paragraph 29(1)(b) of the *Members' Resources and Allowances Rules*, effective October 9, 2007.

**CM 2007- 023**

**Agenda Item 10-2:**

The Commission considered the proposed amendment to subsection 40(1) of the *Members' Resources and Allowances Rules* to include "taxi" as a permissible means of travel and approved the following proposed amendment:

The Commission hereby approves the following draft amendment to subsection 40(1) of the *Members' Resources and Allowances Rules*:

- (a) at paragraph (d) by deleting the word "and";
- (b) at paragraph (e) by deleting the period and substituting a semicolon and the word

"and"; and

(c) by adding immediately after paragraph (e) the following

"(f) taxis."

**CM 2007- 024**  
**Agenda item 10-2:**

The Commission considered the proposal from the Clerk respecting delegated authority to the Clerk for the provision of promotional materials for Members and decided the following:

The Clerk is authorized to develop appropriate policies and processes for the selection, allocation and distribution of the promotional materials identified in subsection 27(1) of the *Members' Resources and Allowances Rules*.

**Note:** The briefing note submission of November 22, 2007 had a typo and referenced subsection 27(1)(b). It should have read subsection 27(1) only.

**CM 2007- 025**  
**Agenda Item 10-2:**

The Commission considered the proposal from the Clerk respecting the use of Extra-Constituency Allowance for travel to the Capital Region and decided the following:

Pursuant to subparagraph 20(6)(b)(i), the Commission directs that subsection 39(1) of the *Members' Resources and Allowance Rules* does not permit travel from a constituency outside of the capital region to the capital region, except for the purpose of attendance at a conference or training course, as described in subsection 30(e) of the Rules.

**CM 2007 – 026**  
**Agenda Item 10-2**

The Commission considered the proposed amendment to section 20 of the *Members' Resources and Allowances Rules* respecting the location of a Member's constituency office space outside the Member's constituency and approved the following amendment:

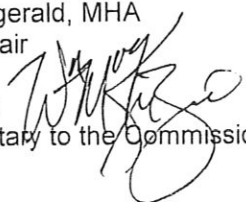
"Section 20 of the *Members' Resources and Allowances Rules* is amended by adding immediately after subsection (5) the following:

(5.1) Notwithstanding paragraph (5)(a), the Speaker may, upon the written request of a member, approve the locating of that member's constituency office space within a constituency that is not a constituency of that member provided that the requested office space is located in a constituency that is adjacent to the member's constituency.

**Adjournment:** 5:15

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:** January 23, 2008

**Location:** House of Assembly Chamber

**Time:** 9:00 – 4:00

**Members Present:**

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Tom Rideout, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Hon. Tom Marshall, Minister of Finance

Ms. Beth Marshall, MHA (PC) Topsail

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

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

**Other:**

Ms. Marie Keefe, Policy & Communications Officer

Ms. Marlene Lambe, Chief Financial Officer, House of Assembly

Ms. Kimberley Hammond, Director of Information Management

**Regrets:**

None

**CM 2008 - 001**            The minutes of the House of Assembly Management Commission Meeting held on November 28, 2007, were approved as read.

**CM 2008 - 002**            The Commission gave final approval to the amendment to subsection 40(1) of the *Members' Resources and Allowances Rules* to include "taxi" as a permissible means of travel and approved the amendment as follows:

The Commission hereby approves the following draft amendment to subsection 40(1) of the *Members' Resources and Allowances Rules*:

- (a)        at paragraph (d) by deleting the word "and";

- (b) at paragraph (e) by deleting the period and substituting a semicolon and the word “and”; and
- (c) by adding immediately after paragraph (e) the following  
“(f) taxis.”

**CM 2008 - 003**

The Commission considered the position of Chair for the Audit Committee of the Commission and confirmed Ms. Elizabeth Marshall, MHA Topsail, as Chair of the Audit Committee pursuant to S.23 (2) (a) of the *House of Assembly Accountability, Integrity and Administration Act*.

**CM 2008 - 004**

The Commission considered and approved a request from Ms. Patty Pottle, Member for Torngat Mountains to use space in a building she owns to accommodate her constituency office. There are no costs as heat, light, cleaning, insurance, and security are all included. The member has requested this approval as she is unable to secure adequate approved space despite a public call for proposals.

**CM 2008 – 005**

The Commission considered a letter from Ms. Lorraine Michael re: meeting location and meeting procedures. The Commission directed the Speaker and staff of House of Assembly Service to explore options with the Department of Transportation and Works for a dedicated Committee Room to be used by the House of Assembly Management Commission and other House committees.

**CM 2008 – 006**

The Commission considered and approved the “Guidelines for the Categorization of the Offices of the House of Assembly” as appropriate for the House of Assembly.

The Commission deferred approval of the plans submitted by 3 Statutory Offices (Office of Child and Youth Advocate, Office of the Citizens Representative, and Office of the Information and Privacy Commissioner) and deferred approval of categories for 3 Statutory Offices (Office of the Chief Electoral Officer, Office of the Commissioner for Legislative Standards and the Office of the Auditor General). Statutory Officers and Transparency and Accountability Office staff are to provide additional information at a future meeting of the Commission.

**CM 2008 – 007**

The Commission appointed a sub-committee of the Commission to be responsible for developing and issuing an RFP to invite proposals for the review of Caucus Resources for the Government Members’ Caucus, the Caucus of the Official Opposition, and the New Democratic Party. The sub-committee will evaluate the proposals and recommend successful proponents to the Commission

for final approval. The Committee members appointed are: Ms. Elizabeth Marshall; Mr. Tom Marshall; Mr. Kelvin Parsons; and Ms. Lorraine Michael. The Speaker will Chair the committee.

- CM 2008 - 008** The Commission approved the adoption of the Publication Scheme dated November 28, 2007, as required by subsection 49 (1) of the *House of Assembly Accountability, Integrity and Administration Act*.
- CM 2008 - 009** The Commission decided that financial statement audits for 1999-2000 and 2000-2001 must be conducted and directed that the Auditor General be requested to conduct the audits.
- CM 2008- 010** The Commission approved the adoption of the Ministerial Expense Reimbursement Policies for the Speaker and the Leader of the Official Opposition, effective October 9, 2007, with the following immediate modifications:
- “Minister” is interpreted as “Speaker” or “Leader of the Official Opposition”;
  - “Treasury Board” is interpreted as “House of Assembly Management Commission”; and,
  - “Premier” or “Premier’s Chief of Staff” is interpreted as “Speaker”.
- The Commission further directed the Clerk to draft amendments to the relevant sections of the Members’ Resources and Allowances Rules under the *House of Assembly Accountability, Integrity and Administration Act* regarding the maximum allowable amount for temporary accommodations, the maximum allowable amount for private accommodations, the maximum number of nights allowable for accommodations when the House is not in session, and meal per diems while traveling to/from the capital region when the House is not in session. The draft amendments should reflect those provided for under the Ministerial Expense Reimbursement Policies and brought back for consideration at the next Commission meeting.
- CM 2008- 011** The Commission considered the issue put forward by the Leader of the Official Opposition as to whether others may travel on her behalf. The Commission deferred a decision and directed the Clerk to prepare a briefing note on this issue for consideration at the next Commission meeting.
- CM 2008- 012** The Commission considered the issue of an appropriate recruitment process for the position of Law Clerk and recommended the standard Public Service Commission recruitment process.
- CM 2008- 013** The Commission considered the issue of providing temporary replacements for Constituency Assistants and directed the Clerk to draft guidelines for hiring of

temporary replacement staff which will ensure a standardized and consistent approach. The guidelines will be brought to the next Commission meeting for consideration.

**CM 2008- 014**

The Commission considered the letter from Ms. Lorraine Michael regarding Section 45 of the *House of Assembly Accountability, Integrity and Administration Act* and recommended that the Auditor General and Chief Justice Green should be invited to attend the next meeting of the Management Commission to discuss Section 15 of the *Auditor General Act* and Section 45 of the *House of Assembly Accountability, Integrity and Administration Act*

**CM 2008 – 015**

The Commission considered the letter from the Leader of the Official Opposition regarding core funding arrangements for the Office of the Official Opposition. The Commission decided that block funding, equivalent to the maximum step level for each of the four positions identified in her letter, should be provided to the Official Opposition Office as an interim measure until such time as the approved Review of Caucus Resources is completed.

**CM 2008 – 016**

The Commission decided that meetings would be held on the date scheduled by the Chair provided that a quorum of members is available. Agenda items requiring the participation of all members may be deferred to a subsequent meeting at the discretion of the Chair.

**Adjournment:** 4:00

Hon. Roger Fitzgerald, MHA  
Speaker and Chair

Wm. MacKenzie  
Clerk and Secretary to the Commission





**House of Assembly  
Newfoundland and Labrador**

*In Camera Session*

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

**Date:** February 6, 2008

**Location:** Executive Boardroom, West Block

**Time:** 9:00 – 4:00

**Members Present:**

Mr. Tom Osborne, Acting Deputy Speaker  
Mr. William MacKenzie, Clerk of the House of Assembly  
Hon. Tom Rideout, Government House Leader  
Mr. Kelvin Parsons, Opposition House Leader  
Ms. Beth Marshall, MHA (PC) Topsail  
Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair  
Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

**Other:**

Ms. Marie Keefe, Policy & Communications Officer  
Ms. Marlene Lambe, Chief Financial Officer, House of Assembly  
Mr. Scott Jones, Manager, Financial Planning and Reporting

**Regrets:**

Hon. Roger Fitzgerald, Speaker  
Hon. Tom Marshall, Minister of Finance

**Decisions of the Management Commission:**

**CM 2008 - 017**

The Commission, in an *in camera* session, approved the 2008-09 budget estimates for the Legislature to be forwarded to the Minister of Finance for inclusion in the 2009 Estimates and voted on in the House of Assembly.

**Adjournment:** 4:00

Mr. Tom Osborne, Acting Deputy Speaker and Chair

Wm. MacKenzie  
Clerk and Secretary to the Commission

A handwritten signature in black ink, appearing to be 'Wm. MacKenzie', written over the printed name and title.

**APPENDIX B**  
**Rule Amendments and Directives**





## **Rule Amendments**

The following rule amendments were approved by the Commission during the reporting period ending March 31, 2008.

1. Taxis as an acceptable mode of travel (Rule 40(1))  
**CM 2007 – 023**

### **Background**

Taxis were not listed as one of the acceptable means of travel under subsection 40(1) of *The Members' Resources and Allowances Rules*. At the November 28, 2007 meeting, the Commission approved the following draft amendment:

Subsection 40(1) of the *Members' Resources and Allowances Rules* is amended

- (a) at paragraph (d) by deleting the word “and”;
- (b) at paragraph (e) by deleting the period and substituting a semicolon and the word “and”; and
- (c) by adding immediately after paragraph (e) the following  
“(f) taxis.”

As required, the draft amendment was posted on the House of Assembly website, distributed to all members and subsequently voted on at the next meeting of the Commission held on January 23, 2008. The rule amendment became effective on February 22, 2008, the date of its publication in the NL Gazette.

2. **Constituency Office Location**  
**CM 2007 - 026**

### **Background**

Subsection 20(5) of *The Members' Resources and Allowances Rules* provided that, in addition to office space in the Confederation Building, a Member may have office space in the Member's constituency. A request had been submitted to the Speaker to have permission to establish an office in a constituency other than the Member's constituency. The Commission recognized there are circumstances that warrant approval for such requests and approved the following draft amendment at the November 28, 2007 meeting:

- (5.1) Notwithstanding paragraph (5)(a), the Speaker may, upon the written request of a member, approve the locating of

2. **Clarification of Rules - Travel and Living Allowances**  
**CM 2007 – 004**

**Background**

Amendments were required on three issues related to Travel and Living Allowances to ensure the intent of the *Members' Resources and Allowances Rules* was maintained regarding the requirement for receipts under subsection 32(2)(b)(i); the inclusion of private accommodations under subsection 31(1); and the provision of maximum reimbursement amounts for temporary accommodations under 35 (b)(i).

Pursuant to subparagraph 20(6)(b)(i) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directed that the following interpretation Directive be issued with respect to Sections 31, 32 and 35 of the *Members' Resources and Allowances Rules*.

**Directive**

Subsection 31(1) should be interpreted as if the words “or private” appeared after the word “temporary”, such that subsection 31(1) reads

*“A member who travels from his or her permanent residence outside the capital region to temporary or private accommodation or a secondary residence in the capital region to attend a sitting of the House of Assembly may claim reimbursement for the following cost:”*

Subparagraph 32(2)(b)(i) should be interpreted as if the words “with receipts” appeared after the word “accommodation”, such that subparagraph 32(2)(b)(i) reads

*“the actual costs of temporary accommodation, with receipts, in the constituency up to a maximum of \$125 a night actually spent in the constituency, or”*

Subparagraph 35(b)(i) should be interpreted as if the words “up to a maximum” appeared after the word “region”, such that paragraph 35(b)(i) reads

*“with receipts, temporary accommodations in the capital region up to a maximum of \$125 a night for every night the accommodations are actually occupied by the member, or”*

Two desk-top printers  
Cross-hatch shredder  
One 20 inch television  
One VCR or DVD recorder or one combination unit  
One camera and accessories  
Two calculators  
Two desk-top computers  
One lap-top computer  
Two telephones for constituency office  
Two Cell phones or blackberries

*Other furniture and equipment items as approved by Directive of the Commission.*

3. Services

**Telephone services:**

- ✚ Message manager
- ✚ Call display
- ✚ Long distance plan
- ✚ A 1-800 number (if requested)

**Cell phone or blackberry services:**

- ✚ Message Manager
- ✚ Call Display

**Facsimile services:**

The installation and maintenance of a facsimile line

**Internet and intranet services:**

Access provided through the government network (where possible)

**Cable Service includes:**

The installation and maintenance of the most basic channel package which includes the local news channels and the House of Assembly broadcast. Satellite services are not permitted

**Calling card**

A Member and his/her constituency assistant are entitled to a calling card, if requested.

maximum of \$125 a night actually spent in the constituency, or”

Paragraph 35 (b)(i) should be interpreted as if the words “or secondary residence” appeared after the Word “temporary “, such that paragraph 35(b)(i) reads

“with receipts, temporary or secondary residence accommodations in the capital region up to a maximum of \$125 a night for every night the accommodations are actually occupied by the member, or”

Subparagraph 36(2)(b)(i) should be interpreted as if the words “or secondary residence” appeared after the word “temporary “, such that subparagraph 36(2)(b)(i) reads

“temporary or secondary residence accommodations, with receipts, in the constituency up to a maximum of \$125 a night for each night actually spent in the constituency, or”

Paragraph 37 (b)(i) should be interpreted as if the words “or secondary residence” appeared after the word “temporary “, such that paragraph 37(b)(i) reads

“with receipts, temporary or secondary residence accommodations in the constituency up to a maximum of \$125 a night for every night the accommodations are actually occupied by that member, or”

Paragraph 38(2)(b) should be interpreted as if the words “or secondary residence” appeared after the word “temporary “, such that paragraph 38(2)(b) reads

“the actual cost of temporary or secondary residence accommodations, with receipts, up to a maximum of \$125 a night, or a daily amount, without receipts, of \$25 when staying in private accommodation;  
and”

**5. Clarification of Rules - Memorial Wreaths  
CM 2007 - 008**

**Background**

Memorial Wreaths presented at public commemoration services are not specifically identified as an allowable expense under the Constituency

*constituency business, his or her daily meal allowance shall be prorated in a manner established by a directive of the commission.”*

**Directive**

Pursuant to subsection 29(7) of the *Members’ Resources and Allowances Rules*, the Commission directs that meal allowances for Members while on constituency business will be prorated so as to provide \$10 for breakfast, \$15 for lunch and \$25 for dinner.

**8. Clarification of Rules – Start-up Allowance  
CM 2007 – 006**

**Background**

Subsection 19(4) of the *Members’ Resources and Allowances Rules* states: “*Following a general election or by-election, a new member who was not a member in the preceding session of the House of Assembly is, in addition to the constituency office accommodation allowance, entitled to claim amounts associated with the start-up of the member’s office in an amount of not more than \$1,000 to defray expenses as may be specified by the commission.”*

**Directive**

Pursuant to subsection 19(4) of the *Members’ Resources and Allowances Rules*, a member may claim against the \$1,000 start up amount for reimbursement to cover initial start-up expenses related to establishing a constituency office for the following expenses:

- (a) Office supplies, such as paper trays, 3 hole punch, staplers, pencil holders, scissors, hanging folders, kettle, coffee maker; and
- (b) Office Equipment, such as computer monitor stand, non-glare screen, blackberry or cell phone accessories; and
- (c) Any other non-consumable items directly related to establishing a constituency office

**11. Exclusion of intra-constituency travel and extra-constituency travel from commuting distance limitation**  
**CM 2007 – 022**

**Background**

Under subsection 29(1) of the *Members' Resources and Allowances Rules*, a Member may claim for a travel and living allowance only where the one-way distance traveled is greater than the defined commuting distance of 60 km.

Subsection 29(1) states:

“A member may claim for a travel and living allowance only where the member

- (a) is engaged in constituency business; and
- (b) is outside of commuting distance of the member's permanent residence.

It appears that the General Principle of Subsection 29(1) was intended to apply only to

- (a) trips to and from the capital region for sessions of the House;
- (b) trips to and from the capital region for constituency business when House of Assembly is not in session; or
- (c) travel from the permanent residence to the district (for a Member who does not reside in his or her district).

**Directive**

Pursuant to subsection 20(6)(b)(i) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directs that intra-constituency travel and extra-constituency travel are excluded from the commuting distance limitation of paragraph 29(1)(b) of the *Members' Resources and Allowances Rules*, effective October 9, 2007.

**12. Extra-Constituency Allowance and travel to Capital Region**  
**CM 2007 – 025**

**Background**

Subsection 39 (1) of the *Members' Resources and Allowances Rules* leaves open the possible interpretation that the extra-constituency

**APPENDIX C**  
**Financial Information**





**HOUSE OF ASSEMBLY  
NEWFOUNDLAND AND LABRADOR**

**FINANCIAL INFORMATION**

**31 MARCH 2008**





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

## AUDITOR'S REPORT

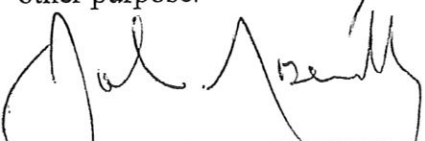
To the Members of the House of Assembly Management Commission  
Province of Newfoundland and Labrador

I have audited the schedule of assets and liabilities of the House of Assembly and its statutory offices as at 31 March 2008 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 House of Assembly's management. My responsibility is to express an opinion on this financial information based on my audit. I also audited, in accordance with section 43(6)(b) of the *Act*, the expenses incurred by the House of Assembly and its statutory offices 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.

I conducted my audit 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.

In my opinion, this financial information presents fairly in all material respects, the assets and liabilities of the House of Assembly and its statutory offices as at 31 March 2008 and the results of its operations for the year then ended in accordance with the accounting policies disclosed in Note 1. Further, in my opinion, the expenses incurred by the House of Assembly and its statutory offices 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.

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.



**JOHN L. NOSEWORTHY, CA**  
Auditor General

St. John's, Newfoundland and Labrador  
30 June 2008



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

2008

**ASSETS**

Cash (Note 2)	\$ 2,071
Cash held in trust (Note 2)	11,183
Accounts receivable (Note 3)	333,235
Prepaid expenses (Note 4)	33,235
<b>Total assets</b>	<b>\$ 379,724</b>

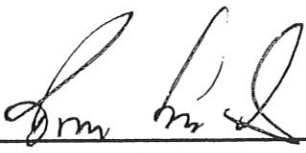
**LIABILITIES**

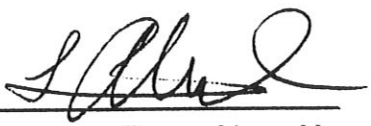
Accounts payable	\$ 13,983
Accrued payroll	366,854
Accrued paid and annual leave	995,145
Accrued overtime	223,701
Accrued severance pay	2,860,160
Trust liability (Note 2)	11,183
<b>Total liabilities</b>	<b>\$ 4,471,026</b>

**Commitments (Note 5)**

*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 2008**

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
<b>HOUSE OF ASSEMBLY</b>			
<b>Administrative Support</b>			
Salaries	\$ 1,112,563	\$ 1,126,000	\$ 1,126,000
Employee benefits	2,866	3,000	3,000
Transportation and communications	50,655	55,000	55,000
Supplies	41,685	50,000	50,000
Professional services	488,072	771,000	221,000
Purchased services	549,704	617,000	617,000
Property, furnishings and equipment	71,743	76,100	70,000
	<b>2,317,288</b>	<b>2,698,100</b>	<b>2,142,000</b>
Revenue - Provincial	<b>(68,698)</b>	-	-
<b>Total: Administrative Support</b>	<b>2,248,590</b>	<b>2,698,100</b>	<b>2,142,000</b>
<b>House Operations</b>			
Salaries	520,400	539,000	457,000
Employee benefits	4,379	9,000	9,000
Transportation and communications	115,054	144,500	173,000
Supplies	11,556	21,000	21,000
Purchased services	32,625	48,000	48,000
Property, furnishings and equipment	15,385	21,500	15,000
<b>Total: House Operations</b>	<b>699,399</b>	<b>783,000</b>	<b>723,000</b>
<b>Caucus Operations and Members' Expenses</b>			
Salaries	2,941,498	3,021,100	2,191,300
Transportation and communications	207,595	288,980	290,000
Supplies	35,149	36,300	30,000
Purchased services	178,264	190,000	190,000
Property, furnishings and equipment	29,020	30,900	30,000
Allowances and assistance	5,653,207	7,270,800	5,380,000
Grants and subsidies	36,716	36,720	36,000
	<b>9,081,449</b>	<b>10,874,800</b>	<b>8,147,300</b>
Revenue - Provincial	<b>(301,814)</b>	-	-
<b>Total: Caucus Operations and Members' Expenses</b>	<b>8,779,635</b>	<b>10,874,800</b>	<b>8,147,300</b>

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES  
PROVINCE OF NEWFOUNDLAND AND LABRADOR  
SCHEDULE OF EXPENDITURE AND RELATED REVENUE  
For the Year Ended 31 March 2008**

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
<b>HOUSE OF ASSEMBLY (cont.)</b>			
<b>Hansard and the Broadcast Centre</b>			
Salaries	388,702	467,800	502,800
Employee benefits	1,201	1,500	1,500
Transportation and communications	88,651	140,800	469,500
Supplies	5,869	6,200	6,200
Purchased services	14,900	31,000	31,000
Property, furnishings and equipment	20,171	360,700	10,000
<b>Total: Hansard and the Broadcast Centre</b>	<b>519,494</b>	<b>1,008,000</b>	<b>1,021,000</b>
<b>Legislative Library</b>			
Salaries	376,582	379,600	344,600
Employee benefits	914	1,500	1,500
Transportation and communications	2,959	5,000	5,000
Supplies	48,395	50,000	50,000
Purchased services	10,878	11,500	11,500
Property, furnishings and equipment	2,121	5,000	5,000
<b>Total: Legislative Library</b>	<b>441,849</b>	<b>452,600</b>	<b>417,600</b>
<b>Total: House of Assembly</b>	<b>12,688,967</b>	<b>15,816,500</b>	<b>12,450,900</b>
<b>OFFICE OF THE CHIEF ELECTORAL OFFICER</b>			
Salaries	3,449,420	4,043,600	3,553,100
Employee benefits	453	3,200	3,200
Transportation and communications	587,362	742,500	752,700
Supplies	105,748	116,500	80,500
Professional services	88,654	99,800	99,800
Purchased services	1,172,897	1,453,900	1,490,700
Property, furnishings and equipment	133,576	167,900	83,800
Grants and subsidies	443,590	873,000	873,000
	5,981,700	7,500,400	6,936,800
Revenue - Provincial	(2,015)	-	-
<b>Total: Office of the Chief Electoral Officer</b>	<b>5,979,685</b>	<b>7,500,400</b>	<b>6,936,800</b>



**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES  
PROVINCE OF NEWFOUNDLAND AND LABRADOR  
SCHEDULE OF EXPENDITURE AND RELATED REVENUE  
For the Year Ended 31 March 2008**

		<u>Estimates</u>	
	<u>Actual</u>	<u>Amended</u>	<u>Original</u>
<b>OFFICE OF THE CITIZENS' REPRESENTATIVE</b>			
Salaries	365,245	369,200	369,200
Employee benefits	185	2,000	2,000
Transportation and communications	28,038	64,200	64,200
Supplies	2,836	10,000	10,000
Professional services	-	10,000	10,000
Purchased services	87,437	106,000	106,000
Property, furnishings and equipment	4,481	5,000	5,000
<b>Total: Office of the Citizens' Representative</b>	<b>488,222</b>	<b>566,400</b>	<b>566,400</b>
<b>OFFICE OF THE CHILD AND YOUTH ADVOCATE</b>			
Salaries	490,348	597,000	597,000
Employee benefits	2,532	3,000	3,000
Transportation and communications	48,854	98,100	100,000
Supplies	6,697	10,000	10,000
Professional services	13,790	30,000	30,000
Purchased services	115,756	121,400	147,300
Property, furnishings and equipment	6,864	6,900	5,000
<b>Total: Office of the Child and Youth Advocate</b>	<b>684,841</b>	<b>866,400</b>	<b>892,300</b>
<b>OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER</b>			
Salaries	338,617	340,000	340,000
Employee benefits	4,931	5,020	2,200
Transportation and communications	22,998	24,280	27,200
Supplies	4,006	5,100	7,000
Professional services	50,402	50,500	20,000
Purchased services	33,400	34,700	37,800
Property, furnishings and equipment	5,437	5,500	5,000
<b>Total: Office of the Information and Privacy Commissioner</b>	<b>459,791</b>	<b>465,100</b>	<b>439,200</b>
<b>Total: House of Assembly and its Statutory Offices</b>	<b>\$ 20,301,506</b>	<b>\$ 25,214,800</b>	<b>\$ 21,285,600</b>

*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 2008**

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Original estimates (net)	\$ 21,285,600
<u>Transfer from Consolidated Fund Services for severance pay</u>	<u>1,356,900</u>
Original estimates of expenditure	22,642,500
<u>Supplementary supply</u>	<u>2,572,300</u>
<b><u>Total appropriation</u></b>	<b><u>25,214,800</u></b>
<b>Total net expenditure</b>	<b>20,301,506</b>
<u>Add revenues</u>	<u>372,527</u>
<b><u>Total gross expenditure</u></b>	<b><u>20,674,033</u></b>
<b><u>Unexpended balance of appropriation</u></b>	<b><u>\$ 4,540,767</u></b>

*See accompanying notes*

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES**  
**PROVINCE OF NEWFOUNDLAND AND LABRADOR**  
**NOTES TO FINANCIAL INFORMATION**  
**31 March 2008**

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**Authority, nature of operations and basis of consolidation**

The House of Assembly of Newfoundland and Labrador is comprised 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).

The House of Assembly Service was established by the *House of Assembly Accountability, Integrity and Administration Act*. Its role is to support the House of Assembly, its committees, the House of Assembly Management Commission and the members of the House. It includes the Office of the Speaker, the Office of the Clerk, the Corporate and Member Services Division, and the Information Management Division. The Clerk is the chief administrative officer of the House of Assembly responsible for the operations of the House of Assembly Service and the administration of the statutory offices of the House.

This financial information reflects the financial operations of the House of Assembly Service (Administrative Support, House Operations, Caucus Operations and Members' Expenses, Hansard and the Broadcast Centre and the Legislative Library) as well the financial operations of the statutory offices (Office of the Chief Electoral Officer, Office of the Citizens' Representative, Office of the Child and Youth Advocate, and Office of the Information and Privacy Commissioner). For purposes of this financial information the consolidated entity is referred to as the House of Assembly and its Statutory Offices. 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**

This financial information has been prepared in accordance with the *House of Assembly Accountability, Integrity and Administration Act* and the accounting policies set out below.

(a) Basis of accounting

The Schedule of Assets and Liabilities has been prepared on the accrual basis of accounting. 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. (This is the same basis of accounting used by the Office of the Comptroller General in preparing its Report on the Program Expenditures and Revenues of the Consolidated Revenue Fund and the same basis used in preparing the budgeted appropriations and revenues as per the Estimates presented in the House of Assembly.) 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.

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES**  
**PROVINCE OF NEWFOUNDLAND AND LABRADOR**  
**NOTES TO FINANCIAL INFORMATION**  
**31 March 2008**

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**1. Summary of significant accounting policies (cont.)**

(b) Assets

Assets and liabilities are recorded on a basis consistent with the policies used in preparing the Consolidated Revenue Fund financial statements of the Province of Newfoundland and Labrador. Direct liabilities and convertible assets such as amounts receivable are reported on the Schedule of Assets and Liabilities on an accrual basis.

(c) Capital assets

Capital asset acquisitions do not meet the Province's thresholds for capitalization. As such these assets are charged as budgetary expenditures and are expensed in the year of acquisition on the Schedule of Expenditure and Related Revenue. Capital assets are not reported on the Schedule of Assets and Liabilities.

(d) Revenue recognition

Revenue is reported on the modified cash basis on the Schedule of Expenditure and Related Revenue.

(e) Operating expenditures

Operating expenditures are reported on the modified cash basis on the Schedule of Expenditure and Related Revenue.

(f) Severance pay

The liability for severance pay 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 current 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.

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES**  
**PROVINCE OF NEWFOUNDLAND AND LABRADOR**  
**NOTES TO FINANCIAL INFORMATION**  
**31 March 2008**

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**1. Summary of significant accounting policies (cont.)**

(f) Severance pay (cont.)

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.

(g) Long-term lease

Information relating to the long-term lease of office equipment is presented in this financial information in Note 5 Commitments. No capital lease obligation has been recorded in this financial information because the related assets do not meet the Province's threshold for capitalization.

(h) Employee future benefits

Under Section 32 of the *House of Assembly Accountability, Integrity and Administration Act* employee benefits which apply to employees of the public service apply to employees of the House of Assembly and its Statutory Offices. No provision for pension or other post employment future benefit expenditures has been recorded in this financial information.

**2. Cash**

The \$2,071 in cash is comprised of the cash on hand in the ten petty cash funds held by employees of the House of Assembly and its Statutory Offices.

The \$11,183 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 from funds provided to the candidates in support of their respective election campaigns. Excess funds that exceed the campaign limits per the *Elections Act* 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.

**3. Accounts receivable**

Accounts receivable include the following:

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

Accounts receivable - Excess Constituency Allowances	\$ 938,609
<u>Less: allowance for doubtful accounts</u>	<u>661,640</u>
	<u>276,969</u>

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES**  
**PROVINCE OF NEWFOUNDLAND AND LABRADOR**  
**NOTES TO FINANCIAL INFORMATION**  
**31 March 2008**

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**3. Accounts receivable (cont.)**

Accounts receivable - Double billings and other amounts	128,400
Less: allowance for doubtful accounts	77,501
	<u>50,899</u>
	327,868
<u>Accounts receivable from employees</u>	<u>5,367</u>
<u>Total accounts receivable</u>	<u>\$ 333,235</u>

The accounts receivable for the Excess Constituency Allowances and the related Allowance for Doubtful Accounts were provided by the Office of the Comptroller General (OCG). These amounts are based on the findings of the law firm and accounting firm engaged by the OCG to finalize the amount of debt and prepare any necessary Statements of Claim.

**4. Prepaid expenses**

Prepaid expenses include the following:

Subscriptions	\$ 23,136
Rental space	5,005
Membership fees	3,960
<u>Miscellaneous items</u>	<u>1,134</u>
<u>Total prepaid expenses</u>	<u>\$ 33,235</u>

**5. Commitments**

The House of Assembly and its Statutory Offices have outstanding commitments totalling \$3,262,589. These relate to the lease of office equipment (\$519,000), maintenance agreements (\$93,000) and office accommodations (\$2,650,589). The schedule of payments related to these leases for the next five years is as follows:

<u>Year</u>	
2009	\$ 974,694 (includes \$519,000 lease of office equipment)
2010	360,692
2011	350,682
2012	328,010
2013	257,992

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES**  
**PROVINCE OF NEWFOUNDLAND AND LABRADOR**  
**NOTES TO FINANCIAL INFORMATION**  
**31 March 2008**

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**6. Income taxes**

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

**APPENDIX D**  
**Recommendations by the Auditor General**







## Office of the Auditor General of Newfoundland and Labrador

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16 October 2008

Ref: leg1008F03.04

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

OFFICE OF THE CLERK

OCT 17 2008

Dear Sir:

We all know now that, 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. Inadequate controls and management practices, along with the Internal Economy Commission (IEC) decision 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, I am confident that the financial controls and management practices for the House of Assembly establishment have significantly improved.

The *House of Assembly Accountability, Integrity and Administration Act* requires that an auditor be appointed to audit the House of Assembly and its Statutory Offices. My Office was appointed as auditor for the year ended 31 March 2008 and the audit is now complete. It was directed at expressing an opinion on the financial information of the House of Assembly and its Statutory Offices as well as 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.

The following observations and recommendations relate to matters that have come to my attention as a result of the audit.

### **1. Double Billing**

A double billing occurs when a Member of the House of Assembly submits and receives reimbursement for an expenditure which had previously been claimed and reimbursed, or claimed more than once on the same form. During our review of a sample of 112 Members' claims, we found three incidents where two Members and a former Member submitted a claim for the same item more than once on the same or subsequent claim. Details are as follows:

- In two instances, the error of submitting the item the second time was found during a review of the claim by staff at the House of Assembly, and corrected before the payment was issued to the Member; and
- In one instance, the error was not detected and a double billing occurred. The same expenditure of \$1,133.04 plus HST for a flight and a daily meal and accommodations per diem was submitted by a former Member on two separate expense claims (24 May 2007, 12 July 2007) which were approved by management and paid to the former Member.

### **Recommendation**

*Officials of the House of Assembly should ensure that adequate processes are in place to identify and correct any future double billings.*

## House of Assembly Response

*The Auditor General's recommendation that the House of Assembly should ensure that adequate processes are in place to identify and correct any future double billings has been in effect since January 2007.*

*Prior to the general election in October 2007 and the adoption of the new **Members' Resources and Allowances Rules (Members' Rules)**, processes to identify and correct double billings were not documented but prior claims were reviewed and documentation requirements were strengthened to ensure that a specific expense had not been previously claimed. The one error that was detected by the audit occurred during this period.*

*Since 9 October 2007, this process has been formalized and the details regarding travel, meals and accommodations for each Member are now recorded. As part of the reimbursement process, this documentation is reviewed to ensure expenses have not been previously claimed.*

*In conjunction with the Office of the Comptroller General and OCIO, a project is currently underway to modify the Expense Claims and Management System (ECMS) so that it can be used for Members' claims and provide additional assurance. However, our confidence in the current system is confirmed by the Management Certification signed by the Clerk pursuant to Paragraph 28(3)(1) of the Act.*

## 2. Equipment and Furniture Purchases

Between the fiscal years 1989-90 to 1998-99, the policy of the IEC was to define capital assets as equipment and furniture purchases valued at \$500 or more. For fiscal years 1999-00 to 2002-03, this purchase value increased to \$1,000 and decreased again to \$500 for fiscal years 2003-04 to 2005-06. Equipment and furniture purchases valued lower than these defined thresholds were categorized as office expenses versus capital assets.

In accordance with IEC policy, capital assets were the property of the House of Assembly for the first three years. After three years, these assets were considered fully depreciated (regardless of their actual fair market value) and became the property of the Member.

Although the policy required that upon departure of a Member, any capital assets purchased within the most recent three year period would remain the property of the House of Assembly, prior to 2006-07 there was no effective system or process in place to track and account for assets purchased and/or returned by Members. As a result, it was not possible to assess whether Members returned capital assets or reimbursed the Province for the residual value of the capital assets purchased within the three years prior to their departure.

The new rules, which were published in the *Members' Resources and Allowances Rules Manual (Members' Manual)* and released in October 2007 to coincide with the 2007 General Election, were developed based on the recommendations from the *Green Report*. These rules provide that each Member is entitled to a standard office equipment package, and that the Clerk shall maintain and update an inventory of all House assets entrusted to each Member. The rules also indicate that a new Member shall utilize the furniture, furnishings and equipment provided to the outgoing Member for that constituency. Once office allocation items are purchased, they remain the property of the Province.

Our audit disclosed that officials of the House of Assembly have not yet entered the information compiled on capital assets purchased by Members prior to October 2007 into an inventory tracking system. Therefore, there was no listing readily available indicating what assets exist at each of the Members' offices.

### **Recommendations**

*Officials of the House of Assembly should:*

- *enter the information compiled on capital assets located at each of the constituency offices into an inventory tracking system; and*
- *seek repayment or the return of any capital assets that were purchased by a Member within the three years prior to the Member either resigning or being defeated.*

**House of Assembly Response**

*The development of an inventory tracking system for furniture and equipment was delayed while staff were recruited and an appropriate software program was selected, with advice from the Office of the Chief Information Officer. The Manager of General Operations and Purchasing is now in place and a software program – Fasse Track Asset Management System - has been purchased. We anticipate the implementation of the inventory tracking system to be in place by March 31, 2009. In the interim, complete records of all purchases exist and are readily available; they are simply not yet compiled with an inventory software system.*

*House of Assembly officials requested the return of any capital assets that were purchased by Members who resigned or were defeated in the last general election or by-elections during the past fiscal year. A list of all capital assets purchased for the period from April 2006 to October 2007 was compiled based on a review of all Members' claims processed during that period. In addition, a letter was sent to all Members prior to the election in October 2007 requesting a list of all capital assets purchased within the three year period prior to the election. Based on this information, any applicable capital assets were returned by outgoing Members.*

**3. Account Receivable from a Former Member**

The House of Assembly has not recorded an account receivable from a former Member for personal automobile insurance costs which were not properly claimed. The insurance costs were paid by the former Member in May 2006 for a period up to and including 24 April 2007. The former Member resigned from the House of Assembly on 19 January 2007; however, the amount of \$1,553 relating to insurance costs for the period which extended beyond the resignation as the Member was not recovered.

**Recommendation**

*Officials of the House of Assembly should record and recover the amount receivable from the former Member relating to personal automobile insurance claimed that related to the period subsequent to resignation as a Member of the House of Assembly.*

**House of Assembly Response**

*The accounts receivable from the former Member has now been recorded. A response has been received to our letter requesting repayment and discussions are ongoing regarding arrangements for repayment of the amount.*

#### **4. Lack of Documentation in Personnel Files**

During the audit, we reviewed a sample of 13 personnel files to determine what documentation was on file and to assess whether it was complete and accurate. We noted that there was some documentation missing including such items as a copy of a social insurance card or birth certificate, employee information form, or a completed TDI form. In addition, our review also disclosed that documentation related to two employees with the same name was located in the wrong file.

#### **Recommendation**

*Officials of the House of Assembly should ensure that its personnel files contain complete and accurate documentation.*

#### **House of Assembly Response**

*It was recognized by House of Assembly officials in 2006 that the existing personnel files were not complete. However, action to review and identify any incomplete files was delayed due to the priority of other issues which had to be addressed. In the interim, relevant files were reviewed upon resignations or transfers to government departments to ensure that any severance or other payments were correct and the appropriate documentation existed before such payments were processed. During the summer of 2008, a temporary staff person was hired to organize all personnel files which will assist in the identification of any incomplete files.*

*The nine personnel files that did not contain complete documentation related to the period prior to May 2007. A dedicated payroll staff person was assigned to process payroll for the House of Assembly and the four statutory offices in May 2007.*

#### **5. Processing of MHA Claims**

Prior to October 2007 the House of Assembly processed claims for Members' expenditures for their constituency allowance using rules developed by the IEC as well as Government policy. With the adoption of the recommendations of the *Green Report*, the *Members' Manual* was prepared and released in October 2007 to coincide with the 2007 General Election. As a result, Members' claims relating to the period subsequent to 6 October 2007 were processed using the new rules as well as Government policy.

Our review of a sample of 112 Members' claims disclosed the following:

**(a) Non-compliance with new rules adopted 7 October 2007**

- Thirteen instances where Members submitted claims later than the required 60 days after the date that expenditures were incurred and these claims were approved and paid.

**(b) Non-compliance with Government policy**

- Nine instances where changes were made to Members' claims; however, there was no evidence to indicate either who made the changes to the claim or that the Member was informed that the changes had been made.

