



**House of Assembly
Newfoundland and Labrador**

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

Date: December 1, 2021

Location: via videoconference

Time: 9:31 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Barry Petten, Opposition House Leader

Helen Conway Ottenheimer, MHA (PC), Harbour Main

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

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

Paul Pike (LIB), Burin - Grand Bank

Sandra Barnes, Clerk of the House of Assembly

Other

Brian Warr, Deputy Speaker

Mark Jerrett, Policy, Planning & Research Analyst

Regrets

Hon. Steve Crocker, Government House Leader

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

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

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

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

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

CM 2021-034

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

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

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


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

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

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

Adjournment: 9:47 a.m.

Hon. Derek Bennett
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission