



**House of Assembly
Newfoundland and Labrador**

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

Date: April 30, 2008

Location: House of Assembly Chamber

Time: 5:00 p.m. – 6:40 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Tom Rideout, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Ms. Beth Marshall, MHA (PC) Topsail

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

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

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marie Keefe, Policy & Communications Officer

CM 2008 - 032

The minutes of the House of Assembly Management Commission Meeting held on April 18, 2008 were approved as read.

Metrics EFG was confirmed as the successful proponent for the Request for Proposals – Review of Caucus Resources. **CM 2008 – 019** refers. The Clerk provided an update on the status of the review.

The Speaker gave an update on the search for a new Committee Room for the Commission and Committees of the House.

- CM 2008 - 033** The Commission directed the Clerk to develop guidelines for the provision of signs at the constituency offices of Members. These guidelines are intended to provide a consistent and standardized approach to the provision of signs, will include a maximum dollar amount for the cost of the sign and will be brought back to a subsequent meeting for Commission approval.
- CM 2008 – 034** The Commission directed the Clerk to request Government Purchasing Agency to assist with a review of the constituency office leasing practices of the House of Assembly Service to ensure compliance with the Public Tender Act.
- CM 2008 - 035** The Commission considered the issue of Committee Per Diems and deferred the issue to a subsequent meeting of the Committee to allow time for further consideration.
- CM 2008 – 036** The Commission directed the Clerk to develop proposed eligibility criteria for contractual employees with regards to the Tuition Assistance Policy and to bring back the revised policy to a subsequent meeting of the Commission for approval.
- CM 2008 – 037** The Commission approved the proposed organizational structure dated April 22, 2008 for the House of Assembly Service and confirmed as permanent all positions contained in the proposed organizational structure with the exception of the ATIPP Coordinator/Privacy Analyst and ATIPP Assistant positions.
- CM 2008 – 038** The Commission approved the abolition of the positions of Payroll/Purchasing Clerk and one of two Broadcast Technician positions included in the organizational structure dated May 2007 for the House of Assembly Service.
- CM 2008 – 039** The Commission approved the proposed organizational structure dated April 22, 2008 for the Office of the Chief Electoral Officer and Commissioner for Legislative Standards, and confirmed as permanent all positions contained in the proposed organizational structure.

- CM 2008 – 040** The Commission approved the proposed organizational structure dated April 22, 2008 for the Office of the Child and Youth Advocate and confirmed as permanent all positions contained in the proposed organizational structure.
- CM 2008 – 041** The Commission approved the proposed organizational structure dated April 22, 2008 for the Office of the Citizens’ Representative and confirmed as permanent all positions contained in the proposed organizational structure.
- CM 2008 – 042** The Commission approved the proposed organizational structure dated April 22, 2008 for the Office of the Information and Privacy Commissioner and confirmed as permanent all positions contained in the proposed organizational structure.
- CM 2008 – 043** The Commission approved the “Disclosure of Wrongdoing” pamphlet, dated April, 2008.
- CM 2008 – 044** The Commission directed that the standard office allocation provided for in Paragraph 25(1)(a) of the *Members’ Resources and Allowances Rules* and detailed in Directive **2007 – 003** shall include:
- Stand for combination unit (Printer/Fax/Copier/Scanner)
 - Stand for Printer
 - Other furniture and equipment as pre-approved for purchase by the Clerk of the House of Assembly, to a maximum of \$500.00, with the Clerk to report all such approvals to the Commission.
- CM 2008 – 045** The Commission directed that information be provided at the next meeting on the issue of remuneration for temporary office holders, with suggested amendments to the *House of Assembly Accountability, Integrity and Administration Act*.
- CM 2008 – 046** The Commission directed that a draft amendment to Section 18 regarding concurrent membership on the Commission and the Public Accounts Committee be brought to the next Commission meeting for approval.

Adjournment: 6:40 p.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair

Wm. MacKenzie
Clerk and Secretary to the Commission