



**House of Assembly
Newfoundland and Labrador**

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

Date: March 24, 2010

Location: House of Assembly Chamber

Time: 5:35 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

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

Mr. Kelvin Parsons, Opposition House Leader

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

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

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

Regrets:

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

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

CM 2010-030 The minutes of the House of Assembly Management Commission meeting held on February 17, 2010 were approved as read.

The Speaker gave an update on authorizations made under subsection 18(4) of the *Members' Resources and Allowances Rules* for the period ending March 17, 2010. The amount of \$1398.00 was approved to install a security camera at the office of Mr. Darryl Kelly, District of Humber Valley, because of security issues at the Member's office.

The Clerk reported on authorization given for furniture and equipment. The Clerk approved \$459.00 for a 3-drawer lateral filing cabinet for the constituency office of Mr. Tony Cornect, District of Port au Port.

CM 2010-031 The Commission considered the implications, including a summary of the recent consultations, of transferring Constituency Assistants currently on departmental payrolls to the House of Assembly payroll and directed that Executive Council be requested to advise on the full implications of providing internal competition rights and other benefits to all political support staff, including Constituency Assistants.

CM 2010-032 The Commission amended the House of Assembly Publication Scheme as follows:

- Section 2.0 is renamed **Members' Financial and Other Reports**.
- Section 2.1 is added and entitled **2.1. Members' Accountability and Disclosure Reports**. The description of financial reports currently in section 2.0 will apply to this category.
- Sections 2.2 and 2.3 are added as follows:

2.2 Total Annual Compensation Report –

- Report 1: A report of: salaries authorized under s. 11(1) and 12(1) of the Act; committee allowances under s. 46 of the *Members' Resources and Rules*; and, salaries authorized by the Lieutenant-Governor-in-Council for the Premier, Ministers, Parliamentary Secretaries and the Parliamentary Assistant, as provided by Executive Council
- Report 2: An annual report of actual compensation paid to Members by the House of Assembly in a fiscal year.

Responsibility: Corporate and Members' Services Division

Official Version: Paper

Permanent Retention: Legislative Library

Online Version: Report 1: Posted following any amendments; Report 2: Posted 90 days after the end of the fiscal year

Online Retention: Current General Assembly + two years

- 2.3 Members' Declarations of Attendance** – A report, in table form, reflecting Members' Declarations of Attendance in the House of Assembly as required by subsection 13(5) of the Act.

Responsibility: Corporate and Members' Services Division

Official Version: Paper

Permanent Retention: Legislative Library

Online Version: Posted by 31 March each year

Online Retention: Current General Assembly + two years

CM 2010-033

The Commission approved the Automobile Allowance and Expense Policy, dated March, 2010, with the following amendments to the proposed policy:

1. Paragraphs (b) to (e) of section 5.2, **Consumable Liquids**, are deleted; and
2. Section 5.4, **Discontinuance of the Automobile Allowance**, is deleted

CM 2010-034

Pursuant to 13(3.1) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following Directive:

- 1) A member who must be absent from the House of Assembly precincts in order to carry out constituency duties must request approval for that absence, in advance and in writing, from the Speaker.
- 2) Where circumstances do not allow a Member to make his or her request for an absence from the House of Assembly precincts in advance, that request must be made, in writing, as soon as is practicable after that absence.
- 3) Upon receipt of a request for an absence from the House of Assembly precincts the Speaker shall determine whether or not the absence is justified and, in writing, approve or not approve that request.

CM 2010-035

The Commission considered the recommendation of the Audit Committee to review the overtime and annual leave payout policy and established an ad hoc committee to consist of three Members of the House of Assembly to undertake a review of the overtime payout

policy, including consultations with the Executive Branch on its current review of the policy.

CM 2010-036 The Commission considered the recommendation of the Audit Committee regarding supporting documentation for Members' claims and directed that subsection 16(5) of the *Members' Resources and Allowances Rules* be amended to require that the "explanation in writing" emanate from the Member.

CM 2010-037 The Commission approved the recommendation of the Audit Committee to adopt the briefing note format proposed in the October 2009 Compliance Review – Part Two (Rule Amendments/Directives/Decisions Process), Appendix C, of the Office of the Comptroller General to replace the briefing note format in Appendix A of the House of Assembly Management Commission Policy and Procedures Manual, adopted by **CM 2007-001** at the August 29, 2007 meeting of the Commission.

CM 2010-038 The Commission ratified the approval of the following transfer of funds:

- Budget Transfer HOABT2009-0031 for the transfer of funds of \$9,100 from House Operations – Transportation and Communications to the Office of the Chief Electoral Officer – Grants and Subsidies for election subsidies.

Adjournment: 7:10 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

Wm. MacKenzie
Clerk and Secretary to the Commission

To: House of Assembly Management Commission

From: Speaker of the House of Assembly

Date: May 10, 2010

Subject: Delegated Authority Respecting Financial Matters

At its November 18, 2008 meeting, the House of Assembly Management Commission, pursuant to Subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act*, delegated authority to the Speaker respecting urgent financial matters relating to the administration of the House of Assembly and the Statutory Offices. **CM 2008 – 095** refers.

Subsequent to the March 24, 2010 Commission meeting, three Members submitted claims past the 60 day deadline for eligible expenses related to the fiscal year ending March 31, 2010. As all claims for the previous year had to be processed by April 30, 2010, the Speaker, under authority delegated by **CM 2008 – 095**, approved the payment of the claims. As required, the following provides details of the approved claims.

Period Ending: May 10, 2010

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COSTS	Reason
Carbonear-Harbour Grace	Mr. Jerome Kennedy	Meals	\$320.00	Claim submitted past 60 day deadline
The Straits-White Bay North	Mr. Marshall Dean	Constituency Allowance - Event	\$129.52	Claim submitted past 60 day deadline
St. John's South	Mr. Tom Osborne	Constituency Allowance (Event) Communications (District Newsletter and Christmas Cards)	\$1224.70	Claim submitted past 60 day deadline

House of Assembly Management Commission

Briefing Note

Title: Double Billings – Auditor General’s 2007 Report

Issue: Status of Members’ repayments

Background:

- The Auditor General released his Report on a Review of Constituency Allowance Claims 1989-90 through to 2005-06 on September 14, 2007. One finding of the review was that double billings of \$212,108 had been paid to 88 Members during that period. The Auditor General wrote to each of the Members and suggested that they resolve the matter with the Clerk of the House of Assembly.
- In subsequent months, staff of the House of Assembly contacted each of the 88 Members to discuss repayment. In many cases, the Members requested copies of all documentation respecting the double billings identified, so that they could review the matter. This detailed documentation was supplied to the House of Assembly Service by the Auditor General and forwarded to Members who requested it. Following their review, many Members provided repayment in full or made arrangements to repay over time.
- The attached summary sheet provides an update of outstanding amounts. Excluding the amounts owing from the three former Members with excess payments (Anderson, Byrne, Collins), 95% of the monies owing has been collected to date.
- The double billing amounts for the three former Members form part of the debt amount included in the Statements of Claim which were filed by the Attorney General. These amounts are being recovered by the Office of the Comptroller General.

Analysis:

Legal Consultation:

Not Applicable

Internal Consultation(s):

Not Applicable

External Consultation(s):

Not Applicable

Comparison to Government Policy:

Not Applicable

Financial Impact:

Not Applicable

Legislative Impact:

Not Applicable

Options:

Not Applicable – Information Purposes Only

Status:

Collection efforts are ongoing.

Action required:

For information purposes only.

Drafted by: Marie Keefe
Date: May 7, 2010

Approved by: William MacKenzie

Attachments:

1. Summary Sheet – Double Billings

Summary Accounts Receivable - Double Billings

	Number	Amount
Members with double billings - Auditor General's Report	88	212,108
Members paid in full	82	136,131
Members with balances owing	6	75,977

Three (3) former Members have made payments but amounts still owing:

Paul Shelley	6,109
Anthony Sparrow	552
William Ramsey	4,715
	11,376

Three (3) former Members who have not made any payments on double billings. These amounts have been included in the Statements of Claims filed by the Office of the Comptroller General.

Wally Anderson	17,484
Ed Byrne	19,462
Randy Collins	27,656
	64,602

Percentage collected to date	64.18%
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Percentage collected (excluding amounts owed by Anderson, Byrne and Collins)	92.29%
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**House of Assembly Management Commission
Briefing Note**

Title: Policy for Hiring External Consultants

Issue: Modifications of Consultants' Guidelines (Executive Branch) for Application to the Legislature

Background:

- Subsection 20(3) of the *House of Assembly Accountability, Integrity and Administration Act* establishes that “where a financial or management policy has not been established by the commission for the House of Assembly and statutory offices, the financial and management policies of the government shall apply.”
- The Commission is authorized by subsection 20 (1) to establish financial, administrative and management policies for the Legislature:

20 (1) *The commission is responsible for the financial stewardship of all public money, within the meaning of the Financial Administration Act, that may be voted by the House of Assembly for the use and operation of the House of Assembly and statutory offices, and for all matters of financial and administrative policy affecting the House of Assembly, its members, offices and staff and in connection with them and, in particular, the commission shall*

(c) *implement and periodically review and update financial and management policies applicable to the House of Assembly service and statutory offices; [emphasis added]*

- The Executive Branch requires its departments to follow the attached Guidelines Covering the Hiring of External Consultants, prepared by the Treasury Board Secretariat (revised 1993 08 13). The guidelines provide financial, selection and contractual guidelines when engaging external consultants and encourage management to become more thorough in the preparation of project and administrative documents.
- The “ Review of the Management Certification Contract and Related Documents”, dated March 2009, from the Office of the Comptroller General (OCG) recommended that:

...the Management Commission formally adopt and approve policy/guidelines for the hiring of external consultants, consistent with those of Government departments. These guidelines would need to be modified to meet the needs of HOA operations.

The OCG Review discusses the revisions required and notes that appropriate modifications would reflect the financial management structure and authorities specific to HOA operations.

- The Office of the Comptroller General has drafted a comprehensive set of revisions to the Executive Branch guidelines. However, as these revisions will ultimately form part of a Cabinet submission, we were not able to obtain a copy to assist in the preparation of the Legislature's policy. Therefore, as recommended by the OCG, we have modified the current guidelines to reflect HOA operations. We will review and update the attached Policy for Hiring External Consultants once the Executive Branch has approved revisions to its guidelines to ensure the Policy continues to be consistent with that of the Executive Branch.

Analysis:

Legal Consultation:

Not Applicable

Internal Consultation(s):

Not Applicable

External Consultation(s):

The OCG was consulted on its plans for revising the guidelines, as noted above.

Comparison to Government Policy:

The proposed policy is based on the document Guidelines Covering the Hiring of External Consultants (revised 1993 08 13). Revisions have been made to reflect the structure and authorities of the Legislature. Some minor editorial changes have been made. The matters identified below are the changes of significance.

1. Section 1.4(e), respecting technology transfer, has been omitted as outside the mandate of the Legislature as an entity.
2. Section 2.5 (Referral to Cabinet) is omitted.
3. Section 3.4 (b), respecting construction projects, has been omitted.
4. Section 3.6 (c), respecting confidentiality, provides for a caucus (as defined in the Caucus Grants policy) to request the Speaker for authority to suspend the requirement to request for proposals. All other offices and divisions direct any such requests to the Commission.
5. Section 4.1 (Cabinet Selection) has been omitted as inconsistent with the evaluation and ranking process.

6. Section 4.2 (Selection of Engineering, Design and Architectural Consultants) has been omitted.
7. Section 4.3 (a) the first bullet has been omitted, further to the deletion of 4.1.
8. Section 4.5 (i) (Selection Considerations) has been omitted.

Financial Impact:

Not Applicable

Legislative Impact:

Not Applicable

Options:

1. Continue to apply the Executive Branch Guidelines Covering the Hiring of External Consultants.
2. Approve the proposed Policy for Hiring External Consultants as presented.
3. Defer the approval of the Policy for Hiring External Consultants until such time as the Executive Branch has revised its existing guidelines.

Status:

- Pending the Commission's decision, the Executive Branch Guidelines Covering the Hiring of External Consultants are in force pursuant to s. 20 (3) of the Act.

Action Required:

Recommended Minute:

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission adopts the Policy for Hiring External Consultants, dated May 2010, for employees of the House of Assembly Service, Caucus Offices and Statutory Offices.

Drafted by: Marlene Lambe
Date: April 12, 2010

Approved by: William MacKenzie

Attachment 1: Guidelines Covering the Hiring of External Consultants (Executive Branch)
Attachment 2: Policy for Hiring External Consultants (Legislature)

**GUIDELINES COVERING THE
HIRING OF EXTERNAL CONSULTANTS**

December, 1992

(Revised 1993 08 13)

Prepared by: Treasury Board Secretariat

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1.0 GENERAL

1.1 Authority

Order-in-Council 1233-'85 approved the development and issuance of financial, selection, and contractual guidelines governing the hiring of external consultants. All prior Orders-in-Council, Cabinet Directives, and Treasury Board minutes on this subject are hereby rescinded.

1.2 Application/Scope

These Guidelines are to be followed in all circumstances where a government department directly engages the services of an external consultant. Contracting authorities should recognize that certain aspects of the Guidelines contained in the Contractual Considerations Section may be more applicable to complex, higher value consulting contracts and should be applied with discretion.

1.3 Responsibilities

- (a) The Deputy Minister is required to ensure that these Guidelines are followed and if any proposed consulting work does not meet these requirements, it is to be referred to Treasury Board for consideration. It is further recommended, to ensure consistency within and between departments, that a management employee in each department be delegated the day-to-day responsibility by the Deputy Minister to coordinate and administer implementation of these Guidelines. This employee would be responsible for informing the Deputy Minister periodically of compliance with the Guidelines.

- (b) Treasury Board Secretariat is responsible for providing interpretation and advice to departments on specific contracts, and to review periodically, or when requested by a Department, the Consultant Guidelines to ensure that they continue to meet the operational and financial objectives of Government.

1.4 Intent

By introducing financial, selection, and contractual guidelines, it is government's intention to:

- (a) Provide a measure of departmental operational consistency when engaging the services of external consultants.
- (b) Inform departmental management of government policy and regulations.
- (c) Encourage management personnel to become more thorough in the preparation of project and administrative documents, e.g. Terms of Reference and Budget Estimates.
- (d) Place itself in a favourable position should any court action be necessary to enforce any or all contractual obligations.
- (e) Encourage technology transfer from other world centres and the establishment of a strong consulting community here in the Province.

1.5 Definitions

- (a) Acceptable Proposal: Acceptable is interpreted to mean that a department is able to determine that the quality of the proposals and the technical competence, experience, past performance and work on hand of those consultants submitting proposals are such as to anticipate satisfactory performance.
- (b) Consultant: An external consultant is deemed to be a private individual, group of individuals, company or institution with a high level of attainment in a professional, scientific, technical or managerial field which is engaged directly by a government department to perform specific work of an advisory nature not covered under the Public Tender Act.
- (c) Limited Proposals: Departments identify the consultants from which they will invite proposals.
- (d) Public Proposals: Departments place in the media, an open call for proposals. The respondents with appropriate qualifications will be identified and asked to make written and/or oral submissions.
- (e) Fee-for Service: Applies when a consultant:
 - (i) is required to be available on an ongoing basis to perform specific tasks, upon request, and paid at an hourly rate or per diem rate (in some cases a retainer may be applicable); or
 - (ii) is engaged to perform a task which has a high degree of uncertainty relative to its financial and functional scope.

2.0 EXPENDITURE APPROVAL REQUIREMENTS

2.1 General

Before a department initiates any action to call for proposals and select the services of an external consultant, it must have the necessary approval to spend such funds for this purpose.

2.2 Estimate Preparation

- (a) Departments must include all current account consultant funding requirements in the Budget Estimate under the main object of expenditure "Professional Services" and capital account funding requirements in approved project related sub-head accounts.
- (b) Departments, to the extent possible, should include in their budget submissions detailed information on projects for which proposals from external consultants will be called. The information should include a description of the work to be performed as well as the desired budgetary funding level.
- (c) Departments, during the budgetary process, may employ the block funding approach when requesting funds to cover anticipated consultant fees when detailed project information is not available during the preparation of the Estimates.

2.3 Approvals

- (a) Approval of a departmental funding level during the budgetary process implies Treasury Board authorization to request proposals from consultants for only those projects or studies which are:

- < specified in the approved departmental budget; and
 - < the required consulting work is consistent with the basis on which the budget allocation was approved; and
 - < and the cost is in accordance with the budgetary provision.
- (b) Departments have authority to make expenditures from block funding when:
- < the work to be performed is not detailed in the departmental estimates; and
 - < the associated consultant fees and expenses are not anticipated to exceed \$50,000.
- (c) Departments must receive Treasury Board approval to make expenditures from block funding when:
- < the work to be performed is not detailed in the departmental expenditures and the associated fees are anticipated to exceed \$50,000.
- (d) Departments must, in all cases, receive specific Treasury Board approval to obtain professional services from a consultant on a fee-for-service basis when:
- < the time frame of the agreement exceeds one year.

2.4 Overruns

In cases of contracts awarded at set amounts, departments must receive Treasury Board approval to authorize payments which are in excess of 110 percent, in the aggregate, of approved contractual amounts.

2.5 Referral to Cabinet

Treasury Board retains the right to refer any consultant project for final consideration and approval.

3.0 PROPOSAL REQUIREMENTS

NOTE: At this stage, Departments will already have authority to spend approved funds.

3.1 Policy

It is the intention of Government to employ, to the extent feasible, the practice of requesting multiple proposals when engaging the services of external consultants. Government favours a public request for proposals and encourages departments to use this method whenever it is feasible to do so.

Government appreciates that there may exist circumstances which mitigate against the public calling of proposals, and, consequently, permits departments to deviate from this preferred method. In such cases, departments are to invite proposals from any competent consultants as known to the departments; three proposals being considered as a minimum number.

Furthermore, even though these Guidelines identify practical exceptions and exemptions, departments are cautioned to suspend the public calling of proposals only after serious consideration.

Government funding will be used to encourage the growth of a local consulting community and encourage technology transfer. To this end, firms will be required to indicate the percentage of work which will be performed here in the Province using

the successful firm's own resources or in a sub-contractual arrangement with a Provincial firm. All things being equal, Departments should consider such local information carefully when making their final selection.

3.2 Consultant List

Departments are encouraged to prepare and maintain an up-to-date list(s) of appropriate consultants who have expressed an interest in submitting proposals for government work. The consultant list(s) shall be an item of public knowledge and an updating process be such as to provide opportunities to newer entrants.

3.3 Terms of Reference

Departments must prepare a terms of reference for the work to be performed by the external consultant. This document should assist the department in the planning and management of the work as well as assisting prospective consultants approach the work in a cost effective manner. See Section 5 for further information on this requirement.

3.4 Discretionary Proposals

(a) **When engaging consultants on a fee-for-service basis, with charges being on a per diem basis:**

- < Departments may use their discretion and not request proposals when total fees and expenses are not estimated to exceed \$50,000.
- < Department are required to have a limited call for proposals when

total fees and expenses are estimated to exceed \$50,000.

(b) When engaging consultants for the express purpose of design or project management of the construction or major renovation of a government facility, water and sewer project, or public road:

- < Departments may use their discretion and not request limited or public proposals when fees and expenses are not estimated to exceed \$100,000.
- < Departments may suspend the requirement to request public proposals but must request limited proposals when total consultant fees and expenses are estimated to be in range of \$100,000 - \$150,000.
- < Departments must prepare and advertise a public "Request for Proposals" when total consulting fees and expenses are estimated to exceed \$150,000.

If a department deems it impractical to request either type of proposal for those projects in excess of \$100,000, it must receive specific Treasury Board approval to suspend the request for proposals.

In situations of multi-phased projects where it is in Government's best interest, a department has discretionary authority to retain the same consultant on all phases without a need to invite proposals for each phase.

3.5 Mandatory Proposals

(a) Departments engaging consultants for all other types of projects or studies

other than those referred to 3.4 must, when the number of consultants permit (i.e. three or more available):

- < request limited proposals when the total consultant fees and expenses for a project or study are not estimated to exceed \$50,000; or
- < prepare and advertise a public "Request for Proposals" when the total consultant fees and expenses for a project or study are estimated to exceed \$50,000.

3.6 Suspension of Mandatory Proposals

- (a) Departments are authorized to suspend the calling of limited or public proposals when the total consultant fees and expenses are not estimated to exceed \$50,000 and:
 - < there are an insufficient number of consultants (less than three); or
 - < a pressing requirement does not provide sufficient time.
- (b) In circumstances outlined in (a), when the total consultant fees are estimated to exceed \$50,000, departments must receive Treasury Board approval to suspend the calling of limited or public proposals.
- (c) Where the subject of a project or study requires a high degree of confidentiality, a department must request Treasury Board authority to suspend the requirement to request for proposals.

3.7 Other Considerations

- (a) Departments, within the above limitations, may use their discretion in the consideration of unsolicited proposals.
- (b) Where it is perceived to be advantageous to Government, departments may disclose the funding level of the project or study to those consultants which are to submit proposals.
- (c) Departments are encouraged to avail of the services of the Government Purchasing Agency where efficiencies can be maximized.

4.0 SELECTION APPROVAL REQUIREMENTS

NOTE: It is anticipated that departments, at this stage, have authority to spend approved funds and have met the requirements of Section 3, Proposal Requirements.

4.1 Cabinet Selection

For major projects where total fees and expenses are estimated to exceed \$100,000., a department must prepare for Cabinet consideration and selection a paper containing a list of those consultants submitting proposals along with departmental recommendations.

4.2 Selection of Engineering, Design and Architectural Consultants

Notwithstanding Subsection 4.1, appointments of engineering, design and architectural consultants, which would otherwise have been decided by cabinet, shall be decided by a Committee consisting of the Minister of Works, Services and Transportation as Chairperson, and the Ministers of Industry, Trade and Technology, and Justice, with the Committee to choose from a list of consultants prepared by officials in the Department calling proposals. The list is to include as supporting information, the number and value of recent contracts awarded all of the proponents for the specific project. (MC 611-'93 refers)

4.3 Departmental Selection

- (a) A department has the authority to select the successful consultant when:
- < consultant fees and expenses are not estimated to exceed \$100,000;
 - and

- < requirements of prevailing legislation and these and other relevant guidelines and regulations are met; and
- < in cases where two or more consultants are deemed qualified in capacity to complete a specific project, the selected consultant has submitted the lower priced proposal.

(b) Those departments not currently doing so are required to establish a Selection Committee to develop selection criteria to aid in the objective evaluation of proposals.

4.4 Treasury Board Referral for Selection

A department must refer its selection of a consultant to Treasury Board for approval when:

- < following evaluation against pre-determined criteria, two or more consultants are deemed equal in capability to complete a specific project, and the department wishes to select the consultant which does not have the lower priced proposal of the two; or
- < the selection of a consultant does not meet the requirements of these and other relevant guidelines and procedures.

4.5 Selection Considerations

Departments are advised to consider, but not be limited to, the following factors when selecting a consultant:

- a) qualifications, background and experience of each person assigned to

- the project by the consultant;
- b) level of performance displayed by the consultant in previous work of a similar nature and size for this and other departments;
 - c) level of performance displayed by the consultant in previous work of a similar nature for external organizations;
 - d) depth of the support services of the firm. For example, if a study is primarily financial management, but with data processing and operations research implications, does the consultant have specialists available to give particular advice on those aspects even though they are not full-time members of the project team?
 - e) ability of the consultants to measure up to the demands of the task in terms of qualifications, experience, financial stability, reputation, and professional standards;
 - f) quality of the study plan submitted to the department in terms of logic, method of approach, and comprehensiveness;
 - g) extent to which the consultant is in harmony with applicable legislation with respect to qualifications, i.e. the Professional Engineers Act, Architect Act, etc.
 - h) that rates being quoted are not in excess of the fee schedules published by various professional associations.
 - i) Departments are encouraged to consider opportunities to strengthen or develop local consultant expertise in the Province. Departments

should consult with the Department of Industry, Trade and Technology or the Government Purchasing Agency for the terms of any legislation or regulations that may apply to local preference hiring.

If during the selection process a department requires further information on a consulting firm, it should give strong consideration to obtaining additional documentation from the senior personnel of the firm and/or from the major clients of the firm.

5.0 CONTRACTUAL CONSIDERATIONS

5.1 General

Once a consultant is selected, it is important that a department document its requirements and responsibilities and those of the consultant.

5.2 Documentation Requirements

- (a) All agreements for advice and services between government departments and consultants must be in writing; either a contract or a formal Letter of Agreement.
- (b) Contracts other than standard form must be reviewed by the Department of Justice before being signed.
- (c) Contracts should be signed by both parties before any work is performed.
- (d) Without exception, contracts must be signed before any payments can be authorized.
- (e) Changes to initial contractual agreements must be in writing and signed by both parties.

5.3 Contractual Signing Authority

A Minister or his/her designate, may sign a contract with a consultant.

5.4 Contractual Components

To ensure consistency in the preparation of actual contract documents, departments are encouraged to include, where applicable, clauses specifying intentions, constraints, responsibilities, etc. in the following matters:

- < Nature and Scope: A contract should describe in as much detail as possible the nature and scope of the project including adherence to any professional standards or codes. Reference should be made to the date and nature of any interim reports or periodic progress to be attained. The "Terms of Reference" may be referred to and attached as a Schedule to the Agreement if appropriate, and, in this case, it should be stated that the Agreement shall predominate in case of a conflict between the Agreement and Terms of Reference.
- < Financial Implications: A contract should identify, but not limit itself to:
 - 1) total contract price and other pertinent pricing information in both words and numbers, including progress, interim or advance payments;
 - 2) billing and payment arrangements;
 - 3) expenses, for example, travel, accommodations, postage, etc.; and
 - 4) adherence to professional fee schedule.
- < Time Frame of Contract: The department should stipulate:
 - 1) the period of time for which the contract is in effect; or
 - 2) the delivery of the product which brings the contract to conclusion.
- < Termination of Contract: Both parties should fully understand the conditions under which the contract is terminated: completion of work, non-performance by either party, lapse of specific time frame, etc; and the type and time of any Notice requirement. Reference should be made to:
 - 1) is compensation limited to payment for satisfactory work done to the date of termination at the rates provided in the contract with no

compensation for consequential loss? and

2) commitments made which, at the time of termination, cannot be revoked, for example, advance payments, retainers and leasing of equipment.

- < Delays: The Parties should agree upon their responsibility, if any, in the event of delays caused by mechanical breakdowns, slow performance, strikes, lockouts, acts of God, etc.
- < Definitions: The contract should provide explicit definitions of important terms or trade usage expressions so as to avoid misunderstandings.
- < Ownership of Acquired or Prepared Materials: If a work project is of the nature whereby materials of any kind are acquired or prepared, the contract should specify ownership, copyright and patent rights, whether copies may be retained, and acknowledge credits to be included in any publications.
- < Confidentiality of Information: Both parties to the contract must be aware of the sensitivity of the subject matter and of contractual constraints regarding the disclosure of any information, materials, etc. collected or prepared during the course of a project.
- < Record Keeping Requirements: If Government (as an employer) wishes to audit the working or financial records of the consultant, or to inspect, supervise or direct any aspect of the project, the contract should stipulate the conditions, for example, access method, type of records, retention period, etc. necessary to satisfy Government's right.
- < Government Indemnification: Departments must ensure that Government is

not held liable for injuries or damages caused by or to consultants, or held responsible for other pertinent liabilities except as stated in the contract.

- < Re-assignment of Work: Sub-contracting of the work in total or in part must be approved in advance by a department which engaged the consultant.
- < Employment Status: For the sake of clarity, it should be noted that any individuals engaged in a consultant capacity are not considered to be Government employees.
- < Address of Parties: Both parties should designate an address to which correspondence can be delivered and considered legally accepted by the other party.
- < Scope of the Contract: both parties to the contract must specify the documents which comprise the total agreement and make specific reference to pertinent documents external to the contract (include as schedules where possible).
- < Adherence to Legalities: It is implied in any contract that a consultant, or for that matter any party, shall not break, or cause to be broken, any laws in the performance of his/her contractual obligations.
- < Applicable Courts: The contract should state any preferred procedure for resolving disputes arising from the contact, such as a procedure for arbitration and if the consultant is external to the Province, the contract must stipulate whether the provincial laws and courts of Newfoundland shall apply or those of a different jurisdiction.
- < Non-Performance: A contract should stipulate a legal position should an act

of God, for example, fire or flood, make it impossible for one or both parties to perform.

- < Holdbacks: Departments must withhold all or a portion of a consultant fee until such time as they are satisfied that the work has been properly completed and is judged acceptable.

6.0 ELEMENTS OF A "TERMS OF REFERENCE"

6.1 Terms of Reference

A "Terms of Reference" may include, but is not limited to, the following elements:

- a) The background - a statement outlining the situation leading to the requirement.
- b) The objective - a statement describing what is to be achieved.
- c) The scope - a description of the range, extent, and bounds of the work, and where appropriate, the parameters or indicators by which satisfactory completion is judged.
- d) Details of any constraints imposed, such as government policies and standards, current and proposed related activities, security, sensitivity to other interests, protection of the environment, conservation of resources, and other relevant restrictions.
- e) Details of available client support and client responsibilities.
- f) The manner in which work documents shall be presented and the number of copies required of each.
- g) A time schedule for the completion of each stage of the work and for the entire work.
- h) Financial limitations of the project budget and breakdown within which the work shall be performed.
- i) Progress report requirements and other control procedures to be applied by the client agency during the work.
- j) Approval and acceptance requirements relating to performance of the several stages and of the work as a whole.

SUMMARY OF CONSULTANT GUIDELINES APPROVAL REQUIREMENTS

Section	Phase I - Expenditure Approval		Total Value of Consultant Fees and Expenses	Level of Approval Required		
Budget Approval Sub-Section 2.3 (a)	1.	No further expenditure approval required for projects specified in approved Estimates.	No limit	Department		
Block Funding Sub-Section 2.3 (b&c)	2.	Unspecified expenditure from Block funding.	less than \$50,000 greater than \$50,000	Department Treasury Board		
Phase II - Proposal Requirements and Selection				At least 3 Proposals Required	Public Call for Proposals Required	
Discretionary Call for 3 Proposals Sub-Section 3.4	3.	Consultants engaged under a fee for service agreement, on a per diem basis.	less than \$50,000 greater than \$50,000	Department Department	Discretionary Yes	No No
	4.	Consultants engaged in project design and management on government facility, water and sewage systems, local roads.	less than \$100,000 \$100,000 - \$150,000 greater than \$150,000	Department Department Department	Discretionary Yes No	Discretionary Discretionary Yes
Mandatory Call for Proposals Sub-Section 3.5	5.	Call for proposals when time constraints permit and there are a sufficient number of consultants (3 or more).	less than \$50,000 greater than \$50,000	Department Department	Yes No	Discretionary Yes
	6.	Call for proposals when time constraints <u>do not</u> permit, or there is an insufficient number of consultants (2 or less).	less than \$50,000 greater than \$50,000	Department Treasury Board	No No	No No
Selection Section 4.0	7.	Authority to select a consultant.	greater than \$100,000.	Cabinet or Ministerial Committee		
			less than \$100,000	Department		

Subject to limitations in Sub-Sections 4.2, 4.3, & 4.4



House of Assembly

Policy for Hiring External Consultants

May 2010

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1.0 Approval

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Management Commission (Management Commission) establishes this policy respecting the hiring of external consultants.

2.0 Purpose

To provide direction respecting the hiring of external consultants.

3.0 Scope

This policy is to be followed in all circumstances where the House of Assembly Service, a Statutory Office, or Caucus Office engages the services of an external consultant.

4.0 General

4.1 Responsibilities

- a) The Clerk or the Statutory Officer is required to ensure that this policy is followed. If any proposed consulting work is not congruent with these guidelines, it is to be referred to the House of Assembly Management Commission for consideration. To ensure consistency within the Legislature, a management employee in each office/division may be delegated the responsibility by the Clerk or the Statutory Officer to coordinate and administer implementation of this policy.
- b) The Clerk is responsible for providing interpretation and advice to offices and divisions on specific contracts, and to review the policy periodically, or when requested by an office or division, to ensure that it continues to meet the operational and financial objectives of the Legislature.

4.2 Intent

By including financial, selection, and contractual matters in this policy, it is the Legislature's intention to:

- a) Provide operational consistency when engaging the services of external consultants.
- b) Provide clear information on the Legislature policy.
- c) Encourage management to be thorough in the preparation of project and administrative documents, e.g. Terms of Reference.

Original Issue Date: May, 2010

Revision Date:

- d) Place itself in a favourable position should any legal action be necessary to enforce any or all contractual obligations.

4.3 Restrictions

Contracting authorities should recognize that certain aspects of this policy contained in the Contractual Considerations Section may be more applicable to complex, higher value consulting contracts and should be applied with discretion. This policy applies to all circumstances where the services of an external consultant are directly engaged.

5.0 Process

5.1 Definitions

- a) Acceptable Proposal
Acceptable is interpreted to mean that an office or division is able to determine that the quality of the proposals and the technical competence, experience, past performance and work on hand of those consultants submitting proposals are such as to anticipate satisfactory performance.
- b) Consultant
An external consultant is deemed to be a private individual, group of individuals, company or institution with a high level of attainment in a professional, scientific, technical or managerial field which is engaged directly by an office or division to perform specific work of an advisory nature not covered under the Public Tender Act.
- c) Limited Proposals
Offices or divisions identify the consultants from which they will invite proposals.
- d) Public Proposals
Offices or divisions place an open call for proposals in the media. The respondents with appropriate qualifications will be identified and asked to make written and/or oral submissions.
- e) Fee-for Service
Applies when a consultant:
 - i. is required to be available on an ongoing basis to perform specific tasks, upon request, and paid at an hourly rate or per diem rate (in some cases a retainer may be applicable); or
 - ii. is engaged to perform a task which has a high degree of uncertainty relative to its financial and functional scope.

6.0 Expenditure Approval Requirements

6.1 General

Before an office or division initiates any action to call for proposals and select the services of an external consultant, it must have the necessary approval to spend such funds for this purpose.

6.2 Estimate Preparation

- a) Offices or divisions must include all current account consultant funding requirements in the Budget Estimate under the main object of expenditure "Professional Services" [and capital account funding requirements in approved project related sub-head accounts.]
- b) Offices or divisions, to the extent possible, should include in their budget submissions detailed information on projects for which proposals from external consultants will be called. The information should include a description of the work to be performed as well as the desired budgetary funding level.
- c) Offices and divisions, during the budgetary process, may employ the block funding approach when requesting funds to cover anticipated consultant fees when detailed project information is not available during the preparation of the Estimates.

6.3 Approvals

- a) Approval of a funding level during the budgetary process implies Management Commission authorization to request proposals from consultants for only those projects or studies which are:
 - i. specified in the approved budget;
 - ii. the required consulting work is consistent with the basis on which the budget allocation was approved; and
 - iii. the cost is in accordance with the budgetary provision.
- b) Offices and divisions have authority to make expenditures from block funding when:
 - i. the work performed is not detailed in the estimates;
 - ii. and the associated consultant fees and expenses are not anticipated to exceed \$50,000.

- c) Offices and divisions must receive Management Commission approval to make expenditures from block funding when:
 - i. the work to be performed is not detailed in the estimates and the associated fees are anticipated to exceed 50,000.
- d) Offices and divisions must, in all cases, receive specific Management Commission approval to obtain professional services from a consultant on a fee-for-service basis when:
 - i. the timeframe of the agreement exceeds one year.

6.4 Overruns

In cases of contracts awarded at set amounts, offices and divisions must receive Management Commission approval to authorize payments which are in excess of 110 percent, in the aggregate, of approved contractual amount. If the Commission is not able to meet in a timely manner, the Speaker of the House of Assembly, in consultation with the Government House Leader, the Official Opposition House Leader and the Leader of the Third Party, may give approval to authorize the payments and report the approval at the next meeting of the Commission.

7.0 Proposal Requirements

At this stage, offices and divisions will already have authority to spend approved funds.

7.1 Policy

It is the intention of the Legislature to employ, to the extent feasible, the practice of requesting multiple proposals when engaging the services of external consultants. The Legislature favours a public request for proposals and encourages offices and divisions to use this method whenever it is feasible to do so.

Circumstances may exist which mitigate against the public calling of proposals, and, consequently, offices and divisions are permitted to deviate from this preferred method. In such cases, offices and divisions are to invite proposals from any competent consultants as known to the offices and divisions; three proposals being considered as a minimum number.

Furthermore, even though the policy identifies practical exceptions and exemptions, offices and divisions are cautioned that suspending public calling of proposals should only occur after serious consideration.

7.2 Consultant List

Offices and divisions are encouraged to prepare and maintain an up-to-date list(s) of appropriate consultants who have expressed an interest in submitting proposals for government work. The consultant list(s) shall be an item of public knowledge and an updating process be such as to provide opportunities to newer entrants.

7.3 Terms of Reference

Offices and divisions must prepare terms of reference for the work to be performed by the external consultant. This document should assist the office or division in the planning and management of the work as well as assisting prospective consultants approach the work in a cost effective manner. See Section 10 for further information on this requirement.

7.4 Discretionary Proposals

When engaging consultants on a fee-for-service basis, with charges on a per diem basis:

- a) Offices and divisions may use their discretion and not request proposals when total fees and expenses are not estimated to exceed \$50,000.
- b) Offices and divisions are required to have a limited call for proposals when total fees and expenses are estimated to exceed \$50,000.

7.5 Mandatory Proposals

Offices or divisions engaging consultants for projects or studies other than those referred to in "Discretionary Proposals" above may, when the number of consultants permit (i.e. three or more available):

- a) request limited proposals when the total consultant fees and expenses for a project or study are not estimated to exceed \$50,000; or
- b) prepare and advertise a public "Request for Proposals" when the total consultant fees and expenses for a project or study are estimated to exceed \$50,000.

7.6 Suspension of Mandatory Proposals

- a) Offices and divisions are authorized to suspend the calling of limited or public proposals when the total consultant fees and expenses are not estimated to exceed \$50,000 and:

- i. there is an insufficient number of consultants (less than three); or
 - ii. a pressing requirement does not provide sufficient time.
- b) In circumstances outlined in (a), when the total consultant fees are estimated to exceed \$50,000, departments must receive Management Commission approval to suspend the calling of limited or public proposals.
 - c) Where the subject of a project or study requires a high degree of confidentiality, Statutory Offices and Divisions of the House of Assembly Service must request Management Commission approval to suspend the requirement to request for proposals.
 - d) Where the subject of a project or study requires a high degree of confidentiality, Caucus Offices must request Speaker approval to suspend the requirement to request for proposals.

7.7 Other Considerations

- a) Offices and divisions, within the above limitations, may use their discretion in the consideration of unsolicited proposals.
- b) Where it is perceived to be advantageous, offices and divisions may disclose the funding level of the project or study to those consultants which are to submit proposals.
- c) Offices and divisions are encouraged to avail of the services of the Government Purchasing Agency where efficiencies can be maximized.

8.0 Selection Approval Requirements

Offices and divisions, at this stage, have authority to spend approved funds and have met the requirements of Section 7, Proposal Requirements.

8.1 Office or Division Selection

- a) An office or division has the authority to select the successful consultant when:
 - i. requirements or prevailing legislation and these and other relevant guidelines and regulations are met; and
 - ii. in cases when two or more consultants are deemed qualified in capacity to complete a specific project, the selected consultant has submitted the lower priced proposal.

- b) Those offices or divisions preparing an RFP are required to establish a Selection Committee to develop selection criteria to aid in the objective evaluation of proposals.

8.2 Management Commission Referral for Selection

A department must refer its selection of a consultant to the Management Commission for approval when:

- a) following evaluation against pre-determined criteria, two or more consultants are deemed equal in capacity to complete a specific project, and the department wishes to select the consultant which does not have the lower priced proposal of the two: or
- b) the selection of a consultant does not meet the requirements of this policy and other relevant guidelines and procedures.

8.3 Selection Considerations

Offices and divisions are advised to consider, but not be limited to, the following factors when selecting a consultant:

- a) qualifications, background, and experience of each person assigned to the project by the consultant;
- b) level of performance displayed by the consultant in previous work of a similar nature and size for government departments;
- c) level of performance displayed by the consultant in previous work of a similar nature for external organizations;
- d) depth of the support services of the firm. For example, if a study is primarily financial management, but with data processing and operations research implications, does the consultant have specialists available to give particular advice on those aspects even though they are not full-time members of the project team?
- e) ability of the consultants to measure up to the demands of the task in terms of qualifications, experience, financial stability, reputation, and professional standards;
- f) quality of the study plan submitted to the office or division in terms of logic, method of approach, and comprehensiveness;
- g) extent to which the consultant is in harmony with applicable legislation with respect to qualifications;

- h) that rates being quoted are not in excess of the fee schedules published by various professional associations.

If during the selection process an office or division requires information on a consulting firm, it should give strong consideration to obtaining additional documentation from the senior personnel of the firm and/or from the major clients of the firm.

9.0 Contractual Considerations

9.1 General

Once a consultant is selected, it is important that an office or division document its requirements and responsibilities and those of the consultant.

9.2 Documentation Requirements

- a) All agreements for advice and services between Legislature offices or divisions and consultants must be in writing; either a contract or a formal Letter of Agreement.
- b) Contracts must be reviewed by the Law Clerk before being signed.
- c) Contracts should be signed by both parties before any work is performed.
- d) Without exception, contracts must be signed before any payments can be authorized.
- e) Changes to initial contractual agreements must be in writing and signed by both parties.

9.3 Contractual Signing Authority

The Clerk, the Statutory Officer or his/her designate, may sign a contract with a consultant.

9.4 Contractual Components

To ensure consistency in the preparation of actual contract documents, offices/divisions are encouraged to include, where applicable, clauses specifying intentions, constraints, responsibilities, etc. in the following matters:

- a) Nature and Scope
A contract should describe in as much detail as possible the nature and scope of the project including adherence to any professional standards or codes. Reference should be made to the date and nature of any interim reports or periodic progress to be attained. The "Terms of Reference"

may be referred to and attached as a Schedule to the Agreement if appropriate, and, in this case, it should be stated that the Agreement shall predominate in case of a conflict between the Agreement and Terms of Reference.

b) Financial Implications

A contract should identify, but not limit itself to:

- i. total contract price and other pertinent pricing information in both words and numbers, including progress, interim or advance payments;
- ii. billing and payment arrangements;
- iii. expenses, for example, travel, accommodations, postage, etc; and
- iv. adherence to professional fee schedule.

c) Timeframe of Contract

The office/division should stipulate:

- i. the period of time for which the contract is in effect; or
- ii. the delivery of the product which brings the contract to conclusion.

d) Termination of Contract

Both parties should fully understand the conditions under which the contract is terminated: completion of work, non-performance by either party, lapse of specific time frame, etc; and the type and time of any Notice requirement. Reference should be made to:

- i. Whether compensation is limited to payment for satisfactory work done to the date of termination at the rates provided in the contract with no compensation for consequential losses; and
- ii. Commitments made which, at the time of termination, cannot be revoked, for example, advance payments, retainers and leasing of equipment.

e) Delays

The Parties should agree upon their responsibility, if any, in the event of delays caused by mechanical breakdowns, slow performance, strikes, lockouts, acts of God, etc.

- f) Definitions
The contract should provide explicit definitions of important terms or trade usage expressions so as to avoid misunderstandings.
- g) Ownership of Acquired or Prepared Materials
If a work project is of the nature whereby materials of any kind are acquired or prepared, the contract should specify ownership, copyright and patent rights, whether copies may be retained, and acknowledge credits to be included in any publications.
- h) Confidentiality of Information
Both parties to the contract must be aware of the sensitivity of the subject matter and of contractual constraints regarding the disclosure of any information, materials, etc. collected or prepared during the course of a project.
- i) Record Keeping Requirements
If the Legislature (as an employer?) wishes to audit the working or financial records of the consultant, or to inspect, supervise or direct any aspect of the project, the contract should stipulate the conditions, for example, access method, type of records, retention period, etc. necessary to satisfy the Legislature's right.
- j) Legislature Indemnification
Offices and divisions must ensure that the Legislature is not held liable for injuries or damages caused by or to consultants, or held responsible for other pertinent liabilities except as stated in the contract.
- k) Re-assignment of Work
Sub-contracting of the work in total or in part must be approved in advance by the office or division which engaged the consultant.
- l) Employment Status
For the sake of clarity, it should be noted that any individuals engaged in a consultant capacity are not considered to be Legislature employees.
- m) Address of Parties
Both parties should designate an address to which correspondence can be delivered and considered legally accepted by the other party.
- n) Scope of the Contract
Both parties to the contract must specify the documents which comprise the total agreement and make specific reference to pertinent documents external to the contract (include as schedules where possible).

- o) Adherence to Legalities
It is implied in any contract that a consultant, or for that matter any party, shall not break, or cause to be broken, any laws in the performance of his/her contractual obligations.

- p) Applicable Courts
The contract should state any preferred procedure for resolving disputes arising from the contact, such as a procedure for arbitration and if the consultant is external to the Province, the contract must stipulate whether the provincial laws and courts of Newfoundland shall apply or those of a different jurisdiction.

- q) Non-Performance
A contract should stipulate a legal position should an act of God, for example, fire or flood, make it impossible for one or both parties to perform.

- r) Holdbacks
Offices and divisions must withhold all or a portion of a consultant fee until such time as they are satisfied that the work has been properly completed and is judged acceptable.

10.0 Terms of Reference

Terms of Reference may include, but is not limited to, the following elements:

- a) The background - a statement outlining the situation leading to the requirement.
- b) The objective - a statement describing what is to be achieved.
- c) The scope - a description of the range, extent, and bounds of the work, and where appropriate, the parameters or indicators by which satisfactory completion is judged.
- d) Details of any constraints imposed, such as government policies and standards, current and proposed related activities, security, sensitivity to other interests, protection of the environment, conservation of resources, and other relevant restrictions.
- e) Details of available client support and client responsibilities.
- f) The manner in which work documents shall be presented and the number of copies required of each.
- g) A time schedule for the completion of each stage of the work and for the entire work.

- h) Financial limitations of the project budget and breakdown within which the work shall be performed.
- i) Progress report requirements and other control procedures to be applied by the client agency during the work.
- j) Approval and acceptance requirements relating to performance of the several stages and of the work as a whole.

DRAFT

**House of Assembly Management Commission
Briefing Note**

Title: *Members' Resources and Allowances Rules*

Issue: Amendment to Subsection 16(5) of the *Members' Resources and Allowances Rules*

Background:

- Subsection 16(5) of the *Members' Resources and Allowances Rules* states as follows:
 - (5) *Where an original document is unavailable, a copy, photocopy, faxed copy or statement itemizing the expenditure may be accepted by the clerk upon provision of an explanation, in writing, for the absence of the original.*
- The Auditor General in his management letter dated November 24, 2009, stated that the supporting documentation for Members' claims did not comply with the requirement of subsection 16(5). Corporate and Members' Services were accepting written explanation, by email, from a Constituency Assistant, provided the Member was copied on the email.
- Subsequently, it was determined that documentation in the form of an email is compliant with the Rules. Nevertheless, the Audit Committee recommended that, for the avoidance of doubt, subsection 16(5) should be amended to require the written explanation come directly from the Member.
- At its March 24 meeting, the Commission considered the recommendation of the Audit Committee regarding supporting documentation for Members' claims and directed that subsection 16(5) of the *Members' Resources and Allowances Rules* be amended to require that the "explanation in writing" emanate from the Member. **CM 2010-036 refers.**

Analysis:

Legal Consultation:

Not Applicable

Internal Consultation(s):

Not Applicable

External Consultation(s):

Not Applicable

Comparison to Government Policy:

While there is no formal policy or guidelines in the Executive Branch, in instances where approval is required from an individual, it is accepted practice that approval may be given by email from someone other than the individual provided the individual is copied on the email.

Financial Impact:

Not Applicable

Legislative Impact:

Members' Resources and Allowances Rules will have to be amended.

Options:

Not applicable

Status:

Pending approval of the amendment, Corporate and Members' Services continues to accept written explanation, by email, from a Constituency Assistant, provided the Member is copied on the email.

Action Required:

Recommended Minute:

Pursuant to subsection 64(1) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission gives first approval to the following proposed amendment to the *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

Subsection 16(5) of the *Members' Resources and Allowances Rules* is amended by adding immediately after the word "explanation" the words "from the member".

Drafted by: Marie Keefe
Date: May 10, 2010

Approved by: William MacKenzie

**House of Assembly Management Commission
Briefing Note**

Title: Accommodations and Daily Meal Allowance

Issue: Clarification Respecting Reimbursement of Accommodations Costs and Meal Allowance under Certain Circumstances

Background:

- Sections 31 to 38 of the *Members' Resources and Allowances Rules* establish eligible expenses associated with travel, accommodations and the daily meal allowance when the House is in Session (HIS), House Not in Session (HNIS) and for Intra/Extra Constituency Travel, subject to the criteria under each specific Rule.
- Members are permitted one return trip per week between the Capital Region and the District when the House is in Session and 20 return trips per fiscal year when the House is not in Session. Although it would appear that accommodations and the daily meal allowance (or prorated portion) should always be associated with these trips and travel costs, this interpretation is not appropriate under certain circumstances.
- The *Members Resources and Allowances Rules* anticipated that all Members would be reimbursed for private vehicle usage mileage and/or airline travel which would result in meals and accommodations expenses always being associated with a particular trip. However, Members who are Ministers (or Speaker or Leader of an Opposition Party) and receive the annual car allowance do not claim private vehicle usage reimbursement for travel. Thus, is not always possible to determine when and if a “trip” has occurred.
- There are occasions when these Members may be in the Capital Region on Ministerial (or Officeholder) business and wish to remain in the Capital Region for an additional day on constituency business. Although they are then Members conducting constituency business, there is no “trip” with which to associate the accommodation and meal costs. (This may also apply to situations when the Member is already in his or her district as a Minister or Officeholder.)
- Travel and other costs for Members attending meetings of the various committees of the House, the Management Commission or sub-committees of the Management Commission, when the House is not in Session, are not charged to the member allocation under the Rules, but are charged separately to the House Operations budget activity. Members of these bodies may also wish to extend their stay in the Capital Region, following a meeting, to undertake constituency business. In these circumstances, the additional day(s) may result in claims for the reimbursement of accommodations expenditures and/or meal per diems but, as in the case above, there is no “trip” or related travel expenditures.

- In other situations, Members may have used all of the 20 HNIS allowable trips and chosen to travel to the Capital Region without reimbursement for private vehicle usage. A Member may also be in the Capital Region on personal business and wish to remain longer to attend to constituency business. Either situation may result in accommodation expenses and/or a meal allowance, yet there is no “trip” associated with those expenses.
- The current Rules do not provide any direction on whether these three costs (travel, accommodations and meals) must always be associated with each other for a particular “trip”. To date, House of Assembly staff have been approving claims for accommodation expenses and meal allowances in the various circumstances noted above. However, the matter is sufficiently ambiguous that a Commission Directive is desirable to provide clarification to Members and staff.

Analysis:

Legal Consultation:

Not Applicable

Internal Consultation(s):

Not Applicable

External Consultation(s):

Not Applicable

Comparison to Government Policy:

No Comparable Government Policy

Financial Impact:

- If the recommended clarification of the existing Rules is not approved, potential savings may be realized since Members will not be permitted to extend Ministerial, committee or other travel to attend to constituency business. It is anticipated that any savings would be insignificant.
- Sufficient funds are available in the current Allowances and Assistance main object of expenditure to continue the current practice.

Legislative Impact:

Not Applicable

Options:

1. Continue the current practice and allow accommodation costs and meal allowances as long as the Member certifies on the expense claim that the costs are associated with constituency business and permitted under Sections 31 to 37 of the *Members Resources and Allowances Rules*.

2. Allow meals and accommodations only when part of an associated trip as permitted under Sections 31 to 30 of the *Members Resources and Allowances Rules*.

Status:

- Current practice will be continued until the Commission's direction is provided.

Action Required:

Recommended Minute:

Pursuant to subparagraph 20 (6) (b) (i) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approves the reimbursement of expenditures related to accommodations and the provision of meal allowances without associated travel expenditures in circumstances where the expenditures are related to constituency business and in compliance with the Rules.

Drafted by: Marlene Lambe
Date: April 9, 2010

Approved by: William MacKenzie

**House of Assembly Management Commission
Briefing Note**

Title: Standard Office Allocation

Issue: Revisions to the Standard Office Allocation

Background:

- Pursuant to paragraph 25 (1) (h) of the *Members' Resources and Allowances Rules*, the House of Assembly Management Commission is authorized to determine the office furniture, equipment and services which comprise the standard office allocation for Members' constituency offices. Subsection 25 (1) of the Rules states:

A member is entitled to office furniture, equipment and services for his or her constituency office based on a standard office allocation approved by directive of the commission and may include:

- (a) an office furniture and equipment package;*
- (b) artwork from the Government procurement program;*
- (c) telephone and facsimile services;*
- (d) a computer or laptop computer;*
- (e) personal data communication services;*
- (f) photocopier, printer and scanner services;*
- (g) internet services; and*
- (h) other items that may be identified and approved by a directive of the commission.*

- The Commission approved a standard office furniture, equipment and services package for Members and their Constituency Assistants at its August 29, 2007 meeting. **(CM 2007-005 and Commission Directive 2007-003 refer.)**
- The Commission amended the allocation with the addition of a stand for the combination printer/fax/copier/scanner and a stand for the printer at its April 30, 2008 meeting. **(CM 2008-044 and Commission Directive 2008-004 refer.)**
- The current furniture and equipment package includes four visitor chairs without wheels. This provides two chairs for the reception area, one chair for the Member's office and one chair for the Constituency Assistant's office. Members have found that this number of chairs is insufficient and House staff recommends that two more chairs be added to the package.
- The current furniture and equipment package includes two desktop computers and one laptop computer. This provides one desktop computer for the Member, one desktop computer for the Constituency Assistant and one laptop to be shared by the Member and the Constituency Assistant. Experience has now shown that some Members and Constituency Assistants prefer to use a laptop computer rather a desktop. Therefore,

House staff recommends that the package still provide three computers per office, but that two of the computers may be laptops. The package should also be amended to clarify that required computer accessories such as monitors, keyboards and docking stations are part of the approved computer equipment.

Analysis:

Legal Consultation:

Not Applicable

Internal Consultation(s):

Not Applicable

External Consultation(s):

Not Applicable

Comparison to Government Policy:

No comparable government policy

Financial Impact:

Based on the current standing offers, the cost of a laptop computer is \$1,000 whereas a desktop computer is \$600. It is likely, however, that if a Member and his or her Assistant has two laptops, they will not request a desktop computer. It is not anticipated that additional expenditures will be incurred as the additional cost of a laptop will be offset by savings as two versus three computers would likely be required for each office.

Based on the current standing offer, the costs of the two additional guest chairs would be \$226. Sufficient funds are available in the current Allowances and Assistance main object of expenditure to cover the costs of the additional guest chairs.

Legislative Impact:

Not Applicable

Options:

1. Amend the current package by the addition of two guest chairs and approving the option of two laptops computers, including accessories, in addition to one desktop computer.
2. Amend the current package by approving the option of two laptops computers, including accessories, in addition to one desktop computer.
3. Amend the current package by the addition of two guest chairs to the package.
4. Do not amend the current standard office allocation package.

Status:

- The standard office, furniture and services package continues in effect until the Commission's direction is provided.

Action Required:

Recommended Minute:

Pursuant to subsection 25(1) of the *Members' Resources and Allowances Rules*, the Commission directs that the standard office allocation be amended such that Office Furniture includes six visitor chairs and Equipment includes three computers, two of which may be laptops (including accessories)

Drafted by: Marlene Lambe
Date: April 10, 2010

Approved by: William MacKenzie

**House of Assembly Management Commission
Briefing Note**

Title: Budget Transfers Report

Issue: Budget transfers processed during fiscal 2009-10.

Background:

- The Transfer of Funds Policy, April 2008 requires only certain budget transfers to be approved by the Commission. However, to ensure transparency, it was proposed that all transfers of funds should be reported to the Commission.
- In accordance with Section 4.1.1 of the Transfer of Funds Policy, the following thirty-three (33) transfers were approved by the Clerk of the House of Assembly and the applicable Statutory Officer or Chief Financial Officer (or designate) since the last report:
 - HOABT2009-0019 to HOABT2009-0021
 - HOABT2009-0023
 - HOABT2009-0025 to HOABT2009-0026
 - HOABT2009-0028 to HOABT2009-0030
 - HOABT2009-0032 to HOABT2009-0049
 - AGBA00002-0910 to AGBA00007-0910 (transfers for the Office of the Auditor General)
- In according with Section 4.2.1 of the Transfer of Funds Policy, the following three (3) transfers of funds were approved by the House of Assembly Management Commission:
 - HOABT2009-0022 approved per Commission Minute **CM2010-014**
 - HOABT2009-0024 approved per Commission Minute **CM2010-015**
 - HOABT2009-0027 approved per Commission Minute **CM2010-027**
- In accordance with Section 5 of the Transfer of Funds Policy, the following transfer was approved by a quorum of at least four members of the House of Assembly Management Commission:
 - HOABT2009-0031, ratified by Commission Minute **CM2010-038**.

Analysis:

Legal Consultation:

Not applicable

Internal Consultation(s):

Not applicable

External Consultation(s):

Not applicable

Comparison to Government Policy:

Transfers of funds for government departments are reviewed periodically by staff of the Budget Division, Department of Finance, for compliance with the Transfer of Funds policy for Government, but are not tabled at Treasury Board.

Financial Impact:

Not applicable

Legislative Impact:

Not applicable

Options:

Not applicable

Status:

Not applicable

Action Required:

For information purposes only.

Drafted by: Virginia English

Date: May 7, 2010

Approved by: William MacKenzie

Attachments:

1. Budget Transfers HOABT2009-0019 to HOABT2009-0049
2. Budget Transfers AGBA00002-0910 to ABGA000007-0910

LEGISLATURE

Budget Adjustment No.: HOABT2009-0019

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0205	100	04C0	B015	000000	1.1.08.01 Third Party Caucus - Salaries	\$8,000
0205	100	04C0	B015	000000	1.1.08.01 Third Party Caucus - Salaries	\$13,600

FUNDS REQUIRED FOR:


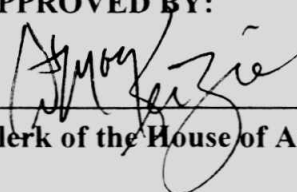
Unbudgeted automobile allowance (\$8,000) for the leader of the Third Party, as per revised *House of Assembly Accountability, Integrity and Administration Act* (HOAAIA) Subsection 15(1); summer student; and severance payment.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0202	100	0420	B015	000000	1.1.05.01 House Operations – Salaries	\$21,600

REASON FUNDS ARE AVAILABLE:

Funds budgeted for the Speakers' automobile allowances will not be utilized in fiscal 2009-10 and lower payments to external Committee members than budgeted.

<p>APPROVED BY:</p> <p></p> <hr/> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-01</u></p>	<p>APPROVED BY:</p> <p></p> <hr/> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.02.02,</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0020

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	110	0600	B061	000000	3.1.01.06 Office of the Chief Electoral Officer – Purchased Services	\$20,000
0211	110	0600	B041	000000	3.1.01.04 Office of the Chief Electoral Officer – Supplies	\$5,000

FUNDS REQUIRED FOR:

Purchased Services and Supplies expenditures relating to two unbudgeted by-elections.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	120	0600	B051	000000	3.1.01.05 Office of the Chief Electoral Officer – Professional Services	\$25,000

REASON FUNDS ARE AVAILABLE:

Expenditures for professional services related to the Commission of Legislative Standards and for IT support are less than originally budgeted.

<p>VERIFIED BY:</p> <p><u>Virginia English</u> Chief Financial Officer</p> <p>Date: <u>January 22, 2010</u></p>	<p>APPROVED BY:</p> <p><u>M. Lambie</u> Clerk of the House of Assembly</p> <p>Date: <u>2010-01-22</u></p>	<p>APPROVED BY:</p> <p><u>Paul Reynolds</u> Statutory Officer</p> <p>Date: <u>Jan. 28/10</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0021

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0208	110	0430	B072	000000	1.1.03.07 Hansard and the Broadcast Centre – Property, Furniture and Equipment	\$36,200

FUNDS REQUIRED FOR:

Property, Furniture and Equipment items (including an electronic news gathering (ENG) camera and a portable lighting kit) required for the Broadcast Centre.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0208	110	0430	B061	000000	1.1.03.06 Hansard and the Broadcast Centre – Purchased Services	\$36,200

REASON FUNDS ARE AVAILABLE:

Expenditures in Purchased Services for satellite charges related to estimated sitting days for the House of Assembly are less than anticipated at Budget time.

<p>APPROVED BY:</p> <p align="center"><u>Virginie English</u></p> <p>Chief Financial Officer</p> <p>Date: <u>January 22, 2010</u></p>	<p>APPROVED BY:</p> <p align="center"><u>Marelene Lambie</u></p> <p>Clerk of the House of Assembly (per s.10 of HOA AIA)</p> <p>Date: <u>2010-01-22</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0022

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0202	130	0420	B106	000000	1.1.01.10 House Operations – Grants & Subsidies	\$100
0204	130	04A0	B106	000000	1.1.06.10 Government Members Caucus – Grants & Subsidies	\$1,200
0203	130	04B0	B106	000000	1.1.07.10 Official Opposition Caucus – Grants & Subsidies	\$200
0205	130	04C0	B106	000000	1.1.08.10 Third Party Caucus – Grants & Subsidies	\$200

FUNDS REQUIRED FOR:

Caucus Operational Grant funding allocations, due to unbudgeted adjustment for Consumer Price Indexing (CPI).

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	130	0410	B091	000000	1.1.04.09 (House of Assembly) Members' Resources – Allowances and Assistance	\$1,700

REASON FUNDS ARE AVAILABLE:

An analysis of funds expended in fiscal 2008-09 and year-to-date in fiscal 2009-10 indicates that requirements for Allowances and Assistance will be less than anticipated in fiscal 2009-10, and therefore permanent savings are available in this Activity/Main Object.

<p>VERIFIED BY:</p> <p><u>M. Lambe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-03</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>House of Assembly Management Commission</p> <p>Date: <u>[Date]</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0023

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	110	0410	B051	000000	1.1.04.06 (House of Assembly) Members' Resources – Professional Services	\$2,900

FUNDS REQUIRED FOR:

Professional fees for the Members' Compensation and Review Committee members were higher than anticipated at Budget.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	120	0440	B051	000000	1.1.02.05 Legislative Library and Records Management – Professional Services	\$2,900

REASON FUNDS ARE AVAILABLE:

Lower than anticipated expenditures related to the editing of the 1932 Hansard.

<p>APPROVED BY:</p> <p align="center"><i>Marilyn Lambert</i></p> <hr/> <p>Chief Financial Officer</p> <p>Date: <u>2010-01-26</u></p>	<p>APPROVED BY:</p> <p align="center"><i>[Signature]</i></p> <hr/> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.01.26.</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0024

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	130	0600	B106	000000	3.1.01.10 Office of the Chief Electoral Officer – Grants and Subsidies	\$8,100

FUNDS REQUIRED FOR:

Elections subsidies relating to two unbudgeted by-elections.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	130	0410	B091	000000	1.1.04.09 (House of Assembly) Members' Resources – Allowances and Assistance	\$8,100

REASON FUNDS ARE AVAILABLE:

An analysis of funds expended in fiscal 2008-09 and year-to-date in fiscal 2009-10 indicates that requirements for Allowances and Assistance will be less than anticipated in fiscal 2009-10, and therefore permanent savings are available in this Activity/Main Object.

<p>VERIFIED BY:</p> <p><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-03</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>House of Assembly Management Commission</p> <p>Date: <u>[Signature]</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0025

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	B041	000000	1.1.01.04 (House of Assembly) Administrative Support – Supplies	\$6,000

FUNDS REQUIRED FOR:

Expenditures are higher than anticipated due to new staff hirings including additional costs for printer cartridges, sign costs and regular office supplies.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	120	0440	B051	000000	1.1.01.05 Legislative Library – Professional Services	\$6,000

REASON FUNDS ARE AVAILABLE:

A records management consultant was not required as work was completed in-house.

<p>APPROVED BY:</p> <p><u>M. Lambé</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-01-28</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.01.28.</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0026

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0245	100	0590	B012	000000	5.1.01.01 Office of the Child and Youth Advocate - Salaries	\$117,100

FUNDS REQUIRED FOR:

Payment for salary of Acting Child and Youth Advocate, offset by savings due to delayed hirings and vacancies.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	B013	000000	1.1.04.01 Members' Resources - Salaries	\$117,100

REASON FUNDS ARE AVAILABLE:

Lower than anticipated expenditures for secretarial pool and Constituency Assistant replacement block, and salary reduction for Members.

<p>APPROVED BY:</p> <p><u>M. Lambe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-09</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.02.09.</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0027

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0241	120	0580	B051	000000	4.1.01.05 Office of the Citizen's Representative – Professional Services	\$64,100
0201	120	0400	B051	000000	1.1.01.05 Administrative Support – Professional Services	\$87,700

FUNDS REQUIRED FOR:

Additional funds are required for unbudgeted, unanticipated expenditures for professional fees.

\$63,600 is required in the Office of the Citizens' Representative for payment of professional fees to the Acting Citizen's Representative to conduct the investigation under the Whistleblower provisions of the *House of Assembly Accountability, Integrity and Administration Act* (HOAAIA) and for the payment of legal fees regarding representation for the Citizens' Representative, the Acting Citizens' Representative, and staff at the Office of the Child and Youth Advocate.

\$87,700 is required in Administrative Support for professional and legal fees relating to the review into the circumstances of Fraser March's removal from office; consulting services relating to management certification for fiscal 2009-10; and matters related to the Office of the Child and Youth Advocate.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	130	0410	B091	000000	1.1.04.09 (House of Assembly) Members' Resources – Allowances and Assistance	\$151,800

REASON FUNDS ARE AVAILABLE:

An analysis of funds expended in fiscal 2008-09 and year-to-date in fiscal 2009-10 indicates that requirements for Allowances and Assistance will be less than anticipated in fiscal 2009-10, and therefore permanent savings are available in this Activity/Main Object.

<p>VERIFIED BY:</p> <p><u>M. Zamb</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-16</u></p>	<p>APPROVED BY:</p> <p><u>2010-02-16</u></p> <p>House of Assembly Management Commission</p> <p>Date: <u>2010-02-16</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0028

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B061	000000	4.1.01.06 Office of the Information & Privacy Commissioner – Purchased Services	\$25,400

FUNDS REQUIRED FOR:

Meeting room rentals, advertising and other miscellaneous purchased services required to the end of March 2010, as well as unbudgeted renovations to boardroom space.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B031	000000	4.1.01.03 Office of the Information & Privacy Commissioner – Transportation & Communications	\$25,400

REASON FUNDS ARE AVAILABLE:

Savings as lower than anticipated travel for presentations, investigations and training, and air fare costs were less than anticipated.

<p>VERIFIED BY:</p> <p align="center"><u>M. Lunde</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-17</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.02.17.</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>22 Feb 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0029

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	110	04B0	B023	000000	1.1.07.02 Official Opposition Caucus – Employee Benefits	\$1,700

FUNDS REQUIRED FOR:

Employee Benefits for reimbursement of conference fees paid by employees. The original budget of \$1,500 was an estimate based on the percentage of overall funding received by the Caucus for staffing.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	B061	000000	1.1.01.06 Administrative Support – Purchased Services	\$1,700

REASON FUNDS ARE AVAILABLE:

Expenditures for printing costs are lower than anticipated at budget time.

<p>APPROVED BY:</p> <p><u><i>M. Lambe</i></u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-18</u></p>	<p>APPROVED BY:</p> <p><u><i>[Signature]</i></u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.02.19</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0030

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TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B023	000000	4.1.01.02 Office of the Information & Privacy Commissioner – Employee Benefits	\$2,800
0249	110	0450	B071	000000	4.1.01.07 Office of the Information & Privacy Commissioner – Property, Furnishings and Equipment	\$3,300

FUNDS REQUIRED FOR:

Conference registration fees for staff in April 2010 and certificate course registration fees as required by Employer in Employee Benefits; and desks for staff now moved from cubicles to renovated office space in Property, Furnishings and Equipment.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B032	000000	4.1.01.03 Office of the Information & Privacy Commissioner – Transportation & Communications	\$6,100

REASON FUNDS ARE AVAILABLE:

Savings as less than anticipated travel for presentations, investigations and training, and air fare costs were less than anticipated.

<p>VERIFIED BY:</p> <p><i>M. Lamb</i></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-24</u></p>	<p>APPROVED BY:</p> <p><i>W. K. Zie</i></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.02.24.</u></p>	<p>APPROVED BY:</p> <p><i>[Signature]</i></p> <p>Statutory Officer</p> <p>Date: <u>01 March 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0031

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	130	0600	B106	000000	3.1.01.10 Office of the Chief Electoral Officer – Grants and Subsidies	\$9,100

FUNDS REQUIRED FOR:

Elections subsidy relating to the unbudgeted by-election in the district of The Straits – White Bay North.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0202	110	0420	B032	000000	1.1.02.03 House Operations – Transportation and Communications	\$9,100

REASON FUNDS ARE AVAILABLE:

An analysis of funds expended year-to-date in fiscal 2009-10 indicates that requirements for Transportation and Communications will be less than anticipated in fiscal 2009-10, and therefore permanent savings are available in this Activity/Main Object.

<p>VERIFIED BY:</p> <p><u>M. Lamb</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-02-26</u></p>	<p>APPROVED BY:</p> <p><u>J. Burke, Kelvin Parrons, B. Ringley</u> <u>and G. Jones via email</u></p> <p>House of Assembly Management Commission</p> <p>Date: <u>March 1, 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0032

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0205	110	04C0	B032	000000	1.1.08.03 Third Party Caucus – Transportation and Communications	\$3,700

FUNDS REQUIRED FOR:

Communications as the original budget was an estimate based on the percentage of overall funding received by the Caucus for staffing and is insufficient to meet telephone costs for fiscal 2009-10.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	B061	000000	1.1.01.06 Administrative Support – Purchased Services	\$3,700

REASON FUNDS ARE AVAILABLE:

Expenditures for printing costs are lower than anticipated at budget time.

<p>APPROVED BY:</p> <p align="center"><u>M. Lambe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-02</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010-03-03</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0033

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B071	000000	4.1.01.07 Office of the Information & Privacy Commissioner – Property, Furnishings and Equipment	\$200

FUNDS REQUIRED FOR:

Desks for staff now moved from cubicles to renovated office space in Property, Furnishings and Equipment (adjustment to HOABT2009-003 ⁰ due to supplier quote revision).

MP

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B032	000000	4.1.01.03 Office of the Information & Privacy Commissioner – Transportation & Communications	\$200

REASON FUNDS ARE AVAILABLE:

Savings as less than anticipated travel for presentations, investigations and training, and air fare costs were less than anticipated.

<p>VERIFIED BY:</p> <p><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-02</u></p>	<p>APPROVED BY:</p> <p><u>W. Kuzie</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.03.</u></p>	<p>APPROVED BY:</p> <p><u>K. P. King</u></p> <p>Statutory Officer</p> <p>Date: <u>10 March 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0034

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0241	120	0580	B051	000000	4.1.01.05 Office of the Citizens' Representative – Professional Services	\$900

FUNDS REQUIRED FOR:

Additional funds are required for unbudgeted, unanticipated expenditures for legal fees relating to the investigation under the Whistleblower provisions of the *House of Assembly Accountability, Integrity and Administration (HOAIA)* Act.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0241	120 110	0580	B032	000000	4.1.01.05 Office of the Citizens' Representative – Transportation and Communication	\$900

REASON FUNDS ARE AVAILABLE:

Funds are available as travel expenditures are less than anticipated at budget time.

<p>VERIFIED BY:</p> <p><u>M. Lambie</u> Chief Financial Officer</p> <p>Date: <u>2010-03-04</u></p>	<p>APPROVED BY:</p> <p><u>William Kuzie</u> Clerk of the House of Assembly</p> <p>Date: <u>2010.03.04.</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u> Statutory Officer</p> <p>Date: <u>March 11, 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0035

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B071	000000	4.1.01.07 Office of the Information & Privacy Commissioner – Property, Furnishings and Equipment	\$100

FUNDS REQUIRED FOR:

Desks for staff now moved from cubicles to renovated office space in Property, Furnishings and Equipment (adjustment to HOABT2009-0033).

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B032	000000	4.1.01.03 Office of the Information & Privacy Commissioner – Transportation & Communications	\$100

REASON FUNDS ARE AVAILABLE:

Savings as less than anticipated travel for presentations, investigations and training, and air fare costs were less than anticipated.

<p>VERIFIED BY:</p> <p align="center"><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-04</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.04.</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>11 March 2010</u></p>
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60

LEGISLATURE

Budget Adjustment No.: HOABT2009-0036

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	100	0600	B013	000000	3.1.01.01 Office of the Chief Electoral Officer – Salaries	\$79,600
0211	110	0600	B061	000000	3.1.01.06 Office of the Chief Electoral Officer – Purchased Services	\$29,600

FUNDS REQUIRED FOR:

Purchased Services and Salary expenditures relating to three unbudgeted by-elections.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	100	0400	B011	000000	1.1.01.01 Administrative Support – Salaries	\$79,600
0207	110	0430	B061	000000	1.1.03.06 – Hansard and the Broadcast Centre – Purchased Services	\$15,600
0208	110	0430	B061	000000	1.1.03.06 – Hansard and the Broadcast Centre – Purchased Services	\$14,000

REASON FUNDS ARE AVAILABLE:

Salary savings due to delayed hirings for new permanent positions; Purchased Services savings as estimated sitting days for the House and for Commission meetings were less than anticipated at budget time.

<p>VERIFIED BY:</p> <p align="center"><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-09</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.09,</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>March 11/10</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0037

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	110	0600	B071	000000	3.1.01.07 Office of the Chief Electoral Officer – Property, Furnishings and Equipment	\$2,700

FUNDS REQUIRED FOR:

The purchase of a fax machine for the Office of the Chief Electoral Officer.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	B071	000000	1.1.01.0 Administrative Support – Property, Furnishings and Equipment	\$2,700

REASON FUNDS ARE AVAILABLE:

As the Property, Furniture and Equipment block is budgeted for the entire HOA Service, Caucus Operations and four Statutory Offices, funds are available to transfer to the Office of the Chief Electoral Officer for the purchase of a fax machine.

<p>VERIFIED BY:</p> <p align="center"><u>M. Lamb</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-09</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.09.</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>March 11/10</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0038

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0245	110	0590	B071	000000	5.1.01.07 Office of the Child and Youth Advocate – Property, Furnishings and Equipment	\$18,900

FUNDS REQUIRED FOR:


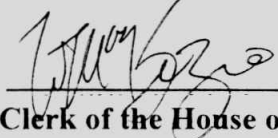
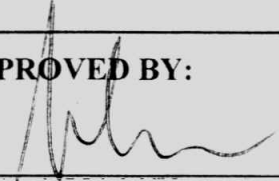
The purchase of a colour copier for the Office of the Child and Youth Advocate.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	B071	000000	1.1.01.0 Administrative Support – Property, Furnishings and Equipment	\$18,900

REASON FUNDS ARE AVAILABLE:

As the Property, Furniture and Equipment block is budgeted for the entire HOA Service, Caucus Operations and four Statutory Offices, funds are available to transfer to the Office of the Child and Youth Advocate for the purchase of a colour copier.

<p>VERIFIED BY:</p> <p align="center"></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-10</u></p>	<p>APPROVED BY:</p> <p align="center"></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.11.</u></p>	<p>APPROVED BY:</p> <p align="center"></p> <p>Statutory Officer</p> <p>Date: <u>MAR. 12, 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0039

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B041	000000	4.1.01.04 Office of the Information & Privacy Commissioner – Supplies	\$5,800

FUNDS REQUIRED FOR:

Expenditures are higher than anticipated due to unexpected cost of subscriptions and resource materials, and the hiring of additional staff during the fiscal year.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	B032	000000	4.1.01.03 Office of the Information & Privacy Commissioner – Transportation & Communications	\$5,800

REASON FUNDS ARE AVAILABLE:

Savings as less than anticipated travel and training due to late hiring of new Analyst.

<p>VERIFIED BY:</p> <p><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-18</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.18.</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>19 March 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0040

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0208	100	0430	B011	000000	1.1.03.01 Hansard and the Broadcast Centre - Salaries	\$3,000
0208	110	0430	B071	000000	1.1.03.07 Hansard and the Broadcast Centre – Property, Furnishings and Equipment	\$400

FUNDS REQUIRED FOR:

Salary expenditures are higher than anticipated due to step increments and extension of sessional position in Hansard and the Broadcast Centre; increase in PFE to cover shipping costs for new equipment.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	100	0400	B011	000000	1.1.01.01 Administrative Support – Salaries	\$3,000
0208	110	0430	B034	000000	1.1.03.03 Hansard and the Broadcast Centre – Transportation and Communications	\$400

REASON FUNDS ARE AVAILABLE:

Salary savings due to delayed hiring for new permanent positions.

<p>APPROVED BY:</p> <p><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-23</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010-03-23</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0041

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0241	100	0580	B011	000000	4.1.01.01 Office of the Citizens' Representative – Salaries	\$9,500

FUNDS REQUIRED FOR:

Salary expenditures are higher than anticipated due to required step increments.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	100	0400	B011	000000	1.1.01.01 Administrative Support – Salaries	\$9,500

REASON FUNDS ARE AVAILABLE:

Salary savings due to delayed hiring for new permanent positions.

<p>VERIFIED BY:</p> <p><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-23</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.23</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>March 26, 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0042

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0245	100	0590	B011	000000	5.1.01.01 Office of the Child and Youth Advocate - Salaries	\$19,300

FUNDS REQUIRED FOR:

Salary expenditures for paid leave entitlement for the former Child and Youth Advocate.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	100	0400	B011	000000	1.1.01.01 Administrative Support - Salaries	\$19,300

REASON FUNDS ARE AVAILABLE:

Salary savings due to delayed hiring for new permanent positions.

<p>VERIFIED BY:</p> <p><u><i>M. Lamb</i></u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-23</u></p>	<p>APPROVED BY:</p> <p><u><i>[Signature]</i></u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.23</u></p>	<p>APPROVED BY:</p> <p><u><i>[Signature]</i></u></p> <p>Statutory Officer</p> <p>Date: <u>MAR-23, 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0043

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	100	04B0	B012	000000	1.1.07.01 Official Opposition Caucus – Salaries	\$1,800

FUNDS REQUIRED FOR:

Variable funding for Official Opposition Caucus due to addition of a new Member following the by-election in The Straits – White Bay; offset by the 8% salary reduction and other savings.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	100	0400	B011	000000	1.1.01.01 Administrative Support – Salaries	\$1,800

REASON FUNDS ARE AVAILABLE:

Salary savings due to delayed hiring for new permanent positions.

<p>APPROVED BY:</p> <p><u>M. Lambe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-24</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.24.</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0044

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0241	100	0580	B011	000000	4.1.01.01 Office of the Citizens' Representative – Salaries	\$1,200

FUNDS REQUIRED FOR:

Final salary payment to the temporary administrative assistant for the Acting Citizens' Representative.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	100	0400	B011	000000	1.1.01.01 Administrative Support – Salaries	\$1,200

REASON FUNDS ARE AVAILABLE:

Salary savings due to delayed hiring for new permanent positions.

<p>VERIFIED BY:</p> <p align="center"><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-24</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.24.</u></p>	<p>APPROVED BY:</p> <p align="center"><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>April 26, 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0045

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0241	120	0580	B051	000000	4.1.01.05 Office of the Citizens' Representative – Professional Services	\$15,700

FUNDS REQUIRED FOR:

Additional funds are required for payment of professional fees to the Acting Citizens' Representative regarding the investigation under the Whistleblower provisions of the *House of Assembly Accountability, Integrity and Administration Act*.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0241	110	0580	B032	000000	4.1.01.05 Office of the Citizens' Representative – Transportation and Communication	\$15,700

REASON FUNDS ARE AVAILABLE:

Funds are available as travel expenditures are less than anticipated at budget time.

<p>VERIFIED BY:</p> <p><u>M. Lambie</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-26</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010-03-26</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>April 29, 2010</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0046

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	120	0400	B051	000000	1.1.01.05 Administrative Support – Professional Services	\$3,200

FUNDS REQUIRED FOR:

Balance of professional fees owing for a Review of the Lighting System in the House of Assembly.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	B061	000000	1.1.01.06 Administrative Support – Purchased Services	\$3,200

REASON FUNDS ARE AVAILABLE:

Expenditures for printing costs are lower than anticipated at budget time.

<p>APPROVED BY:</p> <p><u>M. Lambe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-03-29</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.03.30.</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0047

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	100	04B0	B012	000000	1.1.07.01 Official Opposition Caucus – Salaries	\$1,500

FUNDS REQUIRED FOR:

Adjustment to variable funding for Official Opposition Caucus due to addition of a new Member following the by-election in The Straits – White Bay; offset by the 8% salary reduction and other savings.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	100	0400	B011	000000	1.1.01.01 Administrative Support – Salaries	\$1,500

REASON FUNDS ARE AVAILABLE:

Salary savings due to delayed hiring for new permanent positions.

<p>APPROVED BY:</p> <p><u>M. Lumbe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-04-05</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.04.05.</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0048

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	120	0400	B051	000000	1.1.01.05 Administrative Support – Professional Services	\$1,800

FUNDS REQUIRED FOR:

Consulting services relating to management certification for fiscal 2009-10. Savings anticipated to offset part of payment of these fees (as per HOABT2009-0027, approved by the House of Assembly Management Commission) were not fully realized.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	B061	000000	1.1.01.06 Administrative Support – Purchased Services	\$1,800

REASON FUNDS ARE AVAILABLE:

Expenditures for printing costs are lower than anticipated at budget time.

<p>APPROVED BY:</p> <p><u>M. Lambe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2010-04-08</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2010.04.09.</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2009-0049

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	B021	000000	1.1.02.02 Legislative Library & Records Management – Employee Benefits	\$400

FUNDS REQUIRED FOR:

Payment of conference fees for the American Society for Indexing (ASI) Annual Conference.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	B061	000000	1.1.02.0 Legislative Library & Records Management – Purchased Services	\$400

REASON FUNDS ARE AVAILABLE:

Expenditures for ASI membership fees were budgeted in Purchased Services but paid from Employee Benefits.

APPROVED BY:

V. English

Chief Financial Officer

Date: APRIL 20, 2010

APPROVED BY:

Tommy Kizer

Clerk of the House of Assembly

Date: 2010.04.20.

Budget Adjustment No.: AGBA00002-0910

STATUTORY OFFICE: OFFICE OF THE AUDITOR GENERAL

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	120	0520	B051	000000	Professional Services – Audit Operations	\$75,000

FUNDS REQUIRED FOR: Contracted Audit Services resulting from experienced staff shortage

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0225	100	0520	B011	000000	Permanent Salaries – Audit Operations	\$75,000

REASON FUNDS ARE AVAILABLE: Unable to recruit professional staff to file vacant permanent positions.

OFFICE OF THE AUDITOR GENERAL

DIRECTOR OF ADMINISTRATION	AUDITOR GENERAL
<i>[Signature]</i> 09-05-25	<i>[Signature]</i> 09-05-25

AUTHORITY TO TRANSFER FUNDS (Section 4.1, House of Assembly Transfer of Funds Policy)

CLERK OF THE HOUSE OF ASSEMBLY: (Designate)	<i>[Signature]</i> 2009.05.25
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Budget Adjustment No.: AGBA00003-0910

STATUTORY OFFICE: OFFICE OF THE AUDITOR GENERAL

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	120	0510	B051	000000	Professional Services – Admin Support	\$5,000

FUNDS REQUIRED FOR: Contracted IT Support Services to manage email migration from Groupwise to MS Exchange

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	100	0510	B011	000000	Permanent Salaries – Admin Support	\$5,000

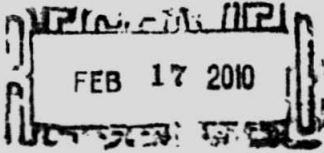
REASON FUNDS ARE AVAILABLE: Information Resources Technician position not filled until 28 July 2009.

OFFICE OF THE AUDITOR GENERAL

DIRECTOR OF ADMINISTRATION	AUDITOR GENERAL
<i>[Signature]</i> 09-11-03	<i>[Signature]</i> 09-11-03

AUTHORITY TO TRANSFER FUNDS (Section 4.1, House of Assembly Transfer of Funds Policy)

CLERK OF THE HOUSE OF ASSEMBLY: (Designate)



Budget Adjustment No.: AGBA00004-0910

AUDITOR GENERAL

STATUTORY OFFICE: OFFICE OF THE AUDITOR GENERAL

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	120	0510	B051	000000	Professional Services - Admin Support	\$50,000

FUNDS REQUIRED FOR: Contracted Support Services to implement TRIM file management in OAG. We are partaking in the government wide OCIO contract with PRIMA.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	110	0510	B041	000000	Supplies - Admin Support	\$50,000

REASON FUNDS ARE AVAILABLE: Funds were approved in 2009-10 budget in Supplies main object as it was anticipated that the majority of the funds would be for software and license purchases. OCIO has provided the licenses and the software has been purchased from our regular IT funds.

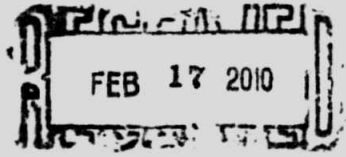
OFFICE OF THE AUDITOR GENERAL

DIRECTOR OF ADMINISTRATION	AUDITOR GENERAL
<i>[Signature]</i> 10-02-11	<i>[Signature]</i> 10-02-11

AUTHORITY TO TRANSFER FUNDS (Section 4.1, House of Assembly Transfer of Funds Policy)

CLERK OF THE HOUSE OF ASSEMBLY: (Designate)	<i>[Signature]</i> 2010.02.15.
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OFFICE OF THE



Budget Adjustment No.: AGBA00005-0910

AUDITOR GENERAL

STATUTORY OFFICE: OFFICE OF THE AUDITOR GENERAL

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	110	0510	B061	000000	Purchased Services - Admin Support	\$10,000

FUNDS REQUIRED FOR: Additional costs for printing OAG Reports not anticipated at budget.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	100	0510	B011	000000	Permanent Salaries - Admin Support	\$10,000

REASON FUNDS ARE AVAILABLE: Information Resources Technician position classified lower than anticipated at budget and not filled until 28 July 2009.

OFFICE OF THE AUDITOR GENERAL

DIRECTOR OF ADMINISTRATION	AUDITOR GENERAL
<i>[Signature]</i> 2010-02-11	<i>[Signature]</i> 10-02-10

AUTHORITY TO TRANSFER FUNDS (Section 4.1, House of Assembly Transfer of Funds Policy)

CLERK OF THE HOUSE OF ASSEMBLY: (Designate)	<i>[Signature]</i> 2010.02.15.
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Budget Adjustment No.: AGBA00006-0910

STATUTORY OFFICE: OFFICE OF THE AUDITOR GENERAL

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	110	0520	B023	000000	Employee Benefits - Audit Operations	\$5,000

FUNDS REQUIRED FOR: ^{WMB. WMB} Additional costs for CaseWare training and course fees not anticipated at budget.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0225	100	0520	B011	000000	Permanent Salaries - Audit Operations	\$5,000

REASON FUNDS ARE AVAILABLE: Vacant positions not filled until July/August and employee resignations during fiscal year.

OFFICE OF THE AUDITOR GENERAL

DIRECTOR OF ADMINISTRATION	AUDITOR GENERAL
<i>[Signature]</i> 2010-03-09	<i>[Signature]</i> 10-03-09

AUTHORITY TO TRANSFER FUNDS (Section 4.1, House of Assembly Transfer of Funds Policy)

CLERK OF THE HOUSE OF ASSEMBLY: (Designate)	<i>[Signature]</i>

Budget Adjustment No.: AGBA00007-0910

STATUTORY OFFICE: OFFICE OF THE AUDITOR GENERAL

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DIC	ACCOUNT NAME	
0225	110	0520	B032	000000	Travel & Communications Audit Operations	\$3,000

FUNDS REQUIRED FOR: Additional audit travel not anticipated at budget.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DIC	ACCOUNT NAME	
0221	110	0500	B032	000000	Travel & Communications Executive Support	\$3,000

REASON FUNDS ARE AVAILABLE: Less than anticipated travel by Auditor General and Deputy Auditor General during fiscal year.

OFFICE OF THE AUDITOR GENERAL

DIRECTOR OF ADMINISTRATION	AUDITOR GENERAL
<i>[Signature]</i> 2010 04-23	<i>[Signature]</i> 10-04-23

AUTHORITY TO TRANSFER FUNDS (Section 4.1, House of Assembly Transfer of Funds Policy)

CLERK OF THE HOUSE OF ASSEMBLY: (Designate)
<i>[Signature]</i> 2010.04.23

OFFICE OF THE
APR 27 2010