



**House of Assembly
Newfoundland and Labrador**

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

Date: January 27, 2025

Location: Executive boardroom – Department of Justice & Public Safety

Time: 9 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. John Hogan, Government House Leader

Barry Petten, Opposition House Leader

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'anse au Clair

Jim Dinn, MHA (NDP), St. John's Centre

Jamie Korab, MHA (LIB), Waterford Valley

Craig Pardy, MHA (PC), Bonavista

Kim Hawley George, Clerk of the House of Assembly/Secretary to the Commission (A)

Other

Bobbi Russell, Principal Clerk of Committees/Director of Policy

Wanda Lee Mercer, Chief Financial Officer

Wanda Strowbridge, Manager of Financial Planning and Reporting

Gerrie Smith, Law Clerk and Parliamentary Counsel (A)

Susan Walsh, Seniors' Advocate

Travis Wooley, Chief Electoral Officer (A)

CM 2025-001 The Commission, at an *in camera* meeting, approved the following 2025-2026 estimates, to be forwarded to the Minister of Finance for inclusion in the 2025 Estimates and voted on in the Legislature:

- Administrative Support: **\$2,264,500**
- Legislative Library, Proceedings Support and Research, Records Management, Hansard: **\$1,139,100**
- Committees, Policy and Communications: **\$817,200**
- Members' Resources: **\$9,501,400**
- House Operations: **\$424,500**
- Government Members' Caucus: **\$403,600**
- Official Opposition Caucus: **\$1,370,900**

- Third Party Caucus: **\$491,800**
- Office of the Auditor General: **\$9,430,400**
- Office of the Chief Electoral Officer: **\$10,100,600**
- Office of the Citizens' Representative: **\$1,123,000**
- Office of the Child and Youth Advocate: **\$1,674,300**
- Office of the Information and Privacy Commissioner: **\$1,618,100**
- Office of the Seniors' Advocate: **\$706,000**
- Office of the Commissioner for Legislative Standards: **\$288,800**

CM 2025-002 The Commission, at an *in camera* meeting, approved the following schedule of fees for the Office of the Chief Electoral Officer, with the Election Assistant position created for the upcoming general election and by-elections in the 51st General Assembly only:

| Position or Service | Approved Fee |
|--|---|
| Returning Officer | \$8,750 |
| Returning Officer (with Special Ballot Voting in Personal Care Home and/or Hospital) | \$125 per facility |
| Returning Officer Fee (for work between elections) – pre writ | \$35.60 per hour |
| Election Clerk | \$5,750 |
| Election Clerk (for work between elections) | \$30.60 per hour |
| Special Ballot Officers (pre/post writ and remote location) | \$25.60 per hour |
| Election Assistant | \$23.60 per hour |
| Supervisor | \$23.60 per hour (to a maximum of 17 hours for advance poll and 15 for regular polling day) |
| Deputy Returning Officer | \$21.35 per hour (to a maximum of 17 hours for advance poll and 15 for regular polling day) |
| Poll Clerk / C-1 Poll Clerk / Registration Poll Clerk | \$19.35 per hour (to a maximum of 17 hours for advance poll and 15 for regular polling day) |
| Training Per Diem for Returning Officer, Election Clerk, Election Assistant and Special Ballot Officer (including Returning Officer Debriefing Sessions) | wage rates per hour as listed above (to maximum of 7 hours per day) |
| Door Attendant / Parking Attendant | \$15.60 per hour |
| Attendance at Recounts Per Day | wage rates per hour as listed above (to maximum of 7 hours per day) |
| Attendance at Controverted Election Trials (per day) | wage rates per hour as listed above (to maximum of 7 hours per day) |
| Messenger | \$18.60 per hour |
| Telephone Operator (Election Day/Night) | \$18.60 per hour |

| | |
|---|---|
| Training for Deputy Returning Officer, Poll Clerks, Supervisors, Door Attendants, Parking Attendants and Messengers | wage rates per hour as listed above (to maximum of 6 hours per day) |
| Witness at Official Count | \$18.60 per hour |

| PURCHASED SERVICES | |
|--|--|
| Office Rentals (Public Office Rental for Returning Officer and Satellite Offices) | Send to HQ for appropriate approval of lease |
| Office Rentals (Returning Officer's Home) for period of election | \$500 |
| Snow Clearing | \$200 |
| Polling Station Rentals (One Polling Station Only) | \$200 |
| Multiple Polls (Two or More Polling Stations) | \$200 for first poll \$100 for each additional poll |
| Office Rentals (Special Ballots Officer's Home) Per Week | \$100 |
| Building Fee to Hold Training of Election Officials (If more than \$100, CEO Approval is required) | \$250 |
| Training Location at Election Official's Home (CEO Approval Required) | \$50 |

| TRANSPORTATION/COMMUNICATION | |
|-----------------------------------|------|
| Cell Phone Usage (Election Night) | \$25 |

- Returning Officers, Election Clerks and Special Ballot Officers shall be reimbursed for out of pocket expenses as per Treasury Board Travel Rules.
- Other Election Officials will be reimbursed for the use of a private vehicle during an election for attending a training course for the distance in excess of 20 kilometers (one way) from the election official's ordinary residence.

CM 2025-003 The Commission, at an *in camera* meeting, approved creation of the permanent position of Policy Analyst in the Office of the Seniors' Advocate, at the proposed classification of HL 21, with the final classification to be reviewed and approved at a later date.

CM 2025-004 The Commission, at an *in camera* meeting, approved the following pre-commitment of funds for closed captioning services:

- a. Up to \$52,800 for fiscal year 2025-26; and
- b. Up to \$65,000 for fiscal years 2026-27, 2027-28, 2028-29 and 2029-30.

Adjournment: 11:25 a.m.

Derek Bennett
Speaker (Chair)

A handwritten signature in blue ink that reads "K. Hawley George." The signature is written in a cursive style with a large, stylized initial "K".

Kim Hawley George, KC
Clerk of the House of Assembly (Secretary to the Commission)