



**House of Assembly
Newfoundland and Labrador**

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

Date: November 8, 2017

Location: House of Assembly Chamber

Time: 5:20 p.m.

Members Present:

Hon. Perry Trimper, MHA, Lake Melville, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail-Paradise

Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Mr. Keith Hutchings, MHA (PC), Ferryland

Hon. Siobhan Coady, MHA (Lib), St. John's West

Other

Mr. Brian Warr, Deputy Speaker

Ms. Bobbi Russell, Policy, Planning & Research Analyst

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported the following decisions made at an *in camera* meeting held on May 30, 2017:

CM 2017-051 The Commission, at an *in camera* meeting, approved the compensation level for the position of Seniors' Advocate at EP-29 of the Executive Pay Plan.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported the following decisions made at an *in camera* meeting held on September 7, 2017:

CM 2017-052 The Commission, at an *in camera* meeting, approved the appointment of Ms. Kim Hawley-George as Law Clerk in a temporary capacity effective October 2, 2017 for a period not to exceed 12 consecutive months or until the position is permanently filled.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported the following decisions made at an *in camera* meeting, held prior to the televised meeting:

- CM 2017-053** The Commission, at an *in camera* meeting, recommended the appointment of Ms. Sandra Russell, CPA, CA in an acting capacity as Auditor General, until such time as the position is filled on a permanent basis. Remuneration is set at EP 10, Step 18.
- CM 2017-054** The Commission, at an *in camera* meeting, approved a pre-commitment of funds up to \$20,000 for the Canadian Conference of Election Officials.
- CM 2017-055** The Commission, at an *in camera* meeting, approved a pre-commitment of funds up to \$20,000 for the Canadian Conflict of Interest Network Conference.
- CM 2017-056** The Commission, at an *in camera* meeting, approved a pre-commitment of funds for the 2017-18, 2018-19 and 2019-20 budget appropriations for consulting services for the audit of the Office of the Auditor General.
- CM 2017-057** In order to give immediate effect to **CM 2017-056**, the Commission waived the usual two day waiting period for Management Commission decisions.
- CM 2017-058** The Commission approved a pre-commitment of funds for the 2017-18, 2018-19 and 2019-20 budget appropriations for consulting services for the management certification process.
- CM 2017-059** In order to give immediate effect to **CM 2017-058**, the Commission waived the usual two day waiting period for Management Commission decisions.
- CM 2017-060** The Minutes of the House of Assembly Management Commission meeting held on May 17, 2017 were approved as read.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported rulings on allowance use for the period ended October 11, 2017. The reported expenditure of \$171.73 for the Member for Lewisporte-Twillingate was rejected for payment because it was not submitted within 60-days of being made; however it was a permitted expense and complied with all other provisions of the *Members' Resources and Allowances Rules*.

The report of all budget transfer processed during the period of April 1, 2016 to March 31, 2017 were provided to the Commission for Review.

The financial reports for the Legislature for the periods April 1, 2016 to March 31, 2017; and April 1, 2017 to September 30, 2017 were provided to the Commission for review. The Members' Accountability and Disclosure Reports were provided for the same periods.

The Caucus Operational Funding Expenditure Reports for the period April 1, 2016 - March 31, 2017 for the Office of the Speaker, Government Members' Caucus, Official Opposition Caucus and the Third Party Caucus were submitted to the Commission for review.

CM 2017-061 Pursuant to subsection 43(2) of the *House of Assembly, Accountability, Integrity and Administration Act*, the Commission appointed the Auditor General as auditor of the House of Assembly and Statutory Offices for the year ending 31 March 2018.

Pursuant to paragraph 23(8)(c) of the *House of Assembly, Accountability, Integrity and Administration Act*, the Tenth Report of the Audit Committee was provided to the Commission for review.

CM 2017-062 The Commission approved the audited financial information for April 1, 2016 to March 31, 2017 for the House of Assembly and its Statutory Offices as recommended by the Audit Committee.

Pursuant to 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 2017 was provided to the Commission for review.

CM 2017-063 The Commission approved the payment of expenses totaling \$300.00 for the Member for Bonavista, with the expenses to be paid within the appropriate allocation for the 2017-18 fiscal year.

CM 2017-064 The Commission rejected payment of advertising expenses totaling \$115.00 for the Member for Exploits.

Approval of the consolidated Severance Policy for Members of the House of Assembly was deferred to the next meeting of the Commission so that House officials can draft a definition for transition period.

- CM 2017-065** The Commission rescinded **CM 2016-074** which adopted recommendation 12 of the 2016 Members' Compensation Review Committee.
- CM 2017-066** Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the Advertising and Publications Policy for Members of the House of Assembly.
- CM 2017-067** Pursuant to Section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendment to Section 24 *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

Section 24 of the *Members' Resources and Allowances Rules* is repealed and the following substituted:

Office operations, supplies and communications allowance

24. (1) A member may claim against the office operations and supplies allowance for reimbursement to cover operational costs of operating a constituency office including,
- (a) office supplies;
 - (b) printing;
 - (c) photocopies;
 - (d) newspapers;
 - (e) answering services;
 - (f) staff professional development;
 - (g) courier services and postage;
 - (h) database maintenance;
 - (i) advertising in the form and with the content outlined in the policies of the commission;
 - (j) special occasion cards;
 - (k) those other items identified and directed by the commission.

(2) For the purpose of subsection (1), "special occasion cards" mean anniversary, birthday or sympathy cards, but does not include Christmas cards or other seasonal cards.

- CM 2017-068** The Commission approved payment of the invoice totaling \$792.26 for the constituency office for the District of Placentia-St. Mary's.
- CM 2017-069** Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved an amendment to the Standard Office Allocation Package for Members of the House of Assembly and Constituency

Assistants to increase the maximum amount for pre-approval by the Clerk to \$1000, with the Clerk to report all such approvals at the next meeting of the Management Commission.

Adjournment: 6:45 p.m.

Hon. Perry Trimper, MHA
Speaker and Chair of the Commission



Sandra Barnes
Clerk and Secretary to the Commission