**Recommendation**

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

**House of Assembly Response**

*Effective processes are in place in the House of Assembly to ensure that Members' claims are processed in accordance with House of Assembly rules and Government policy.*

- *Members' claims were approved and paid if submitted later than the maximum 60 days after the expenditure was incurred during a transition period from 9 October 2007 to 31 March 2008 to allow for a period of understanding and applying the new Rules. Effective 1 April 2008, only claims submitted within 60 days of the date of expenditure are reimbursed.*
- *Seven of the nine instances where changes were made to Members' claims related to claims prior to the implementation of the new Members' Rules. These instances related to a re-allocation of the expenditure amount and the HST portion or the different sub-categories of meals, accommodations and travel; the total claim amount did not change.*

*The remaining two instances related to claims after the implementation of the new Members' Rules. Both of those instances related to a re-allocation of the expenditure amount and the HST portion which did not change the total of the claim. Each adjustment was less than \$10.*



*On 15 May 2007, the Office of the Comptroller General requested that the common practice of financial administrators making changes to travel claims be discontinued and that all claims be returned to the claimant to make the required changes. We responded to that office on 7 June 2007 and noted that it would not be practicable to follow the requested process for Members' claims, but that any change in practice would be put in place once new rules and a suitable travel system was implemented for Members. Currently, a project is in progress to implement the Expense Claims and Management System which will allow Members to enter their own claims in the system.*

*We do inform Members by e-mail and provide the details of any changes made if the total amount reimbursed was adjusted and/or for any other changes except for minor re-allocations respecting HST.*

## **6. Outstanding Travel Advance and Allowance for Doubtful Accounts**

Our review disclosed that the House of Assembly has an amount outstanding from a former Member relating to an outstanding travel advance in the amount of \$12,900. An allowance for doubtful accounts in the amount of \$12,900 has been established in relation to this outstanding travel advance.

Government's Human Resources Policy Manual states:

*It is the responsibility of individual departments to ensure that any standing travel advances held by employees who terminate employment or who transfer to another department are promptly refunded.*

Although the Office of the Comptroller General is currently withholding payment of severance pay in the amount of \$72,894 due to this former Member pending resolution of the issue of excess constituency allowance claims, officials at the House of Assembly have not recovered the \$12,900 from the amount withheld.

### **Recommendation**

*Officials of the House of Assembly should continue efforts to recover the amount due from the former Member in relation to their standing travel advance.*

## House of Assembly Response

*The standing travel advance is owed by a former Member identified by the Auditor General as having received excess payments of \$467,653 from 1999 to 2004. As part of its collection efforts regarding excess payments, the Office of the Comptroller General withheld the former Member's severance pay of \$72,894 in early January 2007. We only obtained access to the Accounts Receivable ledger which had been seized under warrant by the RNC in late January so were not aware of the advance owing when the severance pay was withheld. Therefore, the Office of the Comptroller General had already applied the severance payments to the excess payments owing and the funds were not available to be applied to the outstanding standing travel advance.*

*In February 2007, we requested the Office of the Comptroller General to perform a review of this advance to determine if this advance should become part of the overall payments to be recovered from the former Member. In the interim, House of Assembly officials have not made any direct efforts to recover the amount due.*

## 7. Completeness of Financial Information

Our review of the *Schedule of Assets and Liabilities*, submitted to the Office of the Comptroller General for inclusion in the Public Accounts of the Province, and provided to us for audit indicated that there was no disclosure for commitments, including in relation to office equipment leases. Subsequent to our discussions, officials provided us with information indicating an amount of \$519,000 for leases and \$463,310 for other commitments. The commitments disclosure was revised twice from the time we initially received the information, with the final information not provided to us until after our initial expected date for completion of the audit, i.e. 30 June 2008. The final amount reflected in the notes to the financial information is \$3.3 million.

Our review of the *Schedule of Assets and Liabilities* further indicated an amount of \$11,183 related to cash held in trust at the Office of the Chief Electoral Officer (OCEO). However, there was no corresponding liability set up for this trust account. Any amount held in trust should be offset by an equal liability amount.

Officials at the House of Assembly were aware that there were amounts receivable for excess constituency allowance claims. However, they decided that no amount would be reflected in the financial information of the House of Assembly because an amount was included in the Public Accounts of the Province by the Office of the Comptroller General. Subsequent to our discussions, the officials agreed to disclose an amount receivable of \$938,609 in the financial information. As a result of the time required to resolve this matter and finalize the amount with officials of both the House of Assembly and the Office of the Comptroller General, we were unable to complete our audit until after our initial expected date for completion of the audit, i.e. 30 June 2008.

Timely and complete information is essential to the preparation and audit of financial information. Delays in preparation and incompleteness of this financial information led to delays in the release of the audit report.

### **Recommendations**

*Officials of the House of Assembly should ensure that:*

- *all information relating to its financial information is complete and is provided to the auditor on a timely basis; and*
- *all information submitted to the Office of the Comptroller General for inclusion in the Public Accounts of the Province is complete and timely.*

### **House of Assembly Response**

*House of Assembly officials are committed to ensuring that all information provided to the Office of the Auditor General for audit purposes is complete, accurate and timely.*

- *The commitments information was provided to the staff of the Auditor General for inclusion in the Notes to the Financial Information soon after it was brought to our attention.*
- *Due to the tight timelines for completion of the audit, it was agreed with the Office of the Auditor General that the audit would be based on the information provided in the Public Accounts Submission schedule to the Office of the Comptroller General. A Schedule of Assets and Liabilities is not part of the Public Accounts submission.*

*The treatment of the trust asset and related liability was consistent with the direction provided in the Public Accounts Guidelines from the Office of the Comptroller General for preparation of the Public Accounts submission schedule and thus was not included in our submission.*

*We will prepare a Schedule of Assets and Liabilities for next year's audit (in addition to the Public Accounts Submission schedule for the Office of the Comptroller General) and include both the trust asset and liability on that schedule.*

- *Discussions between the House of Assembly and Office of the Auditor General staff regarding the accounts receivable for the excess constituency payments were ongoing from the beginning of the audit process and resolved, as stated, late in the audit process. The issue was not the completeness or timeliness of the financial information provided for audit, but rather whether the receivable should be included in the Public Accounts submission for the House of Assembly or for the Department of Finance.*

*Also, as a result of the ongoing review by external accounting and legal firms engaged by the Department of Finance to determine the amount of the receivable and the related allowance for doubtful accounts, the final amount to be recorded was not available until mid August.*

## **8. Unexpended Balance of \$4.5 million**

Section 28 of the *Financial Administration Act* provides authority for the issuance of a special warrant where the sum appropriated by the House of Assembly for a continuing service is insufficient to meet requirements, there are no countervailing savings available and the necessity is urgent. The original estimates for the House of Assembly for the 2007-08 year totalled \$21,285,600. In addition, in August 2007, the House of Assembly received approval for special warrant funding for implementation of the recommendations of the *Green Report* in the amount of \$2,572,300. During the year the House of Assembly also received a transfer of funds in the amount of \$1,356,900 from Consolidated Fund Services to cover the cost of severance payments. Therefore, the amended estimates for the House of Assembly for 2007-08 totalled \$25,214,800.

During 2007-08 the House of Assembly and its Statutory Offices had net expenditures of \$20,301,506, revenues of \$372,527 and gross expenditures of \$20,674,033. Therefore, there was an unexpended balance of \$4,540,767 at the end of the fiscal year. Given the significant unexpended balance, it appears House of Assembly officials could have anticipated sufficient savings and therefore should not have requested the additional special warrant funding of \$2,572,300.

### **Recommendation**

*Officials of the House of Assembly should request special warrant funding only when the necessity is urgent and there are no anticipated countervailing savings to cover the amount requested.*

### **House of Assembly Response**

*The House of Assembly requested the special warrant funding in November 2007 as the necessity was urgent and there were no permanent countervailing savings that could be identified at that time to cover the total estimated cost for the implementation of the new Rules which included new processes and increased funding for Members' allowances and salaries. A thorough analysis of both the information available and the projected expenditures to the end of the fiscal year was completed and savings of \$834,000 were identified at the time of the special warrant submission to cover part of the estimated requirement.*

*A significant portion of the \$2.8 million that was unexpended for the House of Assembly at the end of the fiscal year related to Members' allowances. The estimated requirement for Members allowances was based mainly on estimates provided in the **Report of the Review Commission on Constituency Allowances and Related Matters (Green Report)**. There was no historical data or evidence to project that Members would not expend their full allocation. However, at year end, Member expenditures were approximately \$1.6 million less than allocated. This could not have been anticipated.*

*Other funding required for the implementation of the Green Report was difficult to estimate due the uncertainty related to the extent of the work involved and the timing of the implementation process. Factors which resulted in savings unanticipated at the time of the special warrant included delays in hiring staff, no Fall Session of the House of Assembly and cancellation of the tender for the satellite uplink project, none of which could have been anticipated at the time of the special warrant.*

*The Office of the Chief Electoral Officer had an unexpended amount of approximately \$1.5 million. Reimbursements to candidates for election expenses were less than estimated, as a result of delayed requests, resulting in an unexpended amount of approximately \$.4 million.*

*The remaining \$1.1 million related mainly to salaries and purchased services funding approved for the October General Election but not required. We will be working with the Office of the Chief Electoral Officer in the preparation of the estimate of required funding for the next election.*

## **9. Date for Completion of Financial Information**

*Section 20(5)(b) of the House of Assembly Accountability, Integrity and Administration Act requires that the House of Assembly Management Commission "...must ensure that an annual financial statement 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 fiscal year", i.e. 30 June.*

The Province's year end is 31 March and the *Financial Administration Act* provides that all transactions up to 30 April which relate to the previous year be included in the financial information. Furthermore, the Office of the Comptroller General does not generally issue its *Report on the Program Expenditures and Revenues of the Consolidated Revenue Fund* until at least July of each year. That Report includes the financial information of the House of Assembly and its Statutory Offices.

As a result, it is not practical to issue financial information for the House of Assembly by 30 June when the information is not finalized and included in the Report issued by the Office of the Comptroller General until July.

### **Recommendation**

*Officials of the House of Assembly should review requirements of the House of Assembly Accountability, Integrity and Administration Act in relation to the preparation and completion of its financial information and consider whether to recommend amending the requirements for completion and tabling of its financial information.*

**House of Assembly Response**

*House of Assembly officials recognize the impracticality of the 30 June audit deadline and will bring the matter to the House of Assembly Management Commission for consideration of legislative amendments.*

**10. Salary Expenditures**

We noted that many employees received significant payments for overtime worked during the year. In particular, we noted that 3 employees at the OCEO received total payments for overtime worked which were in excess of their gross annual salary (gross salary \$114,190; overtime salary \$125,262). We also noted that 19 employees at the OCEO received payments for overtime worked in excess of 25% of their gross annual salary (gross salary \$404,112; overtime salary \$186,613). Excessive overtime could be an indication of poor planning of divisional activities.

**Recommendation**

*Officials of the House of Assembly should make efforts to schedule divisional activities in order to minimize the amount of overtime required to be paid to or accrued for employees.*

**House of Assembly Response**

*The demands of administering a General Election result in significant overtime costs and this is recognized by the inclusion of overtime costs in the Office of the Chief Electoral Officer budget in General Election years. However, we will be working with OCEO to ensure that all alternatives have been explored when developing the Budget for the 2011 General Election, to ensure overtime costs are kept to the minimum level required.*

**11. HST not Recorded**

We reviewed the support for grants and subsidies paid by the OCEO, which included invoices from various public accounting firms. While audit fees are subject to HST, we noted that the billings were either for a flat fee of \$500, or in most instances, a total of \$500 indicated as including HST. For all of these invoices, none of the HST was recognized and recorded for refund. Instead, the full amount was charged to the expenditure account as if no HST had been paid on the transaction. This resulted in unclaimed HST by officials of the House of Assembly.

**Recommendation**

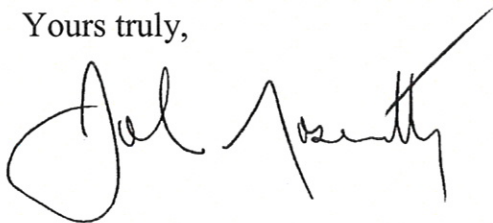
*Officials of the House of Assembly should implement procedures to ensure that all eligible HST refunds are recognized and recorded.*

**House of Assembly Response**

*We have written the Office of the Comptroller General for guidance on the proper treatment of any HST portion for the grants and subsidies paid by OCEO and will implement any recommendations provided by that office.*

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:  
Elizabeth Marshall, MHA, Member  
Kelvin Parsons, MHA, Member  
Janet Gardiner, Member  
Donald Warr, Member



**APPENDIX E**

**Statement of Members' Total Salaries, Allowances and Expenses**



HOUSE OF ASSEMBLY  
Newfoundland and Labrador

I certify that I have reviewed the accounts of Members as contained in Appendix E and they are an accurate reflection of the transactions related to those accounts for the 2007-2008 fiscal year.

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

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

William MacKenzie  
Clerk of the House of Assembly and  
Secretary to the Commission



**APPENDIX E**

**Statement of Members' Total Salaries, Allowances and Expenses**

**Report 1 - Gross Salaries for Members of the House of Assembly**

This report covers the period April 1, 2007 – March 31, 2008.

The total salaries, non-taxable allowances and other payments for the period April 1 – June 30, 2007 were in accordance with the amounts established by the former Internal Economy Commission.

The total salaries and other payments for the period July 1, 2007 – March 31, 2008 were in accordance with the amounts established under sections 11 and 12 of the House of Assembly Accountability, Integrity and Administration Act.



**Gross Salaries for Members of the House of Assembly**  
**April 1, 2007 to March 31, 2008**

Member	Indemnity/Salary	Non- Taxable Allowance (Note 1)	Other (Note 2)	Total Salaries & Allowances
Anderson, Wilson W.	\$33,958	\$6,831	\$68,911	\$109,699
Baker, James (Note 3)	80,248	6,831	0	87,078
Ball, Dwight (Note 4)	38,943	6,831	0	45,774
Barrett, Percy H.G.	38,943	6,831	77,240	123,014
Buckingham, Edward	41,305	0	0	41,305
Burke, Joan	80,248	6,831	0	87,078
Butler, Roland	80,248	6,831	17,152	104,230
Byrne, John J.	80,248	6,831	9,994	97,072
Collins, Felix	80,248	6,831	6,055	93,133
Cornect, Anthony	80,248	6,831	5,098	92,176
Dalley, Derrick	41,305	0	0	41,305
Denine, Dave	80,248	6,831	0	87,078
Dinn, John (Note 5)	80,248	6,831	0	87,078
Dunderdale, Kathy	80,248	6,831	0	87,078
Fitzgerald, Roger E.	80,248	6,831	39,725	126,803
Foote, Judy M.	38,943	6,831	76,929	122,703
Forsey, Clayton R.	80,248	6,831	13,016	100,094
French, Terry	80,248	6,831	0	87,078
Harding, Harry	80,248	6,831	0	87,078
Hedderson, Thomas	80,248	6,831	0	87,078
Hickey, John	80,248	6,831	0	87,078
Hodder, Harvey C.	38,943	6,831	124,620	170,394
Hodder, Jim	0	0	18,246	18,246
Hunter, Ray	80,248	6,831	2,065	89,143
Hutchings, Keith (Note 6)	80,248	6,831	0	87,078
Jackman, Clyde	80,248	6,831	0	87,078
Johnson, Charlene	80,248	6,831	0	87,078
Jones, Yvonne J.	80,248	6,831	23,458	110,537
Joyce, Edward M.	38,943	6,831	58,136	103,909
Kelly, Darryl J.	41,305	0	0	41,305
Kennedy, Jerome	41,305	0	0	41,305
Kent, Stephen P.	41,305	0	0	41,305

**Gross Salaries for Members of the House of Assembly  
April 1, 2007 to March 31, 2008**

Member	Indemnity/Salary	Non- Taxable Allowance (Note 1)	Other (Note 2)	Total Salaries & Allowances
King, Darin T.	41,305	0	0	41,305
Langdon, Oliver G.	38,943	6,831	75,175	120,949
Loder, Terrance	41,305	0	0	41,305
Marshall, Elizabeth	80,248	6,831	0	87,078
Marshall, Tom	80,248	6,831	0	87,078
Michael, Lorraine	80,248	6,831	12,565	99,644
O'Brien, Kevin	80,248	6,831	0	87,078
Oram, Paul	80,248	6,831	0	87,078
Osborne, Sheila	80,248	6,831	8,019	95,097
Osborne, Thomas R.	80,248	6,831	4,997	92,075
Ottenheimer, John C.	38,943	6,831	68,911	114,685
Parsons, Kelvin L.	80,248	6,831	25,830	112,908
Peach, Calvin G.	41,305	0	0	41,305
Perry, Tracey M.	41,305	0	0	41,305
Pottle, Patricia	41,305	0	0	41,305
Reid, Gerald D.	38,943	6,831	118,296	164,070
Rideout, Thomas	80,248	6,831	0	87,078
Ridgley, Bob	80,248	6,831	8,019	95,097
Shelley, Paul J.	16,510	6,831	77,213	100,553
Skinner, Shawn	80,248	6,831	0	87,078
Sullivan, Susan	34,183	0	0	34,183
Sweeney, George K.	38,943	6,831	58,136	103,909
Taylor, Trevor	80,248	6,831	0	87,078
Thistle, Anna	38,943	6,831	68,911	114,684
Verge, Wade D.	41,305	0	0	41,305
Whalen, Dianne	80,248	6,831	0	87,078
Williams, Daniel E.	80,248	6,831	0	87,078
Wiseman, Ross A.	80,248	6,831	0	87,078
Young, Wallace	80,248	6,831	2,065	89,143
<b>Totals</b>	<b>\$3,817,353</b>	<b>\$327,873</b>	<b>\$1,068,780</b>	<b>\$5,214,006</b>

**Notes to Gross Salaries for Members of the House of Assembly  
April 1, 2007 to March 31, 2008**

- Note 1 Non-taxable allowance paid for the period April 1, 2007 to June 30, 2007. This allowance was discontinued effective July 1, 2007.
- Note 2 Includes Office Holder salaries (not Ministerial or Parliamentary Secretary/Parliamentary Assistant), severance pay and car allowances and gas receipt reimbursements for the Speaker and Leader of the Official Opposition only.
- Note 3 Sworn in March 29, 2007. Salary of \$1,404 (\$468 non-taxable and \$936 indemnity/salary) to March 31, 2007 (FY 2006-2007) was not paid until April 4, 2007 (FY 2007-2008) and is not included in the FY 2007-2008 total presented.
- Note 4 Sworn in March 16, 2007. Salary of \$7,299 (\$2,433 non-taxable and \$4,866 indemnity/salary) to March 31, 2007 (FY 2006-2007) was not paid until April 4, 2007 (FY 2007-2008 ) and is not included in the FY 2007-2008 total presented.
- Note 5 Sworn in March 5, 2007. Salary of \$7,860 (\$2,620 non-taxable and \$5,240 indemnity/salary) to March 31, 2007 (FY 2006-2007) was not paid until April 4, 2007 (FY 2007-2008) and is not included in the FY 2007-2008 total presented.
- Note 6 Sworn in March 5, 2007. Salary of \$7,860 (\$2,620 non-taxable and \$5,240 indemnity/salary) to March 31, 2007 (FY 2006-2007) was not paid until April 4, 2007 (FY 2007-2008) and is not included in the FY 2007-2008 total presented.



**APPENDIX E**

**Statement of Members' Total Salaries, Allowances and Expenses**

**Report 2 - Schedule of Constituency Allowance Allocations and Expenditures**

This report covers the period April 1, 2007 – October 8, 2007.

The rules applied to these expenditures were the Members' Travel and Constituency Rules, 1996, as established by the former Internal Economy Commission.





**HOUSE OF ASSEMBLY**  
**SCHEDULE OF CONSTITUENCY ALLOWANCE ALLOCATIONS AND EXPENDITURES**

Summary of Claims Submitted by Members of the 45th General Assembly for Expenditures Incurred During the Period 1 April 2007 to 8 October 2007

District (45th General Assembly)	Member (45th General Assembly)	Member's Allocation to 8 October 2007	Per Diem		Accommodations	Other	Travel	Total Expenditure to 31 March 2008	Balance as of 31 March 2008
			Meals	Per Diem					
Torngat Mountains	Anderson, Wally	47,700	4,844	3,772	2,239	21,343	32,198	15,502	
Labrador West	Baker, Jim	31,300	2,259	2,950	2,716	7,628	15,553	15,747	
Humber Valley	Ball, Dwight	25,800	1,360	1,924	13,144	5,359	21,787	4,013	
Bellevue	Barrett, Percy	21,200	4,167	2,371	3,279	7,124	16,941	4,259	
St. George's-Stephenville East	Burke, Joan	25,900	2,969	3,161	2,621	7,536	16,287	9,613	
Port de Grave	Butler, Roland	17,400	3,333	0	1,955	5,374	10,662	6,738	
Cape St. Francis	Byrne, Jack	10,400	0	0	1,965	0	1,965	8,435	
Placentia & St. Mary's	Collins, Felix	17,400	877	279	4,274	3,869	9,299	8,101	
Port au Port	Cornect, Tony	25,800	1,316	1,560	2,926	4,558	10,360	15,440	
Mount Pearl	Denine, David	8,100	0	0	2,710	439	3,149	4,951	



Newfoundland &  
Labrador

**HOUSE OF ASSEMBLY**  
**SCHEDULE OF CONSTITUENCY ALLOWANCE ALLOCATIONS AND EXPENDITURES**

Summary of Claims Submitted by Members of the 45th General Assembly for Expenditures Incurred During the Period 1 April 2007 to 8 October 2007

District (45th General Assembly)	Member (45th General Assembly)	Member's Allocation to 8 October 2007	Per Diem			Travel	Total Expenditure to 31 March 2008	Balance as of 31 March 2008
			Meals	Accommodations	Other			
Kilbride	Dinn, John	8,300	0	0	938	0	938	7,362
Virginia Waters	Dunderdale, Kathy	8,100	0	0	202	0	202	7,898
Bonavista South	Fitzgerald, Roger	21,400	5,250	3,043	2,091	5,275	15,659	5,741
Grand Bank	Foote, Judy	21,400	4,443	3,917	5,464	4,092	17,916	3,484
Exploits	Forsey, Clayton	21,400	4,801	2,338	8,182	4,754	20,075	1,325
Conception Bay South	French, Terry	11,000	0	0	6,554	1,157	7,711	3,289
Bonavista South	Harding, Harry	21,400	2,588	2,899	2,512	4,184	12,183	9,217
Harbour Main-Whitbourne	Hedderson, Thomas	16,300	0	1,974	5,075	0	7,049	9,251
Lake Melville	Hickey, John	29,700	0	0	6,219	2,487	8,706	20,994
Waterford Valley	Hodder, Harvey	8,100	0	0	1,397	0	1,397	6,703



**HOUSE OF ASSEMBLY**  
**SCHEDULE OF CONSTITUENCY ALLOWANCE ALLOCATIONS AND EXPENDITURES**

Summary of Claims Submitted by Members of the 45th General Assembly for Expenditures Incurred During the Period 1 April 2007 to 8 October 2007

District (45th General Assembly)	Member (45th General Assembly)	Member's Allocation to 8 October 2007	Per Diem			Travel	Total Expenditure to 31 March 2008	Balance as of 31 March 2008
			Meals	Accommodations	Other			
Windsor-Springdale	Hunter, Ray	24,100	3,684	1,797	7,707	5,962	19,150	4,950
Ferryland	Hutchings, Keith	18,500	1,001	46	2,342	2,571	5,960	12,540
Burin-Placentia West	Jackman, Clyde	21,100	3,485	0	7,180	5,494	16,159	4,941
Trinity-Bay de Verde	Johnson, Charlene	19,100	2,917	1,889	3,059	4,548	12,413	6,687
Cartwright-L'anse Au Clair	Jones, Yvonne	38,900	4,912	2,855	16,088	12,983	36,838	2,062
Bay of Islands	Joyce, Ed	24,300	2,452	2,102	8,689	6,411	19,654	4,646
Fortune Bay-Cape la Hune	Langdon, Oliver	30,900	4,079	3,157	2,700	13,676	23,612	7,288
Topsail	Marshall, Elizabeth	9,000	0	0	2,559	0	2,559	6,441
Humber East	Marshall, Thomas	22,600	2,368	4,418	2,175	8,099	17,060	5,540
Signal Hill-Quidi Vidi	Michael, Lorraine	8,100	0	0	2,574	142	2,716	5,384



**HOUSE OF ASSEMBLY**  
**SCHEDULE OF CONSTITUENCY ALLOWANCE ALLOCATIONS AND EXPENDITURES**

Summary of Claims Submitted by Members of the 45th General Assembly for Expenditures Incurred During the Period 1 April 2007 to 8 October 2007

District (45th General Assembly)	Member (45th General Assembly)	Member's Allocation to 8 October 2007	Per Diem			Travel	Total Expenditure to 31 March 2008	Balance as of 31 March 2008
			Meals	Accommodations	Other			
Gander	O'Brien, Kevin	18,600	2,193	1,184	4,191	4,800	12,368	6,232
Terra Nova	Oram, Paul	21,400	2,956	1,688	2,226	5,133	12,003	9,397
St. John's West	Osborne, Sheila	8,100	0	0	1,715	0	1,715	6,385
St. John's South	Osborne, Thomas	8,100	0	0	1,659	56	1,715	6,385
St. John's East	Ottenheimer, John	8,100	0	0	1,588	0	1,588	6,512
Burgeo & LaPoile	Parsons, Kelvin	30,900	3,745	2,576	8,647	9,662	24,630	6,270
Twillingate-Fogo	Reid, Gerry	21,800	1,508	659	5,793	4,200	12,160	9,640
Lewisporte	Rideout, Thomas	21,400	1,116	1,004	6,331	10,324	18,775	2,625
St. John's North	Ridgley, Bob	8,100	0	0	878	0	878	7,222
Baie Verte	Shelly, Paul	25,900	550	438	7,044	4,312	12,344	13,556



**HOUSE OF ASSEMBLY**  
**SCHEDULE OF CONSTITUENCY ALLOWANCE ALLOCATIONS AND EXPENDITURES**

Summary of Claims Submitted by Members of the 45th General Assembly for Expenditures Incurred During the Period 1 April 2007 to 8 October 2007

District (45th General Assembly)	Member (45th General Assembly)	Member's Allocation to 8 October 2007	Per Diem		Travel	Total Expenditure to 31 March 2008	Balance as of 31 March 2008	
			Meals	Accommodations				Other
St. John's Centre	Skinner, Shawn	8,100	0	0	3,075	0	3,075	5,025
Carbonear-Harbour Grace	Sweeney, George	18,500	2,575	0	6,673	5,060	14,308	4,192
Straits-White Bay North	Taylor, Trevor	26,100	3,792	3,413	4,684	10,301	22,190	3,910
Grand Falls-Buchans	Thistle, Anna	21,400	4,108	3,623	5,862	6,034	19,627	1,773
Conception Bay East and Bell-Island	Whalen, Dianne	10,100	0	0	5,250	0	5,250	4,850
Humber West	Williams, Danny	16,600	44	0	7,687	508	8,239	8,361
Trinity North	Wiseman, Ross	20,900	1,842	1,974	3,570	4,801	12,187	8,713
St. Barbe	Young, Wallace	25,900	5,075	4,400	4,573	9,532	23,580	2,320
<b>Total</b>		<b>934,700</b>	<b>92,609</b>	<b>67,411</b>	<b>212,982</b>	<b>219,788</b>	<b>592,790</b>	<b>341,910</b>

## APPENDIX E

### Statement of Members' Total Salaries, Allowances and Expenses

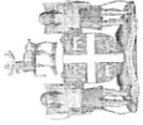
#### Report 3 - Member Accountability and Disclosure Reports

This report covers the period October 9, 2007 – March 31, 2008. The column titled "Expenditures to Date" includes all expenditures for that period.

