



**House of Assembly
Newfoundland and Labrador**

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

Date: February 3, 2009

Location: House of Assembly Chamber

Time: 9:00 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Mr. Bob Ridgley, MHA (PC) St. John's North

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

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

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

Mr. Tom Osborne, MHA (PC) St. John's South

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

CM 2010-001

The Commission, at *in camera* sessions held on January 12, 13 and 19, approved the 2010-2011 budget estimates for the Legislature to be forwarded to the Minister of Finance for inclusion in the Estimates 2010 and voted on in the House of Assembly.

The Speaker reported the following authorizations under Delegated Authority Respecting Urgent Matters for the period ending January 27, 2010.

1. Constituency Office Accommodations (Renovations) for Mr. Marshall Dean - The Straits – White Bay North at a total cost of \$22,800. Costs were required to provide suitable constituency office accommodations within a Crown-owned building located at St. Anthony.

The Speaker reported the following authorizations for travel by other modes as provided for in Section 40 of the *Members' Resources and Allowances Rules*, for the period ending January 27, 2010:

1. Aircraft charter for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, from Sandy Cove to Forteau October 21, 2008 at a cost of \$587.60. The Member could not travel to the district by ferry to attend scheduled meetings due to weather conditions.
2. Aircraft Charter for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, from Cartwright to Black Tickle to Goose Bay on January 23, 2010 at a cost of \$3,051.00. The Member attended meetings at Black Tickle and could not access a commercial flight to get to Goose Bay for scheduled meetings on the same day.

The Speaker reported the following authorizations for travel under extenuating circumstances as provided for in Section 43 of the *House of Assembly Accountability, Integrity and Administration Act*:

1. Accommodations and Meals for Ms. Patty Pottle - Torngat Mountains, on December 18, 2009 at a total cost of \$106.00. The Member needed to make an overnight stop en route to her district due to inclement weather conditions on December 18, 2009.
2. Accommodations for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, on December 21, 2009 at a total cost of \$53.00. The Member needed to make an overnight stop en route to her district on December 21, 2009.
3. Accommodations and Meals for Ms. Yvonne Jones, Cartwright – L'Anse au Clair, on December 22, 2009 at a total cost of \$122.18. The Member's Constituency Assistant needed to make an overnight stop en route to Ms. Jones' district for constituency business on December 22, 2009.

CM 2010-002

The minutes of the House of Assembly Management Commission meeting held on December 2, 2009 were approved as read.

CM 2010-003 The Commission approved the Caucus Operational Funding Grants Policy dated February 2010 with the following changes:

- The word “visiting” to be inserted before the word “individuals” in bullet 2 under Supplies, Caucus Offices and Staff; and
- “web site maintenance” to be removed from section 5.0 and added to section 4.0 under Purchased Services, Caucus Offices and Staff.

CM 2010-004 The Commission directed the Clerk to write individuals noted in the Forensic Audit Report as having received more than \$5,500 in annual discretionary allowance payments in 2001-02 and 2002-03 to seek additional information on the payments.

CM 2010-005 The Commission directed the Clerk to take all reasonable actions to recover double billing amounts owed by Mr. Graham Flight, Mr. Roger Grimes and Mr. Melvin Penney.

Note: Mr. Kelvin Parsons removed himself from all discussion and the vote on **CM 2010-004 and CM 2010-005**.

CM 2010-006 The Commission approved payment of invoices totaling \$69,400 related to work conducted on the O’Neill Review for the period pre-October 1, 2009 and post-November 30, 2009.

CM 2010-007 The Commission deferred consideration of transferring Constituency Assistants from departmental payrolls to House of Assembly payroll and directed the Clerk to consult with Constituency Assistants.

CM 2010-008 Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave first approval to the following proposed amendments to the *Members’ Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

The Rules are amended by adding the following immediately after section 37:

Accommodations when traveling long distances

37.1(1) Notwithstanding anything to the contrary in sections 31 to 37, a member who maintains

- (a) a permanent residence in his or her constituency which is outside the capital region; or

- (b) a permanent residence within the capital region but represents a constituency outside the capital region; or
- (c) a permanent residence outside the capital region in a location that is not in his or her constituency and the constituency is outside the capital region,

and his or her permanent residence or constituency is in a district listed in subsection (2), that member may claim reimbursement for the costs associated with travel between his or her constituency or permanent residence and the capital region, as follows

- (d) with receipts, the actual cost of temporary standard room accommodations for one night while in transit; or
- (e) without receipts, \$53 on the island portion of the province and \$71 in Labrador for one night while in transit when staying in private accommodations; and
- (f) without receipts, the prorated portion of the \$50 daily meal allowance, as contribution to the cost of meals while in transit.

(2) The districts to which subsection (1) applies are:

- (a) Baie Verte-Springdale;
- (b) Bay of Islands;
- (c) Bonavista North
- (d) Burgeo-La Poile;
- (e) Cartwright-L'anse au Clair;
- (f) Exploits;
- (g) Fortune Bay-Cape LaHune
- (h) Grand Bank;
- (i) Grand Falls-Winsor-Buchans;
- (j) Grand Falls-Windsor-Green Bay South;
- (k) Humber East;
- (l) Humber Valley;
- (m) Humber West;
- (n) Labrador West;
- (o) Lake Melville;
- (p) Lewisporte;

- (q) Port au Port;
- (r) St. Barbe;
- (s) St. George's-Stephenville East;
- (t) The Isles of Notre Dame;
- (u) The Straits-White Bay North; and
- (v) Torngat Mountains.

- (3) Where a claim is made under subsection (1), the night for which an amount was claimed shall not be included in the number of nights of allowable accommodation permitted under this Part.

CM 2010-009

Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave first approval to the following proposed amendments to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

- 1.(1) Subsection 31(1) of the *Members' Resources and Allowances Rules* is amended by renumbering it as section 31.

- (2) Paragraph 31(1)(b) of the Rules is repealed and the following is substituted:

- (b) for each day that the House of Assembly is in session,

- (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or

- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or

- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

- (3) Subsection 31(2) of the Rules is repealed.

- 2. Paragraph 32(2)(b) of the Rules is repealed and the following is substituted

- (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

3. Paragraph 33(b) of the Rules is repealed and the following is substituted

- (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

4. Paragraph 35(b) of the Rules is repealed and the following is substituted

- (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night

the member actually occupies the accommodations, or

- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

5. Paragraph 36(2)(b) of the Rules is repealed and the following is substituted

(b) for not more than 50 nights

- (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

6. Paragraph 37(b) of the Rules is repealed and the following is substituted

(b) for not more than 50 nights

- (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or

- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

7. Paragraph 38(2)(b) is repealed and the following is substituted

(b) within his or her constituency

- (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
- (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

8. Subsections 41(2), (3) and (4) of the Rules are repealed.

CM 2010-010

Directives **2007-002** and **2007-004** are repealed upon the coming into force of the approved rule amendments in **CM 2010-009**.

CM 2010-011

Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gave first approval to the following proposed amendments to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel.

- 1.(1) Paragraph 38(2)(a) of the Rules is amended by deleting the comma, words and number “, in accordance with section 40”.
2. Section 40 of the Rules is amended by adding immediately after subsection (3) the following:
 - (3.1) Notwithstanding subsection (2), where, on a regular basis, a member proposes to travel by means other than the means mentioned in subsection (1), the member may

make a proposal to the commission respecting that travel and the commission may by directive approve that travel upon those terms and conditions that the commission considers to be appropriate without further need for the member to make an application under subsection (2).

CM 2010-012 The Commission decided the current provisions for the payment of severance to an MHA will remain unchanged and that the issue will be referred to the next appointed Members' Compensation Review Committee.

CM 2010-013 The Commission approved the revised Minutes for meetings of August 29, 2007 and November 28, 2007.

CM 2010-014 The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 (HOA) Members' Resources - Allowances and Assistance - \$1,700

To:

Subdivision 1.1.05.10 House Operations – Grants and Subsidies - \$100
Subdivision 1.1.06.10 Government Members Caucus – Grants and Subsidies - \$1,200
Subdivision 1.1.07.10 Official Opposition Caucus – Grants and Subsidies - \$200
Subdivision 1.1.08.10 Third Party Caucus – Grants and Subsidies - \$200

CM 2010-015 The Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 (HOA) Members' Resources – Allowances and Assistance - \$8,100

To:

Subdivision 3.1.01.10 Office of the Chief Electoral Officer - Grants and Subsidies - \$8,100

CM 2010-016 The Commission ratified the approval of Budget Transfer HOABT2009-0012 for the transfer of funds from Members' Resources – Allowances and Assistance to Administrative Support – Professional Services and the Office of the Citizens' Representative – Professional Services for professional fees for services and legal costs.

- CM 2010-017** The Commission ratified the approval of Budget Transfer HOABT2009-0015 for the transfer of funds from Members' Resources – Allowances and Assistance to Members' Resources – Purchased Services for renovations required to provide adequate constituency office space.
- CM 2010-018** Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission adopted the Cellular and Landline Phone Services Policy for employees of the House of Assembly Service, Caucus Offices and Statutory Offices, dated February, 2010.
- CM 2010-019** Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Printing Policy for Members of the House of Assembly and Constituency Assistants, dated February, 2010.
- CM 2010-020** The Commission amended the Purchasing Policy – Under \$200, dated November 2008 by deleting the phrase “purchase printing services without prior authorization from the Queen’s Printer to procure from outside sources” from Section 4.1 of the policy.
- CM 2010-021** The Commission, pursuant to subsection 24(9) of the Act, approved expense claims totaling \$118.75, as detailed in the Member’s correspondence of November 2, 2009, which were submitted by the Member for St. John’s East later than the 60 day deadline as required under subsection 7(6) of the *Members’ Resources and Allowances Rules*.
- CM 2010-022** The Commission, pursuant to subsection 24(9) of the Act, approved expense claims totaling \$1,176.13, as detailed in the Member’s correspondence of December 8 and December 16, 2009, which were submitted by the Member for Torngat Mountains later than the 60 day deadline as required under subsection 7(6) of the *Members’ Resources and Allowances Rules*.

Adjournment: 12:10 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

Wm. MacKenzie
Clerk and Secretary to the Commission

House of Assembly Management Commission

Briefing Note

Title: Rule Amendment – **Overnight Accommodations**

Issue: Proposed Amendment to Section 37 of the *Members' Resources and Allowances Rules*

Background:

- At its February 3, 2010 meeting, the Commission considered the proposed amendments to the *Members' Resources and Allowances Rules* in response to the MCRC recommendation on overnight accommodations for Members while traveling to and from the capital region.
- As required under subsection 15(5) of the Act, this draft amendment received first approval at the February 3, 2010 meeting. **CM 2010-008 refers.**
- The draft amendment has been distributed to all Members of the House of Assembly and posted on the House of Assembly website. It is now brought to the Commission for **final** approval.
- The approved amendment will be forwarded to the Office of the Legislative Counsel in preparation for publication in the NL Gazette.

Action Required:

Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gives **final** approval to the following proposed amendments to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

The *Members' Resources and Allowances Rules* are amended by adding the following immediately after section 37:

Accommodations when traveling long distances

- 37.1(1) Notwithstanding anything to the contrary in sections 31 to 37, a member who maintains
- (a) a permanent residence in his or her constituency which is outside the capital region; or
 - (b) a permanent residence within the capital region but represents a constituency outside the capital region; or

- (c) a permanent residence outside the capital region in a location that is not in his or her constituency and the constituency is outside the capital region,

and his or her permanent residence or constituency is in a district listed in subsection (2), that member may claim reimbursement for the costs associated with travel between his or her constituency or permanent residence and the capital region, as follows

- (d) with receipts, the actual cost of temporary standard room accommodations for one night while in transit; or
- (e) without receipts, \$53 on the island portion of the province and \$71 in Labrador for one night while in transit when staying in private accommodations; and
- (f) without receipts, the prorated portion of the \$50 daily meal allowance, as contribution to the cost of meals while in transit.

