

House of Assembly Newfoundland & Labrador



Members' Administration Guide

The Members' Administration Guide, 2011, replaces the Members' Resources and Allowances Rules Manual published October, 2007 and provides information to assist Members in fulfilling their roles and responsibilities as elected officials accountable to the public.

The Guide includes a summary of the provisions of the Members' Resources and Allowance Rules (the Rules) as well as information which was previously included in the Members' Handbook, 2007.

DISCLAIMER

*Where there is a difference in interpretation between this Guide and the Members' Resources and Allowance Rules, or Directives of the Commission, the Rules and Directives are the **final authority**.*

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CHAPTER 1

ROLES AND RESPONSIBILITIES

Members of the House of Assembly serve as representatives of the people who elected them to that office. Members vote on legislation, problem-solve issues for constituents, provide information to constituents on government policies and programs, and participate in debate and make decisions with respect to policy and financial issues of concern to the residents of the province.

In carrying out their duties, Members must fulfill their responsibilities with respect to their roles as legislators and as representatives of their constituents, and are held accountable by the public for the performance of their duties.

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Related Legislation

1. ROLES

Members of the House of Assembly (often referred to as MHAs or Members) are elected to represent one of the districts, or constituencies, in the Province of Newfoundland and Labrador.

Members of the House of Assembly help create laws, act as spokespersons for their constituents and ensure government is accountable to the people.

The Member and the House of Assembly

The role of Members in the House of Assembly is of great importance because the laws they pass affect the lives of every citizen of Newfoundland and Labrador. The work of Members in the Legislature brings publicity to issues that help form public opinion and influence the decisions that the Government makes. Members of the House of Assembly:

- Make statements and present petitions in the House of Assembly about issues important to the constituency or the province.
- Participate in debates in the House of Assembly, and vote on Bills and other matters presented to the House. When considering legislation, Members often draw on their own life experience and other expertise they may have in a given field. In preparation for debate, they often consider various factors such as consultation with experts, opinions of constituents, and research in the area.
- Sit on committees of the House of Assembly as appointed. Legislative committees enable a more thorough review of specific issues and are instrumental in holding government accountable.

The Member and the Caucus

Members of a political party who are elected to the Legislature form a caucus. As a group, the Caucus develops strategy and considers issues for debate in the House of Assembly. Caucus meetings give all Members the chance to present the views of their constituents which can help inform and develop party policies.

The Member and Individual Constituents

Members are often contacted by their constituents who seek their support in resolving issues involving various levels of government departments/agencies. Often, the constituents may not be aware of where to go or who to talk with to resolve the issue. Members, or their staff, are often aware of the appropriate government department, agency, or Minister who can assist and can be a source of information for their constituents in finding facts and necessary documentation. Constituents who feel they have been treated unfairly often look to their Members to understand and defend their interests.

The Member and the District

Members maintain contact with constituents in person, by phone, mail or email, to find out what they think about current issues. Members frequently travel to their districts to meet with individual constituents/groups who may wish to discuss problems and present viewpoints on issues of importance to the individual or the district.

Members are often asked to open public buildings, make speeches, and attend local events, such as performances/celebrations, sports events, cultural activities and to give recognition to achievements of their constituents.

2. RESPONSIBILITIES

The role of a Member of the House of Assembly carries with it a variety of responsibilities. Information on some of these responsibilities is included in further detail throughout the various chapters of this guide.

Oath of Allegiance

A Member elected or re-elected to the House of Assembly must take and subscribe to the following oath of allegiance before being permitted to take their seat and vote in the House of Assembly:

I, _____, do swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law, (in the case where the oath is taken, add "So help me God").

Oath of Office

The Member must also take an oath of office in the following form:

I, do swear (or affirm) that

- a) I am fully qualified to hold the office of Member for the District of _____ to which I have been elected;*
- b) I have not knowingly contravened the Elections Act, 1991 respecting any matter in relation to my election;*
- c) I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my duties in public matters;*
- d) I hereby affirm, subscribe to and agree to follow the Code of Conduct of Members adopted by the House of Assembly, (in the case where the oath is taken, add "So help me God").*

Code of Conduct

The following Code of Conduct for Members of the House of Assembly was developed by the Standing Committee on Privileges and Elections, and passed by a Resolution of the House on May 26, 2008:

Commitments:

Members of this House of Assembly recognize that we are responsible to the people of Newfoundland and Labrador and will responsibly execute our official duties in order to promote the human, environmental and economic welfare of Newfoundland and Labrador.

Members of this House of Assembly respect the law and the institution of the Legislature and acknowledge our need to maintain the public trust placed in us by performing our duties with accessibility, accountability, courtesy, honesty and integrity.

Principles:

- 1. Members shall inform themselves of and shall conduct themselves in accordance with the provisions and spirit of the Standing Orders of the House of Assembly, the House of Assembly Accountability, Integrity and Administration Act, the Members' Resources and Allowances Rules, the Elections Act, 1991, the House of Assembly Act and this Code of Conduct and shall ensure that their conduct does not bring the integrity of their office or the House of Assembly into disrepute.*
- 2. It is a fundamental objective of their holding public office that Members serve their fellow citizens with integrity in order to improve the economic and social conditions of the people of the province.*
- 3. Members reject political corruption and refuse to participate in unethical political practices which tend to undermine the democratic traditions of our province and its institutions.*
- 4. Members will act lawfully and in a manner that will withstand the closest public scrutiny. Neither the law nor this code is designed to be exhaustive and there will be occasions on which Members will find it necessary to adopt more stringent norms of conduct in order to protect the public interest and to enhance public confidence and trust.*
- 5. Members will not engage in personal conduct that exploits for private reasons their positions or authorities or that would tend to bring discredit to their offices.*
- 6. Members will carry out their official duties and arrange their private financial affairs in a manner that protects the public interest and enhances public confidence and trust in government and in high standards of ethical conduct in public office.*
- 7. Members will base their conduct on a consideration of the public interest. They are individually responsible for preventing conflicts of interest and will endeavor to prevent them from arising. Members will take all reasonable steps to resolve any such conflict quickly and in a manner which is in the best interests of the public.*
- 8. In performing their official duties, Members will apply public resources prudently and only for the purposes for which they are intended.*

Continued next page

9. *Members will not use official information which is not in the public domain, or information obtained in confidence in the course of their official duties, for personal gain or the personal gain of others.*
10. *Relationships between Members and government employees should be professional and based upon mutual respect and should have regard to the duty of those employees to remain politically impartial when carrying out their duties.*
11. *Members should promote and support these principles by leadership and example.*
12. *This Code of Conduct has a continuing effect except as amended or rescinded by Resolution of the House of Assembly.*

Attendance at Sitzings of the House of Assembly

A Member is required to attend the House of Assembly when it is sitting. By January 31st of each year, a Member must file with the Clerk a declaration under oath or affirmation of the Member's attendance while the House of Assembly was sitting in the previous calendar year. This declaration must include dates of absence(s) and provide an explanation for these absences.

The following are acceptable reasons for Members to be absent from the House:

- i. personal illness;
- ii. adoption, pregnancy or parental leave;
- iii. serious illness of a family member;
- iv. bereavement;
- v. House of Assembly Committee meeting/Management Commission meeting;
- vi. duties as caucus member (within House of Assembly precincts);
- vii. ministerial duties;
- viii. constituency business (within the House of Assembly precincts);
- ix. constituency business within the constituency (with prior approval of the Speaker);
- x. other circumstances (with approval of the Speaker)

If a Member files a Declaration disclosing an absence for reasons other than the above, an amount of \$200 will be deducted from the Member's salary for each day of the absence.

If a Member does not file the Declaration by the required filing date, the Clerk will withhold the Member's salary.

The Premier, the Leader of the Official Opposition and the Leader of a Third Party must file a Declaration of Attendance but are not subject to the same restrictions with respect to absences from the House given the nature of their responsibilities.

A copy of the Declaration of Attendance form can be found on the House of Assembly intranet under Members' Resources.

Duties when the House of Assembly is not in Session

When the House of Assembly is not sitting, Members are required to primarily devote their time to carrying out the roles and responsibilities of MHAs while making allowances for reasonable personal and family commitments, vacation and rest time, and Ministerial or Parliamentary Secretary/Assistant duties.

A Member, who is not a Minister, may continue in employment, practice a profession or carry on a business so long as the Member fulfills his or her elected obligations.

Declaration of Direct Associates and Conflict of Interest

After each General Election, and on April 1 of each following year, elected Members must file a disclosure document with the Commissioner for Legislative Standards in accordance with Part II of the *House of Assembly Act*, and must agree to abide by the provisions of that *Act*. The Commissioner then prepares an appropriate disclosure statement which is available for viewing by the public at the Commissioner's Office, during normal business hours. The Commissioner will contact Members soon after they are sworn in with instructions on filling out their Disclosure Statements as required under Section 36 of the *House of Assembly Act*.

Further details on the information required by Members for the filing of these disclosure statements can be obtained by contacting the Office of the Commissioner for Legislative Standards at 709-729-0714.

Responsibility – Expense Claims

A Member is responsible for compliance with requirements for claims, payments and reimbursements of expenses under the *House of Assembly Accountability, Integrity and Administration Act* (the Act) and the *Members' Resources and Allowances Rules* even if the Member delegates that responsibility to another individual.

A Member who is also a Minister, a Parliamentary Secretary, or a Parliamentary Assistant, must prorate expenses based on the proportion of time spent on constituency business to ensure that only the appropriate amount is charged to the Member's House of Assembly allocations.

A Member who has an expense or commits to an expense that is greater than the maximum allowed under a specific category is personally responsible for payment of the excess amounts. These amounts will not be reimbursed by the House of Assembly.

Each signature on an expense claim is a certification by the Member that an expense has actually been incurred in compliance with the Act, the *Members' Resources and Allowances Rules*, Directives of the House of Assembly Management Commission and the *Financial Administration Act*.

Records and Training

A Member is responsible for maintaining appropriate records, operating his/her constituency office and engaging and training support staff to ensure compliance with the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules* and Directives that may be issued by the Management Commission.

Related Legislation

<i>House of Assembly Accountability, Integrity and Administration Act</i>	
Oath of Allegiance & Oath of Office	Section 5
Code of Conduct	Section 35
Attendance at Sittings	Sections 13(1) to 13(6)
Duties when the House is not in Session	Section 13(7)
<i>House of Assembly Act</i>	
Declaration of Direct Associates and Conflict of Interest	Part II (Sections 20 to 53)
<i>Members' Resources and Allowances Rules</i>	
Responsibility – Expense Claims	Section 6 & Section 8

CHAPTER 2

COMPENSATION AND BENEFITS

In addition to being paid salaries for carrying out their roles and responsibilities, Members of the House of Assembly may also be entitled to other benefits including pension, group insurance and severance pay.

The salary to be paid to each Member, and those Members holding other parliamentary office positions, is established by the *House of Assembly Accountability, Integrity and Administration Act*. In each General Assembly, a committee, referred to as the Members' Compensation Review Committee, will be appointed to conduct a review and prepare a report on the salaries, allowances, severance payments and pensions paid to Members.

The first Members' Compensation Review Committee was appointed in July 2009 and submitted its report to the House of Assembly Management Commission in October 2009. The next Review Committee must be appointed within six months of the October 2011 election.

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1. SALARY

Salary

Effective on the date of his/her election, a Member is entitled to be paid an annual salary of \$95,357 payable in 26 equal instalments in arrears. Members are paid every two weeks by direct deposit through Government's payroll system. Any adjustments to the annual salary of a Member can only be made in response to recommendations of a Members' Compensation Review Committee, followed by an amendment to the *House of Assembly Accountability, Integrity and Administration Act*.

Additional Salaries

A Member who holds one of the following positions is paid an additional salary, as follows:

Speaker	\$ 54,072
Deputy Speaker and Chair of Committees	27,033
Deputy Chair of Committees	13,517
Leader of the Opposition	54,072
Opposition House Leader	27,033
Deputy Opposition House Leader	18,457
Leader of the Third Party	18,918
Party Whip	13,517
Caucus Chair	13,517
Chair, Public Accounts Committee	13,517
Vice Chair, Public Accounts Committee	10,333

These salaries are established under the *House of Assembly Accountability, Integrity and Administration Act*. Additional salaries for positions within the government, such as Minister or Parliamentary Secretary, are established by Cabinet.

A Member who is currently in receipt of Canada Pension Plan (CPP) benefits must obtain a Notice of Entitlement from Service Canada and forward it to the Corporate and Members' Services Division. Otherwise, CPP deductions will be made from the Member's salary at the prescribed rate.

Employment Insurance premiums are not deducted from a Member's salary. Members are not eligible for any provisions of the EI program such as sick benefits or parental leave.

Committee Allowance

- The Chair of a standing or select committee of the House of Assembly, the House of Assembly Management Commission or a committee of the Commission may claim a daily amount of \$190, plus reasonable expenses, for attendance at such meetings when the House is not in session.

- A Member, other than a Chair, who is a member of a standing or select committee of the House of Assembly, the House of Assembly Management Commission or a committee of the Commission may claim a daily amount of \$145, plus reasonable expenses, for attendance at such meetings when the House is not in session.
- A member or Chair of these committees who is a Minister or who holds a position referred to in Additional Salaries above is not entitled to receive this allowance.
- “Reasonable expenses” means transportation, accommodations and meals reimbursed at the rates provided for under the Travel and Living Allowance category.

2. PENSIONS

The Pension Plan currently in effect for Members is established under the *Members of the House of Assembly Retiring Allowances Act*. The Act was amended in 2009 in response to recommendations of the Members' Compensation Review Committee. The Plan is a defined benefit pension plan whereby the pension is calculated based on a percentage of a Member's years of pensionable service and pensionable earnings.

The MHA Pension Plan is administered by the Pensions Administration Division, Department of Finance. The following is a summary of the provisions of the plan. However, for further details of these benefits and information respecting your specific entitlements, please contact:

Mr. Bill Noftall
Manager of Pension Benefits, Department of Finance
Telephone 729-5913 or wnoftall@gov.nl.ca.

Participation

All Members must participate in the Pension Plan unless they are contributing to another private or employer related Pension Plan. In order to continue participation in another Plan, and effectively opt out of the MHA Plan, an Election Form must be signed before the first payment of any salary. This option may only be made for the first General Assembly to which a Member is elected. A Member is required to participate in the MHA Pension Plan upon subsequent re-election.

Contributions

Members contribute to the Plan at the rate of 9% of their pensionable salary and the salary for Parliamentary Office Holder positions. Ministers, in addition, also contribute 9% of their Ministerial salary. Included in the definition of a Minister are the Speaker and the Leader of the Opposition. Canada Pension Plan contributions are paid in addition to Pension Plan contributions.

Pensionable Salary Defined

For Members elected for the first time after December 31, 2009, pensionable salary is defined as the salary authorized under the *House of Assembly Accountability, Integrity and Administration Act*.

For Members elected for the first time prior to January 1, 2010, pensionable salary is defined as the authorized salary up to June 30, 2007 and 81.2 % of the Member's salary with respect to service after June 30, 2007.

The pensionable salary used in calculating pension is based on the average of the best three calendar years remuneration.

In the case of a Member, pensionable salary is based on the amount of the Member salary, plus salary paid as Parliamentary Office holders, in a calendar year.

In the case of a Minister, pensionable salary is based on the salary authorized by the Legislature to be paid to a Minister.

In the case of other service, pensionable salary is the total of the average pensionable salaries as a Member and as a Minister. The average pensionable salary as a Minister is not included if elected for the first time after the 45th General Assembly.

Pension Benefits

The Plan provides for **three** types of pension benefits: retirement, disability, and survivor benefits.

Retirement Pension

A Member is “vested” and entitled to a pension after serving in two General Assemblies for not less than five years, if he or she has made the contributions required by the Act.

A vested Member **elected after December 31, 2009** is eligible to receive that pension upon termination at age 55 years and may be entitled to a reduced pension at age 50.

A vested Member who was **elected prior to January 1, 2010** is eligible to receive that pension upon termination when age plus years of service as a Member total 60. For the Premier, age plus service as a Member must total 55.

Disability Pension

A Member is entitled to immediately receive a Disability Pension upon the disability being duly certified by the medical consultant for the Department of Finance. There are no age or service requirements. The pension is calculated in the same way as the retirement pension.

Survivor Pension

A Survivor Pension is payable to a spouse upon a Member’s death if the Member has served in two General Assemblies for not less than five years or is in receipt of a pension under the Pension Plan. In addition, supplementary benefits are paid according to the number of children. Children’s benefits increase in the event there is no surviving spouse.

The basic survivor pension for the spouse is the greater of 60% of the Member’s pension or 25% of the sum of the Member’s and Minister’s salary. The maximum survivor benefits payable to a spouse and children cannot exceed the Member’s retirement pension.

Calculation of Pension

The calculation of pension requires three separate calculations, based on the following service:

- service as a Member,
- service as a Minister; and
- other credited pensionable service. Other service refers to service worked with an affiliated organization that a Member had elected to transfer to the MHA Plan.

For those Members who first served as a Member or Minister **after December 31, 2009**, the Member's pension is calculated at a rate of 3.5 % of base MHA salary for each year of service as a Member and 3.5% of base minister's salary each year of service as a Minister. Pension is calculated at a rate of 2% for each year of other credited pensionable service under the plan.

For Members elected **prior to January 1, 2010, but after January 18, 1999** the Member's pension is calculated at a rate of 5% of base MHA salary for each of the first 10 years of service as a Member and 5% of base minister's salary for each of the first 10 years of service as a Minister. For each of the next 10 years of Member or Ministerial service, the pension is calculated at a rate of 2.5%. Pension is calculated at a rate of 2% for each year of other credited pensionable service under the plan.

For Members elected **prior to January 19, 1999**, the Member's pension is calculated at a rate of 5% of base MHA salary for each of the first 10 years of service as a Member and 5% of base Minister's salary for each of the first 10 years of service as a Minister. For each of the next 5 years, the pension is calculated at a rate of 4% of base MHA salary as a Member and 4% of base Minister's salary. For each of the next 2 years, the pension is calculated at a rate of 2.5% of base MHA salary and 2.5% of base Minister's salary. Pension is calculated at a rate of 2% for each year of other credited pensionable service under the plan.

Refund of Contributions

A former Member who is not entitled to a pension may receive a refund of his or her contributions together with interest calculated in accordance with the rates prescribed by the *Pension Benefits Act*, if he or she so elects.

Plan Member Benefit Statements

Plan member benefit statements are provided to Members of the House of Assembly annually in April.

Integration with Canada Pension Plan (CPP)

A Pension paid under the MHA Pension Plan will be reduced from the first of the month following the month in which a Member reaches age 65. The formula for calculating this reduction considers pensionable salary for CPP purposes and years of service criteria.

3. GROUP INSURANCE

All elected Members of the Legislature have the option to enroll in the Group Insurance program offered by the Government of Newfoundland and Labrador. Members who wish to enroll must apply within 31 days of their eligibility date, which is the date they are elected.

A Member who has other group insurance coverage, either private or with a previous employer, should contact the Insurance Division, Department of Finance, at 729-0439 to discuss the possible impacts of continuing or discontinuing that coverage.

All retired Members who are receiving a pension from the Members of the House of Assembly Pension Plan may elect to continue coverage.

Benefits

The various benefits provided to Members and their families under this program include:

- Basic Group Life Insurance
- Dependent Life Insurance
- Accidental Death and Dismemberment Insurance
- Supplementary Health Insurance including:
 - Semi Private Hospital Benefit
 - Extended Health Benefit
 - Prescription Drug Benefit
 - Emergency Ambulance Benefit
 - Out-of-Province Benefit
 - Non-Emergency Transportation Benefit
 - Vision Care Benefit
- Group Travel Insurance
- Optional Long Term Disability Insurance
- Optional Dental Care Insurance
- Optional Group Life Insurance
- Optional Accidental Death and Dismemberment Insurance
- Optional Life-Link Insurance

Definition of Spouse and Dependent

For the purpose of the group insurance program, the following definition of dependent applies:

Spouse

- a) An individual to whom you are legally married; or
- b) An individual of the opposite sex who has been publicly represented as your spouse for at least one year; or

- c) An individual of the same sex who has been publicly represented as your spouse for at least one year.

Dependent Children

A Member or Member's spouse's unmarried, natural, adopted, foster, or step-children, including a child of an unmarried minor dependent, who are:

- a) under 21 years of age and dependent upon the Member for support and maintenance; or
- b) under 25 years of age and in full-time attendance at a recognized post-secondary educational institution and dependent upon the Member for support and maintenance; or
- c) age 21 or over, who, by reason of mental or physical infirmity, are incapable of self-sustaining employment, and are dependent upon the Member for support and maintenance, provided they were disabled and insured under the plan on the day before they reached age 21.

Change of Beneficiary

Members may change their designated beneficiary(ies) at any time subject to any legal requirements affecting such right. For further information, please contact the Payroll Administrator, Corporate and Members' Services Division.

Continuation of Benefits

A Member who retires may elect to continue group insurance coverage by providing a signed completed copy of the "Continuation of Coverage" form to the Payroll Administrator, Corporate and Members' Services Division, prior to retirement. This is necessary in order to arrange for payment of premiums during retirement.

Submitting a Claim

For information on submitting an insurance claim and for further details on the coverage, please refer to the "Benefits" section of the Public Service Secretariat website at:

http://www.exec.gov.nl.ca/exec/pss/working_with_us/employee_benefits.html

4. SEVERANCE PAY

Members of the House of Assembly are provided with severance pay when they leave office. Under the current severance pay policy, a Member who resigns, retires or is defeated is entitled to receive the equivalent of one month salary for each year of MHA service to a maximum of twelve months, with a minimum of three months. Effective July 1, 2007, following the Review Commission on Constituency Allowances and Related Matters (the “Green Commission”), salary is defined as 81.2 % of the Member’s gross salary for the purpose of calculating severance pay.

The *House of Assembly Accountability, Integrity and Administration Act* directs that a severance allowance is to be determined by the House of Assembly Management Commission, following the receipt of advice from a Members’ Compensation Review Committee. The next Members’ Compensation Review Committee will be appointed within six months following the October 2011 election.

Related Legislation

House of Assembly Accountability, Integrity and Administration Act:

Salary	Section 11(1)
Additional Salaries	Section 12
Severance Pay	Section 11(2)

Members’ Resources and Allowances Rules:

Committee Allowance	Section 45
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Members of the House of Assembly Retiring Allowances Act

Pensions

CHAPTER 3

HOUSE OF ASSEMBLY SERVICE, STRUCTURE AND SUPPORTS

The House of Assembly Service was established by the *House of Assembly Accountability, Integrity and Administration Act* 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 Management Commission was also established by the *House of Assembly Accountability, Integrity and Administration Act*. The decision-making authority of the Commission is exercised through specific actions which include making rules, issuing directives and making decisions applicable to the House of Assembly and the Statutory Offices of the House of Assembly.

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- *Corporate and Members' Services Division*
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- *Office of the Citizens' Representative*
- *Office of the Information and Privacy Commissioner*
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- *Commissioner for Legislative Standards*

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- *Parliamentary Precinct*
- *Confederation Building Complex*

1. HOUSE OF ASSEMBLY SERVICE

The House of Assembly Service includes the Speaker, the Clerk, and employees of the Office of the Speaker, Office of the Clerk, the Corporate and Members' Services Division and the Information Management Division.

Speaker's Office

The Speaker is the impartial presiding officer of the House and is elected by secret ballot by his/her peers. He/she is the guardian of the privileges of the House and of Members.

The Speaker maintains order and regulates debate in the House in accordance with rules, practices, tradition and parliamentary authorities.

The Office of the Speaker is located behind the Assembly Chamber in the North Wing of the East Block, Confederation Building.

Clerk's Office

The Office of the Clerk supports the activities of the Clerk of the House of Assembly in all parliamentary and administrative matters.

It also provides support services to all Committees of the House of Assembly and provides full administrative support to the House of Assembly Management Commission. This includes providing advice to the Speaker on all Commission matters, developing and distributing Commission briefing materials and implementing all Commission Decisions.

The Clerk

The Clerk is the non-partisan chief permanent officer of the House of Assembly. In that capacity, the Clerk exercises responsibilities as Chief Parliamentary Advisor and Chief Administrative Officer.

As Chief Parliamentary Advisor, the Clerk interprets the Standing Orders, conventions, precedents and usages of the House to advise the Speaker and Members on parliamentary procedure. He/she is also responsible for the preparation of the Order Paper and the Minutes of the proceedings of the House. The Clerk is also responsible for ensuring the safe-keeping of papers and records of the House of Assembly.

As the Chief Administrative Officer of the House of Assembly, the Clerk is responsible for the provision of administrative, financial, human resource and other support services to the House of Assembly, its Members, and the Statutory Offices. The Clerk is also a member of and Secretary to the House of Assembly Management Commission.

Table Officers

Table Officers are employees of the House of Assembly Service who provide procedural advice during sittings of the House, keep Minutes of the proceedings and record the votes. In addition to the Clerk, the Table Officers include the Clerk Assistant and the Law Clerk.

Sergeant-at-Arms

The Sergeant-at-Arms preserves order and maintains security in the galleries, corridors and other areas within the Parliamentary Precinct. He/she is responsible for safekeeping of the Mace, and leads the Speaker's Parade which signifies the ceremonial opening of each sitting day.

Corporate and Members' Services Division

The Corporate and Members' Services Division of the House of Assembly Service provides financial, budgetary, human resources, payroll and general administrative services to the House of Assembly Service, Caucus Operations, the Members of the House of Assembly and their staff, and to four of the five Statutory Offices (the Office of the Auditor General is excluded). The sections of the Division are:

Human Resources Services and Payroll Administration

Human Resources Services and Payroll Administration provides services in payroll administration; benefits coordination; staffing; learning and development; staff relations and counselling; occupational health and safety; conflict of interest; service recognition; position classifications and the development of HR policies.

Financial Planning and Reporting

Financial Planning and Reporting provides financial analysis, development, communication and advice on financial policies and procedures. It is also responsible for coordinating the annual estimates process; providing internal financial reports; external financial reporting including Members' expenses; and coordinating all audit processes. This section is also responsible for the accounts receivable/revenue function.

Accounts Payable

Accounts Payable provides accounts payable services for Members' claims and other payables.

General Operations and Purchasing

General Operations and Purchasing provides support for day-to-day operational matters, central purchasing and asset management activities. This section also manages the process for setting-up district constituency offices and co-ordinates the furniture, equipment and services entitlements for all Members.

Information Management Division

The Information Management Division is responsible for the development and implementation of policies, procedures, standards, infrastructure and products required to

ensure effective operations within the Legislature. It provides quality services to its clientele, and has a responsibility to preserve and make public the operations, proceedings and history of the House of Assembly, its Committees and the Management Commission.

The Director of Information Management is responsible for the direction of the Division which includes the following four sections:

Legislative Library

The Legislative Library's primary purpose is to provide non-partisan parliamentary library and information services to all Members and Officers of the House of Assembly and their support staff. These include dissemination of information, and reference and research services. The Library is the official depository of publicly released government documents of Newfoundland and Labrador. It is also responsible for developing and maintaining the House of Assembly website and intranet.

The Legislative Library is located on the Third Floor of the East Block, adjacent to the entrance of the Public Gallery.

Hansard

Hansard is responsible for producing the complete report of debates and proceedings of the House of Assembly, its Committees and the meetings of the House of Assembly Management Commission. The Hansard document is essentially a verbatim transcript. Limited editing is applied to ensure proper grammar, spelling and punctuation, to observe parliamentary forms, and to minimize repetition and redundancy.

Broadcast Services

Broadcast Services is responsible for recording and broadcasting all sittings of the House of Assembly and all meetings of the Management Commission. It also records certain Committees of the House.

Broadcasts are televised and web streamed live, while the webcasts are also archived for on-demand viewing. Audio recordings of certain Committee meetings are available on the House of Assembly website until the transcript is completed. Copies of audio/video recordings are available upon request by contacting the Broadcast Centre and can be provided in a variety of formats for use on websites or in presentations. Broadcast Services also offers video production services such as recording video messages for Members, and can provide a portable projector and screen if requested.

Records Management

The Records Management office is responsible for the development and implementation of policies, procedures, and guidelines as they apply to standard and electronic records and information management in the House of Assembly. The office is also responsible for overseeing and maintaining the administrative and operational records of the House of Assembly. The Records Management office also facilitates the application of the *Access to Information and Protection of Privacy Act (ATIPPA)* for the House of Assembly in response to requests for information, and provides training respecting protection of privacy.

Code of Conduct for Employees of the House of Assembly Service

As Officers and Staff of the House of Assembly:

- 1. We will serve the aims and objectives of the House of Assembly and ensure 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.*

House of Assembly Service Telephone Directory

Office of the Speaker (Main Floor)		Fax: 729-4820
	Speaker	729-3404
	Secretary to the Speaker	729-3404
	Executive Assistant to the Speaker	729-1121
	Constituency Assistant to the Speaker	729-6131
Office of the Clerk (Main Floor)		Fax: 729-4820
William MacKenzie	Clerk	729-3405
Rosalind Dawe	Secretary to the Clerk	729-2579
Elizabeth Murphy	Clerk Assistant	729-3434
Maureen Dooley	Secretary to Committees	729-3412
Lorna Proudfoot	Law Clerk	729-3406
	Sergeant-at-Arms	729-3630
Marie Keefe	Policy and Communications Officer	729-6943
Bobbi Russell	Policy, Planning and Research Analyst	729-1178
Craig Drover	Committee Researcher	729-3548
Corporate and Members' Services Division (5th Floor)		Fax: 729-7768
Marlene Lambe	Chief Financial Officer	729-2923
Anne Marie Casey	Secretary to Chief Financial Officer	729-0664
<i>Accounts Payable</i>		
Diane Hill	Manager, Accounts Payable	729-0769
Donna Cahill	General Office Clerk	729-1480
Jocelyn Ledwell-Norman	Accounts Payable Clerk	729-1479
Marian Burry	Accounts Payable Clerk	729-0202
Megan Neal	Accounts Payable Clerk	729-7221
<i>Financial Planning and Reporting</i>		
Wanda Lee Mercer	Manager, Financial Planning and Reporting	729-0201
Dale Whelan	Financial Management Analyst	729-2068
Donna Griffiths	Financial Management Analyst	729-3728
<i>General Operations and Purchasing</i>		
Michelle Kennell	Manager, General Operations and Purchasing	729-5893
Dianne Batten	Members' Services Officer	729-7211
Rosie Frey	Purchasing Officer	729-6400
Andy Petten	Purchasing Officer	729-1340
Human Resources and Payroll Administration		Fax: 729-3078
Sandra Mitchell-Cooney	Manager, Human Resources Services and Payroll Administration	729-1478
Allison Norman	Payroll Administrator	729-7210
Doug Foley	Assistant Payroll Administrator	729-6916
Dayna Wicks	Human Resources Services Coordinator	729-7214

Information Management Division

Kimberley Hammond	Director, Information Management	Fax: 729-7922 729-5646
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Records Management (Main Floor)

Wanda Howlett	Manager, Records Management Office	Fax: 729-7922 729-3537
Don Hynes	ATIPP Coordinator/Privacy Analyst	729-7408
Dolores Hammett	Records Management Specialist	729-7685

Legislative Library (3rd Floor)

Andy Fowler	Manager, Legislative Library	Fax: 729-0234 729-3586
Trine Schioldan	Information Specialist (Bibliographic Control)	729-7636
Kimberly Puddester	Web Developer	729-1131
Andrea Hyde	Information Specialist (Client Services)	729-6167
Allison Stamp	Information Resources Technician	729-3604
Kevin Collins	Information/Audio Technician	729-0290
Main Line		729-3604

Broadcast Centre (Ground Floor)

Don Brewer	Manager, Broadcast Services	Fax: 729-6699 729-3855
Cathy Simms	Broadcast Technologist	729-0309
Darren Churchill	Broadcast Technologist	729-1696
Control Room		729-7448

Hansard (5th Floor)

Madeline O'Brien	Manager, Hansard	Fax: 729-6547 729-0960
Debbie Dwyer	Editor	729-0207
Vanessa Tobin	Editor	729-3413
Lori Roebbotham	Parliamentary Trans-Editor	729-0783
Armored Tucker	Parliamentary Trans-Editor	729-7148
Roxanne Manning	Parliamentary Trans-Editor	729-7147
Jeff Power	Parliamentary Trans-Editor	729-0601
Mark Jerrett	Parliamentary Trans-Editor	729-0763
Jennifer Peckham	Parliamentary Trans-Editor	729-0782

2. HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

The House of Assembly Management Commission establishes and implements financial and administrative policies applicable to the House of Assembly, the House of Assembly Service and the five Statutory Offices of the House of Assembly.

The Commission continues in existence when the Assembly has been dissolved, but is constituted at the beginning of a new General Assembly. The Speaker, or in the Speaker's absence, the Deputy Speaker, presides over the meetings of the Commission.

Composition

The House of Assembly Management Commission includes the following:

- The Speaker - Chairperson of the Commission
- The Clerk - Secretary to the Commission, but does not have voting privileges
- The Government House Leader
- The Official Opposition House Leader
- Two Members who are members of the Government caucus, only one of whom may be a member of the Executive Council
- One Member who is a member of the Official Opposition caucus
- 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, the additional member will be chosen from the official opposition

Duties

The Commission has a duty and a responsibility to:

- Oversee the finances of the House of Assembly including its budget, revenues, expenses, assets and liabilities;
- Review and approve the administrative, financial and human resource and management policies of the House of Assembly Service and its Statutory Offices;
- Implement and periodically review and update financial and management policies applicable to the House of Assembly Service and its Statutory Offices;
- Give direction with respect to matters that the Commission considers necessary for the efficient and effective operation of the House of Assembly Service and its Statutory Offices;
- Make and keep current rules respecting the proper administration of allowances for Members and reimbursement and payment of their expenditures in accordance with subsection 11 (2) of the *House of Assembly Accountability, Integrity and Administration Act*;
- Annually report, in writing, to the House of Assembly, with respect to its decisions and activities; and

- Exercise other powers given to the Commission and perform other duties imposed on the Commission.

Decision-making Authority

The decision-making authority of the Commission is exercised through several specific actions which are:

- making rules
- issuing directives
- making decisions

Rule Amendments, Directives and Decisions of the Commission are distributed to all Members as they are approved.

All policies, rule amendments, Directives and Decisions of the Management Commission are posted on the House of Assembly website at www.assembly.nl.ca.

2. STATUTORY OFFICES

The Offices of the Auditor General, Child and Youth Advocate, Citizens' Representative, Information and Privacy Commissioner, Chief Electoral Officer and Commissioner for Legislative Standards are established by statute and report to the House of Assembly through the Speaker. They are often termed Independent Offices because they are independent of the Executive Branch of Government and are not directed by Cabinet or Ministers. In many cases, these offices perform an oversight role by reviewing Cabinet and departmental decisions and actions.

The process of appointing the Commissioners and Officers who hold these offices is a joint one, involving both a Resolution passed in the House of Assembly and the approval of the Lieutenant Governor in Council (Cabinet).

Office of the Auditor General

The Office of the Auditor General of Newfoundland and Labrador is the independent Auditor of Government, its departments, all agencies of the Crown and Memorial University of Newfoundland. Implicit in the *Auditor General Act* is the requirement for the Auditor General to provide the House of Assembly with timely, relevant information, necessary to enhance public sector accountability and performance.

The Auditor General is appointed for a 10 year non-renewable term by the Lieutenant-Governor in Council and confirmed by a Resolution of the House of Assembly. The Auditor General reports to the House of Assembly on significant matters which result from the examination of government entities.

The *Auditor General Act* also appoints the Auditor General as the auditor of the accounts and financial statements of the Province. This results in an opinion as to the fair presentation of these financial statements. In addition, the Auditor General is the auditor of the financial statements of a number of agencies of the Crown and issues a separate report for each of these agencies as to the fair presentation of their financial statements.

For more information, visit the Office of the Auditor General website at: www.ag.gov.nl.ca/ag/.

Office of the Child and Youth Advocate

The Office of the Child and Youth Advocate has the authority to represent the rights, interests and viewpoints of children and youth who are entitled to receive services and access programs provided by the Government of Newfoundland and Labrador.

The mandate of the Office is to protect and advance the rights of children and youth and to ensure their voices are heard; ensure children and youth have access to services and programs provided for them by the Government of the Province; provide information and advice to Government, its boards and agencies and to communities about the availability,

effectiveness, responsiveness and relevance of the services they provide to children and youth; and act, generally, as an advocate of the rights and interests of the children and youth of the Province.

For more information, visit the Office of the Child and Youth Advocate website at: www.childandyouthadvocate.nf.ca/.

Office of the Citizens' Representative

The role of the Citizens' Representative is to act as an investigating body, ensuring decisions, acts or omissions by the Government of Newfoundland and Labrador are investigated in an analytical, impartial and timely manner for the citizens of Newfoundland and Labrador, when all other avenues of administrative appeal have been exhausted. The Citizens' Representative has responsibility for investigating Disclosures of Wrongdoing made under the *House of Assembly, Accountability, Integrity and Administration Act*.

For more information, visit the Office of the Citizens' Representative website at: www.citizensrep.nl.ca/.

Office of the Information and Privacy Commissioner

The Office is responsible for protecting and upholding access to information and protection of privacy rights under the *Access to Information and Protection of Privacy Act* (ATIPPA). The Office investigates and mediates complaints, and makes recommendations to government departments and agencies, boards and municipalities.

The Commissioner has a broad range of responsibilities and powers and may make recommendations to ensure compliance with the access and privacy provisions of the ATIPPA and its Regulations.

For more information, visit the Office of the Information and Privacy Commissioner website at: www.oipc.nl.ca/.

Office of the Chief Electoral Officer

Elections Newfoundland and Labrador is responsible for conducting elections and for ensuring fairness, impartiality and compliance with all aspects of the *Elections Act, 1991*. The Chief Electoral Officer is responsible for selecting and appointing the 48 Returning Officers to administer the election in each electoral district. The Chief Electoral Officer is also accountable to ensure public disclosure of contributions and expenditures of political parties and candidates and to certify public reimbursement of election expenses.

In addition to responsibilities associated with provincial elections, the Office works co-operatively with Elections Canada, school boards and municipalities in exchanging data to maintain accurate voters' lists for other electoral events.

For more information, visit the Office of the Chief Electoral Officer website at:
www.elections.gov.nl.ca/elections/.

Commissioner for Legislative Standards

The Office of Commissioner for Legislative Standards has traditionally been held by the Chief Electoral Officer. The Commissioner for Legislative Standards reports annually upon the affairs respecting the office to the Speaker of the Assembly, who then presents the report to the House of Assembly. As well as the responsibilities under the *House of Assembly Act*, the Commissioner is responsible for hearing appeals of public office holders under the *Conflict of Interest Act, 1995*. The Commissioner of Legislative Standards will contact Members soon after they are sworn in with instructions on filling out their Disclosure Statements as required under Section 36 of the *House of Assembly Act*.

For more information, visit the Commissioner for Legislative Standards website at:
www.legislativestandardscomm.gov.nl.ca/.

4. HOUSE OF ASSEMBLY WEBSITE

The House of Assembly website (www.assembly.nl.ca) includes a wide variety of information and publications regarding the Legislature and its offices, and the House of Assembly Management Commission. This section provides an overview of some of the areas of the website which may be useful to Members and their staff.

The screenshot below shows the homepage of the House of Assembly website. Clicking on the headings on the side menu will show a list of subheadings that contain a variety of information related to the selected topic.

Screenshots in this section represent the website as of August 2011, and are subject to change

The screenshot displays the homepage of the House of Assembly website for Newfoundland and Labrador. The header features the House of Assembly logo and the text "House of Assembly Newfoundland and Labrador". Navigation links include "Home", "Webcasts", "Links", and "Contact Us". A side menu lists various sections: Home, Proceedings, Members, Legislation, Publications, Offices, Management Commission, Public Education & Outreach, and Contact Us. The main content area includes a central image of the legislative chamber, a welcome message, and a search section. Below this, there are two columns of featured and new content. The footer contains copyright information and a disclaimer.

House of Assembly
Newfoundland and Labrador

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Home
Proceedings
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Management Commission
Public Education & Outreach
Contact Us

Welcome to the House of Assembly of Newfoundland and Labrador, the legislative branch of government.

This site contains the publications of, and information about, the House of Assembly and the House of Assembly Management Commission.

The site also includes the legislation of the province including consolidations of the province's statutes and regulations.

Can't find what you are looking for?
Contact the Legislative Library
Phone: (709) 729-3604
Email: legislativelibrary@gov.nl.ca

FEATURED CONTENT

- [House of Assembly Management Commission](#)

*Next Management Commission Meeting:
At the call of the Chair.*

- [House of Assembly Webcast](#)
- *Current Status of the House: Adjourned to the call of the Chair.*

NEW CONTENT

- [1932-33 Debates of the Legislature Released](#)
A limited number of sets are available from the Queen's Printer by contacting 709-729-3649 or queensprinter@gov.nl.ca
- [Searchable Tabled Documents Database](#)
- [Member Accountability and Disclosure Reports - Updated to include April 01, 2010 to March 31, 2011 Reports](#)

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Proceedings

This section provides information to Members which may be especially useful when the House is in Session. Members can view the Standing Orders, Order Papers, Journals, Tabled Documents and Hansards; monitor the progress of Bills being debated in the House; and view live and archived webcasts of all House of Assembly proceedings and Management Commission meetings.

The screenshot displays the website for the House of Assembly of Newfoundland and Labrador. The header features the House's crest and the text "House of Assembly Newfoundland and Labrador". Navigation links include Home, Webcasts, Links, and Contact Us. A sidebar menu on the left lists various sections: Home, Proceedings (selected), Members, Legislation, Publications, Offices, Management Commission, Public Education & Outreach, and Contact Us. The main content area is titled "House of Assembly - Proceedings" and contains the following text:

This section of our website provides access to publications and information that document the work of the House of Assembly. On the sidebar menu, you will find links to the full text of:


- Standing Orders** - the rules of the House, which govern parliamentary procedure and behavior.
- Order Papers** - effectively, the agenda which outlines the business that the House intends to cover on a given day.
- Journal of the House of the Assembly** - the official record of the proceedings of the House.
- Hansard** – verbatim transcriptions of the Debates of the House.
- Webcast** - sittings of the House are broadcast not only on television, but also on the Web. You may view a live sitting as the House meets, or view archived telecasts of previous sittings.
- Progress of Bills** - a Bill goes through a number of steps before it becomes a statute (First Reading, Second Reading, Committee (amendments, if any, are made at this stage), Third Reading and Royal Assent). A table is provided where you may link to the First Reading version of the Bill and find out what stage the Bill has reached.
- Tabled Documents** – generally, these are administrative documents, certain reports, and other papers that are required to be laid before the House each year or session either by statute, by order of the House, or by its Standing Orders.
- Committees** - lists of the Members who sit on the Committees of the House are provided, which are:
 - Government Services Committee
 - Privileges and Elections Committee
 - Public Accounts Committee
 - Resource Committee
 - Social Services Committee
 - Standing Orders Committee

The browser's taskbar at the bottom shows "Internet" and "100%" zoom level.

Members

This section contains information related to Members of the House of Assembly, including biographies and contact information for each Member; annual total compensation for each Member; the Member Accountability and Disclosure Reports; and the attendance of Members in the House of Assembly (based on the Declarations of Attendance submitted by Members at the end of each calendar year). The most current seating plan used in the House of Assembly Chamber and the approved Code of Conduct for Members can be found in this section.

The Legislative Library will contact each Member with respect to setting up a biography/contact page. Members are responsible for ensuring this information is kept up-to-date by contacting the Legislative Library when changes are required.



House of Assembly

Newfoundland and Labrador

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<p>Home</p> <p>Proceedings</p> <p>Members</p> <p style="font-size: small;">Your Member Office Holders Compensation Disclosure Reports Attendance Seating Plan Members' Code of Conduct</p> <p>Legislation</p> <p>Publications</p> <p>Offices</p> <p>Management Commission</p> <p>Public Education & Outreach</p> <p>Contact Us</p>	<h2 style="color: #4b614b;">Members of the House of Assembly</h2> <h3 style="color: #4b614b;">46th General Assembly</h3> <p>Current Standings in the House of Assembly: 43 Progressive Conservative Members, 4 Liberal Members, and 1 New Democratic Member.</p> <p>There are 48 seats in the House of Assembly of Newfoundland and Labrador. After the last General Election held on October 9, 2007 (the first fixed-date general election in the history of the province) there were 43 Progressive Conservative Members, 3 Liberal Members, and 1 New Democratic Member returned to the House of Assembly. Due to the death of a candidate during the election campaign in the district of Grand Falls-Windsor - Buchans, an extension of the General Election for this district was held November 6. The seat was subsequently won by Susan Sullivan, the Progressive Conservative Party candidate, bringing the total number of seats for the party to 44.</p> <p>Please note that following the death of Mr. Jack Byrne on June 4, 2008, a by-election for the District of Cape St. Francis took place on August 27, 2008, and was won by Kevin Parsons of the Progressive Conservative Party.</p> <p>Please note that following the resignation of Mr. Tom Rideout on June 30, 2008, a by-election for the district of Baie Verte - Springdale took place on August 27, 2008, and was won by Kevin Pollard of the Progressive Conservative Party.</p> <p>Please note that following the resignation of Mr. Trevor Taylor, effective October 2, 2009, a by-election to elect a new Member for the district of The Straits - White Bay North took place on Tuesday, October 27, 2009, and was won by Marshall Dean of the Liberal Party.</p>
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Legislation

This section includes a variety of information related to the Statutes and Regulations passed in the House of Assembly. Under the “Consolidation” sub-menu, all legislation can be searched using the search tool, or found by referencing the alphabetical listing. There is also a list of proclamation dates for Acts that have yet to come into force. This section of the website is maintained by the Office of the Legislative Counsel, Department of Justice.



The screenshot shows the website for the House of Assembly of Newfoundland and Labrador. The header includes the House of Assembly logo and the text "House of Assembly Newfoundland and Labrador". Navigation links for Home, Webcasts, Links, and Contact Us are visible in the top right. A left-hand navigation menu lists categories: Home, Proceedings, Members, Legislation (with sub-links for Consolidation, Annual Statutes, Annual Regulations, Table of Statutes, and Table of Regulations), Publications, Offices, Management Commission, Public Education & Outreach, and Contact Us. The main content area is titled "Statutes & Regulations" and contains a bulleted list of links and descriptions:

- [Consolidation](#)
A current statement of the law. You may browse an alphabetical list of statutes with links to the regulations associated with each statute. You may browse an alphabetical list of regulations by title. You may view and access statutes and regulations by department responsible. You may view a most requested list as well. You may view a listing of all subordinate legislation registered in the province since 1996. Finally, you may view Statutes and Regulations as they were at particular points in time.
- [Annual Statutes](#)
An online version of the annual bound volume of statutes passed in that year by the House of Assembly.
- [Table of Public Statutes](#)
A listing of all public statutes including the history of a statute, any amendments and whether it has been repealed or replaced by another statute.
- [Annual Regulations](#)
An online version of the regulations published in the *Gazette* in a particular year.
- [Table of Regulations](#)
A listing of all regulations currently in force in the province, organized by the statute that a regulation is made under and shows the history of the regulation.

Below the list, there are two paragraphs of text:

Online versions of Bills introduced in the House of Assembly are available by selecting the link to the [Progress of Bills](#) under the Proceedings portion of the website.

The [Newfoundland and Labrador Gazette](#) is available on the Queen's Printer site.

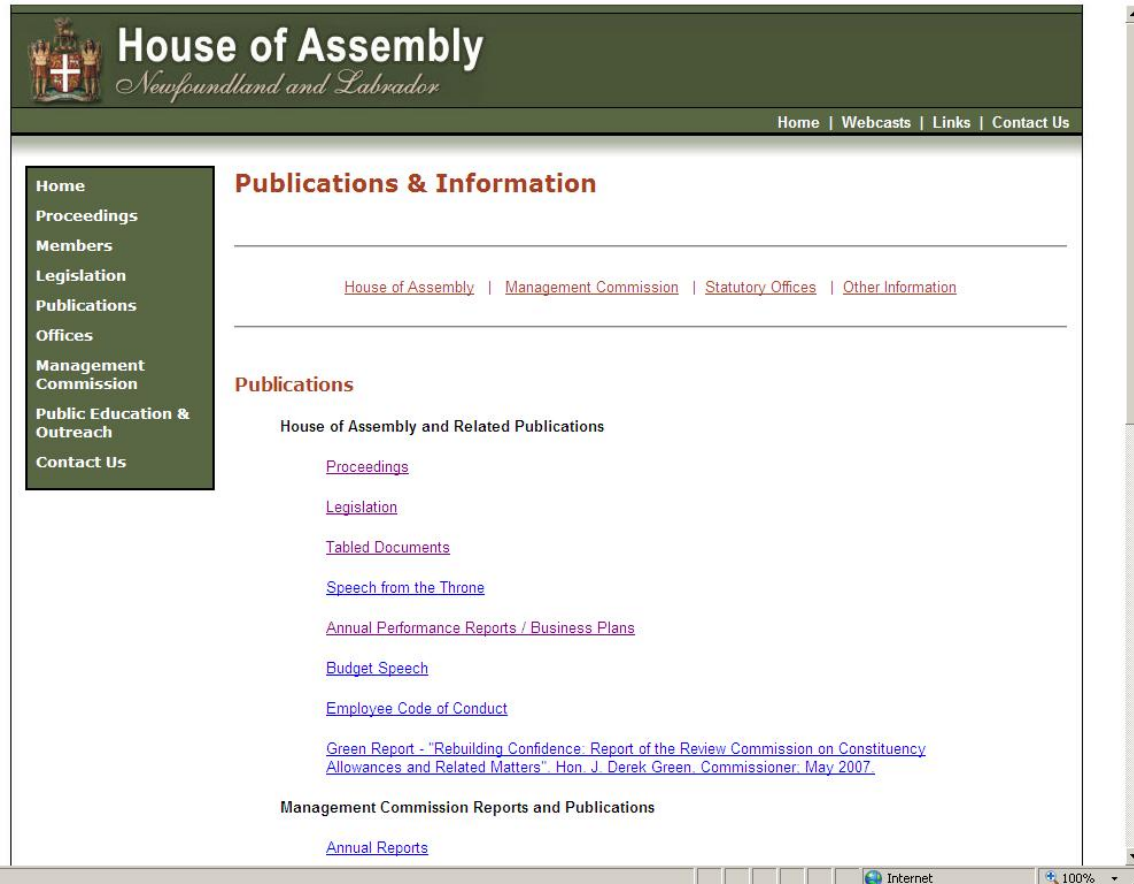
Other links you may find useful:

- See [List of Proclamation \(or effective\) Dates](#) for Acts that did not come into force

The footer of the page includes an Internet icon and a "Change Zoom Level" button.

Publications

This section includes publications related to the House of Assembly, the Management Commission, Statutory Offices and other information. Publications posted to this section include Business Plans and Annual Performance Reports of the House of Assembly Service and Statutory Offices, Annual Reports of the Management Commission, and other publications released by the Statutory Offices.



The screenshot displays the website for the House of Assembly of Newfoundland and Labrador. The header features the organization's name and logo, along with navigation links for Home, Webcasts, Links, and Contact Us. A left-hand menu lists various site sections, with 'Publications' highlighted. The main content area is titled 'Publications & Information' and includes a sub-menu with links to House of Assembly, Management Commission, Statutory Offices, and Other Information. Below this, the 'Publications' section is divided into two categories: 'House of Assembly and Related Publications' and 'Management Commission Reports and Publications'. The first category lists links for Proceedings, Legislation, Tabled Documents, Speech from the Throne, Annual Performance Reports / Business Plans, Budget Speech, and Employee Code of Conduct. The second category lists a link for Annual Reports. A specific report is also mentioned: 'Green Report - "Rebuilding Confidence: Report of the Review Commission on Constituency Allowances and Related Matters" Hon. J. Derek Green, Commissioner, May 2007'. The browser's status bar at the bottom shows 'Internet' and a 100% zoom level.

Management Commission

This section includes information and publications about the House of Assembly Management Commission including meeting materials, Minutes, policies/guidelines and Directives and Rule Amendments approved by the Commission. The Annual Reports of the Management Commission are also posted to this section.



The screenshot displays the website for the House of Assembly of Newfoundland and Labrador. The header features the House of Assembly logo and the text "House of Assembly Newfoundland and Labrador". A navigation bar includes links for "Home", "Webcasts", "Links", and "Contact Us". A left-hand menu lists various sections: "Home", "Proceedings", "Members", "Legislation", "Publications", "Offices", "Management Commission", "Public Education & Outreach", and "Contact Us". The main content area is titled "Management Commission" and contains the following text:

House of Assembly Management Commission -
Next Meeting: At the call of the Chair.

[Membership](#) | [Webcasts](#) | [Notices of Rule Amendments](#) | [Meetings](#) | [Minutes](#)

[Policies/Guidelines](#) | [Annual Reports](#) | [Green Commission](#)

The House of Assembly Management Commission is established under the authority of the House of Assembly Accountability, Integrity and Administration Act. The Commission establishes, implements and controls financial and administrative policies applicable to the House of Assembly, the House of Assembly Service and all Statutory Offices of the House of Assembly.

The Commission is constituted at the beginning of a new General Assembly. 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 decision-making authority of the House of Assembly Management Commission is exercised through specific actions that include: making rules; issuing directives and making orders.

The complete range of Commission responsibilities is outlined in Part III of the House of Assembly Accountability, Integrity and Administration Act.

The browser's taskbar at the bottom shows "Internet" and "100%" zoom level.

5. FACILITIES

Unlike other provinces, the House of Assembly of Newfoundland and Labrador does not have its own building. It is instead located in the Confederation Building Complex which also houses the Executive Branch of Government.

Parliamentary Precinct

Within the Confederation Building Complex, the Speaker has jurisdiction over what is referred to as the Parliamentary Precinct, which includes the Chamber, Caucus Offices, Caucus Rooms and the offices of the House of Assembly Service.

The House of Assembly Chamber is located on the main floor of the East Block. The Speaker's/Clerk's Office and the Caucus Rooms are also located on the main floor behind the Chamber. Members' offices are located on the Third and Fifth Floors of the East Block.

Meeting Space

The Speaker's Boardroom and Clerk's Boardroom are available for use by Members when the House of Assembly is in Session and at other times if appropriate space is not available in the respective Caucus Office. Members are advised to contact the Speaker's Office and Clerk's Office in advance to book these rooms.

Government Members' and Official Opposition Caucuses are provided with meeting space on the main floor, behind the House of Assembly Chamber. Members are advised to contact the appropriate staff member of the respective Caucus Office to arrange for use of a Caucus Room.

Confederation Building Complex

The Confederation Building Complex comprises the East and West Blocks which are linked by an indoor passageway. This is accessible from the basement level of the East Block and connects with the first floor of the West Block.

Parking

Parking for Members is assigned in the parking lot on the north-east corner of the East Block, except for those Ministers and Parliamentary Secretaries whose offices are located in the West Block. The Premier, the Speaker, Leader of the Official Opposition and Members of Cabinet are assigned spaces closest to the entrance door, while other Members are assigned spaces on a seniority basis. Each assigned space has a sign noting the title or the District of the Member. Questions respecting parking spaces should be directed to the Manager of General Operations and Purchasing, Corporate and Members' Services Division.

Security and Identification Cards

Both the East and West Blocks have Security Desks near the main entrances which are staffed 24 hours a day. All employees entering the building must present appropriate identification cards to Security personnel. Members and political staff will be provided with a photo ID card, which provides electronic swipe access 24 hours a day to Caucus Offices and other restricted areas of the Parliamentary Precinct.

The Department of Transportation and Works is responsible for providing identification cards to the House of Assembly. The Corporate and Members' Services Division will make appropriate arrangements with the Department of Transportation and Works for Members and staff to obtain ID cards.

Visitors

All visitors to the Confederation Building Complex are required to register with Security prior to entering the building and obtain a Visitor pass. Visitor passes for those entering the Parliamentary Precinct will only be issued in the company of a Member, Member's staff, Caucus Office staff, or an employee of the House of Assembly Service. Visitors must be escorted to the appropriate area of the Parliamentary Precinct and back to the main floor security desk by the Member or staff member that signed them in. The passes are required to be returned to security personnel upon exiting the restricted area.

Cafeteria

There is a small cafeteria located on the Ground Floor of the East Block and a larger cafeteria located in the basement of the West Block. Both facilities are open to employees and visitors who have obtained appropriate access to the Confederation Building Complex.

Wellness Centre

There is a small wellness centre available for use by both public employees and Members in the basement of the West Block. Basic gym equipment is available and exercise classes are offered most lunch hours. Showers and lockers are available.

Daycare

The Confederation Building Daycare Centre is a non-profit workplace co-operative established to provide quality care in a stimulating environment for the children of employees of the Government of Newfoundland and Labrador. Members are also entitled to use the facility.

Members may contact the Centre at 729-6038 or daycare@gov.nl.ca to arrange a tour, or to obtain more information.

Smoking Areas

Smoking is permitted in designated outdoor areas only. For the East Block, the area is near the basement doors entering from the large central parking lot. In the West Block, smoking is permitted near the basement doors at the north and south ends of the building

CHAPTER 4

OFFICE ALLOWANCES AND OPERATIONAL RESOURCES

Each Member of the House of Assembly is entitled to an office allowance and an operational resources allowance for the purpose of setting up the constituency office and conducting constituency work. The allowances for establishing constituency offices provide the Member with the needed resources, staff and supplies to ensure the office is able to serve the needs of the Member's constituents.

The provisions for these resources are outlined in the *Members' Resources and Allowances Rules* (the Rules), which is subordinate legislation under the *House of Assembly Accountability, Integrity and Administration Act*.

CHAPTER 4 - CONTENTS

1. Office Accommodations

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- Location of Office Accommodations
- Organizing Office Accommodations
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- Eligible Expenses – Office Accommodations
- Related Legislation

2. Resources

- Office Furniture, Equipment and Services
- Office Operations, Supplies and Communications – Allowance Total
- Office Operations, Supplies and Communications – Eligible Expenses
- Other Office Resources
- Information Technology Services and Supports
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3. Staff

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- Replacement Constituency Assistant
- Shared Secretarial Assistance
- Related Legislation

1. OFFICE ACCOMMODATIONS

The following section outlines information respecting office accommodations for Members, including the office accommodations allowance total, office location options and eligible office accommodations expenses.

Allowance Total – Office Accommodations

A Member is entitled to an annual office accommodations allowance of \$7,000 (\$6,195, net of HST) for leasing and related expenses.

Exceeding Allowable Maximum Allowance

The Speaker may authorize an amount in excess of the \$7,000 limit. If the cost of the space acquired through the Public Tender process is greater than the allowable maximum, the Member must write the Speaker requesting approval to exceed the amount.

Short-term Accommodations – Meeting with Constituents

A Member who does not establish a permanent constituency office in his/her district that will adequately serve constituents, may make use of short-term meeting facility rentals throughout the district. The Member can avail of the office accommodations allowance of \$7,000 (\$6,195, net of HST) in these circumstances.

A Member representing a district entirely outside the capital region may also avail of a short-term accommodations allowance of \$750 (\$664, net of HST) per year for the rental of short-term meeting facilities in the district to meet with residents on constituency issues. This allowance is also available to Members with permanent constituency office accommodations established in their district.

Start-up Allowance

Following an election or by-election, a new Member (not elected in a previous Assembly) is entitled to a start-up allowance of \$1,000 (\$885, net of HST) to cover the costs associated with setting up the constituency office. Allowable expenses under this category include:

- Office supplies such as paper trays, 3-hole punch, staplers, pencil holders, scissors, hanging folders, kettle and coffee maker
- Office equipment such as computer monitor stand, non-glare screen, Blackberry or cell phone accessories
- Any other non-consumable items directly related to establishing a Constituency office

Location of Office Accommodations

The following outlines the various office space locations that are available to Members. Members are advised to contact the Corporate and Members' Services Division with

questions regarding location options, and the provision of office furniture, equipment and supplies.

Office Space in Confederation Building Complex

All Members, except Ministers and Parliamentary Secretaries/Assistant, will be provided with space in the Confederation Building Complex, in a location to be determined by the Speaker. Typically, space for private Members is provided in their respective Caucus Offices. The work area in a Caucus Office will consist of a private office for the Member and a workstation or private office (depending on availability) for the Constituency Assistant. Members who serve as Ministers and Parliamentary Secretaries/Assistant are typically provided with office space in the ministerial/departmental suite.

Office Space in Member's District/Adjacent District

Any Member, including a Minister or Parliamentary Secretary/Assistant, may choose to have an office located in his/her district. This office will be in addition to the space provided in the Caucus Office in the Confederation Building and/or the ministerial/departmental suite.

The Constituency Assistants of Members with offices located in their district will be required to work from the district office, as space will not be provided in the Caucus Office in Confederation Building. Members with offices in their district can be provided with secretarial assistance shared with other Members when the House of Assembly is in session.

A Member can decide in which community the office will be located. Various factors, including the availability of suitable office space or information technology infrastructure in the area, may impact the decision.

The office space can be located in one of the following:

1. A government-owned building;
2. A leased property from an outside party (selected through the Public Tender process);
3. The Member's residence located in the district or within 60 kilometres or less (note that no office accommodation expenses, except for signage costs, are covered for this option); OR
4. In an adjacent district (only with the approval of the Speaker).

Instead of one of the above, a Member can rent short-term meeting facilities as needed throughout the year.

Organizing Office Accommodations

Once a decision is made by the Member on the location of his/her constituency office, Corporate and Members' Services Division must be notified as soon as possible.

1. The following outlines the necessary steps when the office will be located in the district:

- Corporate and Members' Services will contact the Department of Transportation and Works to inquire about suitable government-owned office space in the Member's location of choice. If space suitable in size, quality and location is available in a government-owned building, a Member must occupy that space.
 - If accommodation in a government-owned building is not available in the area of choice, a space will be acquired through the Public Tender process established under the *Public Tender Act*.
 - To begin the tender process, Members must contact the Speaker in writing. A sample letter to the Speaker initiating the tender process can be found on the House of Assembly intranet under Members' Resources. Members will be notified once a suitable space is found and the lease agreement has been established.
 - The Corporate and Members' Services Division will acquire and arrange delivery of furniture and equipment, and arrange hook-up of all services (including computers, telephone, Blackberry/cell phone, fax, internet and cable services) as outlined in the Standard Office Allocation package (see Section 2).
2. For offices located in a Caucus Office in the Confederation Building, Caucus Office support staff will make the necessary arrangements with the Corporate and Members' Services Division.
 3. Members with an office located in a ministerial/departmental suite should contact appropriate officials in the respective department to arrange for the set-up of the office.

Changing Office Accommodations

A Member who chooses to have an office in his/her constituency may subsequently choose an alternate location provided that the existing lease agreement can be:

- terminated without penalty or cost
- terminated without having to give more than two month's notice or payment of rent

A Member who intends to change office location should notify the Corporate and Members' Services Division in writing as soon as possible.

Members Elected in By-Elections

If an office space is established in a district, a new Member elected in a by-election must occupy the office of the former Member until a provincial General Election occurs. The new Member may only change the office location immediately following the by-election if:

- the office is located in the former Member's home
- the office is located in a community where the new Member does not reside

Eligible Expenses – Office Accommodations

Eligible expenses for office accommodations include the following:

- Rent
- Utilities
- Taxes
- Insurance
- Security
- Janitorial services
- Signage identifying the space as the Member's constituency office¹
- Snow clearing

¹ *The Standard Signage Policy includes guidelines and specifications of signage for both leased and government-owned locations. This policy can be found on the House of Assembly Intranet under Members' Resources.*

Related Legislation

Members' Resources and Allowances Rules:

Allowance Total – Office Accommodations	Section 18
Exceeding Allowable Maximum Allowance	Section 18
Start-Up Allowance	Section 19
Short-term Accommodations – Meeting with Constituents	Section 20
Location of Office Accommodations	Section 20
Organizing Office Accommodations	Section 20
Changing Office Accommodations Arrangements	Section 22
Eligible Expenses – Office Accommodations	Section 19
Renting from Self	Section 21
Eligibility for Space	Section 23

2. RESOURCES

A Member is provided with a number of resources for the operations of the constituency office. This section includes information on office furniture and equipment, office operations, supplies and communications, and other operational resources available to Members. Members are advised to contact the Corporate and Members' Services Division for questions regarding the provision of office furniture, equipment and supplies.

Office Furniture, Equipment and Services

A Standard Office Allocation package for Members of the House of Assembly is available to Members for use in district constituency offices.

The standard office allocation package includes:

Office Furniture

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

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
- Three computers, including accessories
- Two telephones for constituency office
- One telephone for Member's residence (if requested)
- Two cell phones or blackberries

Other furniture and equipment may be acquired to a maximum of \$500 if pre-approved for purchase by the Clerk of the House of Assembly. The Clerk will report all such approvals to the Commission.

All office furniture and equipment will be arranged and paid for directly by the House of Assembly Service on behalf of Members. Allowable expenditures are only those indicated above. These expenditures are charged to the Member's Operational Resources Allocation and are reported on the Member Accountability and Disclosure Reports. Further detail on these reports is included in Chapter 8.

Services

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

** The House of Assembly has established a Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants, to provide direction regarding cellular phones and long distance services. The policy can be found on the House of Assembly Intranet under Members' Resources.*

All services will be arranged and paid directly by the House of Assembly Service on behalf of Members. The expenses, however, will be reported on the Member Accountability and Disclosure Reports. Further detail on these reports is included in Chapter 8.

A newly elected Member must use the furniture, furnishings and equipment provided to the outgoing Member for that constituency.

Inventory Management

All equipment purchased for or by a Member remains the property of the House of Assembly. An Inventory Management Policy provides guidance on the accounting and control of the inventory of moveable assets. Each Member is responsible for ensuring that items assigned to his/her custody are maintained and safeguarded. At least once a year, a listing of inventory items will be sent to each Member who is responsible for verifying that the listing is accurate and complete. A physical inventory will be conducted by the Corporate and Members' Services Division at least once in a four year period. The Inventory Management Policy can be found on the House of Assembly Intranet under Members' Resources.

Office Operations, Supplies and Communications – Allowance Total

Each Member is entitled to an office operations, supplies and communications allowance of \$15,000 (\$13,274 net of HST) per year.

Office Operations, Supplies and Communications – Eligible Expenses

The following section outlines types of eligible expenses for operations, office supplies and communications. Prior to acquiring any goods or services, it is important to refer to Chapter 7 of this Guide respecting Purchasing.

Operations and Office Supplies

- Office Supplies – Includes pens, pencils, staples, paper clips, paper, tape, envelopes, toner and printer cartridges, etc. May also include courtesy items such as coffee, tea, juice and soft drinks for the Constituency Office.
- Newspapers – Includes costs of subscriptions to newspapers. Newspaper subscriptions can be arranged and paid directly by the Corporate and Members' Services Division.
- Photocopies – Includes the cost of high volume photocopying not possible using the photocopier in the Constituency Office.
- Staff Professional Development - Includes associated costs for relevant development opportunities for the Constituency Assistant. Further information on professional development for Constituency Assistants is included in section 3 of this chapter.

- Database Maintenance - This will normally be performed by the Office of the Chief Information Officer. A Member should contact the Corporate and Members' Services Division for more information.
- Other Items - These are items as identified and directed by the Commission.

Communications

- Printing - Includes householders, newsletters, the printing of Christmas cards or other types of cards, etc. Members should reference the Printing Policy for Members of the House of Assembly, which can be found on the House of Assembly Intranet under Members' Resources.
- Advertising – Members may advertise constituency office hours, contact information for the constituency office, notices of constituency meetings, or messages of welcome or congratulation. An Advertising Policy for Members of the House of Assembly includes detailed criteria on the format and content of advertising as well as guidelines for various media types. Members are advised to reference this policy prior to engaging in any advertising. The policy can be found on the House of Assembly Intranet under Members' Resources.
- Cards – Includes the purchase of generic sympathy, greeting, Christmas or other similar cards to be sent to constituents and others relating to the Member's constituency work. This may include the cost of photos for cards. Members requiring further information on coordinating and purchasing Christmas cards should contact the Corporate and Members' Services Division.
- Postage – Includes the cost of postage related to the mailing of householders, Christmas and other cards, as well as letters and documents to constituents. Members sending constituency mail from the Confederation Building Complex should contact the Corporate and Members' Services Division to obtain the appropriate mail room code.
- Courier Services – Includes the delivery of documents and other packages by courier or taxi.
- Answering Services – Includes an outside answering service, which is not provided as part of the services in the Standard Office Allocation package.

Other Office Resources

Other resources are provided to Members by the Corporate and Members' Services Division, and are NOT charged to individual Member allowances. These include:

- promotional items (lapel pins and flags)
- certificates (template, paper, folders and seals)
- stationery (business cards, letterhead and compliments cards)

To obtain more information on these resources, Members should contact the Corporate and Members' Services Division.

Information Technology Services and Supports

All information technology services and supports for the Legislature are provided by the Office of the Chief Information Officer (OCIO) of the Executive branch. The Corporate and Members' Services Division will arrange the installation of information technology services for constituency offices located within the parliamentary precinct or within a Member's district. Members with constituency offices in a ministerial/departmental suite should contact their respective departments to arrange installation of IT services.

Once installation of equipment is complete, any Member requiring IT support should contact the OCIO Helpdesk at 729-4357 or servicedesk@gov.nl.ca.

Related Legislation

Members' Resources and Allowances Rules:

Eligible Expenses – Office Furniture, Equipment and Services	Section 25
Inventory Management	Section 25
Allowance Total – Office Operations, Supplies and Communications	Section 18
Eligible Expenses – Operations and Office Supplies	Section 24
Eligible Expenses – Communications	Section 24

3. STAFF

Each Member of the House of Assembly is entitled to engage the services of one contractual staff member, referred to as a Constituency Assistant, to support the Member in his/her duties. This section provides information on the selection, employment contract, pay scale, professional development and reimbursement of expenses for a Constituency Assistant

Constituency Assistant

When recruiting a Constituency Assistant, Members should consider the skills and knowledge that he/she deems necessary for the successful operation of the constituency office. These skills may include office management skills, computer skills, knowledge of the electoral district, communication skills, and interpersonal skills. In selecting a Constituency Assistant, a Member should ensure that necessary qualifications and skill levels are met.

Constituency Assistants of Private Members, the Speaker, the Leader of the Opposition, and the Leader of the Third Party

Once a Constituency Assistant has been selected, a Political Support Staff Agreement must be completed. This agreement outlines the remuneration; duties; benefits such as pension, severance and group insurance; as well as other terms of employment. A copy of the Political Support Staff Agreement for Constituency Assistants can be found on the House of Assembly Intranet under [Members' Resources](#).

The Corporate and Members' Services Division will arrange for proper signatures for the hiring contract, ensure all other necessary payroll documentation is completed and that the Constituency Assistant is directed to the appropriate personnel for completion of the group insurance and pension documentation.

Constituency Assistants of Ministers and Parliamentary Secretaries/Assistant

For Members who serve as a Minister or Parliamentary Secretary/Assistant, the salaries of Constituency Assistants are paid by the department and not by the House of Assembly. These Members should contact the Payroll division of their respective department to make necessary arrangements when hiring a Constituency Assistant.

Pay Scale

Constituency Assistants are paid in accordance with the pay scales established for Political Support Staff (PS). Constituency Assistants are hired at PS Level 04, but their step within that level depends on their continuous years of service as a political support staff member. The current salary range for a Constituency Assistant is \$42,196 to \$54,856 (as of July 1, 2011).

For current information on the pay scale for Constituency Assistants contact the Corporate and Members' Services Division.

Professional Development

Provisions for professional development for Constituency Assistants are included under the Office Operations, Supplies and Communications Allowance. Members should refer to the [Staff Professional Development Policy for Constituency Assistants](#) prior to engaging in any professional development for their Constituency Assistants. The policy can be found on the House of Assembly Intranet under [Members' Resources](#).

Funding for attendance at conferences and training is also available for Constituency Assistants under the constituency allowance allocation. Further information on the constituency allowance can be found in Chapter 6.

Reimbursement of Expenses

Constituency Assistants are entitled to claim reimbursement of travel and living expenses incurred in carrying out duties and responsibilities related to their work under the Intra/Extra Constituency category of the Travel and Living Allowance of the *Members' Resources and Allowances Rules*. Details on the rules and allocations for Intra/Extra Constituency travel are included in Chapter 5 of this Guide.

