

*Tabled by the Speaker
2022-03-16*

Barnes



**House of Assembly
Newfoundland and Labrador**

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

Date: January 12, 2022

Location: via videoconference

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. Steve Crocker, Government House Leader

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

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

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

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk/Secretary to the Commission

Other

Kim Hawley George, Law Clerk/Clerk Assistant (A)

Bobbi Russell, Policy & Communications Officer

Robert Hillier, Manager, Human Resources Services & Payroll Administration

CM 2022-006 The Commission approved the Minutes of the December 1, 2021 meeting as read.

CM 2022-007 The Commission directed that, effective January 12, 2022, compensation for constituency assistants be set at the PS-05 scale, with each constituency assistant to be transferred from their current step on the PS-04 scale to the same step on the PS-05 scale.

Adjournment: 9:49 a.m.

Hon. Derek Bennett
Speaker (Chair)

Sandra Barnes

Sandra Barnes
Clerk and Secretary to the Commission

Tabled by the Speaker
2022-03-14
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House of Assembly
Newfoundland and Labrador

Minutes of the House of Assembly
Management Commission

Date: January 5, 2022

Location: via videoconference

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)
Hon. Steve Crocker, Government House Leader
Barry Petten, Opposition House Leader
Helen Conway Ottenheimer, MHA (PC), Harbour Main
Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair
Jim Dinn, MHA (NDP), St. John's Centre
Paul Pike (LIB), Burin - Grand Bank
Sandra Barnes, Clerk/Secretary to the Commission

Other

Brian Warr, Deputy Speaker
Kim Hawley George, Law Clerk/Clerk Assistant (A)
Bobbi Russell, Policy & Communications Officer

CM 2022-001 The Commission, at an *in camera* meeting, approved reimbursement of legal fees in accordance with the exception provisions of the Guidelines on the Reimbursement of Legal Fees for Members of the House of Assembly for the Member for Harbour Grace - Port de Grave in the amount of \$4,769.63.

CM 2022-002 The Commission, at an *in camera* meeting, approved the following transfer of funds:

To: 1.1.04.02 Members' Resources – Professional Services
\$4,100.00

From: 1.1.05.02 House Operations – Transportation and Communications
\$4,100.00

The Commission directed recommending to the Lieutenant-Governor in Council that Karen Gray be appointed Child and Youth Advocate on an acting basis in accordance with Section 8.1 of the *Child and Youth Advocate Act*, with compensation at the appropriate step of the EP-10 Pay Plan, and waived the two-day waiting period to expedite necessary action.

CM 2022-005 The Commission, at an *in camera meeting*, directed the Speaker to respond on behalf of the Management Commission to the Member for Humber - Bay of Islands regarding his letter dated August 12, 2021, outlining the powers and duties of the Commission in light of the Member's request.

Adjournment: 10:27 a.m.

Hon. Derek Bennett
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission

Tabled by the Speaker
2022-03-16
Barnes



**House of Assembly
Newfoundland and Labrador**

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

Date: December 1, 2021

Location: via videoconference

Time: 9:31 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

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

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

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk of the House of Assembly

Other

Brian Warr, Deputy Speaker

Mark Jerrett, Policy, Planning & Research Analyst

Regrets

Hon. Steve Crocker, Government House Leader

As required by the *House of Assembly Accountability, Integrity and Administration Act*, the Chair reported decisions from *in camera* meetings held on September 15 and October 6, 2020. Details of decisions made at those meetings were included with the draft Minutes circulated to the Commission for approval as part of agenda item 1.

CM 2021-032 The Minutes of the Commission meetings held on September 15, 2021, September 22, 2021 and October 6, 2021 were approved as read.

CM 2021-033 The Commission approved the audited financial information for April 1, 2020 to March 31, 2021 for the House of Assembly and Statutory Offices, as recommended by the Audit Committee.

Pursuant to subsection 32(3) of the Auditor General Act, the audited financial information for the Office of the Auditor General for the fiscal year ended 31 March 2021 was presented to the Management Commission.

As required by the *House of Assembly Accountability, Integrity and Administration Act*, financial reports of the Legislature as well as actual expenditures of Members were presented to the Commission for the reporting periods from April 1 to June 30, 2021 and April 1 to September 20, 2021.

