



Members' Administration Guide

House of Assembly – Newfoundland & Labrador



Message from the Clerk

Welcome to your role as a Member of the House of Assembly of Newfoundland and Labrador. The Members' Administration Guide will assist you in your role as an elected official accountable to the public. Included is:

- Information to assist you in understanding the role of the House of Assembly and its Members in the governance of the Province of Newfoundland and Labrador;
- An overview of the services and supports provided to you by the House of Assembly Service;
- Details on setting up and operating your constituency office; and
- A summary of the allowances and applicable provisions that will support you in carrying out your role as a Member.

Members of the House of Assembly are held to a high standard of accountability with respect to their conduct and the use of applicable allowances and resources. Each Member is responsible for ensuring compliance with the *House of Assembly Accountability, Integrity and Administration Act*; the *Members' Resources and Allowances Rules*; as well as directives and policies of the House of Assembly Management Commission.

The House of Assembly Service is available to assist all Members, their constituency assistants, and staff of each caucus. As you review this information, please contact the Clerk or any of the House of Assembly Service employees listed throughout the Guide should you have any questions. Contact information is included either at the end of a section or chapter.

On behalf of the House of Assembly Service,

Sandra Barnes
Clerk

This Guide includes a summary of the provisions of the House of Assembly Accountability, Integrity and Administration Act (the Act); the Members' Resources and Allowances Rules (the Rules); and applicable directives and policies of the House of Assembly Management Commission.

DISCLAIMER: *Where there is a difference in interpretation between this Guide and the Act and Rules, the legislation and regulations are the final authority.*

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Chapter 1 – Roles & 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; 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. They are held accountable by the public for the performance of their duties.

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 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:

- 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. Committees of the Legislature enable a more thorough review of specific issues and are instrumental in holding government accountable.
- Make statements and present petitions in the House of Assembly about issues important to the constituency or the province.

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. 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 within 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.

Responsibilities

The role of a Member of the House of Assembly carries with it a variety of responsibilities which are outlined in the following sections. Further detail on some of these responsibilities is included 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").*

Conduct of Members

A Code of Conduct for Members of the House of Assembly was developed by the Standing Committee on Privileges and Elections as directed by section 35 of the *House of Assembly Accountability, Integrity and Administration Act*, and passed by a Resolution of the House on May 26, 2008.

The Code is the standard by which all Members agree to govern themselves in carrying out their responsibilities as elected officials. As a part of the oath of office, all Members agree to follow this code of conduct before being permitted to take their seat.

Code of Conduct

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.*
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.*

Violations of the Code of Conduct

Under the *House of Assembly Accountability, Integrity and Administration Act*, any Member with reasonable grounds to believe that the Code of Conduct has been violated by another Member may apply to the Commissioner for Legislative Standards (presently the Chief Electoral Officer) for an opinion on the alleged violation. The Commissioner may investigate the matter and report to the Management Commission, which must then present the report to the House.

Alleged violations under the Code of Conduct may also be referred to the Commissioner by the House or the Premier. They may also be self-initiated by the Commissioner.

It is up to the House to decide upon the recommendations in the report. The penalties which the Commissioner may recommend include:

- The Member be reprimanded
- The Member make restitution or pay compensation
- The Member be suspended from the House, with or without pay, for a specified period
- The Member's seat be declared vacant

The Commissioner may also refer criminal misconduct to the appropriate authorities.

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 may 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 homepage under *Forms*.

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.**

Any Member who is a Minister or a Parliamentary Secretary/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.

Any 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 of the House of Assembly Management Commission.

Responsibility – Speaker Approvals

The list below outlines circumstances where Members require the approval of the Speaker prior to incurring an expense, conducting travel, or submitting a claim.

The following definitions apply:

Rules: *Members' Resources and Allowances Rules*

HOAAIA: *House of Assembly Accountability, Integrity and Administration Act*

CMS: *Corporate and Members' Services Division*

CA: *Constituency assistant*

In writing: *Email or letter via regular mail*

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

Approval Required	Information for Members	Applicable Section of Guide	Applicable Legislation
	<p>travel, the reason for using that mode of travel, date(s) of the travel, and associated cost. A copy of the Speaker's approval must be attached to the claim for reimbursement.</p> <p>The Speaker will report the approval at the next meeting of the Management Commission.</p>		
Helicopter Travel	<p>Members who represent one of the districts listed in Schedule B of the <i>Rules</i> may travel by helicopter while acting on constituency business within his/her district provided there is no less-expensive method of travel available. The prior approval of the Speaker is required for all travel by helicopter.</p> <p>Members must contact the Speaker in writing outlining the reason for using helicopter travel, date(s) of the travel and associated cost. The Speaker's approval must be forwarded to CMS so that appropriate arrangements for the helicopter travel can be made.</p>	Chapter 5, section 2	The <i>Rules</i> Section 38.1
Attendance at Conference or Training Course	<p>Members (and/or CAs) require the prior approval of the Speaker to claim costs associated with attending a conference/ training course charged to the constituency allowance allocation.</p> <p>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 claim for reimbursement.</p>	Chapter 6, section 1	The <i>Rules</i> Section 46
Replacement Constituency Assistant	Approval of the Speaker is required prior to engaging the services of a replacement constituency assistant.	Chapter 4 – section 3	<i>Rules</i> Section 26

Approval Required	Information for Members	Applicable Section of Guide	Applicable Legislation
	<p>Members must complete the <i>Request for Replacement Constituency Assistant</i> form and submit to CMS for processing prior to engaging the services of a replacement CA. CMS will make arrangements to obtain the approval of the Speaker for the replacement.</p>		
Travel Under Special Circumstances	<p>Members require the approval of the Speaker (or Clerk) to incur accommodations and meal 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></p> <p>Members must contact the Speaker/Clerk in writing explaining the reason for incurring the additional expenses, the associated cost, and the date(s). The approval must be attached with the claim for reimbursement. The Speaker will report approvals at the next meeting of the Management Commission.</p>	Chapter 5, section 1	<i>Rules</i> Section 43
Constituency Office in Adjacent District	<p>The Speaker's approval is required for Members wishing to locate the constituency office in a district adjacent to the one they represent.</p> <p>Members must contact the Speaker in writing outlining the reasons for locating the office in the adjacent district. A copy of the approval must be provided to CMS.</p>	Chapter 4, Section 1	The <i>Rules</i> Section 20

Related Legislation

House of Assembly Accountability, Integrity and Administration Act

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)

House of Assembly Act

Declaration of Direct Associates and Conflict of Interest	Part II (Sections 20 to 53)
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Members' Resources and Allowances Rules

Responsibility – Expense Claims	Section 6 & Section 8
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Chapter 2 – Compensation & Benefits

The salary paid to Members and to those holding other parliamentary office holder positions is established by the House of Assembly Accountability, Integrity and Administration Act. In addition to being paid salaries for carrying out their roles and responsibilities, Members are also entitled to other benefits including pension, group insurance and severance.

In each General Assembly, a Members' Compensation Review Committee will be appointed to review and make recommendations on the salaries, allowances, severance payments and pensions paid to Members.

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 the payroll system.

Effective April 1, 2017, Member salaries shall be adjusted within 30 days of the implementation of salary adjustments under the last negotiated collective agreement contract of the following public sector entities:

- a) general service;
- b) health professionals;
- c) registered nurses; and
- d) Royal Newfoundland Constabulary,

in an amount that is the average negotiated percentage of those entities.

This adjustment mechanism was established in response to a recommendation of the 2016 Members' Compensation Review Committee. Any changes to this adjustment mechanism can only be done in response to a recommendation of a future Members' Compensation Review Committee followed by an amendment to the *House of Assembly Accountability, Integrity and Administration Act*.

Additional Salaries – Parliamentary Office Holder Positions

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

Speaker	\$ 48,665
Deputy Speaker and Chair of Committees	12,166
Leader of the Official Opposition	48,665
Opposition House Leader	24,330
Leader of the Third Party	24,330
Third Party House Leader	12,166
Chair, Public Accounts Committee	12,166
Vice Chair, Public Accounts Committee	9,300

These salaries are established under the House of Assembly Accountability, Integrity and Administration Act. Additional salaries for positions within the Executive branch of government (e.g. Premier, 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 Human Resources Services and Payroll Administration, Corporate and Members' Services (CMS). 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 Work

The Chair and Members 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 for reasonable expenses for attendance at such meetings when the House is not in session.