The rules applied to these expenditures were the *Members' Resources and Allowances Rules*.







House of Assembly  
Newfoundland and Labrador  
Member Accountability and Disclosure Report  
**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

BAKER, JIM, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	705.99	1,156.80	5,193.20	18.2 %
<b>Total Office Allowances</b>	-	705.99	1,156.80	-	-
<b>Operational Resources</b>					
Operational Resources	-	508.38	1,814.68	-	-
<b>Total Operational Resources</b>	-	508.38	1,814.68	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	2,696.81	2,696.81	-	-
House Not in Session	-	281.36	3,112.49	-	-
Intra & Extra-Constituency Travel	4,060.00	53.27	53.27	4,006.73	1.3 %
<b>Total Travel and Living Allowances</b>	-	3,031.44	5,862.57	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	29.05	1,240.95	2.3 %
<b>Total Constituency Allowances</b>	-	0.00	29.05	-	-
<b>Total Expenditures</b>		4,245.81	8,863.10		

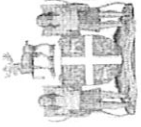


House of Assembly  
Newfoundland and Labrador  
Member Accountability and Disclosure Report  
**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

BUCKINGHAM, Ed

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Start-up Costs	880.00	101.04	101.04	778.96	11.5 %
Office Operations	6,350.00	773.38	3,082.88	3,267.12	48.5 %
<b>Total Office Allowances</b>	-	874.42	3,183.92	-	-
<b>Operational Resources</b>					
Operational Resources	-	1,102.66	2,808.60	-	-
<b>Total Operational Resources</b>	-	1,102.66	2,808.60	-	-
<b>Travel and Living Allowances</b>					
Intra & Extra-Constituency Travel	3,170.00	27.65	27.65	3,142.35	0.9 %
<b>Total Travel and Living Allowances</b>	-	27.65	27.65	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	65.00	156.30	1,113.70	12.3 %
<b>Total Constituency Allowances</b>	-	65.00	156.30	-	-
<b>Total Expenditures</b>		2,069.73	6,176.47		



House of Assembly  
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Member Accountability and Disclosure Report  
**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

BURKE, JOAN, MHA

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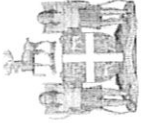
Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	604.71	2,765.05	3,584.95	43.5 %
<b>Total Office Allowances</b>	-	604.71	2,765.05	-	-
<b>Operational Resources</b>					
Operational Resources	-	5,916.97	9,160.55	-	-
<b>Total Operational Resources</b>	-	5,916.97	9,160.55	-	-
<b>Travel and Living Allowances</b>					
House in Session	4,060.00	1,332.96	1,332.96	3,928.42	3.2 %
Intra & Extra-Constituency Travel	-	0.00	131.58	-	-
<b>Total Travel and Living Allowances</b>	-	1,332.96	1,464.54	-	-
<b>Total Expenditures</b>		7,854.64	13,390.14		



House of Assembly  
Newfoundland and Labrador  
Member Accountability and Disclosure Report  
**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

BUTLER, ROLAND, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	136.78	1,924.18	4,425.82	30.3 %
<b>Total Office Allowances</b>	-	136.78	1,924.18	-	-
<b>Operational Resources</b>					
Operational Resources	-	858.36	1,219.31	-	-
<b>Total Operational Resources</b>	-	858.36	1,219.31	-	-
<b>Travel and Living Allowances</b>					
House in Session		1,292.11	1,292.11		
House Not in Session		1,307.44	3,562.38		
Intra & Extra-Constituency Travel	4,060.00	233.70	1,255.78	2,804.22	30.9 %
<b>Total Travel and Living Allowances</b>	-	2,833.25	6,110.27	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	1,260.00	10.00	99.2 %
<b>Total Constituency Allowances</b>	-	0.00	1,260.00	-	-
<b>Total Expenditures</b>		3,828.39	10,513.76		

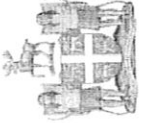


House of Assembly  
Newfoundland and Labrador  
Member Accountability and Disclosure Report  
**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

BYRNE, JACK, MHA

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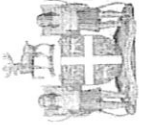
Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	0.00	14.78	6,335.22	0.2 %
<b>Total Office Allowances</b>	-	0.00	14.78	-	-
<b>Operational Resources</b>					
Operational Resources	-	812.76	968.76	-	-
<b>Total Operational Resources</b>	-	812.76	968.76	-	-
<b>Total Expenditures</b>		812.76	983.54		



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Newfoundland and Labrador  
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01-MAR-08 to 31-MAR-08

COLLINS, FELIX, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	398.00	398.00	5,952.00	6.3 %
<b>Total Office Allowances</b>	-	398.00	398.00	-	-
<b>Operational Resources</b>					
Operational Resources	-	410.74	698.53	-	-
<b>Total Operational Resources</b>	-	410.74	698.53	-	-
<b>Travel and Living Allowances</b>					
House Not in Session	6,090.00	0.00	1,185.08	4,059.78	33.3 %
Intra & Extra-Constituency Travel	-	1,150.63	2,030.22	-	-
<b>Total Travel and Living Allowances</b>	-	1,150.63	3,215.30	-	-
<b>Total Expenditures</b>		1,959.37	4,311.83		

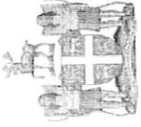


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Newfoundland and Labrador  
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**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

CORNECT, TONY, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Accommodations	2,960.00	0.00	2,084.32	875.68	70.4 %
Office Operations	6,350.00	2,132.00	3,799.34	2,550.66	59.8 %
<b>Total Office Allowances</b>	-	2,132.00	5,883.66	-	-
<b>Operational Resources</b>					
Operational Resources	-	5,531.68	11,171.94	-	-
<b>Total Operational Resources</b>	-	5,531.68	11,171.94	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	1,789.20	1,789.20	-	-
House Not in Session	3,590.00	0.00	785.25	-	8.6 %
Intra & Extra-Constituency Travel	-	307.43	307.43	3,282.57	-
<b>Total Travel and Living Allowances</b>	-	2,096.63	2,881.88	-	-
<b>Total Expenditures</b>	-	9,760.31	19,937.48	-	-



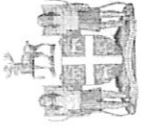


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**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

DALLEY, DERRICK, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Accommodations	4,590.00	2,588.50	4,136.92	453.08	90.1 %
Office Start-up Costs	880.00	148.71	515.08	364.92	58.5 %
Office Operations	6,350.00	1,316.16	3,427.46	2,922.54	54.0 %
<b>Total Office Allowances</b>	-	4,053.37	8,079.46	-	-
<b>Operational Resources</b>					
Operational Resources	-	7,177.13	12,991.71	-	-
<b>Total Operational Resources</b>	-	7,177.13	12,991.71	-	-
<b>Travel and Living Allowances</b>					
House in Session		2,131.35	2,131.35		
House Not in Session		1,833.71	4,514.62		
Intra & Extra-Constituency Travel	5,200.00	908.79	2,021.63	3,178.37	38.9 %
<b>Total Travel and Living Allowances</b>	-	4,873.85	8,667.60	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	68.07	85.97	1,184.03	6.8 %
<b>Total Constituency Allowances</b>	-	68.07	85.97	-	-
<b>Total Expenditures</b>		16,172.42	29,824.74		

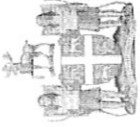


House of Assembly  
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**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

DENINE, DAVID, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	660.00	2,699.17	3,650.83	42.5 %
<b>Total Office Allowances</b>	-	660.00	2,699.17	-	-
<b>Operational Resources</b>					
Operational Resources		775.65	1,123.64		
<b>Total Operational Resources</b>	-	775.65	1,123.64	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	243.02	1,026.98	19.1 %
<b>Total Constituency Allowances</b>	-	0.00	243.02	-	-
<b>Total Expenditures</b>		1,435.65	4,065.83		

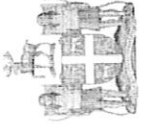


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Newfoundland and Labrador  
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**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

DINN, JOHN, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	231.72	231.72	6,118.28	3.6 %
<b>Total Office Allowances</b>	-	231.72	231.72	-	-
<b>Operational Resources</b>					
Operational Resources	-	212.39	251.89	-	-
<b>Total Operational Resources</b>	-	212.39	251.89	-	-
<b>Total Expenditures</b>		444.11	483.61		

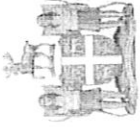


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01-MAR-08 to 31-MAR-08

DUNDERDALE, KATHY, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	73.95	73.95	6,276.05	1.2 %
<b>Total Office Allowances</b>	-	73.95	73.95	-	-
<b>Operational Resources</b>					
Operational Resources	-	242.92	289.52	-	-
<b>Total Operational Resources</b>	-	242.92	289.52	-	-
<b>Total Expenditures</b>		316.87	363.47		

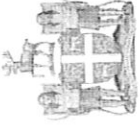


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Newfoundland and Labrador  
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**Expenditures Summarized by Category**  
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FITZGERALD, ROGER, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	298.29	2,437.21	3,912.79	38.4 %
<b>Total Office Allowances</b>	-	298.29	2,437.21	-	-
<b>Operational Resources</b>					
Operational Resources	-	527.61	834.01	-	-
<b>Total Operational Resources</b>	-	527.61	834.01	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	818.33	818.33	-	-
House Not in Session	5,330.00	507.58	2,200.32	3,085.91	42.1 %
Intra & Extra-Constituency Travel	-	865.50	2,244.09	-	-
<b>Total Travel and Living Allowances</b>	-	2,191.41	5,262.74	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	85.30	139.30	1,130.70	11.0 %
<b>Total Constituency Allowances</b>	-	85.30	139.30	-	-
<b>Total Expenditures</b>		3,102.61	8,673.26		



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01-MAR-08 to 31-MAR-08

FORSEY, CLAYTON, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	418.84	2,133.22	4,216.78	33.6 %
<b>Total Office Allowances</b>	-	418.84	2,133.22	-	-
<b>Operational Resources</b>					
Operational Resources	-	968.09	1,564.16	-	-
<b>Total Operational Resources</b>	-	968.09	1,564.16	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	1,119.16	1,119.16	-	-
House Not in Session	-	408.33	1,857.78	-	-
Intra & Extra-Constituency Travel	5,330.00	1,019.67	1,781.02	3,548.98	33.4 %
<b>Total Travel and Living Allowances</b>	-	2,547.16	4,757.96	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	605.39	605.39	664.61	47.7 %
<b>Total Constituency Allowances</b>	-	605.39	605.39	-	-
<b>Total Expenditures</b>		4,539.48	9,060.73		



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01-MAR-08 to 31-MAR-08

FRENCH, TERRY, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	678.00	2,318.50	4,031.50	36.5 %
<b>Total Office Allowances</b>	-	678.00	2,318.50	-	-
<b>Operational Resources</b>					
Operational Resources	-	1,477.25	2,021.10	-	-
<b>Total Operational Resources</b>	-	1,477.25	2,021.10	-	-
<b>Travel and Living Allowances</b>					
Intra & Extra-Constituency Travel	3,790.00	198.21	373.66	3,416.34	9.9 %
<b>Total Travel and Living Allowances</b>	-	198.21	373.66	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	321.12	321.12	948.88	25.3 %
<b>Total Constituency Allowances</b>	-	321.12	321.12	-	-
<b>Total Expenditures</b>		2,674.58	5,034.38		

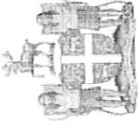


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Newfoundland and Labrador  
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**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

HARDING, HARRY, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Rental of Short-term Accommodations	320.00	97.35	97.35	222.65	30.4 %
Office Operations	6,350.00	10.00	1,238.00	5,112.00	19.5 %
<b>Total Office Allowances</b>	-	107.35	1,335.35	-	-
<b>Operational Resources</b>					
Operational Resources	-	543.16	693.76	-	-
<b>Total Operational Resources</b>	-	543.16	693.76	-	-
<b>Travel and Living Allowances</b>					
House in Session		1,293.87	1,293.87		
House Not in Session		835.47	2,827.05		
Intra & Extra-Constituency Travel	5,330.00	800.00	1,497.00	3,833.00	28.1 %
<b>Total Travel and Living Allowances</b>	-	2,929.34	5,617.92	-	-
<b>Total Expenditures</b>		3,579.85	7,647.03		





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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Accommodations	4,670.00	0.00	3,861.00	809.00	82.7 %
Office Operations	6,350.00	1,145.13	3,529.68	2,820.32	55.6 %
<b>Total Office Allowances</b>	-	1,145.13	7,390.68	-	-
<b>Operational Resources</b>					
Operational Resources	-	5,104.08	10,891.05	-	-
<b>Total Operational Resources</b>	-	5,104.08	10,891.05	-	-
<b>Travel and Living Allowances</b>					
Intra & Extra-Constituency Travel	3,630.00	136.62	261.77	3,368.23	7.2 %
<b>Total Travel and Living Allowances</b>	-	136.62	261.77	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	95.85	1,174.15	7.5 %
<b>Total Constituency Allowances</b>	-	0.00	95.85	-	-
<b>Total Expenditures</b>		6,385.83	18,639.35		

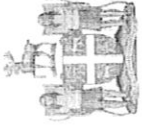


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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	1,276.83	4,973.16	1,376.84	78.3 %
<b>Total Office Allowances</b>	-	1,276.83	4,973.16	-	-
<b>Operational Resources</b>					
Operational Resources	-	2,130.29	2,130.29	-	-
<b>Total Operational Resources</b>	-	2,130.29	2,130.29	-	-
<b>Travel and Living Allowances</b>					
House in Session	4,230.00	906.45	906.45	2,648.18	37.4 %
Intra & Extra-Constituency Travel	-	100.03	1,581.82	-	-
<b>Total Travel and Living Allowances</b>	-	1,006.48	2,488.27	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	47.38	1,222.62	3.7 %
<b>Total Constituency Allowances</b>	-	0.00	47.38	-	-
<b>Total Expenditures</b>		4,413.60	9,639.10		

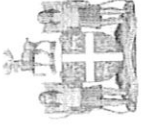


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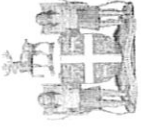
Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	880.56	2,987.64	3,362.36	47.0 %
<b>Total Office Allowances</b>	-	880.56	2,987.64	-	-
<b>Operational Resources</b>					
Operational Resources	-	964.76	2,679.36	-	-
<b>Total Operational Resources</b>	-	964.76	2,679.36	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	1,243.32	1,243.32	-	-
House Not in Session	-	1,320.62	3,297.98	-	-
Intra & Extra-Constituency Travel	3,790.00	1,116.09	2,097.93	1,692.07	55.4 %
<b>Total Travel and Living Allowances</b>	-	3,680.03	6,639.23	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	1,227.42	42.58	96.6 %
<b>Total Constituency Allowances</b>	-	0.00	1,227.42	-	-
<b>Total Expenditures</b>		5,525.35	13,533.65		



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HUTCHINGS, KEITH, MHA

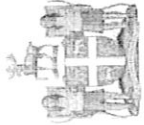
Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	275.00	2,393.06	3,956.94	37.7 %
<b>Total Office Allowances</b>	-	275.00	2,393.06	-	-
<b>Operational Resources</b>					
Operational Resources	-	2,070.25	2,217.10	-	-
<b>Total Operational Resources</b>	-	2,070.25	2,217.10	-	-
<b>Travel and Living Allowances</b>					
House Not in Session	5,330.00	166.55	843.86	3,220.09	39.6 %
Intra & Extra-Constituency Travel	-	826.83	2,109.91	-	-
<b>Total Travel and Living Allowances</b>	-	993.38	2,953.77	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	27.45	27.45	1,242.55	2.2 %
<b>Total Constituency Allowances</b>	-	27.45	27.45	-	-
<b>Total Expenditures</b>		3,366.08	7,591.38		



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JACKMAN, CLYDE, MHA

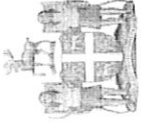
Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Accommodations	2,960.00	250.00	1,427.32	1,532.68	48.2 %
Office Operations	6,350.00	1,856.04	3,468.44	2,881.56	54.6 %
<b>Total Office Allowances</b>	-	2,106.04	4,895.76	-	-
<b>Operational Resources</b>					
Operational Resources	-	3,679.20	5,622.13	-	-
<b>Total Operational Resources</b>	-	3,679.20	5,622.13	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	527.56	527.56	-	-
House Not in Session	-	734.02	734.02	-	-
<b>Total Travel and Living Allowances</b>	-	1,261.58	1,261.58	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	99.66	99.66	1,170.34	7.8 %
<b>Total Constituency Allowances</b>	-	99.66	99.66	-	-
<b>Total Expenditures</b>		7,146.48	11,879.13		



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JOHNSON, CHARLENE, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	243.15	1,471.15	4,878.85	23.2 %
<b>Total Office Allowances</b>	-	243.15	1,471.15	-	-
<b>Operational Resources</b>					
Operational Resources	-	799.81	963.81	-	-
<b>Total Operational Resources</b>	-	799.81	963.81	-	-
<b>Travel and Living Allowances</b>					
House Not in Session		1,042.98	1,042.98		
Intra & Extra-Constituency Travel	4,570.00	326.18	326.18	4,243.82	7.1 %
<b>Total Travel and Living Allowances</b>	-	1,369.16	1,369.16	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	65.94	65.94	1,204.06	5.2 %
<b>Total Constituency Allowances</b>	-	65.94	65.94	-	-
<b>Total Expenditures</b>		2,478.06	3,870.06		



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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	655.76	1,927.21	4,422.79	30.3 %
<b>Total Office Allowances</b>	-	655.76	1,927.21	-	-
<b>Operational Resources</b>					
Operational Resources	-	2,005.65	4,104.80	-	-
<b>Total Operational Resources</b>	-	2,005.65	4,104.80	-	-
<b>Travel and Living Allowances</b>					
House in Session		1,137.32	1,137.32		
House Not in Session		982.51	3,981.78		
Intra & Extra-Constituency Travel	20,820.00	321.06	2,679.70	18,140.30	12.9 %
<b>Total Travel and Living Allowances</b>	-	2,440.89	7,798.80	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	1,213.13	56.87	95.5 %
<b>Total Constituency Allowances</b>	-	0.00	1,213.13	-	-
<b>Total Expenditures</b>		5,102.30	15,043.94		

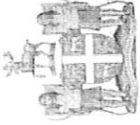


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KELLY, DARRYL, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Accommodations	2,960.00	1,879.17	1,879.17	1,080.83	63.5 %
Office Start-up Costs	880.00	755.90	755.90	124.10	85.9 %
Office Operations	6,350.00	1,248.10	2,573.10	3,776.90	40.5 %
<b>Total Office Allowances</b>	-	3,883.17	5,208.17	-	-
<b>Operational Resources</b>					
Operational Resources	-	5,720.14	11,364.14	-	-
<b>Total Operational Resources</b>	-	5,720.14	11,364.14	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	2,478.33	2,478.33	-	-
House Not in Session	-	127.18	3,293.49	-	-
Intra & Extra-Constituency Travel	6,350.00	503.16	3,349.24	3,000.76	52.7 %
<b>Total Travel and Living Allowances</b>	-	3,108.67	9,121.06	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	86.24	1,183.76	6.8 %
<b>Total Constituency Allowances</b>	-	0.00	86.24	-	-
<b>Total Expenditures</b>		12,711.98	25,779.61		



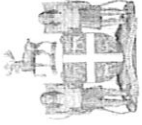


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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	0.00	1,561.01	4,788.99	24.6 %
<b>Total Office Allowances</b>	-	0.00	1,561.01	-	-
<b>Operational Resources</b>					
Operational Resources	-	609.71	1,177.02	-	-
<b>Total Operational Resources</b>	-	609.71	1,177.02	-	-
<b>Travel and Living Allowances</b>					
House Not in Session	4,060.00	208.60	208.60	3,956.15	2.6 %
Intra & Extra-Constituency Travel	-	103.85	103.85	-	-
<b>Total Travel and Living Allowances</b>	-	312.45	312.45	-	-
<b>Total Expenditures</b>		922.16	3,050.48		

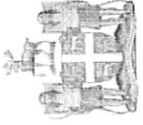


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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Start-up Costs	880.00	165.07	165.07	714.93	18.8 %
Office Operations	6,350.00	2,554.10	4,549.12	1,800.88	71.6 %
<b>Total Office Allowances</b>	-	2,719.17	4,714.19	-	-
<b>Operational Resources</b>					
Operational Resources	-	1,956.22	3,710.46	-	-
<b>Total Operational Resources</b>	-	1,956.22	3,710.46	-	-
<b>Travel and Living Allowances</b>					
Intra & Extra-Constituency Travel	3,170.00	161.13	161.13	3,008.87	5.1 %
<b>Total Travel and Living Allowances</b>	-	161.13	161.13	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	165.84	165.84	1,104.16	13.1 %
<b>Total Constituency Allowances</b>	-	165.84	165.84	-	-
<b>Total Expenditures</b>		5,002.36	8,751.62		

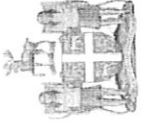


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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	876.80	3,568.09	2,781.91	56.2 %
<b>Total Office Allowances</b>	-	876.80	3,568.09	-	-
<b>Operational Resources</b>					
Operational Resources	-	2,125.20	4,133.87	-	-
<b>Total Operational Resources</b>	-	2,125.20	4,133.87	-	-
<b>Travel and Living Allowances</b>					
House in Session		873.81	873.81		
House Not in Session		1,760.52	4,584.68		
Intra & Extra-Constituency Travel	6,350.00	1,313.76	3,556.75	2,793.25	56.0 %
<b>Total Travel and Living Allowances</b>	-	3,948.09	9,015.24	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	389.86	880.14	30.7 %
<b>Total Constituency Allowances</b>	-	0.00	389.86	-	-
<b>Total Expenditures</b>		6,950.09	17,107.06		

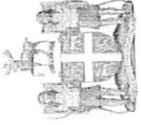


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<b>Office Allowances</b>					
Office Accommodations	3,003.00	1,001.00	1,001.00	2,002.00	33.3 %
Office Start-up Costs	880.00	604.44	604.44	275.56	68.7 %
Office Operations	6,350.00	821.43	2,420.73	3,929.27	38.1 %
<b>Total Office Allowances</b>	-	2,426.87	4,026.17	-	-
<b>Operational Resources</b>					
Operational Resources	-	5,994.93	11,760.69	-	-
<b>Total Operational Resources</b>	-	5,994.93	11,760.69	-	-
<b>Travel and Living Allowances</b>					
House in Session	6,600.00	1,723.44	1,723.44	-	-
House Not in Session	-	1,059.06	3,755.05	-	-
Intra & Extra-Constituency Travel	-	576.09	897.47	5,702.53	13.6 %
<b>Total Travel and Living Allowances</b>	-	3,358.59	6,375.96	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	30.70	1,239.30	2.4 %
<b>Total Constituency Allowances</b>	-	0.00	30.70	-	-
<b>Total Expenditures</b>		11,780.39	22,193.52		

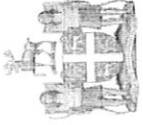


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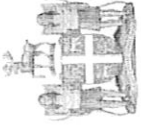
Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	652.75	821.36	5,528.64	12.9 %
<b>Total Office Allowances</b>	-	652.75	821.36	-	-
<b>Operational Resources</b>					
Operational Resources	-	0.00	2.30	-	-
<b>Total Operational Resources</b>	-	0.00	2.30	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	224.84	224.84	1,045.16	17.7 %
<b>Total Constituency Allowances</b>	-	224.84	224.84	-	-
<b>Total Expenditures</b>		877.59	1,048.50		



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MARSHALL, THOMAS, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	920.51	2,295.51	4,054.49	36.1 %
<b>Total Office Allowances</b>	-	920.51	2,295.51	-	-
<b>Operational Resources</b>					
Operational Resources	-	6,919.97	8,704.61	-	-
<b>Total Operational Resources</b>	-	6,919.97	8,704.61	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	1,774.48	1,774.48	-	-
House Not in Session	-	0.00	3,387.37	-	-
<b>Total Travel and Living Allowances</b>	-	1,774.48	5,161.85	-	-
<b>Total Expenditures</b>		9,614.96	16,161.97		

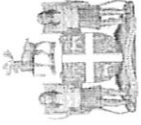


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MICHAEL, LORRAINE, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	980.98	2,200.63	4,149.37	34.7 %
<b>Total Office Allowances</b>	-	980.98	2,200.63	-	-
<b>Operational Resources</b>					
Operational Resources		1,571.15	1,932.69		
<b>Total Operational Resources</b>	-	1,571.15	1,932.69	-	-
<b>Travel and Living Allowances</b>					
Intra & Extra-Constituency Travel	3,170.00	382.28	382.28	2,787.72	12.1 %
<b>Total Travel and Living Allowances</b>	-	382.28	382.28	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	38.94	38.94	1,231.06	3.1 %
<b>Total Constituency Allowances</b>	-	38.94	38.94	-	-
<b>Total Expenditures</b>		2,973.35	4,554.54		

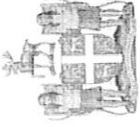


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O'BRIEN, KEVIN, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	280.00	1,839.27	4,510.73	29.0 %
<b>Total Office Allowances</b>	-	280.00	1,839.27	-	-
<b>Operational Resources</b>					
Operational Resources	-	5,397.21	9,376.00	-	-
<b>Total Operational Resources</b>	-	5,397.21	9,376.00	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	1,328.29	1,328.29	-	-
House Not in Session	-	0.00	1,271.31	-	-
<b>Total Travel and Living Allowances</b>	-	1,328.29	2,599.60	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	100.00	1,170.00	7.9 %
<b>Total Constituency Allowances</b>	-	0.00	100.00	-	-
<b>Total Expenditures</b>		7,005.50	13,914.87		



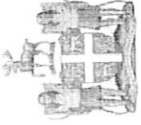


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ORAM, PAUL, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Accommodations	2,960.00	0.00	2,250.00	710.00	76.0 %
Office Operations	6,350.00	50.20	1,497.45	4,852.55	23.6 %
<b>Total Office Allowances</b>	-	50.20	3,747.45	-	-
<b>Operational Resources</b>					
Operational Resources	-	8,226.80	14,155.63	-	-
<b>Total Operational Resources</b>	-	8,226.80	14,155.63	-	-
<b>Travel and Living Allowances</b>					
House in Session	5,410.00	1,534.78	1,534.78	-	-
Intra & Extra-Constituency Travel	-	1,283.81	2,633.86	2,776.14	48.7 %
<b>Total Travel and Living Allowances</b>	-	2,818.59	4,168.64	-	-
<b>Total Expenditures</b>		11,095.59	22,071.72		

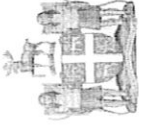


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OSBORNE, SHEILA, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	732.95	2,102.95	4,247.05	33.1 %
<b>Total Office Allowances</b>	-	732.95	2,102.95	-	-
<b>Operational Resources</b>					
Operational Resources	-	431.87	1,717.77	-	-
<b>Total Operational Resources</b>	-	431.87	1,717.77	-	-
<b>Total Expenditures</b>		1,164.82	3,820.72		

