



**House of Assembly
Newfoundland and Labrador**

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

Date: March 24, 2010

Location: House of Assembly Chamber

Time: 5:35 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

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

Mr. Kelvin Parsons, Opposition House Leader

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

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

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

Regrets:

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

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

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

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

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

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

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

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

2.2 Total Annual Compensation Report –

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

Responsibility: Corporate and Members' Services Division

Official Version: Paper

Permanent Retention: Legislative Library

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

Online Retention: Current General Assembly + two years

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

Responsibility: Corporate and Members' Services Division

Official Version: Paper

Permanent Retention: Legislative Library

Online Version: Posted by 31 March each year

Online Retention: Current General Assembly + two years

CM 2010-033

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

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

CM 2010-034

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

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

CM 2010-035

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

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

CM 2010-036 The Commission considered the recommendation of the Audit Committee regarding supporting documentation for Members' claims and directed that subsection 16(5) of the *Members' Resources and Allowances Rules* be amended to require that the "explanation in writing" emanate from the Member.

CM 2010-037 The Commission approved the recommendation of the Audit Committee to adopt the briefing note format proposed in the October 2009 Compliance Review – Part Two (Rule Amendments/Directives/Decisions Process), Appendix C, of the Office of the Comptroller General to replace the briefing note format in Appendix A of the House of Assembly Management Commission Policy and Procedures Manual, adopted by **CM 2007-001** at the August 29, 2007 meeting of the Commission.

CM 2010-038 The Commission ratified the approval of the following transfer of funds:

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

Adjournment: 7:10 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair



Wm. Mackenzie
Clerk and Secretary to the Commission