Reasonable expenses include transportation, accommodations and meals reimbursed at the rates provided for under the Travel and Living Allowance category (see Chapter 5).

Pensions

The Pension Plan currently in effect for Members is established under the *Members of the House of Assembly Retiring Allowances Act*. It is a defined benefit pension plan that is calculated based on a percentage of a Member's years of pensionable service and pensionable earnings. The pension provisions applicable to a Member depend on the date the Member was first elected.

The MHA Pension Plan is administered by the Pensions and Debt Management Division, Department of Finance. For further details on the pension provisions applicable to you and information respecting your specific entitlements, please contact:

Pension and Debt Management Division, Department of Finance
Tel: 729-3931

Group Insurance

All elected Members of the House of Assembly have the option of enrolling 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 Human Resources Services and Payroll Administration (CMS), to discuss the possible impacts of continuing or discontinuing that coverage.

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

The various benefits provided to Members under the group insurance plan can be found on the Human Resource Secretariat website ([click here](#)).

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 Human Resources Services and Payroll Administration (CMS).

Continuation of Benefits

A Member who retires may elect to continue group insurance coverage by providing a *Continuation of Coverage* form to Human Resources Services and Payroll Administration (CMS) prior to retirement. This is necessary in order to arrange for payment of premiums during retirement. See further section of this chapter for more information on requirements of retiring/outgoing Members.

Submitting a Claim

Information on submitting a claim under the group insurance plan can be found on the Human Resource Secretariat website ([click here](#)).

Severance

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.

Retiring/Outgoing Members

All retiring/outgoing Members must make notification with appropriate offices/divisions as soon as possible to ensure that proper documentation is obtained and completed for applicable benefits such as pension, severance, group insurance, etc.

Contacts vary for certain Members as follows:

Private Members & Members with Parliamentary Office Holder Position (e.g. Speaker/Deputy Speaker, etc.):

- Contact Human Resources Services and Payroll Administration (CMS) for all benefits. Members will be advised of specific information requirements.

Members with Executive Branch Position (e.g. Premier/Minister/Parliamentary Secretary):

- Contact Human Resources Services and Payroll Administration (CMS) for severance benefits. Members will be advised of specific information requirements.
- Contact the respective departmental human resources representative for all other benefits.

Contact Information

Position	Contact
Manager, Human Resources Services and Payroll Administration	729-7214
Human Resources Services Coordinator	729-1478
Payroll Administrator	729-7210
Assistant Payroll Administrator	729-1479

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 & Supports

The House of Assembly Management Commission was established by the House of Assembly Accountability, Integrity and Administration Act. It is the body which establishes, implements and controls financial and administrative policies applicable to the House of Assembly, the House of Assembly Service and all Statutory Offices. The decision-making authority of the Commission is exercised through specific actions which include making rules, issuing directives and making decisions.

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

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 six 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, non-voting member
- 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 and are posted on the House of Assembly website.

Meetings

All meetings of the Commission are televised, except when there are budget, legal or personnel matters which are discussed *in camera*. The televised meetings are broadcast on cable via the House of Assembly channel and on the House of Assembly website.

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.

The Speaker

The Speaker is the impartial presiding officer of the House and is elected by secret ballot by his/her peers. He/she has three main roles: parliamentary, administrative, and Chair of the House of Assembly Management Commission.

The Speaker is the key Presiding Officer in the House of Assembly, ensuring that the rules of parliamentary procedure (the Standing Orders) are followed and that all Members have opportunity to participate in debate. He/she is also the head of the House of Assembly Service, somewhat similar to a Minister being the head of a government department. As Chair of the House of Assembly Management Commission, the Speaker is responsible for calling meetings of the Commission; confirming an agenda for those meetings in consultation with the Clerk and other staff; and chairing the discussion at the meetings.

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

Office of the Clerk

The Office of the Clerk supports the activities of the Clerk of the House of Assembly in all parliamentary and administrative matters. The Table Officers, which include the Clerk, Clerk Assistant and Law Clerk, provide procedural advice during sittings of the House, keep minutes of the proceedings and record the votes.

The Clerk's Office 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's Office provides all policy and communications support to the Speaker, the House of Assembly Management Commission and the House of Assembly Service. Communications support includes strategic internal and external communications planning and media relations. Policy support includes policy development, strategic

planning, preparing information for the Management Commission, and coordinating action of all decisions of the Commission.

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 a member of and Secretary to the House of Assembly Management Commission.

Clerk Assistant

The Clerk Assistant is appointed in the same manner as the Clerk and works with the Clerk and Committees of the House in advising the Speaker and Members on parliamentary procedure. The Clerk Assistant also serves as secretary to the Audit Committee, a Committee of the House of Assembly Management Commission, and clerks the Standing and Special Committees.

Law Clerk

The Law Clerk provides legal advice on parliamentary matters to the Speaker, the Clerk, Members, and the House of Assembly Management Commission. He/she also provides drafting services on amendments in committee where required and for Private Members' Bills.

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 Offices, Members of the House of Assembly and their staff, and to the Statutory Offices (excluding the Office of the Auditor General). 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 is responsible for processing all Members' expense claims, as well as all other payables for the Legislature (with the exception of the Office of the Auditor General).

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 preserving and making public the operations, proceedings and history of the House of Assembly, its Committees and the Management Commission. It is also responsible for developing and implementing the information management framework to ensure appropriate record-keeping.

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 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 considered a near-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 the audio of the proceedings of Committees of the House.

Broadcasts are televised and web streamed live, while the webcasts are also archived for on-demand viewing. Audio recordings of Committee meetings are available on the House of Assembly website. Copies of audio/video recordings are available upon request by contacting Broadcast Services 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.

Records Management

Records Management 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. It is responsible for overseeing and maintaining the administrative and operational records of the House of Assembly; facilitating the application of the *Access to Information and Protection of Privacy Act, 2015* (ATIPPA, 2015) for the House of Assembly in response to requests for information; and providing training respecting protection of privacy.

Code of Conduct – Employees of the House of Assembly Service

A Code of Conduct for Officers and employees of the House of Assembly Service was developed in accordance with subsection 35(3) of the *House of Assembly Accountability, Integrity and Administration Act*. It was adopted by the House of Assembly Management

Commission at its meeting on August 29, 2007. Annually, each employee must sign the code of conduct as a means of declaring ongoing commitment to it.

The Code of Conduct states the following:

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 an a politically impartial manner.*

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 because they are independent of the Executive Branch of Government and are not directed by Cabinet, Ministers or the Speaker. In many cases, these offices perform an oversight role by reviewing decisions and actions of government.

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.

For more information, visit the Office of the Auditor General website ([click here](#)).

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 ([click here](#)).

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 ([click here](#)).

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, 2015* (ATIPPA, 2015). 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, 2015 and its regulations.

For more information, visit the Office of the Information and Privacy Commissioner website ([click here](#)).

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 40 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 ([click here](#)).

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, 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 completing their Disclosure Statements as required under Section 36 of the *House of Assembly Act*.

For more information, visit the Commissioner for Legislative Standards website ([click here](#)).

House of Assembly Website

The House of Assembly website (www.assembly.nl.ca) includes a variety of information and publications regarding the Legislature and its offices, and the House of Assembly Management Commission.

The following outlines some of the information on the website which may be of interest and helpful to Members.

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.

Members

This section contains 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.

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.

Management Commission

This section includes information and publications about the House of Assembly Management Commission including meeting materials, minutes, policies/guidelines, directives and rule amendments approved by the Commission. The annual reports of the Management Commission are also posted to this section.

House of Assembly Intranet

The House of Assembly intranet (<http://intranet.assembly.nl.ca>) is an internal reference and information source which includes policies/guidelines, forms, an overview of services offered to Members, and contact information. It can only be accessed from a government IT asset that has been given the proper authorization. Members and constituency assistants will be set-up with access to the House of Assembly intranet and will be notified via email with access instructions once set-up is complete.

Facilities

The House of Assembly of Newfoundland and Labrador is located within the Confederation Building Complex, which also houses the Executive Branch of government.

