



**House of Assembly  
Newfoundland and Labrador**

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

**Date:** January 23, 2008

**Location:** House of Assembly Chamber

**Time:** 9:00 – 4:00

**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. Tom Marshall, Minister of Finance

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:**

Ms. Marie Keefe, Policy & Communications Officer

Ms. Marlene Lambe, Chief Financial Officer, House of Assembly

Ms. Kimberley Hammond, Director of Information Management

**Regrets:**

None

**CM 2008 - 001** The minutes of the House of Assembly Management Commission Meeting held on November 28, 2007, were approved as read.

**CM 2008 - 002** The Commission gave final approval to the amendment to subsection 40(1) of the *Members' Resources and Allowances Rules* to include "taxi" as a permissible means of travel and approved the amendment as follows:

The Commission hereby approves the following draft amendment to subsection 40(1) of the *Members' Resources and Allowances Rules*:

(a) at paragraph (d) by deleting the word "and";

(b) at paragraph (e) by deleting the period and substituting a semicolon and the word “and”; and

(c) by adding immediately after paragraph (e) the following

“(f) taxis.”

**CM 2008 - 003**

The Commission considered the position of Chair for the Audit Committee of the Commission and confirmed Ms. Elizabeth Marshall, MHA Topsail, as Chair of the Audit Committee pursuant to S.23 (2) (a) of the *House of Assembly Accountability, Integrity and Administration Act*.

**CM 2008 - 004**

The Commission considered and approved a request from Ms. Patty Pottle, Member for Torngat Mountains to use space in a building she owns to accommodate her constituency office. There are no costs as heat, light, cleaning, insurance, and security are all included. The member has requested this approval as she is unable to secure adequate approved space despite a public call for proposals.

**CM 2008 – 005**

The Commission considered a letter from Ms. Lorraine Michael re: meeting location and meeting procedures. The Commission directed the Speaker and staff of House of Assembly Service to explore options with the Department of Transportation and Works for a dedicated Committee Room to be used by the House of Assembly Management Commission and other House committees.

**CM 2008 – 006**

The Commission considered and approved the “Guidelines for the Categorization of the Offices of the House of Assembly” as appropriate for the House of Assembly.

The Commission deferred approval of the plans submitted by 3 Statutory Offices (Office of Child and Youth Advocate, Office of the Citizens Representative, and Office of the Information and Privacy Commissioner) and deferred approval of categories for 3 Statutory Offices (Office of the Chief Electoral Officer, Office of the Commissioner for Legislative Standards and the Office of the Auditor General). Statutory Officers and Transparency and Accountability Office staff are to provide additional information at a future meeting of the Commission.

**CM 2008 – 007**

The Commission appointed a sub-committee of the Commission to be responsible for developing and issuing an RFP to invite proposals for the review of Caucus Resources for the Government Members’ Caucus, the Caucus of the Official Opposition, and the New Democratic Party. The sub-committee will evaluate the proposals and recommend successful proponents to the Commission

for final approval. The Committee members appointed are: Ms. Elizabeth Marshall; Mr. Tom Marshall; Mr. Kelvin Parsons; and Ms. Lorraine Michael. The Speaker will Chair the committee.

- CM 2008 - 008** The Commission approved the adoption of the Publication Scheme dated November 28, 2007, as required by subsection 49 (1) of the *House of Assembly Accountability, Integrity and Administration Act*.
- CM 2008 - 009** The Commission decided that financial statement audits for 1999-2000 and 2000-2001 must be conducted and directed that the Auditor General be requested to conduct the audits.
- CM 2008- 010** The Commission approved the adoption of the Ministerial Expense Reimbursement Policies for the Speaker and the Leader of the Official Opposition, effective October 9, 2007, with the following immediate modifications:
- “Minister” is interpreted as “Speaker” or “Leader of the Official Opposition”;
  - “Treasury Board” is interpreted as “House of Assembly Management Commission”; and,
  - “Premier” or “Premier’s Chief of Staff” is interpreted as “Speaker”.
- The Commission further directed the Clerk to draft amendments to the relevant sections of the Members’ Resources and Allowances Rules under the *House of Assembly Accountability, Integrity and Administration Act* regarding the maximum allowable amount for temporary accommodations, the maximum allowable amount for private accommodations, the maximum number of nights allowable for accommodations when the House is not in session, and meal per diems while traveling to/from the capital region when the House is not in session. The draft amendments should reflect those provided for under the Ministerial Expense Reimbursement Policies and brought back for consideration at the next Commission meeting.
- CM 2008- 011** The Commission considered the issue put forward by the Leader of the Official Opposition as to whether others may travel on her behalf. The Commission deferred a decision and directed the Clerk to prepare a briefing note on this issue for consideration at the next Commission meeting.
- CM 2008- 012** The Commission considered the issue of an appropriate recruitment process for the position of Law Clerk and recommended the standard Public Service Commission recruitment process.
- CM 2008- 013** The Commission considered the issue of providing temporary replacements for Constituency Assistants and directed the Clerk to draft guidelines for hiring of

temporary replacement staff which will ensure a standardized and consistent approach. The guidelines will be brought to the next Commission meeting for consideration.

**CM 2008- 014** The Commission considered the letter from Ms. Lorraine Michael regarding Section 45 of the *House of Assembly Accountability, Integrity and Administration Act* and recommended that the Auditor General and Chief Justice Green should be invited to attend the next meeting of the Management Commission to discuss Section 15 of the *Auditor General Act* and Section 45 of the *House of Assembly Accountability, Integrity and Administration Act*

**CM 2008 – 015** The Commission considered the letter from the Leader of the Official Opposition regarding core funding arrangements for the Office of the Official Opposition. The Commission decided that block funding, equivalent to the maximum step level for each of the four positions identified in her letter, should be provided to the Official Opposition Office as an interim measure until such time as the approved Review of Caucus Resources is completed.

**CM 2008 – 016** The Commission decided that meetings would be held on the date scheduled by the Chair provided that a quorum of members is available. Agenda items requiring the participation of all members may be deferred to a subsequent meeting at the discretion of the Chair.

**Adjournment:** 4:00  
Hon. Roger Fitzgerald, MHA  
Speaker and Chair

Wm. MacKenzie  
Clerk and Secretary to the Commission