(2) The districts to which subsection (1) applies are:

- (a) Baie Verte-Springdale;
- (b) Bay of Islands;
- (c) Bonavista North
- (d) Burgeo-La Poile;
- (e) Cartwright-L'anse au Clair;
- (f) Exploits;
- (g) Fortune Bay-Cape LaHune
- (h) Grand Bank;
- (i) Grand Falls-Winsor-Buchans;
- (j) Grand Falls-Windsor-Green Bay South;
- (k) Humber East;
- (l) Humber Valley;
- (m) Humber West;
- (n) Labrador West;
- (o) Lake Melville;
- (p) Lewisporte;
- (q) Port au Port;
- (r) St. Barbe;
- (s) St. George's-Stephenville East;
- (t) The Isles of Notre Dame;
- (u) The Straits-White Bay North; and
- (v) Torngat Mountains.

(3) Where a claim is made under subsection (1), the night for which an amount was claimed shall not be included in the number of nights of allowable accommodation permitted under this Part.

House of Assembly Management Commission

Briefing Note

Title: Rule Amendment – **Secondary Residences**

Issue: Proposed Amendments to the *Members' Resources and Allowances Rules*

Background:

- At its February 3, 2010 meeting, the Commission considered the proposed amendments to the *Members' Resources and Allowances Rules* in response to the recommendation of the Members' Compensation Review Committee (MCRC) respecting accommodation in a secondary residence.
- As required under subsection 15(5) of the Act, this draft amendment received first approval at the February 3, 2010 meeting. **CM 2010-009 refers.**
- The draft amendment has been distributed to all Members of the House of Assembly and posted on the House of Assembly website. It is now brought to the Commission for **final** approval.
- The approved amendment will be forwarded to the Office of the Legislative Counsel in preparation for publication in the NL Gazette.

Action Required:

Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gives **final** approval to the following proposed amendments to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

- 1.(1) Subsection 31(1) of the *Members' Resources and Allowances Rules* is amended by renumbering it as section 31.
- (2) Paragraph 31(1)(b) of the Rules is repealed and the following is substituted:
 - (b) for each day that the House of Assembly is in session,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or

- (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and
- (3) Subsection 31(2) of the Rules is repealed.
- 2. Paragraph 32(2(b) of the Rules is repealed and the following is substituted
 - (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and
- 3. Paragraph 33(b) of the Rules is repealed and the following is substituted
 - (b) for a maximum of 3 nights during a trip,
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and
- 4. Paragraph 35(b) of the Rules is repealed and the following is substituted
 - (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and

5. Paragraph 36(2)(b) of the Rules is repealed and the following is substituted
 - (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and
6. Paragraph 37(b) of the Rules is repealed and the following is substituted
 - (b) for not more than 50 nights
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and
7. Paragraph 38(2)(b) is repealed and the following is substituted
 - (b) within his or her constituency
 - (i) with receipts, the actual cost of temporary standard room accommodations for each night the member actually occupies the accommodations, or
 - (ii) without receipts, a daily amount, of \$53 on the island portion of the province and \$71 in Labrador when staying in private accommodations, or
 - (iii) without receipts, \$53 for each night the member actually occupies his or her secondary residence; and
8. Subsections 41(2), (3) and (4) of the Rules are repealed.

Drafted by: Marie Keefe
Date: February 10, 2010

Approved by: Wm. MacKenzie

House of Assembly Management Commission

Briefing Note

Title: Rule Amendment – **Modes of Travel**

Issue: Proposed Amendments to the *Members' Resources and Allowances Rules*

Background:

- At its February 3, 2010 meeting, the Commission considered the proposed amendments to the *Members' Resources and Allowances Rules* in response to the recommendation of the Members' Compensation Review Committee (MCRC) respecting modes of travel within the district.
- As required under subsection 15(5) of the Act, this draft amendment received first approval at the February 3, 2010 meeting. **CM 2010-010 refers.**
- The draft amendment has been distributed to all Members of the House of Assembly and posted on the House of Assembly website. It is now brought to the Commission for **final** approval.
- The approved amendment will be forwarded to the Office of the Legislative Counsel in preparation for publication in the NL Gazette.

Action Required:

Pursuant to paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gives **final** approval to the following proposed amendments to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel.

- 1.(1) Paragraph 38(2)(a) of the Rules is amended by deleting the comma, words and number “, in accordance with section 40”.
2. Section 40 of the Rules is amended by adding immediately after subsection (3) the following:
 - (3.1) Notwithstanding subsection (2), where, on a regular basis, a member proposes to travel by means other than the means mentioned in subsection (1), the member may make a proposal to the commission respecting that travel and the commission may, by directive approve that travel upon those terms and conditions that the commission considers to be appropriate without further need for the member to make an application under subsection (2).

Drafted by: Marie Keefe
Date: February 10, 2010

Approved by: Wm. MacKenzie

**House of Assembly Management Commission
Briefing Note**

Title: Budget Transfer Request

Issue: Approval for a Transfer of Funds Under the Transfer of Funds Policy

Background:

- The Transfer of Funds Policy (April 2008) requires Management Commission approval for the transfer of funds to or from the Allowances and Assistance main object of expenditure.
- \$64,100 is required for the Office of the Citizens' Representative for the following legal and professional fees:
 - \$35,800 is required for payment of unbudgeted professional fees to the Acting Citizens' Representative to conduct the investigation under the Whistleblower provisions of the *House of Assembly Accountability, Integrity and Administration Act (HOAIA)*.
 - \$20,000 is required for payment of legal fees to O'Dea Earle for representation of the Citizens' Representative in relation to the court application filed as a result of the original investigation initialized under the Whistleblower provisions of the HOAIA.
 - \$7,800 is required for payment of legal fees to Ottenheimer & Baker for representation of the Acting Citizens' Representative in relation to the investigation conducted under the Whistleblower provisions of the HOAIA.
 - \$500 is required for payment of legal fees to French, Noseworthy & Associates regarding representation for staff at the Office of the Child and Youth Advocate in relation to the investigation under the Whistleblower provisions of the HOAIA.
- A net amount of \$87,700 is required in Administrative Support for the following legal and professional fees:
 - \$69,400 is required for professional and legal fees relating to the review into the circumstances of Fraser March's removal from office. As per CM 2010-006, the Commission has approved payment of invoices related to work conducted on the O'Neill Review for the period pre-October 1, 2009 and post-November 30, 2009.
 - \$50,000 is required for consulting services by Grant Thornton during the current fiscal year related to management certification work for 2009-10.
 - \$8,300 is required for the payment of legal fees to Curtis Dawe in connection with matters related to the Office of the Child and Youth Advocate.

- There is a net requirement of \$87,700 as existing funds of \$40,000 within the Professional Services main object will offset part of the total \$127,700 in noted costs.
- An analysis of funds expended in fiscal 2008-09 and year-to-date in fiscal 2009-10 indicates that requirements for Allowances and Assistance in the Members' Resources Activity will be less than anticipated in fiscal 2009-10, and therefore permanent savings are available in this Activity/Main Object for transfer.

Action Required:

- The Commission's approval of the following transfer of funds is requested.

From:

Subdivision 1.1.04.09 (HOA) Members Resources' – Allowances and Assistance \$151,800

To:

Subdivision 4.1.01.05 Office of the Citizens' Representative – Professional Services \$ 64,100

Subdivision 1.1.01.05 Administrative Support – Professional Services \$ 87,700

Drafted by: Virginia English
Date: February 9, 2010

Approved by: William MacKenzie

**House of Assembly Management Commission
Briefing Note**

Title: Audit Committee

Issue: Appointment of new Audit Committee Member and Chair

Background:

- The Audit Committee is established under the authority of section 23 of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) which states:
 - (1) There is established a committee of the commission, to be known as the audit committee.
 - (2) The audit committee shall consist of
 - (a) 2 members of the commission chosen by the commission, at least one of whom shall not be a member of the government party; and
 - (b) 2 persons, chosen by the Chief Justice of the province, who are not members but who are resident in the province, and have demonstrated knowledge and experience in financial matters and are suitable to represent the public interest.
 - (3) The commission shall designate the chair of the audit committee from members of the committee.
- As a result of the recent resignation of Ms. Elizabeth Marshall, there are currently only three members of the Committee; Mr. Kelvin Parsons, Ms. Janet Gardiner, and Mr. Donald Warr.
- As required under the Act, the Commission must appoint a new member and designate a Chair for the Committee.

Action Required:

- The Commission appoints Member X as the new member and Chair of the Audit Committee, effective immediately.

Drafted by: Marie Keefe
Date: February 10, 2010

Approved by: Wm MacKenzie