



Newfoundland &  
Labrador

## HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

# RULE AMENDMENT – FORMS AND DOCUMENTATION

<b>Effective Date:</b> June 25, 2010	<b>Commission Minute:</b> CM 2010 – 044
<b><u>Subject:</u></b> Forms and Documentation – Explanation by Member	<b><u>Reference:</u></b> HOAMC Meeting, March 24, 2010 ➤ Agenda Item Tab 7 HOAMC Meeting, May 26, 2010 ➤ Agenda Item Tab 6 NL Gazette, June 25, 2010
<b><u>Issued To:</u></b> 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.	<b><u>Contact:</u></b> Marlene Lambe Chief Financial Officer 729 – 2923

### **BACKGROUND**

Subsection 16(5) of the *Members' Resources and Allowances Rules* (the Rules) provided that, where an original document was unavailable, a copy, photocopy, faxed copy or statement itemizing an expenditure was acceptable. Corporate and Members' Services were accepting written explanation, by email, from a Constituency Assistant, provided the Member was copied on the email.

While it has been determined that documentation in the form of an email is compliant with the Rules, the Audit Committee of the House of Assembly Management Commission 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.** At its May 26 meeting, the Commission approved the proposed amendment subject to final wording by the Office of the Legislative Counsel. **CM 2010-044 refers.**

The rule amendment became effective on June 25, 2010, the date of publication in the NL Gazette.

Subsection 16(5) of the *Members' Resources and Allowances Rules* is repealed and the following substituted:

- (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 from the member, in writing, for the absence of the original.

William MacKenzie  
Clerk of the House of Assembly