Employment in Vacated District

Where an electoral district is no longer represented by a Member (due to retirement, resignation, etc.), the Constituency Assistant for the previous Member can remain employed until a new Member is officially declared elected for that district, and the required notice period applicable to the Constituency Assistant has elapsed.

Replacement Constituency Assistant

With the approval of the Speaker, the House of Assembly covers the cost of replacement Constituency Assistants for all Members (including Members serving as Ministers/Parliamentary Secretaries/Assistant), for the purpose of:

- vacation relief,
- illness,
- family responsibility, or
- other reason deemed to be acceptable by the Speaker.

Members requiring the services of a temporary Constituency Assistant must complete a Request for Replacement Constituency Assistant form [prior](#) to engaging the services of a replacement. The form can be found on the House of Assembly Intranet under [Members' Resources](#).

To ensure consistency and appropriateness in hiring replacement workers, [Guidelines for the Hiring of Replacement Constituency Assistants](#) have been developed and approved. The guidelines can be found on the House of Assembly Intranet under [Members' Resources](#). For further information contact the Corporate and Members' Services Division.

Shared Secretarial Assistance

Any Private Member (does not include the Premier, Speaker, Ministers, Parliamentary Secretaries/Assistant, Leader of the Official Opposition/Third Party, or Opposition House Leader) with a Constituency Office and Constituency Assistant assigned outside the Confederation Building Complex, is entitled to shared secretarial assistance in the Confederation Building Complex during the period when the House is in Session. Shared Secretarial Assistance Guidelines provide clarification on the eligibility, allocations, allowable times and remuneration for such assistance. The guidelines can be found on the House of Assembly Intranet under Members' Resources.

Related Legislation

Members' Resources and Allowances Rules:

Constituency Assistant	Section 26
Professional Development for Constituency Assistants	Section 24 Section 46(3)
Replacement Constituency Assistants	Section 26
Shared Secretarial Assistance	Section 23

CHAPTER 5

TRAVEL AND LIVING ALLOWANCE

The travel and living allowances for Members and the rules governing the application of these allowances are based on the *Members' Resources and Allowances Rules* (the Rules), which is subordinate legislation under the *House of Assembly Accountability, Integrity and Administration Act*.

A Member can only claim reimbursement for accommodations, meals and travel related to constituency business connected with the Member's responsibilities in relation to the proper representation of his/her constituency, which includes attending sittings of the House of Assembly.

A claim or direct payment of goods and services cannot be made if the expense relates to:

- Partisan political activities.
- A personal benefit to a Member or an associated person of a Member.
- A matter that calls into question the integrity of a Member or brings the House of Assembly into disrepute.

The *Rules* which apply to travel and living expenses vary depending on the District a Member represents and the location of the Member's permanent residence. These criteria are used to assign Members to one of four categories, as outlined in this Chapter.

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1. GENERAL

The application of various travel and living provisions is dependent on the category to which an MHA belongs (see definition of each category below). A table outlining the application of travel and living rules for each category is contained in Section 5 of this chapter. Sections 1 to 4 should be reviewed prior to section 5 as they provide important information related to that section.

The following definitions are applicable:

- Commuting distance means 60 kilometres or less.
- Constituency business means an activity directly connected with a Member's responsibilities as a Member in relation to the ordinary and proper representation of electors and their families and other residents in the constituency, but does not include partisan political activities.
- Capital Region means the area encompassing the following electoral districts as described and delineated in the *House of Assembly Act* as follows:
 - Cape St. Francis
 - Conception Bay East-Bell Island
 - Conception Bay South
 - Kilbride
 - Mount Pearl North
 - Mount Pearl South
 - Ferryland (north of Witless Bay Line)
 - St. John's Centre
 - St. John's East
 - St. John's North
 - St. John's South
 - St. John's West
 - Signal Hill-Quidi Vidi
 - Topsail
 - Virginia Waters

Other definitions are included in the sections where they are introduced.

Categories of Members

Members' travel and living expenses are eligible for reimbursement or direct payment when conducting constituency business, which includes attending sittings of the House of Assembly. To ensure that Members' actual expenses are reimbursed, while remaining accountable and prudent in the use of public funds, the *Rules* which apply to travel vary depending on two factors:

1. the District a Member represents
2. the location of the Member's permanent residence

Permanent residence is the place, as declared in an affidavit to the Speaker, where a Member in fact resides on a settled basis with his or her family, or where there is no single place where the Member resides on a settled basis, the place that the Member otherwise regards as his or her permanent residence. It does not include a seasonal or recreational dwelling or cabin.

Both criteria (location of District and permanent residence) are used to assign Members to one of four categories, as follows:

MHA-1

The Member has a permanent residence within the Capital region and represents a District outside the Capital region.

MHA-2

The Member has a permanent residence in the Member's District which is outside the Capital region.

MHA-3

The Member has a permanent residence within the Capital region and represents a District within the Capital region.

MHA-4

The Member's permanent residence is not in the District or in the Capital region.

The eligible expenses for each of the four categories of MHA are different; therefore, it is essential for Members to identify their category to determine which expenses may be reimbursed.

Members must file an affidavit with the Speaker to identify their permanent residence before their first expense claim can be processed.

Types of Travel

Travel and living expenses for Members are based on annual allocations for a fiscal year (April 1 to March 31) and include restrictions such as number of trips per week/year, number of nights for accommodations, etc. (specific details on each category are included on the following pages). Travel and living expenses fall into one of three categories based on the purpose of the travel:

1. House in Session
2. House Not in Session
3. Intra/Extra-Constituency

Other travel and living expenses related to attendance at conferences and training are provided for under the Constituency Allowance (see Chapter 6). Travel and living related to attendance at meetings of Committees of the House is provided for under the Committee Allowance (see Chapter 2).

1. House in Session (HIS)

When the House of Assembly is in session, a Member may be reimbursed the cost of travel and living for one return trip per week between his/her District or permanent residence and the Capital region (unless the permanent residence is in the Capital region).

There is no annual allowance associated with House in Session travel. The one trip per week allocation applies as long as the House is sitting. If a Member does not avail of the return trip in any one week, the “missed” trip cannot be banked and used at a later date.

In session in relation to the House of Assembly means the period of time between the day prior to the commencement of a sitting of the House of Assembly and the day following an adjournment, where the period of adjournment is greater than 7 days.

- If a Member is in the Capital region to attend a sitting of the House of Assembly, he/she can remain in the Capital region for the weekend when the House adjourns on Thursday instead of returning to the constituency or permanent residence. If the House will sit again on the following Monday, the Member's expenses for the day(s) he/she remains in the Capital region can be claimed under the House in Session category.
- If a Member is in the Capital region to attend a sitting of the House of Assembly and the House adjourns for more than 7 consecutive days, meals and accommodations for the following day can be claimed under the House in Session category. If the Member stays in the Capital region for more than one day/night following the adjournment, expenses for the additional day(s)/night(s) must be claimed under the House Not in Session category. However, when the

Member decides to return to his/her constituency or permanent residence, that trip will be considered the return portion of the House in Session trip and will be claimed under the House in Session category.

- When the House is in Session, a Member may be required, under certain circumstances, to return to his or her constituency/permanent residence to deal with constituency business, requiring an extra return trip for that week. The Member may claim reimbursement for this extra return trip and costs associated with the travel. The trip will be counted as one of the allowable trips under the House not in Session category. Further detail on House Not in Session travel is included in the next section.

Note: A Member who also serves as a Minister should consult Section 8.2 of the Ministerial Expense Reimbursement Policies prior to seeking reimbursement of any expenses (Member or Minister-related) when the House of Assembly is in Session. The policy can be found at:
http://www.exec.gov.nl.ca/exec/cabinet/CS_Operations.htm.

2. House Not in Session (HNIS)

The Member may claim the cost of travel and living for 20 return trips per year between:

- the permanent residence and the Capital region
- the permanent residence (if not located in the constituency) and constituency if the constituency is located outside the Capital region

If the House In Session rules are not in effect, travel to the Capital region for the Member's Swearing-In Ceremony and the Member Orientation is counted as one of the 20 HNIS trips.

A Member who is identified as MHA 4 is provided with an additional 20 trips per year for travel between the permanent residence and the District, only if his/her permanent residence is not within 60 kilometres of the District.

3. Intra/Extra-Constituency

The type of travel covered under this category includes:

- travel within the constituency
- travel between the constituency or the Capital region and another constituency outside the Capital region
- travel to and from other parts of Canada for constituency business
- travel of the Constituency Assistant, where necessary, to attend to constituency business

A Member may use this funding to cover travel costs from a constituency outside the Capital region to the Capital region only for the purpose of attending a conference or training course. Further information on the eligibility of other costs associated with

conferences and training can be found in Chapter 4, Section 3 and Chapter 6, Section 1.

The annual allocations per district for Intra/Extra-Constituency travel are as follows:

District	Allocation	District	Allocation
Baie Verte - Springdale	\$12,600	Labrador West	\$9,600
Bay of Islands	\$15,600	Lake Melville	\$10,000
Bellevue	\$16,400	Lewisporte	\$11,500
Bonavista North	\$12,600	Mount Pearl North	\$7,500
Bonavista South	\$12,600	Mount Pearl South	\$7,500
Burgeo-La Poile	\$14,100	Placentia-St. Mary's	\$14,400
Burin-Placentia West	\$10,200	Port au Port	\$8,500
Cape St. Francis	\$9,000	Port de Grave	\$9,600
Carbonear-Harbour Grace	\$9,000	Signal Hill-Quidi Vidi	\$7,500
Cartwright-L'anse aux Clair	\$49,200	St. Barbe	\$12,600
Conception Bay East-Bell Island	\$9,600	St. George's-Stephenville East	\$9,600
Conception Bay South	\$9,000	St. John's Centre	\$7,500
Exploits	\$12,600	St. John's East	\$7,500
Ferryland	\$12,600	St. John's North	\$7,500
Fortune Bay-Cape La Hune	\$59,600	St. John's South	\$7,500
Gander	\$9,600	St. John's West	\$7,500
Grand Bank	\$15,000	Terra Nova	\$12,800
Grand Falls-Windsor-Buchans	\$11,400	The Isles of Notre Dame	\$12,300
Grand Falls-Windsor-Green Bay South	\$9,000	The Straits-White Bay North	\$12,600
Harbour Main	\$8,600	Topsail	\$7,500
Humber East	\$7,900	Torngat Mountains	\$45,900
Humber Valley	\$15,000	Trinity-Bay de Verde	\$10,800
Humber West	\$10,200	Trinity North	\$10,200
Kilbride	\$9,000	Virginia Waters	\$7,500

Note: All amounts include the HST portion.

Reimbursement for Travel and Living Expenses - Special Circumstances

Where it is unsafe or otherwise impractical for a Member to return to his or her permanent residence as scheduled, and the Member would not otherwise have been entitled to claim for accommodations and meals, the Member must contact the Speaker or Clerk (by phone or email) prior to incurring accommodations and meals costs. The Member must explain the reason for and the estimated amount of additional expenses associated.

If the Member is unable to contact the Speaker or Clerk prior to incurring the expenses, the Member must notify them at the earliest reasonable opportunity of the costs incurred.

The Speaker will report all approvals for such expenses at the next Management Commission meeting, and outline the nature and reason for the approval and the additional expenses incurred.

Related Legislation

Members' Resources and Allowances Rules:

Definitions	Section 28
Principles – All Members	Section 29
Types of Travel – All Members	Section 30
No Banking – Weekly Travel	Section 34
Travel – MHA 1	Section 32(2) (HIS) Section 36(2) (HNIS) Section 38-39 (Intra/Extra)
Travel- MHA 2	Section 31 (HIS) Section 35 (HNIS) Section 38-39 (Intra/Extra)
Travel – MHA 3	Section 32(1) (HIS) Section 36(1) (HNIS) Section 38-39 (Intra/Extra)
Travel – MHA 4	Section 31 (HIS-travel to Capital) Section 33 (HIS-travel to District) Sections 35 & 37 (HNIS) Section 38-39 (Intra/Extra)
House in Session – Extra Trip for Constituency Business	Section 37.2
Restrictions on Reimbursement for Travel and Living Expenses	Section 29
Reimbursement for Travel and Living Expenses – Special Circumstances	Section 43

2. TRANSPORTATION (RULES FOR ALL MEMBERS)

This section provides information on the travel (transportation) provisions of the *Members' Resources and Allowances Rules*. Some Rules respecting travel and living allowances are specific to certain Members depending on the category to which an MHA belongs. Summary tables for each MHA category and the provisions under that category are included in section 5 of this chapter.

Modes of Transportation

This section provides details on the modes of travel which Members may use. Where it makes reference to supporting documentation/receipts, please refer to section 2 of Chapter 7 for information on what is acceptable.

Member's Private Vehicle

A Member may claim reimbursement for private vehicle usage for the kilometres reasonably necessary to accomplish travel objectives. The reimbursement is based on the number of kilometres traveled multiplied by the applicable rate. A Member who represents a district outside the Capital region will receive a higher rate of reimbursement per kilometre for the first 9000 kilometres traveled per year (including both MHA and departmental/ministerial travel). Once a Member reaches 9000 kilometres, a lower rate of reimbursement per kilometre must be used. Members representing districts in the Capital region are not entitled to the first 9000 kilometre reimbursement rate, and must use the lower rate regardless of the number of kilometres traveled.

The House of Assembly must use the kilometre rate established by the Executive branch of Government. The Expense Claims Management System (ECMS) used by Members to enter and submit expense claims will automatically calculate appropriate reimbursement for private vehicle usage. Further information on ECMS can be found in section 2 of Chapter 7. However, the most current rate per kilometre can be obtained by referring to the Public Service Secretariat website at: http://www.exec.gov.nl.ca/exec/pss/working_with_us/auto_reimbursement.html.

Any Member who also serves as a Minister, should consult Section 2.0 of the Ministerial Expense Reimbursement Policies prior to seeking reimbursement for any private vehicle usage (whether Member or Minister-related). The policy can be found at: http://www.exec.gov.nl.ca/exec/cabinet/CS_Operations.htm.

Vehicle Travel Log:

A Member using his/her private vehicle for carrying out duties as a Member must maintain a Vehicle Travel Log, which includes the following information:

- Dates of a trip
- Destinations of a trip
- Kilometres actually and reasonably traveled
- Kilometres traveled on unpaved roads (if applicable)

The Road Distance Database maintained by the Newfoundland and Labrador Statistics Agency provides the actual distance in kilometres between two communities and must be used by Members in completing the Vehicle Travel Log. The Road Distance Database can be found at: <http://www.stats.gov.nl.ca/DataTools/RoadDB/Distance/>.

The Vehicle Travel Log must be available for inspection by the Clerk, the Speaker, the House of Assembly Management Commission or an Auditor, within the 3 year period following date of travel. Vehicle Travel Log books can be obtained by contacting the Corporate and Members' Services Division.

Travel on Unpaved Roads:

In recognition of the additional wear and tear on a vehicle when traveling on unpaved roads, the following provision has been included for the Cartwright-L'Anse au Clair electoral district:

- Member can claim \$1,000 per fiscal year if travel on unpaved roads for constituency business exceeds 5000 kilometres for that year.

An affidavit must be filed annually with the Speaker verifying the travel on unpaved roads. A copy of the affidavit can be found on the House of Assembly Intranet under Members' Resources. Travel on unpaved roads must also be documented in the Member's Vehicle Travel Log.

Please note that other districts may be entitled to the above payment of \$1,000 for travel on unpaved roads if designated by a Directive of the Commission.

Rental Vehicle

When a Member travels by rental vehicle and the actual cost of the trip exceeds the cost of a full fare economy ticket, the Member may claim only the cost up to the full fare economy ticket and must attach either documentation from a travel agency or the airline's online website showing the cost of a full fare economy airline ticket for the dates necessary for the purpose of the trip.

If a vehicle rental greater than 15 consecutive days is required, a Member must receive prior approval of the Clerk. The Clerk will report this approval at the next meeting of the Management Commission.

Travel by Commercial Scheduled Fixed-Wing Aircraft

A Member is not entitled to claim any cost that is greater than a full fare economy ticket. When claiming expenses for travel by air, the Member must attach original supporting documentation from a travel agency or the airline's online website outlining the details of the cost and proof of payment.

Bus Transportation

A Member who travels by bus may claim reimbursement for the actual cost of the trip provided that it does not exceed the cost of a full fare economy airline ticket. In circumstances where a Member would normally fly but chooses to travel by bus, the Member must attach documentation either from a travel agency or the airline's online website

showing the cost of a full fare economy airline ticket for the dates necessary for the purpose of the trip.

Ferry Transportation

Where it is necessary, a Member may travel by ferry to carry out business associated with his/her role as a Member. When submitting a claim for the cost of transportation by ferry, the Member must attach original documentation/receipts outlining the details of the cost and proof of payment.

Taxi

Where it is necessary, a Member may travel by taxi to carry out business associated with his/her role as a Member. When submitting a claim for the cost of transportation by taxi, the Member must attach original documentation/receipts outlining the details of the cost and proof of payment.

Other Acceptable Modes of Transportation – Intra/Extra-Constituency Travel

When a Member is traveling within his/her constituency while attending to constituency business (intra/extra-constituency travel), the following modes of transportation are also acceptable without prior approval:

- All-terrain vehicle
- Boat
- Snowmobile
- Fixed-wing aircraft
- Helicopter

The use of these modes of transportation within the constituency is subject to the annual allocation per district for intra/extra-constituency travel.

Other Modes of Transportation

If a Member wishes to travel by means other than the approved modes as outlined in the previous section, the Member must submit a request in writing to the Speaker seeking approval. The request must outline the following:

- the nature of the travel
- the reasons for the travel
- the estimated costs of the travel
- other pertinent details of the proposed mode of travel

The Speaker may approve the request, with conditions if necessary, provided that the expenditure is reasonable to enable the Member to fulfill his or her duties to constituents and provided there is sufficient money available within the existing travel budget of the House of Assembly. The Speaker will report the approval at the next meeting of the Management Commission.

If a Member proposes to travel, on a regular basis, by means other than the approved modes of travel, the Member can write the Commission with that proposal. The Commission may, by Directive, approve the travel with terms and conditions the Commission considers to be appropriate, without further need for the Member to seek approval for the alternative mode.

Related Legislation

Members' Resources and Allowances Rules:

Modes of Transportation	Section 40 (1), 40(3.1)
Other Acceptable Modes of Transportation (Intra/Extra-Constituency)	Section 38 (2)(a)
Other Modes of Transportation	Section 40 (2), 40 (3)

3. ACCOMMODATIONS (RULES FOR ALL MEMBERS)

This section provides information on the accommodations provisions of the *Members' Resources and Allowances Rules*. Some Rules for the provision of travel and living allowance are specific to certain Members depending on the category to which an MHA belongs. Summary tables for each category and the provisions under that category are included in section 5 of this chapter.

The following definitions are applicable to this section:

- Permanent residence is the place, as declared in an affidavit to the Speaker, where a Member in fact resides on a settled basis with his or her family, or where there is no single place where the Member resides on a settled basis, the place that the Member otherwise regards as his or her permanent residence. It does not include a seasonal or recreational dwelling or cabin.
- Secondary residence is a residence that is not a permanent residence but is owned or leased by the Member and is available for occupancy by the Member but does not include a seasonal or recreational dwelling or cabin.
- Temporary Accommodation means short-term, temporary or transient accommodations such as a hotel, motel, bed and breakfast or boarding house.
- Private accommodation means accommodation owned or maintained by a person other than the Member, the Member's spouse or children, which may be used by the Member when traveling.

Member's Residence

A Member may operate and maintain only one permanent residence but may also have a secondary residence. The Member must complete and submit to the Speaker affidavits respecting the location of the permanent and/or secondary residence if the Member wishes to claim reimbursement of allowable expenses associated with the residence.

Permanent Residence

All Members must complete and submit to the Speaker an Affidavit of Permanent Residence. A new affidavit must be submitted if the location of the permanent residence changes. The affidavit must be submitted to the Speaker prior to submitting claims for reimbursement of expenses. A copy of the Affidavit of Permanent Residence can be found on the House of Assembly Intranet under Members' Resources.

Secondary Residence

Members who wish to claim reimbursement for expenses for a secondary residence must complete, and submit to the Speaker, an Affidavit of Secondary Residence. A new affidavit must be submitted if the location of the secondary residence changes. The affidavit must be submitted to the Speaker prior to submitting claims for reimbursement of expenses. A copy

of the Affidavit of Secondary Residence can be found on the House of Assembly intranet under [Members' Resources](#).

Accommodations Expenses – Secondary Residence

The Member is entitled to claim, without receipts, \$53 for each night the Member occupies a Secondary Residence. Further detail on the application of accommodations expenses for Secondary Residence is included in section 5 of this chapter.

Accommodations Expenses – Temporary Accommodations

A Member is entitled to claim, with original receipts and proof of payment, the actual cost of temporary standard room accommodations for each night the Member occupies the accommodations.

Expenses related to temporary accommodation include the following:

- standard room rate;
- long distance telephone and internet charges related to constituency business;
- overnight parking fees;
- incidental hotel, motel, bed and breakfast or boarding house charges; and
- other items as specified by a Directive of the Commission.

Accommodations Expenses – Private Accommodations

A Member is entitled to claim, without receipts, a daily amount for each night the Member stays in a private accommodations at the rate of:

- \$53 per night – Island portion of the province
- \$71 per night – Labrador

Accommodations Expenses – Traveling Long Distances

Members who represent certain Districts (see list below) are entitled to claim one night of accommodations expenses (and associated meals) when in transit between his/her constituency or permanent residence, and the capital region. A Member claiming such expenses must have:

- a permanent residence in his or her constituency that is outside the Capital region; or
- a permanent residence within the Capital region, but represents a constituency outside the Capital region; or

- a permanent residence outside the capital region in a location that is not in his or her constituency and the constituency is outside the capital region.

The Districts to which this provision applies are as follows:

- Baie Verte-Springdale
- Bay of Islands
- Bonavista North
- Burgeo-La Poile
- Cartwright-L'Anse au Clair
- Exploits
- Fortune Bay-Cape La Hune
- Grand Bank
- Grand Falls-Windsor-Buchans
- Grand Falls-Windsor-Green Bay South
- Humber East
- Humber Valley
- Humber West
- Labrador West
- Lake Melville
- Lewisporte
- Port au Port
- St. Barbe
- St. George's-Stephenville East
- The Isles of Notre Dame
- The Straits-White Bay North
- Torngat Mountains

Accommodations expenses will be reimbursed according to the rates associated with the type of accommodation. The night will NOT be included as one of the allowable nights for accommodations under the House in Session or House not in Session categories. When entering a claim in ECMS for accommodation expenses associated with traveling long distances, the “number of nights” should be entered as “0”.

A Member requiring any additional nights must have the approval of the Speaker prior to incurring expenses (see the section “Reimbursement for Travel and Living Expenses – Special Circumstances” in section 1 for further detail).

Accommodations Expenses – Without Associated Travel

Accommodations expenses can be claimed without associated travel expenses if the Member is on constituency business and the expenses are compliant with all provisions of the *Rules*.

Related Legislation**Members' Resources and Allowances Rules:**

Definitions	Section 28
Principles – All Members	Section 29
Accommodations Expenses – (MHA 1)	Section 32(2) (HIS) Section 36(2) (HNIS) Section 38-39 (Intra/Extra)
Accommodations Expenses – (MHA 2)	Section 31 (HIS) Section 35 (HNIS) Section 38-39 (Intra/Extra)
Accommodations Expenses – (MHA 3)	Section 32(1) (HIS) Section 36(1) (HNIS) Section 38-39 (Intra/Extra)
Accommodations Expenses – (MHA 4)	Section 31 (HIS-travel to Capital) Section 33 (HIS-travel to District) Sections 35 & 37 (HNIS) Section 38-39 (Intra/Extra)
Accommodations Expenses – Temporary Accommodations	Section 41(1)
Accommodations Expenses – Traveling Long Distances	Section 37.1
Accommodations Expenses – Without Associated Travel	Section 29(9)

4. MEALS (RULES FOR ALL MEMBERS)

This section provides information on the meal provisions of the *Members' Resources and Allowances Rules*. Some Rules respecting travel and living allowances are specific to certain Members depending on the category to which an MHA belongs. Summary tables for each category and the provisions under that category are included in section 5 of this chapter.

Meal Allowance Per Diem

When carrying out constituency business, a Member is entitled to a per diem meal allowance of \$50 (inclusive of HST), without receipts. However, Members who have both their permanent residence and district within the capital region can claim this per diem under their Intra/Extra Constituency Allowance only while acting on constituency business.

If only a portion of a day is spent on constituency business, the \$50 meal per diem must be prorated as follows:

- Breakfast - \$10
- Lunch - \$15
- Dinner - \$25

Restriction on Meal Allowance

A Member cannot claim a meal allowance for that meal where the Member purchases a meal (breakfast, lunch or dinner) for meetings with constituents or other members of the public in relation to constituency business. This applies to meals or food claimed under the annual funding of the \$3,000 Constituency Allowance (additional information on the Constituency Allowance is included in Chapter 6).

Meal Allowance – Without Associated Travel

A meal allowance can be claimed without associated travel expenses if the Member is on constituency business and the expenses are compliant with all provisions of the *Rules*.

Related Legislation***Members' Resources and Allowances Rules:***

Principles – All Members	Section 29
Meal Allowance – MHA 1	Section 32(2) (HIS) Section 36(2) (HNIS) Section 38-39 (Intra/Extra)
Meal Allowance – MHA 2	Section 31 (HIS) Section 35 (HNIS) Section 38-39 (Intra/Extra)
Meal Allowance – MHA 3	Section 32(1) (HIS) Section 36(1) (HNIS) Section 38-39 (Intra/Extra)
Meal Allowance – MHA 4	Section 31 (HIS-travel to Capital) Section 33 (HIS-travel to District) Sections 35 & 37 (HNIS) Section 38-39 (Intra/Extra)
Restriction on Meal Allowance	Section 42
Meal Allowance – Without Associated Travel	Section 29(9)

5. APPLICATION OF TRAVEL AND LIVING ALLOWANCE BY MHA CATEGORY

The attached tables summarize the application of the travel and living allowances under each of the four MHA categories. The provisions for travel, accommodations and meals which apply to **ALL** Members are included in sections 2 to 4 of this chapter and must be referred to in conjunction with the appropriate table.

Summary Tables

MHA 1 – Permanent Residence in Capital Region and District Outside Capital Region

	Travel	Accommodations			Meals <i>Note: Receipts not required</i>	Applicable Section of Members' Rules
		Secondary Residence <i>Note: Receipts not required Affidavit of Sec. Residence required</i>	Temporary Accommodations <i>Note: Receipts required</i>	Private Accommodations <i>Note: Receipts not required</i>		
House in Session (HIS) (travel to District for constituency business)	<u>Return trip/week (actual cost) = 1</u> (Maximum 3 nights/trip for all accommodation types combined) <u>Extra return trip/ week (actual cost) = 1</u> (Travel back to District for constituency business only. Included as one of 20 trips under HNIS)	<u>Amount/night</u> = \$53	<u>Amount/night</u> = Actual cost of standard room accom. (including telephone, internet and parking fees)	<u>Amount/night</u> = \$53 (Island) <u>Amount/night</u> = \$71 (Lab.)	<u>Amount/day</u> = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 32
House not in Session (HNIS) (travel to District for constituency business)	<u>Return trips/year (actual cost) = 20</u> (Maximum 50 nights/year for all accommodation types combined)	<u>Amount/night</u> = \$53	<u>Amount/night</u> = Actual cost of standard room accom. (including telephone, internet and parking fees)	<u>Amount/night</u> = \$53 (Island) <u>Amount/night</u> = \$71 (Lab.)	<u>Amount/day</u> = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 36
Intra-Constituency¹ (travel within the District)	Actual cost - Subject to annual allocation ²	<u>Amount/night</u> = \$53 Subject to annual allocation ²	<u>Amount/night</u> = Actual cost of standard room accom. (including telephone, internet and parking fees) Subject to annual allocation ²	<u>Amount/night</u> = \$53 (Island) <u>Amount/night</u> = \$71 (Lab.) Subject to annual allocation ²	<u>Amount/day</u> = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25 Subject to annual allocation ²	Section 38
Extra-Constituency¹ (other travel ³)	Actual cost - Subject to annual allocation ²	N/A	<u>Amount/night</u> = Actual cost of standard room accom. (including telephone, internet and parking fees) Subject to annual allocation ²	<u>Amount/night</u> = \$53 (Island) <u>Amount/night</u> = \$71 (Lab.) Subject to annual allocation ²	<u>Amount/day</u> = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25 Subject to annual allocation ²	Section 39

Note 1 - Total annual allocations for Intra/Extra Constituency vary by District (see list in section 1, Chapter 5 of the Guide).

Note 2 - Reasons/circumstances for other travel are included in section 1, Chapter 5 of the Guide.

Restrictions – MHA 1:

1. MHA 1 cannot claim reimbursement of expenses for travel and living allowance from the permanent residence to Confederation Bldg [s. 29(5) of *Members' Rules*].
2. MHA 1 cannot claim reimbursement of expenses for travel and living allowance for HIS and HNIS travel to/from the Capital region if the distance from the Member's permanent residence to the Capital region is less than 60 km [29(1) of *Members' Rules*].
3. MHA 1 cannot claim reimbursement of accommodations or meals while attending to constituency business in the Capital region. [s. 36(1) of *Members' Rules*].

MHA 2 – Permanent Residence in District which is Outside Capital Region

	Travel	Accommodations			Meals <i>Note: Receipts not required</i>	Applicable Section of Members' Rules
		Secondary Residence <i>Note: Receipts not required Affidavit of Sec. Residence required</i>	Temporary Accommodations <i>Note: Receipts required</i>	Private Accommodations <i>Note: Receipts not required</i>		
House in Session (HIS) (travel to Capital Region)	Return trip/week (actual cost) = 1 Extra return trip/ week (actual cost) = 1 (Travel back to District for constituency business only. Included as one of 20 trips under HNIS)	Amount/night = \$53	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees)	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 31
House not in Session (HNIS) (travel to Capital region for constituency business)	Return trips/year (actual cost) = 20 (Maximum of 50 nights/year for all accommodation types combined)	Amount/night = \$53	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees)	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 35
Intra-Constituency¹ (travel within the District)	Actual cost - Subject to annual allocation ²	Amount/night = \$53 Subject to annual allocation ²	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees) Subject to annual allocation ²	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.) Subject to annual allocation ²	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25 Subject to annual allocation ²	Section 38
Extra-Constituency¹ (other travel ³)	Actual cost - Subject to annual allocation ²	N/A	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees) Subject to annual allocation ²	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.) Subject to annual allocation ²	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25 Subject to annual allocation ²	Section 39

Note 1 - Total annual allocations for Intra/Extra Constituency vary by District (see list in section 1, Chapter 5 of the Guide).

Note2 - Reasons/circumstances for other travel are included in section 1, Chapter 5 of the Guide.

Restrictions – MHA 2:

- MHA 2 cannot claim reimbursement of expenses for travel and living allowance for HIS and HNIS travel to/from the Capital region if the distance from the Member's permanent residence to the Capital region is less than 60 km [29(1) of Members' Rules].
- MHA 2 can only claim travel and living expense to the Capital region under the intra/extra-constituency allocation for the purpose of attendance at a conference or training course. [29(1) of Members' Rules].

MHA 3 – Permanent Residence and District Within the Capital Region

	Travel	Accommodations			Meals	Applicable Section of Members' Rules
		Secondary Residence <i>Note: Receipts not required Affidavit of Sec. Residence required</i>	Temporary Accommodations <i>Note: Receipts required</i>	Private Accommodations <i>Note: Receipts not required</i>	<i>Note: Receipts not required</i>	
House in Session (HIS)	Return trip/week (actual cost) = NIL	Amount/night = NIL	Amount/night = NIL	Amount/night = NIL	Amount/day = NIL	Section 32(1)
House not in Session (HNIS)	Return trips/year (actual cost) = NIL	Amount/night = NIL	Amount/night = NIL	Amount/night = NIL	Amount/day = NIL	Section 36(1)
Intra-Constituency ¹ (travel within the District)	Actual cost - Subject to annual allocation ²	Amount/night = \$53 Subject to annual allocation ²	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i> Subject to annual allocation ²	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.) Subject to annual allocation ²	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25 Subject to annual allocation ²	Section 38
Extra-Constituency ¹ (other travel ³)	Actual cost - Subject to annual allocation ²	N/A	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i> Subject to annual allocation ²	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.) Subject to annual allocation ²	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25 Subject to annual allocation ²	Section 39

Note 1 - Total annual allocations for Intra/Extra Constituency vary by District (see list in section1, Chapter 5 of the Guide).

Note 2 - Reasons/circumstances for other travel are included in section1, Chapter 5 of the Guide.

Restrictions – MHA 3:

1. MHA 3 cannot claim reimbursement of expenses for travel and living allowance from the permanent residence to Confederation Bldg [s. 29(5) of *Members' Rules*].

MHA 4 – Permanent Residence not in District or Capital Region

	Travel	Accommodations			Meals	Applic. Section of Members' Rules
		Secondary Residence <i>Note: Receipts not required Affidavit of Sec. Residence required</i>	Temporary Accommodations <i>Note: Receipts required</i>	Private Accommodations <i>Note: Receipts not required</i>	<i>Note: Receipts not required</i>	
House in Session (HIS) (travel to Capital Region for sittings)	Return trip/week (actual cost) = 1 Extra return trip/ week (actual cost) = 1 (Travel to District for constituency business only. Included as one of 20 trips under HNIS)	Amount/night = \$53	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees)	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 31
House not in Session (HNIS) (travel to Capital Region for constituency business)	Return trips/year (actual cost) = 20 (Maximum 50 nights/year for all accommodation types combined)	Amount/night = \$53	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees)	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 35
Intra-Constituency² (travel within the District)	Actual cost - Subject to annual allocation ³	Subject to annual allocation ³ Amount/night = \$53	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees) Subject to annual allocation ³	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.) Subject to annual allocation ³	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25 Subject to annual allocation ³	Section 38
Extra-Constituency² (other travel ⁴)	Actual cost - Subject to annual allocation ³	N/A	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees) Subject to annual allocation ³	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.) Subject to annual allocation ³	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25 Subject to annual allocation ³	Section 39

MHA 4 with a District - 1) outside commuting distance of permanent residence and 2) outside the Capital Region, the following also applies:

House in Session (HIS)	Return trip/week (actual cost) = 1 ¹ (Maximum 3 nights/trip for all accommodation types combined)	Amount/night = \$53	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees)	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 33
House not in Session (HNIS)	Return trips/year (actual cost) = 20 (Maximum 50 nights/year for all accommodation types combined)	Amount/night = \$53	Amount/night = Actual cost of standard room accom. (including telephone, internet and parking fees)	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 37

Restrictions – MHA 4:

- Note 1 – Actual cost to District from permanent residence or Capital region (whichever is shorter).
 Note 2 – Total annual allocations for Intra/Extra Constituency vary by District (see list in section 1, Chapter 5 of the Guide).
 Note 3- Reasons/circumstances for other travel are included in section 1, Chapter 5 of the Guide.

- MHA 4 cannot claim reimbursement of expenses for travel and living allowance for HIS and HNIS travel to/from the capital region if the distance from the Member's permanent residence to the capital region is less than 60 km.
- MHA 4 cannot claim reimbursement of expenses for travel from permanent residence to the District, if permanent residence is within 60 km of District [Section 29(6) of Members' Rules].
- MHA 4 can only claim travel to Capital region under extra-constituency for the purpose of attendance at a conference or training course.

CHAPTER 6

CONSTITUENCY ALLOWANCE

The Constituency Allowance provisions of the *Members' Resources and Allowances Rules* allow for the reimbursement of certain expenses related to constituency work which are not covered in the other allowances. The *Rules* provide details relating to eligible and ineligible expenses under this allowance, as well specific instructions on making personal donations while serving as a Member of the House of Assembly.

CHAPTER 6 - CONTENTS

1. Constituency Allowance

- Allowance Total
- Eligible Expenses
- Non-Eligible Expenses
- Restrictions
- Personal Donations
- Related Legislation

1. CONSTITUENCY ALLOWANCE

This allowance provides for other types of expenses, not provided for under a specific allowance, which a Member or Constituency Assistant may legitimately incur from time to time while conducting constituency business.

Allowance Total

The annual allocation for each district is \$3,000 (\$2,655, net of HST).

Eligible Expenses

The following types of expenses are eligible to be reimbursed under the constituency allowance:

- Meals or the bulk purchase of food, non-alcoholic beverages and other supplies for meetings with constituents or other members of the public in relation to constituency business¹, and other constituency-related occasions.
- Memberships in community or other organizations (e.g. Chamber of Commerce, Rotary Club, etc.).
- Equipment not provided by the House of Assembly.
- Magazine, newspaper and journal subscriptions (also allowable under operational resources – See Chapter 4, Section 2).
- Travel, accommodations, meals and registration fees for conferences and training courses for the Member or Constituency Assistant if approved by the Speaker².
- Expenses associated with attending meetings and hearings involving advocacy on behalf of a constituent.
- 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 commemorations of a public nature.
- Other categories of items as directed by the Commission

¹ *If a meal purchase is made under this allowance, a meal per diem for that particular meal **cannot** be claimed under the travel and living allowance.*

² *Members must make contact with the Speaker in writing (email or regular mail) outlining details of the training or conference (i.e., type of training/conference, associated cost, etc.). Supporting documentation outlining the Speaker's approval must be submitted with the claim for reimbursement.*

Non-Eligible Expenses

The following types of expenses are not eligible to be reimbursed under the Constituency Allowance:

- the acquisition, creation or distribution of anything that uses or includes a word, initial, or device that identifies a political party
- artwork including paintings, prints, sculptures, carvings and crafts
- alcoholic beverages, either individually or in bulk
- sponsorship of individuals or groups
- donations
- raffle tickets
- hospitality (except for meetings referred to in the previous section)
- gifts
- items, services or activities of a personal nature, including clothing and laundry expenses
- travel costs for constituents
- travel costs for spouses or dependants
- financial assistance for constituents
- other items directed by the Commission

Restrictions

Allowable expenses under the Constituency Allowance cannot be reimbursed if:

- It is not directly connected with the Member's responsibilities as a Member in relation to the proper representation of constituents and the public.
- It is incurred in relation to partisan political activities or promotion.
- If any of the following individuals has, or is part of a corporation that has, a financial interest in the contract, or other arrangement under which the expense is incurred:
 - Member
 - Associated person in relation to the Member, as defined in the *Members' Resources and Allowances Rules*.
 - Another Member
 - Spouse or child of another Member

An allowable expense may be reimbursed in the circumstances described above, if it is specifically approved and directed by the Management Commission.

Personal Donations

If a Member makes a personal donation or gift, it must be done without reference to the fact that he or she is a Member of the House of Assembly. Any donation must be made in a personal capacity only.

If there is to be a public acknowledgement of the donation, the Member must stipulate that there is to be no reference in the acknowledgement that he or she is a Member of the House of Assembly.

Members may provide lapel pins, congratulatory certificates, flags, etc., to constituents and other individuals. These are provided to Members by the Corporate and Members' Services Division under operational resources (see section 2, Chapter 4 for further information).

Related Legislation

Members' Resources and Allowances Rules:

Allowance Total	Section 46(2)
Eligible Expenses	Section 46(3)
Non-Eligible Expenses	Section 46(4)
Personal Donations	Sections 46(5) & 46(6)
Restrictions	Section 47
Definition – Associated Person	Section 2(c)

CHAPTER 7

CLAIMS AND PURCHASING

Each Member is responsible for ensuring that all expenses claimed have been incurred in compliance with the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules*, and Directives and policies of the House of Assembly Management Commission. The Member retains full responsibility for reimbursement of expenses even if that request for reimbursement is made on his or her behalf by another person.

This Chapter outlines the process for (1) reimbursement of expenses and (2) purchasing under the four categories of allowances provided to Members. The process required for the submission and payment of claims and for the purchase of goods and services serves to ensure accountability of public funds.

CHAPTER 7 - CONTENTS

1. Member Responsibility and Personal Liability

2. Expense Claims

- *Submitting an Expense Claim*
- *Supporting Documentation*
- *Appealing a Claim*
- *Related Legislation*

3. Purchasing

- *Direct Purchasing by Corporate and Members' Services Division*
- *Purchasing by Members & Constituency Assistants*
- *Related Legislation*

1. MEMBER RESPONSIBILITY AND PERSONAL LIABILITY

A Member is responsible for maintaining his or her own records, operating his or her own Constituency Office and engaging and training support staff in order to ensure they are capable of acting in a manner that ensures compliance with the *House of Assembly Accountability, Integrity and Administration Act*, the *Members' Resources and Allowances Rules* and Directives and policies of the Management Commission.

Where a Member, who is also a Minister or Parliamentary Secretary/Assistant, incurs expenses conducting constituency business along with other (Ministerial/Parliamentary Secretary) business, the Member must prorate the expense based on the proportion of time spent on constituency business. This will ensure that only the appropriate amount is charged to the Member's House of Assembly allocation.

2. EXPENSE CLAIMS

Members may claim reimbursement of expenses under one of the four categories of allowances as detailed in the other chapters of this Guide:

- Office Allowance (Chapter 4)
- Operational Resources (Chapter 4)
- Travel and Living Allowance (Chapter 5)
- Constituency Allowance (Chapter 6)

Unused portions of allowance allocations cannot be transferred between categories for use by the Member. Any expenditures incurred by the Member/Constituency Assistant which exceed the maximum allowed for that category of expenditure in a fiscal year, will not be reimbursed by the House of Assembly.

A Member who incurs an expense or commits to an expense that is greater than the maximum allowed under a specific category is personally responsible for payment. These amounts will not be reimbursed by the House of Assembly.

The Comptroller General can require the repayment of any excess amounts paid.

The Member must sign all forms and provide the appropriate supporting documentation before any claim can be processed. Each signature on a form is a certification by the Member that an expense has actually been incurred in compliance with the *Act*, the *Members' Resources and Allowances Rules*, any Directives and policies of the Commission and the *Financial Administration Act*.

Submitting an Expense Claim

Where possible, Members and Constituency Assistants are encouraged to arrange with the Corporate and Members' Services Division for the direct purchase of goods and services (see section 2 for further information on direct purchasing). Where direct purchase cannot be arranged, expenditures should be paid for by the Member/Constituency Assistant with a subsequent claim for reimbursement.

Expense Claim Management System (ECMS)

The House of Assembly uses the Expense Claim Management System (ECMS) which is a self-service application used to submit, manage, delegate and approve expense claims online. Some rules governing travel are pre-defined in the System, providing a uniform and consistent application of travel rules.

The ECMS system for Members and Constituency Assistants can be accessed through an internet browser on any computer that is connected to the internal government network at the following location: www.intranet.gov.nl.ca/tcms/support_member.htm.

An *ECMS User Manual* and *Quick Reference Card* are also available at the above-noted location which provide detailed step-by-step instructions on completing and submitting expense claims. Contact information is also included for staff members of the Corporate and Members' Services Division who will be able to answer questions and provide further information on completing and submitting expense claims in ECMS.

A Member may delegate a maximum of two individuals (e.g. Constituency Assistant) to complete and submit expense claims on his/her behalf by completing a "Delegation Request Form" which can also be found at the above-noted address. If a Constituency Assistant is delegated to complete reimbursement claims on behalf of a Member, the Member is ultimately responsible for ensuring that all expenses are in compliance with the *Rules* by reviewing and signing all claims.

Once an expense claim has been submitted for processing in ECMS, a paper copy must be printed, certified by the signature of the Member, and submitted to the Corporate and Members' Services Division with supporting documentation attached. More detailed information on supporting documentation is included in a further section of this chapter.

60-Day Deadline

All expenses charged to Member's allocations must be submitted for reimbursement within 60 days of the date the expenditure was incurred. Payment will be denied by Corporate and Members' Services for expenses not submitted for reimbursement within this timeframe. A Member who has a valid reason for not submitting expenses within 60 days may submit to the Speaker a written appeal of the decision to deny payment. More detailed information on the appeal process is included in a further section of this chapter.

End of Fiscal Year

Expense claims related to the period up to the March 31 of each fiscal year must be received by mid-April to allow processing time before the Financial Management System cut-off on April 30.

General Expense Claims

Members may be required on occasion to submit a claim for reimbursement to the House of Assembly that will not be charged to the individual Member allowances. These claims are referred to as General Expense Claims, and may be submitted if a Member is invited to attend a parliamentary conference, or travel to attend a meeting of a Committee of the House (e.g. Management Commission, Public Accounts, etc.). General Expense Claims are also submitted using the ECMS system, however there are differences in how General Expense Claims are completed. For more detailed information on completing and submitting a General Expense Claim, see the House of Assembly Intranet under Members' Resources or contact the Corporate and Members' Services Division.

General expense claims for Committee travel and parliamentary conferences must be approved in writing by the Speaker before being forwarded to the Corporate and Members' Services Division for processing. Members should refer to the [Conference Travel Policy for Members of the House of Assembly](#), prior to travelling for any conference. A copy of the policy can be found on the House of Assembly Intranet at [Members' Resources](#).

Supporting Documentation

When submitting the signed paper copy of an expense claim to the Corporate and Members' Services Division, Members must attach

1. Original invoices/receipts, and
2. Proof of payment.

Receipts are **NOT** required for:

1. Meal per diems,
2. Private accommodations,
3. Secondary residence, and
4. Private vehicle usage.

When a Member travels by rental vehicle, commercial scheduled fixed wing aircraft, or bus, and the actual cost of the trip exceeds the cost of a full fare economy ticket, the Member may claim only the cost up to the full fare economy ticket and must attach either documentation from a travel agency or the airline's online website showing the cost of a full fare economy airline ticket for the dates necessary for the purpose of the trip.

If Original Documentation is not Available

If a Member cannot obtain or locate the original documentation, a Member should include either:

- a photocopy or faxed copy; or
- a statement itemizing the expenditure.

A written explanation from the Member must also be submitted explaining the absence of the original documentation, and stating that the expense has not previously been claimed.

Proof of Payment

Proof of payment may include:

- credit card voucher or notification
- debit card voucher
- cancelled cheque or receipt verifying payment
- a print-out of online verification of payment for certain services as indicated above

Appealing a Claim

When a claim for reimbursement has been rejected by the Corporate and Members' Services Division, a Member may choose to submit an appeal of the decision. The following steps outline the process followed when claims are appealed by Members.

- A Member must submit a request in writing to the Speaker outlining details of the claim that has been rejected by Corporate and Members' Services and reason(s) why the decision should be reversed. The Member should demonstrate that the expenditures are in compliance with the *Act*, the *Rules* or a Directive or policy of the Commission.
- The Speaker may request further information from the Member on the expenditure(s) in question if necessary.
- The Speaker can choose to review the details and make a ruling on the decision but the ruling is not binding until it is brought to the House of Assembly Management Commission for review. The Commission can reject or vary a ruling of the Speaker. The Speaker may decide to bring the matter directly to the House of Assembly Management Commission for a decision instead of making his/her own ruling on the matter.
- Once a ruling has been confirmed, the Member will be notified in writing by the Speaker. If a decision to reject a claim has been reversed, the Member must re-submit the claim with supporting documentation for reimbursement to the Corporate and Members' Services Division and attach a copy of the Speaker/House of Assembly Management Commission decision.

To minimize the need for an appeal, Members are advised to contact the Corporate and Members' Services Division for clarification on allowable expenses prior to incurring them.

Related Legislation

House of Assembly Accountability, Integrity and Administration Act

Advance Ruling on Allowance Use	Section 24
Review of Allowance Use	Section 52

Members' Resources and Allowances Rules

Principles	Section 5
Member Responsibility	Section 6
Restrictions on Claims	Section 7
Member Personal Liability	Section 8
Categories of Allowance	Section 14
Disagreement with Speaker Decision	Section 15
Forms and Documentation	Section 16
Processing of Claims	Section 17

3. PURCHASING

This section provides details on the direct purchase of goods and services by the House of Assembly Service on behalf of Members, as well as the purchase of goods and services by the Member with subsequent claim for reimbursement.

To the extent possible, all purchases in relation to Members' allowances should be made by direct purchase from suppliers by the Corporate and Members' Services Division, rather than by the Member with a claim for reimbursement. **All purchasing, whether by Corporate and Members' Services Division, Members, or Constituency Assistants, must comply with the *Members' Resources and Allowances Rules*, the *Public Tender Act*, Government Purchasing Agency policies and the Purchasing Policy – Under \$200.**

Direct Purchasing by Corporate and Members' Services Division

A Purchasing Policy - Under \$200, approved by the House of Assembly Management Commission, provides criteria and guidelines which allow Members and Constituency Assistants to purchase small items under the amount of \$200 without obtaining three quotes. A copy of the policy can be found on the House of Assembly Intranet under Members' Resources.

When items or services are arranged and purchased for Members by Corporate and Members' Services, it saves considerable time for the Member and Constituency Assistant as a claim for reimbursement is not required. It also ensures that the most competitive rates and prices for goods and services are received through any available standing offer agreements. Standing offer agreements provide government entities with goods and/or services at predetermined prices, terms and conditions.

All direct purchases made on behalf of a Member will be charged to a Member's allowances. The direct purchase of goods and services by Corporate and Members' Services ensures that available funds in a specific allowance category are reserved immediately, which helps ensure that Members do not over spend.

Office furniture, equipment and services items from the Standard Office Allocation package (see section 2, Chapter 4) will be arranged for direct purchase by the Corporate and Members' Services Division. Most items under the Office operations, supplies and communications (see section 2, Chapter 4), are also arranged by direct purchase.

Submitting a Requisition for Goods/Services

A Member or delegated Constituency Assistant wishing to arrange the direct purchase of goods and services should submit a completed and signed Requisition for Goods and Services form to the Corporate and Members' Services Division (A copy of the form can be found on the House of Assembly Intranet at Members' Resources). Corporate and Members' Services will issue a Purchase Order for the good or service to the supplier. Payment will

also be made by Corporate and Members' Services to the supplier, and delivery of the good/service to the Member or Constituency Assistant will be arranged.

Types of goods/services which can be arranged for direct purchase include (but are not limited to) memorial wreaths, advertising, food service for meetings with constituents, office supplies, coffee supplies, etc. A Member or Constituency Assistant who is unsure of whether an item or service can be arranged for direct purchase should contact the Corporate and Members' Services Division.

The Corporate and Members' Services Division maintains contacts for suppliers and service providers in various regions of the province to ensure the shortest possible turnaround for goods and services when arranging a direct purchase on behalf of Members and Constituency Assistants located outside the Capital region.

Purchasing by Members and Constituency Assistants

Members or Constituency Assistants may purchase a good or service and submit the invoice and proof of payment for the expense on an expense claim for reimbursement.

Purchasing - Under \$200

Members or Constituency Assistants must ensure that any purchases of goods/services under \$200 comply with the guidelines of the Purchasing Policy - Under \$200. Members and Constituency Assistants should refer to the entire policy prior to purchasing any good or service under the amount of \$200.

Purchasing - \$200 and over

If the Member or Constituency Assistant purchases a good/service that is \$200 or more he/she must still follow the provisions of the *Public Tender Act* as it relates to the acquisition of goods and services. For any item purchased valued at \$200 or more, one of the following procedures must be followed:

- Obtain three quotes from vendors and attach to the expense claim on a Record of Quotations form to demonstrate that the most competitive rate was received. A copy of the form can be found on the House of Assembly intranet under Members' Resources; or
- If three quotes are not obtained, an explanation of how a fair and reasonable price was established must be attached, in accordance with section 3.2.5 of the Government Purchasing Agency Customer Service Manual (the manual can be found at <http://www.intranet.gov.nl.ca/pubs/pdf/gpa-cust-manual.pdf>).

Further information on arranging the direct purchase of goods and services can be obtained on the House of Assembly Intranet under Members' Resources or by contacting the Corporate and Members' Services Division.

Related Legislation

Public Tender Act

Government Purchasing Agency Act

House of Assembly Accountability, Integrity and Administration Act

Members' Resources and Allowances Rules

CHAPTER 8

REPORTS, DISCLOSURE AND RECORDS

Each Member of the House of Assembly is provided with allowances to assist in fulfilling his/her responsibilities as an elected official. The Member is required to keep records of all expenditures and claims made against these allowances together with copies of supporting documentation.

Monthly reports are prepared detailing reimbursements made to Members and payments made on the Member's behalf. Each statement shows the total amount spent by the Member, and the remaining balance (if applicable), in each category of allowance for the current fiscal year.

In the interest of full and complete disclosure of the expenditure of public funds, Member Accountability and Disclosure reports are posted on the House of Assembly website twice in a fiscal year.

CHAPTER 8 - CONTENTS

1. Reports & Disclosure

- *Categories of Allowances*
- *Member Accountability and Disclosure Reports*
- *Related Legislation*

2. Records

- *Managing Members' Records*
- *Member Accountability & Disclosure Reports*
- *Records of Expenditures & Supporting Documentation*
- *Departure Recommendation*
- *Access to Information & Protection of Privacy Act (ATIPPA)*
- *Related Legislation*

1. REPORTS AND DISCLOSURE

A Member must keep records of all expenditures and claims against allowances together with copies of supporting documents for those expenditures and claims. Those records must be made available for inspection and copying by the Speaker, the Auditor General or another Auditor employed by the House of Assembly Management Commission, and the Comptroller General.

Member Accountability and Disclosure Reports (the Reports) are prepared in accordance with the *Members' Resources and Allowances Rules* and published in accordance with the Publication Scheme as approved by the House of Assembly Management Commission. A copy of the Publication Scheme can be found on the House of Assembly website at [Management Commission\Policies & Guidelines](#).

Categories of Allowances

The Reports include expenditures incurred by, or on behalf of, Members to assist them in fulfilling their public duties and responsibilities as Members of the House of Assembly. They reflect the four main categories of allowances established by the Rules:

- Office Allowances
- Operational Resources
- Travel and Living Allowance
- Constituency Allowance

Member Accountability and Disclosure Reports

Types of Reports

Members are provided with two types of reports on a monthly, semi-annual and annual basis – a summary report and detailed reports. The Reports include all transactions which have been processed through government's computerized Financial Management System (FMS) for each month. At the end of each month, the system-month is "closed". As a result, any credit or other adjustments/corrections which are identified after the month is closed can only be entered in FMS in a subsequent month. The original transaction and any subsequent adjustments are separate items on the Reports.

Summary Report

Expenditures Summarized by Category - summarizes the allocations and expenditures for each category and sub-category of allowance included in the detailed reports.

Detailed Reports

The nine detailed reports provide information on each allowance category or sub-category established under the *Members' Resources and Allowances Rules*:

- Office Allowances - Office Accommodations: accommodations costs related to the rental of a permanent constituency office or rental of meeting rooms if a Member does not establish a permanent constituency office in his/her district.
- Office Allowances - Rental of Short-term Accommodations: costs of short-term accommodation rentals to facilitate travel throughout the district to meet with residents on constituency issues.
- Office Allowances - Office Start-up Costs: costs related to the start-up of a constituency office. This is only available to Members who were elected to the House of Assembly for the first time on or after 9 October 2007.
- Office Allowances - Office Operations: operational costs associated with operating a constituency office, including costs of office supplies, advertising, printing, etc.
- Operational Resources: costs related to office furniture, equipment and services (phones, fax, cable, etc.) based on a standard office allocation.
- Travel and Living Allowances - House in Session: costs of transportation, meals and accommodations associated with travel from the constituency to St. John's or from St. John's to the constituency while the House is in session.
- Travel and Living Allowances - House Not in Session: costs of transportation, meals and accommodations associated with travel from the constituency to St. John's or from St. John's to the constituency during periods when the House is not in session.
- Travel and Living Allowances - Intra-Constituency and Extra-Constituency Travel: costs of transportation, meals and accommodations associated with travel within the Member's constituency or other travel on constituency-related business.
- Constituency Allowance: costs associated with specified expenditures such as meals or bulk purchases of food; memberships in community organizations; travel to conferences, etc.

Monthly Reports

Before the 21st day of each month, a Member will receive a package of monthly reports for the preceding month. The package includes the summary report and the nine detailed reports. Members should review their Reports for accuracy and notify Corporate and Members' Services Division of any errors.

The Clerk will advise the Speaker and the Member when the amount spent by the Member is in excess of 10% of the prorated amount permitted for that portion of the year.

Semi-Annual and Annual Reports (Summary Statements from Clerk)

Members will receive summary reports from the Clerk for the periods ending September 30 and March 31 in each fiscal year. These include the summary report and nine detailed

reports which provide expenditure details (by category) for the reporting periods. Members are considered to have received the reports 5 days after the mailing date.

Objections to Reports

Within 21 days of receiving the Reports, the Member should sign the Acceptance Form to acknowledge their accuracy (the form can be found on the House of Assembly Intranet under Members' Resources) and return the signed form to Corporate and Members' Services Division. If the Member has an objection with respect to the accuracy of the Reports, he/she can notify the Speaker in writing outlining the objection(s).

A Member who does not sign and return the Acceptance Form within 21 days is considered to have accepted the accuracy of the Reports.

Any objections do not alter the original Reports. The Reports and any objections to them are posted on the House of Assembly website in accordance with the House of Assembly Publication Scheme under Members' Resources\Disclosure Reports. The Reports are filed by reporting period and can be searched by name of the Member or the District.

The Member must keep a copy of the Reports, together with any objections, on file in the Member's Constituency Office or in the Member's residence if there is no constituency office. These Reports must be maintained by the Member for 5 years following the end of the fiscal year to which the report relates.

The Clerk must also keep a copy of the Reports, together with any objections, on file in the office of the Speaker for 5 years following the end of the fiscal year to which the report relates. The Clerk must make them available for inspection within a reasonable time of receiving the request for inspection.

Public Access to Reports

A copy of the summary report, the detailed reports and any objection must be made available for inspection by any person within a reasonable time of the Member receiving the request for inspection.

The Clerk of the House of Assembly may have the name of a payee in respect of whom a claim or payment is made or other information that could reasonably be said to identify a payee, suppressed from a report where, in the opinion of the Speaker, the privacy interest of a person who is not a Member outweighs the interest of the public in having full and complete disclosure of a Member's use of public funds.

Related Legislation

Members' Resources and Allowances Rules:

Monthly Reports	Section 10
Expenditure Summary Statements (Semi-Annual and Annual Reports)	Section 11
Public Access to Statements (Reports)	Section 12
Speaker Requirements	Section 13

2. RECORDS

The House of Assembly has adopted standardized records management policies and practices. While Members are not required to follow those policies and practices for their constituency records, it is recommended that they do adopt standardized practices in their constituency offices. Adopting such standards will result in more efficient and effective office operations. It will also greatly assist Members in identifying which of their records are subject to the *Access to Information and Protection of Privacy Act* (ATIPPA) as well as assist with protecting the private information to which a Member may be privy when advocating for constituents.

Managing Members' Records

The majority of the records that Members have in their office will fall into the following categories:

- Constituency Records,
- House of Assembly Records,
- Caucus and Political Party Records,
- Other records related to being a Member, and/or
- Personal Records.

If the Member is part of Cabinet or is a Parliamentary Secretary/Assistant, he/she may also have Executive Branch Government Records (including Cabinet Records).

While Members are not required to follow standardized records management policies and practices, they will be provided with guidelines for developing a file structure for both paper and electronic documents, including definitions and file naming conventions, at orientation and training sessions, which they may choose to adopt. Members may also contact the Information Management Division for further information and guidance on records management practices, or visit the Records Management section of the House of Assembly Intranet.

Member Accountability and Disclosure Reports

Copies of these statements must be maintained by the Member for public inspection for 5 years following the end of the fiscal year to which the statement relates.

Records of Expenditures and Supporting Documentation

A Member must also keep records of all expenditures and claims against allowances together with copies of supporting documents for those expenditures and claims. Those records must be made available for inspection and copying by the Speaker, the Auditor

General or another Auditor employed by the House of Assembly Management Commission, and the Comptroller General.

Departure Recommendation

Upon ceasing to be a Member of the House of Assembly, the Member or his/her assistant should review records and sort them into the categories noted under “Managing Members’ Records.” The records should then be retained, transferred or destroyed according to the recommendations outlined in *Managing the Records of Departing Members of the House of Assembly*, which can be found on the House of Assembly Intranet under Members’ Resources.

Upon request, the Records Office of the Information Management Division can provide guidance and recommendations to a departing Member with respect to the management and final disposition of his/her records. This will help the Member to ensure compliance with any relevant legislation, policies, standards and best practices.

Access to Information and Protection of Privacy Act (ATIPPA)

Provisions of the *Access to Information and Protection of Privacy Act* (ATIPPA) apply to House of Assembly Service and Statutory Office records. Members’ records are generally exempt from the Act.

Access to Information Requests

Members’ records which are exempt from access to information requests include:

- Member’s personal or constituency records in the possession or control of the Member
- Registered political party or caucus records in the possession or control of the Member

Member records which are subject to the ATIPPA include financial records filed with the Corporate and Members’ Services Division for reimbursement. Routine disclosure of these records on the House of Assembly website does not exempt them from an ATIPPA access request.

Members who receive an Access to Information request must not respond themselves but must submit all requests to the Speaker, who is the head of the public body.

Privacy Issues

While Members are exempt from the Protection of Privacy provisions of the ATIPPA, they are encouraged to adopt the spirit of the Act surrounding the collection, use, retention, and disclosure of personal information. For quick reference on dealing with sensitive and personal information, please refer to the *Members’ Guidelines for Privacy Protection* located on the House of Assembly intranet under Members’ Resources. Members may also contact

the ATIPP Coordinator/Privacy Analyst of the Information Management Division who can provide related advice and training.

Information Technology Infrastructure

The information technology infrastructure provided to Members is owned and operated by the Office of the Chief Information Officer (OCIO). Accordingly, electronic records, including e-mails, stored on that infrastructure are subject to the same policies as government records and are therefore backed-up on a scheduled basis. Back-up tapes exist for a minimum of 30 days and, while constituency and other categories of Members' records are exempt from an ATIPPA access request, records stored on the OCIO infrastructure may be subject to a legal search and disclosure if a warrant to that effect were ever issued by the Courts.

Related Legislation

House of Assembly Accountability, Integrity and Administration Act

Members' Resources & Allowance Rules:

Member Accountability & Disclosure Reports	Section 11 & 13
Records of Expenditures & Supporting Documentation	Section 9
Public Access to Statements	Section 12

Management of Information Act

Access to Information and Protection of Privacy Act:

Exemptions	Section 5
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APPENDICES

APPENDICES - CONTENTS

- Appendix A - Speaker Approvals*
- Appendix B - Legislation*
- Appendix C - Glossary*
- Appendix D - Index*

APPENDIX A - SPEAKER APPROVALS

This appendix provides a comprehensive list of circumstances where Members require the approval of the Speaker prior to incurring an expense, conducting travel, or submitting a claim. It includes important information to assist Members in seeking that approval.

The following definitions apply:

Rules:	<i>Members' Resources and Allowances Rules</i>
HOAAIA:	<i>House of Assembly Accountability, Integrity and Administration Act</i>
CMS:	Corporate and Members' Services Division
CA:	Constituency Assistant
In writing:	Email or letter by regular mail

Approval Required	Information to Members	Applicable Section of Guide	Applicable Legislation
Absence from House of Assembly Sitting – Other reason	Members are required to obtain the approval of the Speaker prior to being absent from a House of Assembly sitting for any reason <u>other than</u> those listed in Chapter 1, Section 2. Members should contact the Speaker in writing outlining the reason and date(s) of the absence. Members are required to maintain a record of their own attendance for the purpose of completing the “Members’ Declaration of Attendance” form. A copy of the Speaker’s approval must be attached to the Declaration when submitted.	Chapter 1 – section 2	HOAAIA Section 13
Absence from House of Assembly Sitting – Constituency Duty in District	Members are required to obtain the approval of the Speaker prior to being absent from a House of Assembly sitting to attend to constituency duties in their district. Members must contact the Speaker in writing outlining the reason for the travel and date(s) of the travel. Members are required to maintain a record of their own attendance for the purpose of completing the “Members’ Declaration of Attendance” form. A copy of the Speaker’s approval must be attached to the Declaration when submitted.	Chapter 1 – section 2	HOAAIA Section 13
Alternate Mode of Travel	The Speaker’s approval is required <u>prior to</u> using a mode of travel that is NOT listed in Chapter 5, Section 2 for any travel other than intra-constituency (some modes for intra-constituency travel DO NOT require the approval of the Speaker). Members must contact the Speaker in writing outlining the proposed mode of travel, the reason for using	Chapter 5, section 2	The Rules Section 40

Approval Required	Information to Members	Applicable Section of Guide	Applicable Legislation
	that mode, date(s) of the travel and associated cost. A copy of the Speaker's approval must be attached to the subsequent expense claim. The Speaker will report these approvals at the next meeting of the Management Commission.		
Attendance at Conference or Training Course	Members (and/or CAs) require the Speaker's approval to claim costs associated with attending a conference/training course charged to the <u>Constituency Allowance</u> allocation (professional development for CAs is also allowable under the office operations allowance – see Chapter 4, Section 3). Members must contact the Speaker in writing outlining the nature of the conference/ training course, the date(s) and associated costs. A copy of the Speaker's approval must be attached to the subsequent expense claim.	Chapter 6, section 1	The <i>Rules</i> Section 46
Exceeding Maximum Office Accommodations Allowance	Members require the approval of the Speaker to exceed their maximum office accommodations allowance of \$7000 per year. Members must contact the Speaker in writing outlining that accommodations suitable in size, location, etc., cannot be obtained within the allowable amount. A copy of the Speaker's approval must be submitted to CMS. The Speaker will report these approvals at the next meeting of the Management Commission.	Chapter 4 – section 1	The <i>Rules</i> Section 18
Constituency Office in Adjacent District	The Speaker's approval is required for Members wishing to locate the constituency office outside their district, in an adjacent district. Members must contact the Speaker in writing outlining the reasons why the office should be located in the adjacent district. A copy of the approval must be provided to CMS.	Chapter 4, Section 1	The <i>Rules</i> Section 20
Replacement Constituency Assistant	Approval of the Speaker is required prior to engaging the services of a replacement Constituency Assistant. Members <u>DO NOT</u> need to contact the Speaker prior to submitting the "Replacement Constituency Assistant" form to CMS. CMS will obtain the Speaker's approval through its processing procedures.	Chapter 4 – section 3	<i>Rules</i> Section 26
Travel Under Special	Members require the approval of the Speaker (or Clerk) to incur accommodations and meal	Chapter 5, section 1	<i>Rules</i> Section 43

Approval Required	Information to Members	Applicable Section of Guide	Applicable Legislation
Circumstances	<p>expenses where it is unsafe or unpractical for them to return to their permanent residence as scheduled. <u>Prior approval should be obtained where possible.</u> Members must contact the Speaker (or Clerk) in writing explaining the reason for incurring the extra expenses, the associated cost, and the date(s). The Speaker (or Clerks) approval must be attached with the subsequent expense claim. The Speaker will report these approvals at the next meeting of the Management Commission.</p>		

APPENDIX B - LEGISLATION

Complete and current versions of these Acts can be found on the House of Assembly website at the following locations:

*House of Assembly
Accountability, Integrity &
Administration Act:* <http://assembly.nl.ca/Legislation/sr/statutes/h10-1.htm>

House of Assembly Act <http://assembly.nl.ca/Legislation/sr/statutes/h10.htm>

*MHA Retiring Allowances
Act* <http://assembly.nl.ca/Legislation/sr/statutes/m06-1.htm>

*Financial Administration
Act* <http://assembly.nl.ca/Legislation/sr/statutes/f08.htm>

APPENDIX C - GLOSSARY

Allowance means a category of allowance referred to in section 14 of the Rules made under the Act. A member may claim payment or reimbursement from the following categories:

- Office allowances;
- Operational resources;
- Travel and living allowances; and,
- Constituency allowance.

Associated person means

- i. a person who is not at “arm’s length”;
- ii. a “related person”; and
- iii. an “associated corporation” within the meaning of the *Income Tax Act* (Canada).

Capital Region means the area encompassing the following electoral districts as described in the *House of Assembly Act* (as amended 2007) as follows:

- i. Cape St. Francis;
- ii. Conception Bay East- Bell Island;
- iii. Conception Bay South;
- iv. Kilbride;
- v. Mount Pearl North;
- vi. Mount Pearl South;
- vii. Ferryland (North of Witless Bay Line);
- viii. St. John’s Centre;
- ix. St. John’s East;
- x. St. John’s North;
- xi. St. John’s South;
- xii. St. John’s West;
- xiii. Signal Hill-Quidi Vidi;
- xiv. Topsail; and,
- xv. Virginia Waters.

Clerk of the House of Assembly means the non-partisan chief permanent officer of the House of Assembly who exercises responsibilities as Chief Parliamentary Advisor and Chief Administrative Officer.

Commission means the House of Assembly Management Commission which is the body responsible for ensuring the effective and transparent administration of the House of Assembly as defined in the *House of Assembly Accountability, Integrity and Administration Act*.

Commuting distance means 60 kilometres or less.

Comptroller General means the Comptroller General as defined in the Financial Administration Act.

Constituency Business means an activity directly connected with a Member’s responsibilities as a Member in relation to the ordinary and proper representation of electors and their families and other residents in the constituency, but does not include partisan political activities.

Directive means a direction or directive made by the Commission in accordance with the *House of Assembly Accountability, Integrity and Administration Act*.

Expense Claim and Management System (ECMS) means a self-service application system used to submit, manage, delegate and approve expense claims online.

House of Assembly Service includes the Speaker, the Clerk, and employees of the Office of the Speaker, the Office of the Clerk, Corporate and Members' Services Division and the Information Management Division.

House of Assembly Accountability, Integrity and Administration Act means the Act respecting the effective administration of the House of Assembly, the standards of conduct of elected members, and their ethical and accountable behaviour which was assented to on June 14, 2007.

House In session means the period of time between the day prior to the commencement of a sitting of the House of Assembly and the day following an adjournment, where the period of adjournment is greater than 7 days;

House Not In session means the period of time not covered by House in Session

Intra/Extra-Constituency means an annual allocation to be used for travel within the Member's constituency; travel between the constituency or Capital region and another constituency; and travel to and from other parts of Canada for constituency business. It may also include travel of the Constituency Assistant, where necessary, to attend to constituency business.

Members' Compensation Review Committee means an independent Committee appointed at least once during each General Assembly to inquire into and prepare a report respecting salaries, allowances, severance payments and pensions to be paid to Members of the House of Assembly.

Member Accountability and Disclosure Reports means the reports prepared in accordance with the *Members' Resources and Allowances Rules* and published in accordance with the Publication Scheme as approved by the House of Assembly Management Commission. The reports include all transactions which have been processed through government's Financial Management System (FMS).

MHA-1 means a Member whose permanent residence is within the Capital Region and whose District is outside the Capital Region

MHA-2 means a Member whose permanent residence is in the Member's District which is outside the Capital Region

MHA-3 means a Member whose permanent residence and District are within the Capital Region

MHA-4 means a Member whose permanent residence is not in the Member's District or in the Capital Region.

Parliamentary precinct means the area of the Confederation Building Complex that falls under the jurisdiction of the Speaker.

Permanent residence means the place that a Member declares in an affidavit to the Speaker to be the place where a Member resides on a settled basis with his or her family, or where there is

no single place where the Member resides on a settled basis, the place that the Member otherwise regards as his or her permanent residence, but does not include a seasonal or recreational dwelling or cabin.

Private accommodation means accommodation owned or maintained by a person other than the Member, the Member's spouse or children and which may be used by the Member when traveling.

Reasonable expenses means transportation, accommodations and meals which are reimbursed at the rates approved under the Travel and Living Allowance.

Rules mean the *Members' Resources and Allowance Rules*, subordinate legislation under the *House of Assembly Accountability, Integrity and Administration Act*.

Secondary residence means a residence that is not a permanent residence but is owned or leased by the Member and is available for occupancy by the Member but does not include a seasonal or recreational dwelling or cabin

Speaker means the impartial presiding officer of the House elected by secret ballot by his/her peers. The Speaker is the guardian of the privileges of the House and of Members.

Standing Committees are Committees which are struck at the beginning of a General Assembly and continue for the duration of that Assembly. These committees examine and report on matters referred to them by the House or on matters traditionally considered within their mandate. In Newfoundland and Labrador there is provision for seven Standing Committees.

Supporting Documentation means original invoices or receipts and proof of payment.

Temporary accommodation means short-term, temporary accommodation such as a hotel, motel, bed and breakfast or boarding house.

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