



**House of Assembly
Newfoundland and Labrador**

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

Date: March 23, 2011

Location: House of Assembly Chamber

Time: 5:30 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

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

Hon. Joan Burke, Government House Leader

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

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

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

Regrets:

Mr. Kelvin Parsons, Opposition House Leader

Mr. Roland Butler, MHA (Lib) Port-de-Grave

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy and Communications Officer

CM 2011-003 The Minutes of the House of Assembly Management Commission meeting held on November 17, 2010 were approved as read.

CM 2011-004 The Minutes of the House of Assembly Management Commission *in camera* budget meetings held on January 21 and 27, 2011 were approved as read.

The Speaker gave an update on authorizations made under section 43 of the *Members' Resources and Allowances Rules* for the period ending February 23, 2011. The amount of \$209.47 was approved for meals and accommodation for Ms. Patty Pottle, District of Tornгат Mountains. Due to adverse weather conditions, the Member was required to stay overnight in Goose Bay on December 18 and 19, 2010 en route to her District.

CM 2011-005 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Professional Development Policy for Constituency Assistants, dated March 2011.

CM 2011-006 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendment to the Eligibility provision of the Tuition Assistance Program for the Legislature:

“Employees with full-time or part-time permanent employment status or contractual employees, excluding constituency assistants, who have been employed with the Legislature for a minimum of two years are eligible for assistance under this program. Temporary employees with five or more continuous years of service are also eligible. Constituency assistants are covered under the Professional Development Policy for Constituency Assistants, March 2011.”

CM 2011-007 The Commission considered the Report to the House of Assembly Management Commission on District Intra-Constituency Allowances, February 2011 and referred the Report to the next appointed Members' Compensation Review Committee.

CM 2011-008 The Commission, pursuant to subsection 24(9) of the *House of Assembly Accountability, Integrity and Administration Act*, approved expense claims totaling \$305.00, as detailed in the Member's correspondence of November 8, 2010, which were submitted by the Member for Carbonear-Harbour Grace later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*.

CM 2011-009 The Commission, pursuant to subsection 24(9) of the *House of Assembly Accountability, Integrity and Administration Act*, approved expense claims totaling \$674.53, as detailed in the Member's correspondence of January 21 and February 2, 2011, which were submitted by the Member for St. John's South later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*.

CM 2011-010 The Commission directed that variable and operational caucus funding adjustments will continue in accordance with **CM 2008-085** following by-elections, but adjustments will be effective immediately after each general election.

CM 2011-011 The Commission approved the recommendation of the Audit Committee that the Auditor General be appointed the auditor of the House of Assembly for the year ended 31 March 2011.

CM 2011-012 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendments to the Advertising Policy for Members of the House of Assembly, dated June 2009:

- Section 6.0:
 - Change the title from “Reimbursement Process” to “Payment Process.”
 - Add the paragraph: “Requisitions for advertising should be submitted to Corporate and Members’ Services Division which will issue the purchase order.”
- Add Section 7.0 – Coordination of Advertising: “The Corporate and Members’ Services Division is responsible for administering this policy, including established advertising criteria for all media, for Members of the House of Assembly.

CM 2011-013 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendments to the Purchasing Policy – Under \$200, dated February 2010:

- Section 2.0: Remove the phrase “or establishing fair and reasonable price.”
- Section 3.1: At the end of the paragraph, add the phrase “and in compliance with the *Public Tender Act*.”
- Section 4.0 (paragraph one): Remove the phrase “or establishing fair and reasonable price.”
- Section 4.0 (paragraph four):
 - Remove the phrase “in keeping with the spirit and intent of,” and replace with “in compliance with.”

- At the end of the paragraph, add the phrase: “and ensures the Legislature will receive value for dollars spent.”
- Section 4.0: Add the paragraph: “Where possible, Members should purchase items on Standing Offer Agreement (including vehicle rentals), by submitting a requisition to the Corporate and Members’ Services Division. This is preferable as the Standing Offer Agreements established by Government provide for better prices and rates.”
- Section 4.1: Delete the restrictions: “purchase items on Standing Offer Agreement, unless extenuating circumstances apply”, “rent a vehicle” and “purchase advertising.”
- Section 5.0: Add “*Members’ Resources and Allowances Rules.*”


CM 2011-014 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directed that long-term vehicle rentals must comply with the provisions of the Government Purchasing Agency Customer Manual, except that long-term rentals in excess of 30 days must have the prior approval of the Clerk and the Speaker, with such approvals to be reported at a subsequent meeting of the Commission.

The financial reports for April 1, 2010 to December 31, 2010 were presented to the Commission for review.

Budget transfers processed during the fiscal year 2010-11 were presented to the Commission for review.

Adjournment: 6:45 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair



Wm. MacKenzie

Clerk and Secretary to the Commission