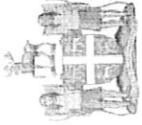


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OSBORNE, TOM, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	606.97	606.97	5,743.03	9.6 %
<b>Total Office Allowances</b>	-	606.97	606.97	-	-
<b>Operational Resources</b>					
Operational Resources	-	2,091.78	2,779.66	-	-
<b>Total Operational Resources</b>	-	2,091.78	2,779.66	-	-
<b>Total Expenditures</b>		2,698.75	3,386.63		



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PARSONS, KELVIN, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Accommodations	4,000.00	0.00	3,709.72	290.28	92.7 %
Office Operations	6,350.00	2,802.47	4,807.20	1,542.80	75.7 %
<b>Total Office Allowances</b>	-	2,802.47	8,516.92	-	-
<b>Operational Resources</b>					
Operational Resources	-	4,930.56	10,806.89	-	-
<b>Total Operational Resources</b>	-	4,930.56	10,806.89	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	2,594.42	2,594.42	-	-
House Not in Session	-	178.21	3,970.19	-	-
Intra & Extra-Constituency Travel	5,970.00	259.49	4,273.78	1,696.22	71.6 %
<b>Total Travel and Living Allowances</b>	-	3,032.12	10,838.39	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	81.20	1,188.80	6.4 %
<b>Total Constituency Allowances</b>	-	0.00	81.20	-	-
<b>Total Expenditures</b>		10,765.15	30,243.40		

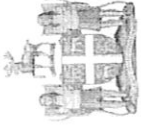


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PEACH, CALVIN, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Start-up Costs	880.00	213.39	494.47	385.53	56.2 %
Office Operations	6,350.00	925.63	2,831.64	3,518.36	44.6 %
<b>Total Office Allowances</b>	-	1,139.02	3,326.11	-	-
<b>Operational Resources</b>					
Operational Resources	-	1,348.76	3,331.36	-	-
<b>Total Operational Resources</b>	-	1,348.76	3,331.36	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	778.44	778.44	-	-
House Not in Session	-	230.08	1,645.81	-	-
Intra & Extra-Constituency Travel	6,940.00	997.69	3,568.80	3,371.20	51.4 %
<b>Total Travel and Living Allowances</b>	-	2,006.21	5,993.05	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	195.20	445.18	824.82	35.1 %
<b>Total Constituency Allowances</b>	-	195.20	445.18	-	-
<b>Total Expenditures</b>		4,689.19	13,095.70		



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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Accommodations	2,960.00	130.00	2,809.15	150.85	94.9 %
Office Start-up Costs	880.00	594.71	594.71	285.29	67.6 %
Office Operations	6,350.00	4,596.78	5,916.19	433.81	93.2 %
<b>Total Office Allowances</b>	-	5,321.49	9,320.05	-	-
<b>Operational Resources</b>					
Operational Resources	-	6,790.31	17,672.22	-	-
<b>Total Operational Resources</b>	-	6,790.31	17,672.22	-	-
<b>Travel and Living Allowances</b>					
House Not in Session		1,090.55	3,516.87		
Intra & Extra-Constituency Travel	25,210.00	794.21	3,563.78	21,646.22	14.1 %
<b>Total Travel and Living Allowances</b>	-	1,884.76	7,080.65	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	391.95	391.95	878.05	30.9 %
<b>Total Constituency Allowances</b>	-	391.95	391.95	-	-
<b>Total Expenditures</b>		14,388.51	34,464.87		

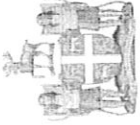


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POTTLE, PATTY, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Operational Resources</b>					
Operational Resources	-	3,892.24	5,070.24	-	-
<b>Total Operational Resources</b>	-	3,892.24	5,070.24	-	-
<b>Travel and Living Allowances</b>					
House in Session		2,034.45	2,034.45		
House Not in Session	19,420.00	208.85	208.85		
Intra & Extra-Constituency Travel		243.36	243.36	19,176.64	1.3 %
<b>Total Travel and Living Allowances</b>	-	2,486.66	2,486.66	-	-
<b>Total Expenditures</b>		6,378.90	7,556.90		



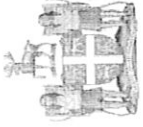
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RIDEOUT, TOM, MHA

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<b>Office Allowances</b>					
Office Accommodations	2,960.00	1,000.00	1,000.00	1,960.00	33.8 %
Rental of Short-term Accommodations	320.00	66.37	66.37	253.63	20.7 %
Office Operations	6,350.00	422.95	2,049.53	4,300.47	32.3 %
<b>Total Office Allowances</b>	-	1,489.32	3,115.90	-	-
<b>Operational Resources</b>					
Operational Resources	-	7,671.69	7,671.69	-	-
<b>Total Operational Resources</b>	-	7,671.69	7,671.69	-	-
<b>Travel and Living Allowances</b>					
House Not in Session	5,330.00	0.00	1,745.67	3,883.37	27.1 %
Intra & Extra-Constituency Travel	-	455.84	1,446.63	-	-
<b>Total Travel and Living Allowances</b>	-	455.84	3,192.30	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	189.48	1,080.52	14.9 %
<b>Total Constituency Allowances</b>	-	0.00	189.48	-	-
<b>Total Expenditures</b>		9,616.85	14,169.37		





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RIDGELY, BOB, MHA

Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	502.14	1,066.78	5,283.22	16.8 %
<b>Total Office Allowances</b>	-	502.14	1,066.78	-	-
<b>Operational Resources</b>					
Operational Resources	-	389.77	1,676.37	-	-
<b>Total Operational Resources</b>	-	389.77	1,676.37	-	-
<b>Total Expenditures</b>		891.91	2,743.15		

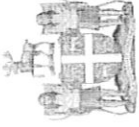


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SKINNER, SHAWN, MHA

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<b>Office Allowances</b>					
Office Operations	6,350.00	0.00	0.00	6,350.00	0.0 %
<b>Total Office Allowances</b>	-	0.00	0.00	-	-
<b>Operational Resources</b>					
Operational Resources	-	1,162.66	1,334.06	-	-
<b>Total Operational Resources</b>	-	1,162.66	1,334.06	-	-
<b>Total Expenditures</b>		1,162.66	1,334.06		



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SULLIVAN, SUSAN, MHA

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<b>Office Allowances</b>					
Office Start-up Costs	880.00	109.77	111.15	768.85	12.6 %
Office Operations	5,430.00	1,371.49	3,225.41	2,204.59	59.4 %
<b>Total Office Allowances</b>	-	1,481.26	3,336.56	-	-
<b>Operational Resources</b>					
Operational Resources	-	1,141.16	2,921.14	-	-
<b>Total Operational Resources</b>	-	1,141.16	2,921.14	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	2,014.68	2,014.68	-	-
House Not in Session	-	1,499.63	3,977.91	-	-
Intra & Extra-Constituency Travel	4,120.00	865.08	1,331.02	2,788.98	32.3 %
<b>Total Travel and Living Allowances</b>	-	4,379.39	7,323.61	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,090.00	13.47	13.47	1,076.53	1.2 %
<b>Total Constituency Allowances</b>	-	13.47	13.47	-	-
<b>Total Expenditures</b>		7,015.28	13,594.78		



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TAYLOR, TREVOR, MHA

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<b>Office Allowances</b>					
Office Accommodations	2,960.00	2,787.12	2,787.12	172.88	94.2 %
Office Operations	6,350.00	1,280.65	1,616.65	4,733.35	25.5 %
<b>Total Office Allowances</b>	-	4,067.77	4,403.77	-	-
<b>Operational Resources</b>					
Operational Resources	-	151.69	151.69	-	-
<b>Total Operational Resources</b>	-	151.69	151.69	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	676.66	676.66	-	-
House Not in Session	-	199.11	2,516.44	-	-
Intra & Extra-Constituency Travel	5,330.00	2,233.60	2,761.93	2,568.07	51.8 %
<b>Total Travel and Living Allowances</b>	-	3,109.37	5,955.03	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	104.00	104.00	1,166.00	8.2 %
<b>Total Constituency Allowances</b>	-	104.00	104.00	-	-
<b>Total Expenditures</b>		7,432.83	10,614.49		

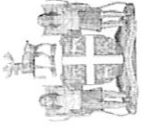


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<b>Office Allowances</b>					
Office Accommodations	2,960.00	0.00	914.00	2,046.00	30.9 %
Office Operations	6,350.00	721.30	2,827.35	3,522.65	44.5 %
<b>Total Office Allowances</b>	-	721.30	3,741.35	-	-
<b>Operational Resources</b>					
Operational Resources	-	6,309.09	10,837.53	-	-
<b>Total Operational Resources</b>	-	6,309.09	10,837.53	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	1,945.03	1,945.03	-	-
House Not in Session	-	2,009.31	6,320.27	-	-
Intra & Extra-Constituency Travel	4,870.00	790.56	3,747.17	1,122.83	76.9 %
<b>Total Travel and Living Allowances</b>	-	4,744.90	12,012.47	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	104.61	1,165.39	8.2 %
<b>Total Constituency Allowances</b>	-	0.00	104.61	-	-
<b>Total Expenditures</b>		11,775.29	26,695.96		

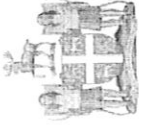


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WHALEN, DIANNE, MHA

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<b>Office Allowances</b>					
Office Operations	6,350.00	400.00	1,940.85	4,409.15	30.6 %
<b>Total Office Allowances</b>	-	400.00	1,940.85	-	-
<b>Travel and Living Allowances</b>					
Intra & Extra-Constituency Travel	4,060.00	0.00	75.88	3,984.12	1.9 %
<b>Total Travel and Living Allowances</b>	-	0.00	75.88	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	0.00	168.45	1,101.55	13.3 %
<b>Total Constituency Allowances</b>	-	0.00	168.45	-	-
<b>Total Expenditures</b>		400.00	2,185.18		

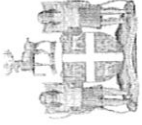


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<b>Office Allowances</b>					
Office Operations	6,350.00	3,599.50	3,784.24	2,565.76	59.6 %
<b>Total Office Allowances</b>	-	3,599.50	3,784.24	-	-
<b>Operational Resources</b>					
Operational Resources	-	280.96	280.96	-	-
<b>Total Operational Resources</b>	-	280.96	280.96	-	-
<b>Travel and Living Allowances</b>					
House Not in Session	-	944.91	944.91	-	-
<b>Total Travel and Living Allowances</b>	-	944.91	944.91	-	-
<b>Total Expenditures</b>		4,825.37	5,010.11		



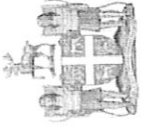
House of Assembly  
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**Expenditures Summarized by Category**  
01-MAR-08 to 31-MAR-08

WISEMAN, ROSS, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	3,042.56	3,042.56	3,307.44	47.9 %
<b>Total Office Allowances</b>	-	3,042.56	3,042.56	-	-
<b>Operational Resources</b>					
Operational Resources	-	967.03	1,436.39	-	-
<b>Total Operational Resources</b>	-	967.03	1,436.39	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	399.45	399.45	-	-
House Not in Session	-	(416.70)	0.00	-	-
Intra & Extra-Constituency Travel	4,320.00	881.28	881.28	3,438.72	20.4 %
<b>Total Travel and Living Allowances</b>	-	864.03	1,280.73	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	85.00	85.00	1,185.00	6.7 %
<b>Total Constituency Allowances</b>	-	85.00	85.00	-	-
<b>Total Expenditures</b>		4,958.62	5,844.68		





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01-MAR-08 to 31-MAR-08

YOUNG, WALLACE, MHA

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Expenditure Category	Expense Limit for Fiscal 2007/08 (Net of HST)	Expenditures Incurred During Month (Net of HST)	Expenditures to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
<b>Office Allowances</b>					
Office Operations	6,350.00	0.00	1,197.30	5,152.70	18.9 %
<b>Total Office Allowances</b>	-	0.00	1,197.30	-	-
<b>Operational Resources</b>					
Operational Resources	-	2,150.96	2,517.46	-	-
<b>Total Operational Resources</b>	-	2,150.96	2,517.46	-	-
<b>Travel and Living Allowances</b>					
House in Session	-	2,486.54	2,486.54	-	-
House Not in Session	5,330.00	5,178.77	8,407.92	1,962.77	63.2 %
Intra & Extra-Constituency Travel	-	1,376.36	3,367.23	-	-
<b>Total Travel and Living Allowances</b>	-	9,041.67	14,261.69	-	-
<b>Constituency Allowances</b>					
Constituency Allowance	1,270.00	109.11	340.98	929.02	26.8 %
<b>Total Constituency Allowances</b>	-	109.11	340.98	-	-
<b>Total Expenditures</b>		11,301.74	18,317.43		

**APPENDIX F**  
**Changes or Adjustments to Allowances and Expenses**



## Changes or Adjustments to Allowances and Expenses

Section 18 of the *Members' Resources and Allowances 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, 2008

DISTRICT	MEMBER	ANNUAL RENT	SIGN COST	TOTAL
Baie Verte-Springdale	Tom Rideout	\$12,000.00	N/A	\$12,000.00
Bay of Islands	Terry Loder	\$12,012.00	N/A	\$12,012.00
Burgeo– LaPoile	Kelvin Parsons	\$12,000.00	N/A	\$12,000.00
Fortune Bay – Cape La Hune	Tracey Perry	\$9,228.00	\$150.00	\$9,378.00
Harbour Main	Tom Hedderson	\$8,964.00	\$1720.00	\$10,684.00
Humber Valley	Darryl Kelly	\$17,750.00	\$400.00	\$18,150.00
Isles of Notre Dame	Derrick Dalley	\$12,000.00	\$1588.50	\$13,588.50
Port - au - Port	Tony Cornect	\$11,748.00	\$100.00	\$11,848.00