CM 2021-034

The Commission directed the following amendments to House of Assembly policies:

- That the Standard Office Allocation Package for Members be amended to:
 - a. Remove: One television (including accessories) not greater than 32 inches
 - b. Add: One television (including accessories), most economical available at time of purchase.
 - c. Remove: One camera and accessories
 - d. Remove: One recording device for television
 - e. Add: Cable service – installation and maintenance of the most basic package, including the local news channels; House of Assembly broadcast channel; and recording device (PVR). Satellite services are not permitted.

- That the Inventory Management Policy be amended to:
 - a. Remove: "Physical counts of all inventory items will be conducted by Corporate and Members Services (or designates) on a periodic basis and at a minimum, once every four years"; and
 - b. Add: "Physical counts of all inventory items will be conducted by Corporate and Members Services (or designates) on a periodic basis and at a minimum, once each general assembly."

- That the Purchasing Policy be amended to:
 - a. Increase the threshold from \$200 to \$500, for purchase of goods/services by or for Members, without quotations/explanation of how fair and reasonable price was established.

CM 2021-035 The Commission approved the following transfer of funds:

To:		
1.1.04.01 Members' Resources – Salaries		\$10,300.00
&		
1.1.04.01 Members' Resources – Grants and Subsidies		\$600.00
From:		
1.1.07.01 Official Opposition Caucus – Salaries		\$10,300.00
&		
1.1.07.10 Official Opposition Caucus – Grants and Subsidies		\$600.00

Adjournment: 9:47 a.m.

Hon. Derek Bennett
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission

Tabled by the Speaker
2022-03-16
Barnes



**House of Assembly
Newfoundland and Labrador**

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

Date: October 6, 2021
Location: via videoconference
Time: 9:35 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)
Hon. Steve Crocker, Government House Leader
Barry Petten, Opposition House Leader
Helen Conway Ottenheimer, MHA (PC), Harbour Main
Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair
Jim Dinn, MHA (NDP), St. John's Centre
Paul Pike (LIB), Burin - Grand Bank
Sandra Barnes, Clerk of the House of Assembly

Other

Brian Warr, Deputy Speaker
Bobbi Russell, Policy & Communications Officer
Kim Hawley George, Law Clerk/Clerk Assistant (Acting)

CM 2021-031 The Commission, at an *in camera* meeting, appointed Robert Escott as Sergeant-at-Arms on an acting basis, and waived the 2-day waiting period for Commission decisions.

Adjournment: 10:41 a.m.

Hon. Derek Bennett
Speaker (Chair)

A handwritten signature in blue ink, appearing to read 'Sandra Barnes'.

Sandra Barnes
Clerk and Secretary to the Commission

Tabled by the Speaker
2022-03-16
Barnes



**House of Assembly
Newfoundland and Labrador**

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

Date: September 22, 2021

Location: Via Videoconference

Time: 9:40 a.m.

Members Present:

Brian Warr, Deputy Speaker (Acting Chair)
Hon. Steve Crocker, Government House Leader
Barry Petten, Opposition House Leader
Helen Conway Ottenheimer, MHA (PC), Harbour Main
Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair
Jim Dinn, MHA (NDP), St. John's Centre
Paul Pike (LIB), Burin - Grand Bank
Sandra Barnes, Clerk of the House of Assembly

Other

Bobbi Russell, Policy & Communications Officer
Kim Hawley George, Law Clerk/Clerk Assistant (Acting)

Regrets

Hon. Derek Bennett, Speaker (Chair)

CM 2021-029 The Minutes of the Commission meetings held on May 12 and May 26, 2021 were approved as read.

The Speaker presented a report of Rulings on Allowance Use for the period ended September 17, 2021. In accordance with Section 24 of the House of Assembly Accountability, Integrity and Administration Act, the Commission issued rulings to reimburse expenditures for the following Members that were not submitted within 60-days of being incurred as required under subsection 7(6) of the Members' Resources and Allowances Rules (the Rules); or were not submitted within 30 days of the end of the fiscal year as required under subsection 7(2) of the Rules:

- Ms. Lela Evans \$1656.66
- Mr. Andrew Parsons \$79.20
- Mr. Tony Wakeham \$189.04

As required by the House of Assembly Accountability, Integrity and Administration Act, financial reports of the Legislature as well as actual expenditures of Members were presented to the Commission for the reporting period from April 1, 2020 to March 31, 2021.

