



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2008 – 003

Effective Date: April 20, 2008	Commission Minute: CM 2008 - 027
Subject: Guidelines for providing shared secretarial assistance	Reference: HOAMC Meeting, April 18, 2008 ➤ Agenda Item No. 8
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, OMSP, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Marlene Lambe Chief Financial Officer 729 – 2923

BACKGROUND

Subsection 23(2) of the *Members' Resources and Allowances Rules* under the *House of Assembly Accountability, Integrity and Administration Act* (the Act) states:

- (2) Where a member has chosen to have his or her constituency assistant work in office accommodation in the member's constituency or in the member's ministerial or parliamentary or special assistant's offices, the speaker shall provide funding to the caucus with which the member is associated to provide shared secretarial assistance in the Confederation Building complex for all members of that caucus in the same circumstances.

Although subsection 23(2) indicates that the Speaker "shall provide funding to the caucus", it was recommended, and approved by the Commission, to include these staff on the payroll for the House.

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The Commission approved the attached guidelines, dated April 2008, for providing shared secretarial assistance.

William MacKenzie
Clerk of the House of Assembly