Parliamentary Precinct

Within the East Block of the Confederation Building Complex, the Speaker has jurisdiction over what is referred to as the Parliamentary Precinct. This includes the House of Assembly Chamber, galleries and foyer (also referred to as the scrum area), in addition to the following areas:

- North Wing– 2nd and 3rd floors
- Legislative Library– 3rd floor
- East & West Wings – 5th floor
- Storage & office space – ground floor
- Member parking spaces

Meeting Space

The Clerk's Boardroom is 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 Clerk's Office in advance to book the room.

Government Members' and Official Opposition caucuses are provided with meeting space on the main floor, behind the House of Assembly Chamber.

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.

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. General Operations and Purchasing (Corporate & Members' Services) will make appropriate arrangements with the Department of Transportation and Works for Members and staff to obtain identification cards.

Emergency Procedures

Emergency evacuation procedures are established for the Confederation Building Complex and are posted in various areas throughout building (including the Parliamentary Precinct). All Members should familiarize themselves with the appropriate evacuation route(s) and nearest emergency exit in the areas they are occupying. Muster stations are established outside both the East and West Blocks and are marked with a blue sign.

The fire wardens assigned in each of the caucus offices can provide Members with additional information on evacuation procedures and muster stations.

Visitors to Confederation Building/Parliamentary Precinct

All visitors to the Confederation Building Complex, including the Parliamentary Precinct, are required to sign-in with security at the main lobby security desk and obtain the appropriate visitor pass. 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 and back to the main floor security desk by the Member or staff member who signed them in, and passes must be returned upon exit.

Visitors Viewing House Proceedings

Visitors who intend to view proceedings of the House from the public gallery are also required to sign-in at the main lobby security desk and obtain the appropriate visitor pass. Individuals will be directed to the entrance of the gallery on the 3rd floor where additional security screening will take place prior to admittance. Visitors must comply with certain customs (posted at the entrance) to ensure that proceedings take place without disturbances.

Visitors planning to go to another area of the Confederation Building Complex (including another area in the Parliamentary Precinct) after leaving the public gallery must return to the security desk on the main floor to obtain the appropriate visitor pass.

Visitors to Speaker's Gallery

Admittance to the Speaker's Gallery on the floor of the House of Assembly Chamber is at the discretion of the Speaker and an appropriate pass must be obtained from the Speaker's Office. Visitors are required to sign-in with security in the main lobby prior to being escorted to the appropriate 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. 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 & Operational Resources

Each Member of the House of Assembly is entitled to an office allowance and operational resources for the purpose of setting up/operating the constituency office, and conducting constituency work. These allowances provide the Member with the resources, staff and supplies required to ensure the office is able to serve the needs of the constituents.

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Office Accommodations

Members are entitled to office accommodations acquired through the Public Tender process at actual cost. The following section outlines important information related to the location of the constituency office, acquiring appropriate accommodations, and eligible expenses.

Location of Office Accommodations

Various options are available to Members for the location of office space. Members should contact General Operations and Purchasing, Corporate and Members' Services (CMS) for any questions and assistance regarding location options.

Office Space in Confederation Building Complex

All Members, except Ministers and parliamentary secretaries/assistants, will be provided with space in the Confederation Building Complex in a location to be determined by the Speaker. Space for private Members is typically provided in proximity to their respective caucus office. The work area 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 a Minister or parliamentary secretary/assistant are typically provided with office space in the ministerial/departmental suite.

Office Space in Member's District/Adjacent District

All Members, including Ministers and parliamentary secretaries/assistants, may choose to have a constituency office located in his/her district. This office will be in addition to the space provided in the caucus office at the Confederation Building and/or the ministerial/departmental suite.

Space **will not** be provided at the Confederation Building for **constituency assistants** of Members with **offices located in the district**. In this circumstance, the constituency assistant will be required to work from the district office. Members with offices in the district are eligible to avail of secretarial assistance shared with other Members when the House of Assembly is in session.

It is the Member's choice as to which area of the district 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.

Office space may be located in one of the following:

1. A government-owned/leased 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).

A Member may also rent short-term meeting facilities as needed throughout the year under the constituency allowance allocation (see Chapter 6).

Acquiring and Organizing Office Accommodations

Once a decision is made on the location of the constituency office, General Operations and Purchasing (CMS) must be notified as soon as possible.

For offices to be located in the district, the following process is followed:

- General Operations and Purchasing (CMS) will contact the Department of Transportation and Works to inquire about suitable government-owned/leased office space in the Member's location of choice. If space suitable in size, quality and location is available in a government-owned/leased building, the Member **must occupy** that space.
- If accommodation in a government-owned/leased building is not available in the area of choice, space will be acquired through the tender process established under the *Public Tender Act*. General Operations and Purchasing (CMS) will facilitate this process and notify the Member once suitable space is found and the lease agreement established.
- General Operations and Purchasing (CMS) also makes all necessary arrangements for the purchase and delivery of furniture and equipment; and the hook-up of all services (e.g. IT equipment, telephone/internet/cable, etc.) as outlined in the Standard Office Allocation package (see further section of this chapter for more information).

For offices to be located in Confederation Building, the respective caucus support staff will make the necessary arrangements for office set-up with General Operations and Purchasing.

For offices to be located in a ministerial/departmental suite, Members should contact appropriate officials in the respective department to arrange 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; **and**
- terminated without having to give more than a two-month notice or payment of rent.

A Member who intends to change the office location must notify General Operations and Purchasing (CMS) as soon as possible.

Office Accommodations when By-Elections Occur

If a constituency office is established in a district where a by-election occurs and the new Member also wishes to have the office located in the constituency, he/she must occupy the space of the former Member until a provincial general election occurs unless:

- 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

¹The *Standard Signage Policy* (see *Policies & Guidelines* section on HOA Intranet homepage) includes guidelines and specifications of signage for both leased and government-owned locations.

Contact Information

Position	Contact
Manager, General Operations & Purchasing	729-5893
Members' Services Officer	729-1340
Purchasing Officer	729-7211

Related Legislation

Members' Resources and Allowances Rules:

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
Rental of Short-term Accommodations	Section 46

Resources

Members are provided with various resources to assist with the effective operation of the constituency office. For further information and assistance with acquiring goods and services, Members should contact General Operations and Purchasing (CMS).

Office Furniture, Equipment and Services

A Standard Office Allocation package is available to Members who have an office located within the district. A newly elected Member must use the furniture and equipment provided to the outgoing Member of that district. Arrangements for purchasing all furniture, equipment and services will be done by the House of Assembly on behalf of Members. The expenditures will be reported on the Member Accountability and Disclosure Reports (see Chapter 8).

Members should refer to the Standard Office Allocation Package (see *Policies & Guidelines* section on HOA Intranet homepage) for further information on the office furniture, equipment and services included.

Inventory Management

The *Inventory Management Policy* (see *Policies & Guidelines* section on HOA Intranet homepage) provides guidance on the accounting and control of moveable assets. All equipment purchased for or by a Member remains the property of the House of Assembly. Each Member is responsible for ensuring that items assigned to his/her custody are maintained and safeguarded. At least once a year, Members are responsible for verifying a listing of inventory items provided by the House of Assembly to ensure accuracy. A physical inventory will be conducted at least once in a four year period.

Office Operations, Supplies and Communications – Allowance Total

Each Member is entitled to an office operations, supplies and communications allowance of **\$12,000 (\$10,619 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. Members should refer to Chapter 7 prior to acquiring or purchasing any goods or services.

Operations and Office Supplies

- Office Supplies: Includes pens, pencils, staples, paper clips, paper, tape, envelopes, toner and printer cartridges, etc. It 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 House of Assembly.
- 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 (see next section for further information).
- Database Maintenance: This will normally be performed by the Office of the Chief Information Officer (OCIO). Members should contact General Operations and Purchasing for more information (see contact information at the end of this section).
- Other items as identified and directed by the Commission.

Communications

- Printing: Includes costs related to printing of documents. For more information, Members should reference the *Printing Policy for Members of the House of Assembly* (see *Policies & Guidelines* section on HOA Intranet homepage).
- Advertising and Publications: Includes costs related to advertising via third-party mediums (newspapers, event booklets, magazines, etc.), as well as Member-created publications (newsletters, householders, etc.). For further information, Members should refer to the *Advertising & Publications Policy for Members of the House of Assembly* (see *Policies & Guidelines* section on HOA Intranet homepage).
- Cards: Includes related costs for greeting cards for the occasions of **anniversary, birthday and sympathy only**. **Costs** related to **seasonal greeting cards** (e.g. Christmas) are **not permitted**. Members should contact General Operations and Purchasing (CMS) for further information and assistance.
- Postage: Includes the cost of postage related to the mailing of householders, special occasion cards (see above), and letters/documents to constituents. Members should contact General Operations and Purchasing (CMS) to obtain the appropriate code for sending mail from the Confederation Building Complex.
- 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.

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 a constituency office. Allowable expenses 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.

Other Office Resources

The resources listed below are provided to Members by the House of Assembly and are not charged to individual Member allowances. These include:

- promotional items (lapel pins of official provincial symbols; and the provincial flag)
 - Once the HOA has determined the amount of promotional items it has budgeted in a given fiscal year, these items will be made available to Members based on the population of their respective district, on a pro rata basis (**Directive 2017-001 refers**).
- certificates (template, paper, folders and seals)
- stationery (business cards, letterhead and compliments cards)

For more information and to obtain these resources, Members should contact General Operations and Purchasing (CMS).

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. General Operations and Purchasing (CMS) will arrange the installation of information technology services for constituency offices located within the parliamentary precinct or within a district. Members with constituency offices in a ministerial/departmental suite should contact their respective department to arrange installation of IT services.

Members will be subject to OCIO policies and guidelines respecting appropriate use of government network and IT assets (refer to the OCIO website for further

information). IT support can be obtained by contacting the OCIO Helpdesk at 729-4357 or servicedesk@gov.nl.ca.

Contact Information

Position	Contact
Manager, General Operations & Purchasing	729-5893
Members' Services Officer	729-1340
Purchasing Officer	729-7211

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
Start-up Allowance	Section 19

Staff

Each Member of the House of Assembly is entitled to engage the services one constituency assistant (contractual) 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 may include office management skills, financial management skills, computer skills, knowledge of the district, communication skills, and interpersonal skills. In selecting a constituency assistant, it is the Member's responsibility to ensure that necessary qualifications and skill levels are met.

Once a constituency assistant has been selected, a *Political Support Staff Agreement* must be completed. The agreement outlines the remuneration, duties, benefits (e.g. pension, severance and group insurance), and other terms of employment. Members must contact Human Resources Services and Payroll Administration (CMS) for assistance with this process.

Pay Scale

Constituency assistants are paid in accordance with the pay scales established for Political Support Staff (PS). They 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. Contact Human Resources Services and Payroll Administration (CMS) for further information on the constituency assistant pay scale.

Professional Development

Provisions for professional development for constituency assistants are included under the Office Operations, Supplies and Communications allocation. Prior to engaging in any professional development, Members should refer to the *Staff Professional Development Policy for Constituency Assistants* (see *Policies & Guidelines* section on HOA Intranet homepage). Funding for attendance at conferences and training is also available for constituency assistants under the constituency allowance allocation (see Chapter 6).

Reimbursement of Expenses

Constituency assistants are entitled to claim reimbursement of travel and living expenses related to carrying out duties and responsibilities of their work under the Intra/Extra Constituency allocation (see Chapter 5).

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

The House of Assembly covers the cost of replacement constituency assistants for all Members (including Members serving as Ministers/Parliamentary Secretaries) with the approval of the Speaker. Replacements are provided for the purpose of:

- vacation relief
- illness
- family responsibility
- other reason(s) 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 homepage under *Forms*.

To ensure consistency and appropriateness in hiring replacement workers, Members should consult the *Guidelines for the Hiring of Replacement Constituency Assistants* (see *Policies & Guidelines* section on HOA Intranet homepage). Contact Human Resources Services and Payroll Administration (CMS) for further information and assistance.

Members should contact General Operations and Purchasing (CMS) prior to engaging a replacement constituency assistant to have him/her set-up with appropriate network and email access to meet OCIO's acceptable use policies and guidelines

Shared Secretarial Assistance

Any private Member (does not include the Premier, Speaker, Ministers, Parliamentary Secretaries, 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. Members should consult the *Guidelines for Providing Shared Secretarial Assistance* (see *Policies & Guidelines* section on HOA Intranet homepage) for clarification on the eligibility, allocations, allowable times and remuneration for such assistance.

Contact Information

Position	Contact
Manager, Human Resources Services and Payroll Administration	729-7214
Human Resources Services Coordinator	729-1478
Payroll Administrator	729-7210
Assistant Payroll Administrator	729-1479

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 & Living Allowance

The travel and living allowances for Members and the rules governing the application of these allowances are outlined in the Members’ Resources and Allowances Rules (the Rules).

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 attendance at 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 location of the Member’s district 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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General

The definitions outlined below are applicable to all travel and living provisions. Other definitions are included in the appropriate section.

Commuting distance means 60 kilometres or less. **Note:** No expenses for mileage are permitted within the 60 km zone, unless the travel is for intra/extra constituency purposes. See “Types of Travel” for more information.

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
- Ferryland (north of Witless Bay Line)
- Mount Pearl-Southlands
- Mount Pearl North
- Mount Scio
- St. John’s Centre
- St. John’s East – Quidi Vidi
- St. John’s West
- Topsail – Paradise
- Virginia Waters – Pleasantville
- Waterford Valley
- Windsor Lake

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.

The application of the travel and living provisions for Members vary based on the four categories outlined in the Rules (see definition of each category below). A table outlining the application of travel and living rules for each category is contained in Appendix C. This chapter must be reviewed prior to the summary tables as it provides important information.

Categories of Members

Members’ travel and living expenses are eligible for reimbursement including attendance at sittings of the House of Assembly. The Rules which apply to travel and living vary depending on two factors:

1. location of the Member's district
2. location of the Member's permanent residence

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 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 identifying 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 is provided for under the Committee Allowance (see Chapter 2).

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). Reimbursement for mileage expenses **are not permitted** within the **60 km (commuting distance) zone**. For example, when travelling into the Capital Region from a district outside, mileage expenses can only be reimbursed up to 60 km outside the Capital.

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 returns to his/her constituency or permanent residence, the trip back 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 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.

When the House is in Session, a Member whose permanent residence is outside the commuting distance of 60 kilometres or less, but still within reasonable driving distance of the Capital region, is permitted to claim **EITHER**:

- 1) the daily transportation cost of commuting from his/her permanent residence to the Capital region; **OR**
- 2) claim the cost of one return trip per week to the Capital region along with meals and accommodations.

Note: Mileage expenses are not permitted within the 60 km (commuting distance) zone.

The Districts eligible to avail of this option are:

- Carbonear-Trinity-Bay de Verde
- Ferryland (south of Witless Bay Line)
- Harbour Grace-Port de Grave
- Harbour Main
- Placentia-St. Mary's
- Placentia West-Bellevue

Note: A Member who also serves as a Minister should consult Section 8.2 of the *Ministerial Expense Reimbursement Policies* ([click here](#)) prior to seeking reimbursement of any expenses (Member or Minister-related) when the House of Assembly is in Session.

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

Similar to the restriction for House is Session travel, mileage expenses are **not permitted** within the **60 km (commuting distance)** zone.

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.

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

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 allocation 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 and Chapter 6.

Note: the restriction for mileage expenses within the **60 km (commuting distance) zone does not apply** to intra/extra constituency travel.

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

District	Allocation	District	Allocation
Baie Verte-Green Bay	\$12,600	Labrador West	6,600
Bonavista	11,200	Lake Melville	8,000
Burgeo-La Poile	11,300	Lewisporte-Twillingate	9,200
Burin-Grand Bank	12,700	Mount Pearl-North	6,000
Cape St. Francis	7,200	Mount Pearl-Southlands	6,000
Carbonear-Trinity-Bay de Verde	8,600	Mount Scio	6,000
Cartwright-L'Anse au Clair	25,600	Placentia-St. Mary's	11,500
Conception Bay East-Bell Island	7,700	Placentia West-Bellevue	13,800
Conception Bay South	6,100	St. Barbe-L'Anse aux Meadows	12,200
Corner Brook	6,000	St. George's-Humber	8,400
Exploits	10,800	St. John's Centre	6,000
Ferryland	10,100	St. John's East-Quidi Vidi	6,000
Fogo Island-Cape Freels	12,700	St. John's West	6,000
Fortune Bay-Cape La Hune	16,300	Stephenville-Port au Port	6,800
Gander	7,700	Terra Nova	12,700
Grand Falls-Windsor-Buchans	9,100	Topsail-Paradise	6,000
Harbour Grace-Port de Grave	7,700	Torngat Mountains	20,700
Harbour Main	7,600	Virginia Waters-Pleasantville	6,000
Humber-Bay of Islands	12,500	Waterford Valley	6,000
Humber-Gros Morne	12,600	Windsor Lake	6,000

Note: All amounts include the HST portion.

Monthly Automobile Allowance – Capital Region & Corner Brook Districts

Members in the **Capital Region and in the Corner Brook District only**, have the option at the beginning of each fiscal year to choose between:

- a) claiming mileage; or
- b) A monthly automobile allowance of \$200 (a taxable benefit).

Once an option is chosen, the Member must remain with that option for the entire fiscal year. The **deadline** to select this option is **March 1**.

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.

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

Travel at Request of the House of Assembly

Expenses incurred by a Member for travel at the request of the Clerk of the House of Assembly for purposes other than usual MHA duties (e.g. orientation, training, etc.) will be paid by the House of Assembly and will not count as one of the 20 House not in Session trips.

Members will be notified of the number of nights and daily amounts at the time of the request.

Travel for the Purpose of Vacating Office

When a Member retires, resigns or is defeated following an election, s(he) will be permitted one day to vacate his/her office in the Confederation Building Complex. In addition to the day it takes to vacate the office, the Member will be permitted travel,

accommodations and meal expenses for the day before, and the day after vacating the office.

Conference Travel

The *Conference Travel Policy for Members of the House of Assembly* (see *Policies & Guidelines* section on HOA Intranet homepage) provides travel guidelines for Members when travelling to Commonwealth Parliamentary Association, Public Accounts Committee, or other similar conferences. All conference travel under the policy must be approved by the Clerk and the Speaker, and Members must complete an *Official Journey Authorization* form prior to making any travel arrangements.

Travel under this policy is charged to the House Operations activity and not to a Member's individual travel and living allowance.

Contact Information

Position	Contact
Manager, Accounts Payable	729-0769
Accounts Payable Clerk	729-5181
Accounts Payable Clerk	729-0202

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
Daily Commuting to Capital Region from District Outside Capital Region – House in Session	Section 33.1
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
Monthly Automobile Allowance – Capital Region and Corner Brook Districts	Section 38 (2.1)
Reimbursement for Travel and Living Expenses – Special Circumstances	Section 43
Travel at Request of the House of Assembly	Section 37.3
Travel for the Purpose of Vacating Office	Section 37.4

Transportation (Rules for all Members)

This section provides information on the transportation provisions of the *Members' Resources and Allowances Rules*. Some rules respecting travel and living allowances are specific to certain Members depending on the categorization of the Member. Summary tables for each MHA category are included in Appendix C.

Modes of Transportation

This section provides details on the modes of travel Members may use. Where it makes reference to supporting documentation/receipts, please refer to 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 uses the kilometre rate established by the Executive branch of Government. The Expense Claims Management System (ECMS) used to enter and submit expense claims will automatically calculate appropriate reimbursement for private vehicle usage (further information on ECMS can be found in Chapter 7). The most current kilometre rate can be found on the Human Resource Secretariat website ([click here](#)).

Any Member who serves as a Minister should consult Section 2.0 of the *Ministerial Expense Reimbursement Policies* ([click here](#)) prior to seeking reimbursement for any private vehicle usage (whether Member or Minister-related).

Vehicle Travel Log

A Member using his/her private vehicle for carrying out duties as a Member must maintain a vehicle travel log, including 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 ([click here](#)) maintained by the Newfoundland and Labrador Statistics Agency **must** be used by Members when completing the vehicle travel log.

Travel on Unpaved Roads

In recognition of the additional wear and tear on a vehicle when traveling on unpaved roads, the Member for Cartwright-L'Anse au Clair is entitled to claim **\$1,000 per fiscal year** if travel on unpaved roads for constituency business exceeds 5000 kilometres for that year.

The Member must file an *Affidavit for Travel on Unpaved Roads* annually with the Speaker verifying the travel. A copy of the affidavit can be found on the House of Assembly Intranet homepage under *Forms*. Travel on unpaved roads must also be documented in the Member's vehicle travel log.

Other districts may be entitled to the above provision 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, he/she may claim only the cost up to the full fare economy ticket. The Member must include documentation from either a travel agency or the airline's website showing the cost of a full fare economy ticket for the dates necessary for the purpose of the trip. Insurance offered by rental companies and/or extra services (e.g. roadside assistance) **will not** be reimbursed as per government policy. Members are advised to contact General Operations and Purchasing (CMS) prior to making arrangements for rental vehicles.

If a vehicle rental is required for more than **15 consecutive days**, a Member must receive **prior approval** of the Clerk. All approvals will be reported at the next meeting of the Management Commission.

If using a rental vehicle for travel within the district, a Member must utilize the Intra/Extra constituency allocation for this expense. If there is a parking fee in relation to the primary vehicle while using a rental vehicle in the district, the parking fee is not an eligible expense (**Directive 2017-002 refers**).

Travel by Commercial Scheduled Fixed-Wing Aircraft

When travelling by commercial scheduled fixed-wing, a Member is not entitled to claim any cost that is greater than the full fare economy ticket. The Member must attach original supporting documentation from a travel agency or the airline's website

outlining the details of the cost and proof of payment when claiming expenses for travel by air.

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. The Member must attach documentation from a travel agency or the airline's website showing the cost of a full fare economy airline ticket for the dates necessary for the purpose of the trip.

Ferry Transportation

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

Taxi

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

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

When a Member is traveling within his/her constituency 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 (see next section)

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

Helicopter Travel

Four districts are provided with an annual allocation for helicopter travel (within the constituency) due to challenges associated with travelling to remote areas. This funding is in addition to the amount allocated for intra/extra-constituency travel. The helicopter travel allocation may only be used with the **prior approval** of the Speaker; and when **less expensive travel** is not available. The districts provided with helicopter travel allocations are:

- Burgeo-LaPoile \$21,000
- Cartwright-L'Anse au Clair \$21,000
- Fortune Bay-Cape La Hune \$24,600
- Torngat Mountains \$10,500

Contact General Operations and Purchasing (CMS) to make arrangements for helicopter 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 allocation. 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 may write the Management Commission with that proposal. The Commission may approve the travel with terms and conditions considered to be appropriate, without further need for the Member to seek approval.

Contact Information

Position	Contact
Manager, Accounts Payable	729-0769
Manager, General Operations & Purchasing	729-5893
Accounts Payable Clerk	729-5181
Accounts Payable Clerk	729-0202
Members' Services Officer	729-1340
Purchasing Officer	729-7211

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)
Helicopter Travel	Section 38.1
Other Modes of Transportation	Section 40 (2), 40 (3)

Accommodations (Rules for all Members)

This section provides information on the accommodations provisions of the *Members' Resources and Allowances Rules*. Some rules respecting travel and living allowances are specific to certain Members depending on the categorization of the Member. Summary tables for each category are included in Appendix C.

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 or the Member's spouse, 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 affidavits respecting the location of the permanent and/or secondary residence if the Member wishes to claim reimbursement of allowable expenses.

Permanent Residence

All Members must file an *Affidavit of Permanent Residence* with the Speaker prior to submitting any claims for reimbursement. The affidavit must be re-filed if the location changes. It can be found on the House of Assembly Intranet homepage under *Forms*.

Secondary Residence

Members who wish to claim expenses for a secondary residence must file an *Affidavit of Secondary Residence* with the Speaker prior to submitting any claims for reimbursement. The affidavit must be re-filed if the location changes. It can be found on the House of Assembly Intranet homepage under *Forms*.

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 the summary tables in Appendix C.

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-Green Bay
- Burgeo-LaPoile
- Burin-Grand Bank
- Cartwright-L'Anse au Clair
- Corner Brook
- Exploits
- Fogo Island-Cape Freels
- Fortune Bay-Cape La Hune
- Grand Falls-Windsor-Buchans
- Humber-Bay of Islands
- Humber-Gros Morne
- Labrador West
- Lake Melville
- Lewisporte-Twillingate
- St. Barbe-L'Anse aux Meadows
- St. George's-Humber
- Stephenville-Port au Port
- 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 additional nights must have the approval of the Speaker prior to incurring the expense (see section 1 of this chapter for further details).

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.

Lump Sum for Accommodations – Capital Region Only

Instead of claiming a nightly rate for private or temporary accommodations in the Capital Region, a Member may opt to receive a lump sum for accommodations for the entire fiscal year (House in Session & House not in Session). If selected, no other accommodation expenses in the Capital Region can be claimed for the entire fiscal year.

The lump sum will be a taxable benefit to the Member and must be selected no later than 30 days before the commencement of the fiscal year (April 1). If the Member leaves office prior to the end of the fiscal year, the lump sum must be repaid on a pro-rated basis.

This option is not available to those who maintain a secondary residence (declared by affidavit) in the Capital Region.

The lump sum is calculated as follows:

- a) Number of days the House will be in Session for that fiscal year (according to the Parliamentary Calendar)

Multiplied by

- b) Average daily rate for all temporary accommodations booked in the Capital Region for the previous calendar year.

Contact Information

Position	Contact
Manager, Accounts Payable	729-0769
Accounts Payable Clerk	729-5181
Accounts Payable Clerk	729-0202

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)
Lump Sum for Accommodations – Capital Region Only	Section 40.1

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 categorization of the Member. Summary tables for each category are included Appendix C.

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.

If only a portion of the 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

Where a Member and/or constituency assistant attends a meeting/event with constituents or other members of the public in relation to constituency business and purchases food (breakfast, lunch or dinner) for that meeting/event, a meal allowance cannot be claimed for that particular meal. This applies to meals/food claimed under the constituency allowance (see Chapter 6 for additional information).

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.

Contact Information

Position	Contact
Manager, Accounts Payable	729-0769
Accounts Payable Clerk	729-5181
Accounts Payable Clerk	729-0202

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)

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 on the eligible and ineligible expenses under this allowance, as well instructions on making personal donations while serving as a Member of the House of Assembly.

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Constituency Allowance

This allowance provides for other types of expenses not provided for under the other allowances, 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:

- Purchase of food, non-alcoholic beverages and other supplies for meetings with constituents or other members of the public in relation to constituency business, and food and non-alcoholic beverages for other constituency-related events provided that the Member or his/her Constituency Assistant is in attendance at those events. If a meal purchase is made under this allowance and the Member attends the event/meeting, a meal per diem for that particular meal cannot be claimed under the travel and living allowance.
- 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).
- Travel, accommodations, meals and registration fees for conferences and training courses for the Member or constituency assistant if approved by the Speaker. Members must make contact with the Speaker in writing (email or mail) outlining details of the training or conference. Supporting documentation outlining the Speaker's approval must be submitted with the claim for reimbursement.
- 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.
- Short-term accommodation expenses in one or more locations for the purpose of meeting with constituents on constituency issues.
- Other categories of items as directed by the Commission

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
- meal expenses in restaurants, pubs and delicatessens and similar establishments for meetings with constituents, their family members and other guests*
- 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 dependents
- financial assistance for constituents
- other items directed by the Commission

*Should Members incur meal expenditures in a restaurant for the purpose of an event, the following must be provided with the supporting documentation for the expenditure (**Directive 2017-004** refers):

- the name of the event;
- the purpose of the event; and
- the number of attendees at the event.

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 or 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 General Operations and Purchasing (CMS), under operational resources (see Chapter 4 for further information).

Contact Information

Position	Contact
Manager, Accounts Payable	729-0769
Manager, General Operations & Purchasing	729-5893
Accounts Payable Clerk	729-5181
Accounts Payable Clerk	729-0202
Members' Services Officer	729-1340
Purchasing Officer	729-7211

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 – Expense Claims & 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; as well as 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 reimbursement of expenses and 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.

Members and constituency assistants are strongly encouraged to arrange for the direct purchase of goods and services on their behalf by the House of Assembly.

Member Responsibility & 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 allocation.

General

Members may claim reimbursement of expenses or purchase goods and services under one of the four categories of allowances:

- 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. Any expenditures incurred by the Member/constituency assistant which exceed the maximum allowed for that category 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 as 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 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*; directives and policies of the Commission; and the *Financial Administration Act*.

60-Day Deadline

Expenses charged to Member allocations **must** be submitted for reimbursement within **60 days** of the date the expenditure was incurred or payment of those expenses will be denied. A Member who feels he/she has a valid reason for not submitting the expenses for reimbursement within this timeframe may appeal the decision to the Speaker as Chair of the House of Assembly Management Commission (see further section of this chapter for more information).

End of Fiscal Year

Expenses related to the period up to March 31 of each fiscal year **must** be submitted by **mid-April** to allow processing time before the Financial Management System cut-off (this date will be communicated in an email from the Clerk to Members and constituency assistants). Any expenses submitted after the system cut-off date relating to a previous fiscal year will require an appeal to the House of Assembly Management Commission for approval of payment (see further section of this chapter for more information). Any expenses relating to a previous fiscal year which are subsequently approved for reimbursement by the Commission will be paid within the appropriate allocation for the fiscal year in which the expenses are approved.

Submitting an Expense Claim

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.

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 be found on the House of Assembly Intranet homepage under *Forms*. If a constituency assistant is delegated to complete expense 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.

Member Expense Claims

Member expense claims are submitted for reimbursement of expenses incurred under the *Members' Resources and Allowances Rules*. The ECMS system for Members can be accessed on any computer that is connected to the internal Public Service Network (intranet.gov.nl.ca) under *Travel and Expense Claims*. This section also contains an ECMS User Manual and Quick Reference Card which provides detailed step-by-step

instructions on completing and submitting expense claims. Members are reminded to consider privacy implications when entering details for a claim (e.g. names of constituents, addresses, etc.)

Once a Member expense claim has been submitted in ECMS, a paper copy must be signed by the Member and forwarded to Accounts Payable, Corporate and Members' Services (CMS) with supporting documentation attached (see further section for more information).

General Expense Claims

Members may occasionally be required to submit a claim for reimbursement that will not be charged to one of the Member's allowances. These claims, referred to as general expense claims, are submitted if a Member attends a parliamentary conference or travels to attend a meeting of a Committee of the House (e.g. Management Commission, Public Accounts, etc.). Prior to travel for any conference, Members must refer to the *Conference Travel Policy for Members of the House of Assembly* (see *Policies & Guidelines* section on HOA Intranet homepage).

General expense claims are submitted using the ECMS system which can also be accessed through the Public Service Network (intranet.gov.nl.ca) under Travel and Expense Claims. Members should note that general expense claims differ from Member expense claims in how they are completed and submitted. Members can contact Accounts Payable (CMS) for more information and assistance with completing and submitting a general expense claim (see contact information at the end of the section).

Once a general expense claim has been submitted in ECMS, a paper copy must be signed by the Member, approved by the Speaker, and all supporting documentation attached before forwarding to Accounts Payable (CMS) for processing.

Supporting Documentation

When submitting the signed paper copy of an expense claim Members must attach:

1. Original invoices/receipts (see further section for details)
2. Proof of payment (see further section for details)

Receipts are **NOT** required for:

1. Meal per diems
2. Private accommodations
3. Secondary residence
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. The Member must attach either documentation from a travel agency or the airline's website showing the cost of a full fare economy airline ticket for the dates necessary for the purpose of the trip.

Original Documentation 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 must show full amount paid if using multiple methods. It may include:

- credit card voucher or notification
- debit card voucher
- cancelled cheque or receipt verifying payment
- a print-out of online verification of payment

If paying a tip by credit card or cash, the receipt **must** show the **full** amount paid with the **tip included**. If the receipt does not show the amount paid for the tip, a Member must provide:

- a credit card statement from the financial institution showing the full amount paid including tip; or
- a written explanation of the amount paid for the tip (if using cash).

Appealing Expenses

Section 24 of the *House of Assembly Accountability, Integrity and Administration Act* outlines the process for rulings on allowance use. When an expense for reimbursement has been rejected for payment, a Member may choose to submit an appeal of the decision to the Speaker as the Chair of the House of Assembly Management Commission. Under the Act, the Speaker may make a ruling on the matter and distribute the ruling to the Commission for concurrence. Alternatively, the Speaker may choose to bring the matter to a regular meeting of the Commission for consideration.

The following outlines the process for a Member to follow appealing an expense that has been rejected for payment:

- Member must submit a request in writing to the Speaker outlining details of the expense(s) that has been rejected and reason(s) for the rejection. The Member must demonstrate that the expenditures are in compliance with the Act, the Rules or a Directive of the Commission. Once the request is received by the Speaker, he/she may request further information on the expenditure(s) in question if necessary.
- Once the matter has been reviewed by the Speaker, the Member will be notified in writing as to whether a ruling will be made by the Speaker, or brought to a meeting of the Management Commission for consideration.

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

Contact Information

Position	Contact
Manager, Accounts Payable	729-0769
Accounts Payable Clerk	729-5181
Accounts Payable Clerk	729-0202

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

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 a subsequent claim for reimbursement. Members are **strongly advised** that all purchases in relation to Members' allowances should be made directly by the House of Assembly on behalf of Members.

All purchasing must comply with:

- *Members' Resources and Allowances Rules*
- *Public Tender Act*
- Government Purchasing Agency policies
- House of Assembly Purchasing Policy

The *Purchasing Policy - Under \$200* provides criteria and guidelines which allow Members and constituency assistants to purchase small items under that amount without obtaining three quotes. The policy can be referenced on the House of Assembly Intranet homepage under *Policies & Guidelines*.

Direct Purchasing by House of Assembly (on Behalf of Members)

When items or services are arranged and purchased by the House of Assembly on behalf of Members, it saves considerable time for the Member and the 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 which provide government entities with goods and/or services at predetermined prices, terms and conditions.

Examples 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

A Member or constituency assistant who is unsure as to whether an item or service can be arranged for direct purchase should contact General Operations and Purchasing (CMS).

All direct purchases made on behalf of a Member will be charged to the appropriate allowance category. The direct purchase of goods and services by the House of

Assembly ensures that available funds in a specific category are reserved immediately. Members are advised that the 60-day deadline as outlined in subsection 7(6) of the Rules does not apply to goods/services that are purchased directly by the House of Assembly.

Submitting a Requisition for Goods/Services

A Member or constituency assistant wishing to arrange the direct purchase of goods and services should submit a *Requisition for Goods and Services* form to General Operations and Purchasing (CMS). The form can be found on the House of Assembly Intranet homepage under *Forms*. Once the request has been processed, a purchase order will be issued and delivery of the good/service arranged. The House of Assembly maintains contacts for suppliers and service providers in various regions of the province to ensure the shortest possible turnaround when arranging for direct purchase of goods and services outside the Capital region.

Online Approvals for Invoices (After Goods/Services Are Received)

Once the House of Assembly receives an invoice from a supplier, the requestor (e.g. constituency assistant, etc.) will receive an email notification that receipt of the good/service must be confirmed through the Financial Management System (FMS). Once this is complete, the Member will be notified by email that the invoice requires certification of payment (also completed in FMS) before payment can be issued to the supplier.

Members and constituency assistants are **strongly encouraged** to complete the above-noted steps **as soon as possible** after receiving notification to ensure that suppliers are paid in a timely manner. For further information and assistance regarding online approvals for invoices, contact Accounts Payable (CMS).

Purchasing by Members and Constituency Assistants

Members and constituency assistants may also purchase goods/services with a subsequent claim for reimbursement.

Purchasing - Under \$200

All goods/services purchased directly by Members or constituency assistants which are under \$200 must comply with the guidelines of the *Purchasing Policy - Under \$200*. Members/constituency assistants should refer to the policy prior to purchasing any goods or services.

Purchasing - \$200 and over

All goods/services purchased directly by Members or constituency assistants which are valued at \$200 or more, must comply with the provisions of the *Public Tender Act*. One of the following procedures must be followed:

1. Obtain three quotes from vendors and include with the expense claim on a *Record of Quotations* form to demonstrate that the most competitive rate was received (the form can be found on the House of Assembly Intranet homepage under *Forms*).
2. If three quotes are not obtained, an explanation of how a fair and reasonable price was established must be attached to the expense claim in accordance with section 3.2.5 of the *Government Purchasing Agency Customer Service Manual*. The manual can be accessed on the internal Public Service Network (intranet.gov.nl.ca) under *Government Purchasing Agency*.

Members are advised that the 60-day deadline as outlined in subsection 7(6) of the Rules applies to goods and services purchased directly by the Member/constituency assistant.

Further information on purchasing goods and services can be obtained by contacting General Operations and Purchasing (CMS).

Contact Information

Position	Contact
Manager, General Operations & Purchasing	729-5893
Members' Services Officer	729-1340
Purchasing Officer	729-7211

Related Legislation***Public Tender Act******Government Purchasing Agency Act******House of Assembly Accountability, Integrity and Administration Act******Members' Resources and Allowances Rules***

Chapter 8 – Records, Reports & Disclosure

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.

In the interest of full and complete disclosure of the expenditure of public funds, reports of expenditures for each Member are prepared monthly, semi-annually and annually detailing reimbursements made to and payments made on behalf of Members. Each statement shows the total amount spent and the remaining balance (if applicable) in each category of allowance for that particular fiscal year. The semi-annual and annual fiscal year reports for each Member are also posted on the House of Assembly website.

Constituency records often contain sensitive and personal information that must be dealt with carefully, and Members must give proper consideration to how this information is retained, transferred and disposed.

Records

While Members are not subject to the standardized records management policies, it is strongly recommended that Members follow records management guidelines provided by the House of Assembly and adopt certain best practices/standards in their constituency offices. This will assist with effective management and protection of information, while also resulting in more efficient office operations. It also assists Members in identifying which of their records, if any, are subject to the *Access to Information and Protection of Privacy Act, 2015* (ATIPPA, 2015).

Managing Members' Records

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

- Constituency records
- House of Assembly records
- Caucus and Political Party records
- Other records related to being a Member
- Personal records

If the Member is part of Cabinet or is a Parliamentary Secretary/Assistant, he/she may also have executive branch records, including Cabinet records.

Constituency Records

Constituency records are created when a Member obtains information to advocate on behalf of a constituent. As these files often contain personal and sensitive information that must be dealt with carefully, it is critical that they are managed and protected in accordance with records management and information protection best practices.

Members are strongly encouraged to follow the recommendations provided in the *Guidelines for Constituency Office Records* which can be referenced on the House of Assembly Intranet homepage under *Policies & Guidelines*. Members are also strongly encouraged to ensure that constituency records are maintained **within the constituency office only**.

Members may contact Records Management (House of Assembly) for further information and guidance on managing constituency records.

Records of Departing Members

Upon ceasing to be an MHA, it is important that Members and their constituency assistants give proper consideration to the management and transition of all files before their departure. Members are encouraged to follow the recommendations set out in the *Guidelines for Departing Members of the House of Assembly* which can be found on the House of Assembly Intranet homepage under *Policies & Guidelines*. This will ensure that government records are maintained by the appropriate government office; and ensure constituency, political, caucus and personal records are transferred or disposed of appropriately.

Records Management (House of Assembly) can provide guidance and recommendations to a departing Member with respect to the management and final disposition of his/her records, ensuring compliance with any relevant legislation, policies, standards and best practices.

Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)

Provisions of the *Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)* apply to the House of Assembly Service and Statutory Office records. Members' records are generally exempt under ATIPPA, 2015.

Access to Information Requests

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

Members' records which are excluded from access to information include:

- Members' personal or constituency records in the possession or control of the Member, which also includes those created while he/she is a Minister.
- Registered political party or caucus records in the possession or control of the Member, party or caucus.

Members are strongly encouraged to ensure constituency records are maintained **within the constituency office only**. The constituency office of a Member, wherever it is located, is not considered to be a public body. Members are reminded that any government records (e.g. ministerial/departmental files) located within a constituency office **are not** exempt from the provisions of ATIPPA, 2015.

Should Members receive an access request it **must** be submitted to the Speaker as the head of the public body. Members **must not respond themselves** to any request.

Contact the ATIPP Coordinator/Privacy Analyst for the House of Assembly for further information or assistance.

Privacy Issues

Members 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 homepage *Policies & Guidelines*. Members may contact the ATIPP Coordinator/Privacy Analyst of the House of Assembly for advice and training.

Electronic Records from Information Technology Infrastructure

Information technology infrastructure provided to Members is operated by the Office of the Chief Information Officer (OCIO). Electronic records, including e-mails stored on that infrastructure, are subject to the same procedures as government records. The data is backed-up on a scheduled basis which exists for a minimum of 30 days. While constituency and other categories of Members' records are exempt from an 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.

Records of Expenditures and Supporting Documentation

A Member must keep records of all expenditures and claims against allowances along with copies of supporting documents. These 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), as well as the Comptroller General.

Member Accountability and Disclosure Reports

Copies of Member Accountability and Disclosure Reports must be maintained by the Member for public inspection for **5 years** following the end of the fiscal year to which it relates. Further information on these reports can be found in the next section of this chapter.

Contact Information

Position	Contact
Manager, Records Management	729-3537
ATIPP Coordinator/Privacy Analyst	729-7408
Records Management Specialist	729-7685

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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Reports & Disclosure

Member Accountability and Disclosure Reports (reports) are prepared in accordance with the *Members' Resources and Allowances Rules* and published in accordance with the *Publication Scheme of the House of Assembly* (see *Policies & Guidelines* section on HOA Intranet homepage). The reports provide details of reimbursements made to and payments made on behalf of Members to assist them in fulfilling their public duties and responsibilities. They reflect the four main categories of allowances established by the Rules (Office Allowances; Operational Resources; Travel and Living Allowance; and Constituency Allowance).

Types of Reports

Members are provided with a summary report and ten detailed reports on a monthly, semi-annual and annual basis. The reports include all transactions which have been processed through the Financial Management System (FMS) for each month. At the end of the month, the system-month is closed and any credits, adjustments or corrections identified after closing can only be entered 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 ten detailed reports provide information on each allowance category or sub-category established under the *Members' Resources and Allowances Rules*, as follows:

- 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 - Helicopter Travel: costs of helicopter travel associated with travel within the Member's constituency (Note: only four districts are provided with an allocation for helicopter travel. See Chapter 5 for further detail).
- 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 of each month, the House of Assembly will prepare a package of monthly reports for the preceding month which is sent to the Member. The package includes the summary report and the detailed reports. Members should review these reports for accuracy and notify Financial Planning and Reporting (Corporate and Members' Services) of any errors (see contact information at the end of this section).

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 & Annual Reports

Members will receive a package of reports from the Clerk for the periods ending September 30 and March 31 in each fiscal year, including the summary report and the detailed reports for the reporting period. Note that Members are considered to have received the reports **5 days after the mailing date**.

Objections to Reports

Once a Member has received and reviewed the reports, he/she must sign the *Acceptance Form* to acknowledge their accuracy, and return to Financial Planning and

Reporting (Corporate and Members' Services). This form can be found on the House of Assembly Intranet homepage under *Policies & Guidelines*. A Member who does not complete and return the form **within 21 days** is considered to have **accepted** the accuracy of the reports.

If the Member has an objection with respect to the accuracy of the reports, he/she must notify the Speaker in writing outlining the objection(s). Objections do not alter the original reports, but are posted to the House of Assembly website with the reports in accordance with the *Publication Scheme*.

Retention of Reports

Members are required to keep a copy of all reports, along with any objections, on file in the constituency office or in their residence, 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, along with any objections, on file for 5 years following the end of the fiscal year to which the report relates.

Public Access to Reports

Semi-annual and annual reports (including objections) for all Members are posted to the House of Assembly website in accordance with the *Publication Scheme*. In addition, Members and the Clerk are also required to make copies of the reports and objections available for inspection within a reasonable amount of time if requested.

Certain information such as the name of a payee, or other information that could reasonably identify a payee, may be suppressed from a report if it is determined by the Speaker that the privacy interest of the payee outweighs the interest of the public in having full disclosure.

Contact Information

Position	Contact
Manager, Financial Planning & Reporting	729-0201
Financial Management Analyst	729-3728
Financial Management Analyst	729-2068

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

Appendices

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Appendix A – Legislation & Regulations

Complete and current versions of these Acts and Regulations can be found on the House of Assembly website under *Legislation\Consolidation*; or by clicking on the link below:

*House of Assembly
Accountability, Integrity &
Administration Act:* [Click here](#)

*Members' Resources and
Allowances Rules* [Click here](#)

House of Assembly Act [Click here](#)

MHA Retiring Allowances Act [Click here](#)

Financial Administration Act [Click here](#)

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Appendix B – 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 2015) as follows:

- i. Cape St. Francis
- ii. Conception Bay East – Bell Island
- iii. Conception Bay South
- iv. Ferryland (north of Witless Bay Line)
- v. Mount Pearl North
- vi. Mount Pearl-Southlands
- vii. Mount Scio
- viii. St. John’s Centre
- ix. St. John’s East – Quidi Vidi
- x. St. John’s West
- xi. Topsail – Paradise
- xii. Virginia Waters – Pleasantville
- xiii. Waterford Valley
- xiv. Windsor Lake

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.

Appendix C – Travel & Living Provisions Summary Tables (by MHA Category)

The following 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 Chapter 5 and **must** be referred to **in conjunction** with the appropriate table.

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)	<i>Return trip/week (actual cost)= 1 (Maximum 3 nights/trip for all accommodation types combined)</i> <i>Extra return trip/ week (actual cost)= 1 (Travel back to District for constituency business only. Included as one of 20 trips under HNIS)</i>	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 32
House not in Session (HNIS) (travel to District for constituency business)	<i>Return trips/year (actual cost)= 20</i> <i>(Maximum 50 nights/year for all accommodation types combined)</i>	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 36
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. (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-Constituency ¹ (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).

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 can only claim reimbursement of travel and living expenses for HIS and HNIS travel to/from the Capital region if travelling outside commuting distance of the Member's permanent residence.
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 <i>(Travel back to District for constituency business only. Included as one of 20 trips under HNIS)</i>	Amount/night = \$53	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i>	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 <i>(Maximum of 50 nights/year for all accommodation types combined)</i>	Amount/night = \$53	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i>	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 35
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 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 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 <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)	<u>Return trip/week (actual cost)</u> = NIL	<u>Amount/night</u> = NIL	<u>Amount/night</u> = NIL	<u>Amount/night</u> = NIL	<u>Amount/day</u> = NIL	Section 32(1)
House not in Session (HNIS)	<u>Return trips/year (actual cost)</u> = NIL	<u>Amount/night</u> = NIL	<u>Amount/night</u> = NIL	<u>Amount/night</u> = NIL	<u>Amount/day</u> = NIL	Section 36(1)
Intra-Constituency ¹ (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. <i>(including telephone, internet and parking fees)</i> 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-Constituency ¹ (other travel ³)	Actual cost - Subject to annual allocation ²	N/A	<u>Amount/night</u> = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i> 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 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 <i>Note: Receipts not required</i>	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>		
House in Session (HIS) (travel to Capital Region for sittings)	Return trip/week (actual cost) = 1 Extra return trip/ week (actual cost) = 1 <i>(Travel to District for constituency business only. Included as one of 20 trips under HNIS)</i>	Amount/night = \$53	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i>	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 <i>(Maximum 50 nights/year for all accommodation types combined)</i>	Amount/night = \$53	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i>	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 35
Intra-Constituency ² (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. <i>(including telephone, internet and parking fees)</i> 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-Constituency ² (other travel ⁴)	Actual cost - Subject to annual allocation ³	N/A	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i> 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) (permanent residence to district)	Return trip/week (actual cost) = 1 ¹ <i>(Maximum 3 nights/trip for all accommodation types combined)</i>	Amount/night = \$53	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i>	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) (permanent residence to district)	Return trips/year (actual cost) = 20 <i>(Maximum 50 nights/year for all accommodation types combined)</i>	Amount/night = \$53	Amount/night = Actual cost of standard room accom. <i>(including telephone, internet and parking fees)</i>	Amount/night = \$53 (Island) Amount/night = \$71 (Lab.)	Amount/day = \$50 (prorated for part days) Breakfast - \$10, Lunch - \$15, Dinner - \$25	Section 37

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 link 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.

Restrictions – MHA 4:

1. 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.
2. 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].
3. MHA 4 can only claim travel to Capital region under extra-constituency for the purpose of attendance at a conference or training course.