The Clerk presented a report of approvals for furniture and equipment expenditures as required by the Standard Office Allocation Package for Members and Constituency Assistants for the period ended September 17, 2021. The Clerk approved the following expenditures since the last report:

- Mr. Pleaman Forsey \$799.99 Cell phone signal booster

Annual expenditures reports as required by the Caucus Operational Funding Grants Policy for the period from April 1, 2020 to January 15, 2021 were presented to the Commission for the Government Members' caucus, Official Opposition caucus, Third Party caucus, Office of the Speaker, the Member for Humber - Bay of Islands and the Member for Mount Pearl - Southlands.

The annual report for budget transfers as required by the Transfer of Funds Policy for the period from April 1, 2020 to March 31, 2021 was presented to the Commission.

CM 2021-030 The Commission approved the audited financial information for April 1, 2019 to March 31, 2020 for the House of Assembly and Statutory Offices, as recommended by the Audit Committee.

Adjournment: 9:49 a.m.

Mr. Brian Warr
Deputy Speaker (Acting Chair)


Sandra Barnes
Clerk and Secretary to the Commission

Tabled by the Speaker
2022-03-16
Barnes



House of Assembly
Newfoundland and Labrador

Minutes of the House of Assembly
Management Commission

Date: September 15, 2021

Location: via videoconference

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)
Hon. Steve Crocker, Government House Leader
Barry Petten, Opposition House Leader
Helen Conway Ottenheimer, MHA (PC), Harbour Main
Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair
Jim Dinn, MHA (NDP), St. John's Centre
Paul Pike (LIB), Burin - Grand Bank
Sandra Barnes, Clerk of the House of Assembly

Other

Brian Warr, Deputy Speaker
Bobbi Russell, Policy & Communications Officer
Kim Hawley George, Law Clerk/Clerk Assistant (Acting)
Denise Hanrahan, Auditor General

- CM 2021-022** The Commission, at an *in camera* meeting, approved reimbursement of legal fees in accordance with the exception provisions of the Guidelines on the Reimbursement of Legal Fees for Members of the House of Assembly for the Member for Harbour Grace - Port de Grave in the amount of \$8,303.43.
- CM 2021-023** The Commission, at an *in camera* meeting, approved the following transfer of funds:
- To:**
- | | |
|--|------------|
| 1.1.04.02 Members' Resources – Professional Services | \$7,300.00 |
|--|------------|
- From:**
- | | |
|--|------------|
| 1.1.04.09 Members' Resources – Allowances and Assistance | \$7,300.00 |
|--|------------|
- CM 2021-024** The Commission, at an *in camera* meeting, directed the Speaker to respond to the Members for Humber - Bay of Islands & Mount Pearl - Southlands on behalf of the Management Commission to the letter dated June 17, 2021, outlining the

powers and duties of the Commission in light of the Members' request and the process they would have to take for such an action to move forward.

CM 2021-025 The Commission, at an *in camera* meeting, approved the proposed organizational structure for the Office of the Auditor General, dated September 2021.

CM 2021-026 The Commission, at an *in camera* meeting, approved the following position title changes in the Office of the Auditor General:

- a. Principal Financial Audit to Assistant Auditor General – Financial Audit (PCN 00000360)
- b. Principal Performance Audit to Assistant Auditor General – Performance Audit (PCN 55556701)

CM 2021-027 The Commission, at an *in camera* meeting, approved abolishment of the following positions in the Office of the Auditor General:

- a. Director of Administration (PCN 00000335)
- b. Secretary to Deputy Auditor General (PCN 00012186)
- c. LAN Administrator (PCN 00010670)
- d. Secretary to Auditor General (PCN 0000334)

CM 2021-028 The Commission, at an *in camera* meeting, approved creation of the following positions in the Office of the Auditor General at the proposed classifications, with final classifications to be reviewed and submitted at a later date:

- a. Manager of Human Resources at HL 22
- b. Manager of Administration at HL 14
- c. Manager of Communications at HL 20
- d. Clerk IV at CG 27

Adjournment: 10:49 a.m.

Hon. Derek Bennett
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission