

**Canadian Council of  
Public Accounts Committees**

**Conseil canadien des  
comités des comptes publics**



**MANUEL  
2002  
HANDBOOK**



# INTRODUCTION

# 2002

**T**he Canadian Council of Public Accounts Committees (CCPAC) Handbook is compiled for the purpose of providing sources of information relating to the operation of public accounts committees in Canada, the United Kingdom and Australia. It can also be found on the world wide web at [www.ccpac.ca](http://www.ccpac.ca).

This handbook contains lists of members and staff of Canadian public accounts committees, Auditors General, Comptrollers General and colleagues from their counterparts in the United Kingdom and Australia.

Standing orders pertaining to each public accounts committee, CCPAC conference dates and locations, Constitution, and summaries of conference reports are included as a reference, as well.

Craig James  
Clerk of Committees and Clerk Assistant (British Columbia) and Executive Director, CCPAC

**L**e Manuel du Conseil canadien des comités des comptes publics (CCCCP) offre au lecteur des sources d'information concernant le fonctionnement des comités des comptes publics du Canada, du Royaume-Uni et d'Australie. Il est également publié sur le site Web suivant : [www.ccpac.ca](http://www.ccpac.ca).

Ce Manuel contient des listes des membres des comités des comptes publics du Canada et de leur personnel, ainsi que la liste des Vérificateurs généraux, des Contrôleurs généraux et de leurs homologues du Royaume-Uni et d'Australie.

Ce Manuel présente également, à titre de référence, les ordres permanents relatifs à chaque comité des comptes publics, les dates et lieux des conférences du CCCCCP, l'Acte constitutif du Conseil, de même que des rapports sommaires de conférences.

Craig James  
Greffier des comités et Greffier adjoint (Colombie-Britannique)  
Directeur exécutif du CCCCCP





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# EXECUTIVE 2002

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## PRESIDENT

Loyola Sullivan, MLA  
Newfoundland and Labrador

## VICE-PRESIDENT

Ed Helwer, MLA  
Manitoba

## EXECUTIVE DIRECTOR

Craig James  
British Columbia

## SECRETARY

Elizabeth Murphy  
Newfoundland and Labrador





# CONFERENCES 2002

---

1990 ST. JOHN'S NEWFOUNDLAND, JULY 8 -11

1991 WINNIPEG, MANITOBA, AUGUST 11-14

1992 FREDERICTON, NEW BRUNSWICK, JULY 5 - 8

1993 TORONTO, ONTARIO, JULY 10 -12

1994 CHARLOTTETOWN, PRINCE EDWARD ISLAND, JULY10 -12

1995 OTTAWA (CANCELLED)

1996 VICTORIA, BRITISH COLUMBIA, SEPTEMBER 8 -10

1997 EDMONTON, ALBERTA, SEPTEMBER 14 - 16

1998 YELLOWKNIFE, NORTHWEST TERRITORIES, AUGUST 16 -18

1999 QUEBEC CITY, QUEBEC, AUGUST 29 -31

2000 HALIFAX, NOVA SCOTIA, SEPTEMBER 17 - 19

2001 REGINA, SASKATCHEWAN, (CANCELLED)

2002 ST. JOHN'S, NEWFOUNDLAND, AUGUST 25-27

2003 WINNIPEG, MANITOBA

2004 FREDERICTON, NEW BRUNSWICK

2005 TORONTO, ONTARIO

2006 CHARLOTTETOWN, PRINCE EDWARD ISLAND

2007 VICTORIA, BRITISH COLUMBIA

2008 OTTAWA, ONTARIO (CANADA)

2009 EDMONTON, ALBERTA



(Amended July, 1994)

1. The Canadian Council of Public Accounts Committees is hereby established.
2. The aims of the Council are:
  - (a) To facilitate the exchange of information, opinion and experience relating to Public Accounts Committees and to discuss matters of mutual interest to the membership.
  - (b) To improve the quality and performance of Public Accounts Committees in Canada to ensure that taxpayers are getting value for money.
  - (c) To work with Auditors General so as to improve the effectiveness of both the Auditors and the Public Accounts Committees.
  - (d) To work with individuals and organizations knowledgeable about matters of concern to Public Accounts Committees.
  - (e) To educate the elected Members, the media and the general public as to the purposes and activities of Public Accounts Committees.
3. Membership in the Council is open to legislators who are members of all Canadian Public Accounts Committees or of similar legislative committees scrutinizing public spending and post expenditure accounts committees.
4. The Council shall meet annually, with the meetings open to legislators and staff of the Public Accounts Committees.
5. In case of questions to be decided at the annual meeting, one vote may be cast by each jurisdiction in attendance.
6. (a) The Board of Directors of the Council shall be comprised of a President and two Vice-Presidents elected by the Council for two year terms. Serving at pleasure whenever possible, the Public Accounts Committee Chairman of the jurisdiction in which the annual meeting is to be held shall be a member of the Board of Directors. The Members of the Board of Directors shall be chairmen of the Public Accounts Committees, or similar bodies and shall be elected at an Annual General Meeting.
  - (b) An Executive Director shall be elected every two years at the annual meeting and whose function it will be to coordinate the business of the Council and its committees.



# COMPOSITION

# 2002

---

## ALBERTA

**CHAIR:**

Hugh MacDonald  
780 / 427-2292 (ph)  
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Shiraz Shariff

**MEMBERSHIP:**

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Hector Goudreau  
Mary Anne Jablonski  
Richard Marz  
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Alana DeLong  
Drew Hutton  
Thomas Lukaszuk  
Brian Mason  
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Ralph Sultan

Harry Bloy  
Kevin Krueger  
Joy MacPhail  
Barry Penner

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Hon. Tim Sale

David Faurshou  
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Jim Rondeau  
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**COMMITTEE MEMBERSHIP:**

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Mary Hodder	Tom Osborne

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Paul Delorey  
David Krutko  
Sandy Lee  
Steven Nitah

Bill Braden  
Jane Groenewegen  
Leon Lafferty  
Michael McLeod

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Graham Steele

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Kerry Morash

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Rebekah Uqi Williams

James Arvaluk

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John Hastings  
Shelley Martel  
Gary Stewart

Bart Maves  
Julia Munro  
Richard Patten

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902 / 368-4348 (fx)

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Jim Bagnall

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Kevin MacAdam

Cletus Dunn  
Eva Rodgerson

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Hélène Robert

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Claude Lachance  
Sylvain Pagé

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Judy Junor  
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Rod Gantefoer  
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Hon. Cynthia Tucker  
Mike McLarnon

Dave Keenan  
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# 2002

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## YUKON

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# 2002

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# 2002

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# 2002

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## COMPARATIVE JURISDICTIONAL IMPLEMENTATION SURVEY

### INTRODUCTION

Prompted by the Conference of Legislative Auditors, the Canadian Council of Public Accounts Committees was formed in 1979 with the following objectives:

- *to facilitate the exchange of information and opinion relating to public accounts committees and to discuss matters of mutual concern;*
- *to improve the quality and performance of public accounts committees in Canada to ensure that taxpayers are getting value for their money;*
- *to work with legislative auditors so as to improve the effectiveness of both the auditors and the public accounts committees;*
- *to work with individuals and organizations knowledgeable about matters of concern to public accounts committees; and*
- *to educate the elected members, the media and the general public as to the purposes and activities of public accounts committees. [from the Constitution]*

Every public accounts committee in Canada including Quebec's Committee on Budget and Administration is a member of the Council, which meets yearly, separate but coincident with, the annual meeting of the Conference of Legislative Auditors. These meetings afford delegates with the opportunity to present their views in both formal and informal business sessions related to the performance of their respective public accounts committee as well as a joint session between the two organizations primarily reflecting upon the expectations each has of the other.

In 1981, the Canadian Comprehensive Auditing Foundation published **Improving Accountability: Canadian Public Accounts Committees and Legislative Auditors**, examining Canadian public accounts committees and legislative auditors providing detailed, comparative descriptions of their individual characteristics and operations. It also identifies those features that seem to contribute to effective operation and makes recommendations for general adoption of useful features found in the various jurisdictions. Recognizing the differing practices and traditions of Canadian legislatures, the recommendations are usually framed in terms of general objectives rather than as specific actions to be taken.

*In keeping with the Foundation's overall approach, the report is essentially practical rather than theoretical. It concentrates on what is being done and on what experience shows can be done, not on what might exist in a perfect world. Its goal is to provide a handy reference for members of Public Accounts Committees and legislative auditors in the ongoing discharge of their important responsibilities. (p.vi).*

There are 69 recommendations which every public accounts committee in Canada and each legislative auditor's office should entertain on a systematic basis.

An advisory Committee consisting of elected members, accountants, academics and a former Clerk of the House of Commons travelled the country and after hearing the views of a least 64 witnesses, published the 133 page report which has been circulated on numerous occasions to all public

accounts committees, legislative auditors, accountants and interested students of the parliamentary process.

In 1987, the Canadian Council of Public Accounts Committees decided to provoke further discussion surrounding the impact of public accounts committees, generally, by establishing a subcommittee charged with the responsibility of developing guidelines of a model Public Accounts Committee in Canada. This subcommittee substantially completed its work in 1988 when, after consulting with its members and reporting to the Council at its annual meeting, passed the effort onto Newfoundland which primarily was responsible for the final production entitled, **Guidelines for Public Accounts Committees in Canada**. The 59 guidelines presented in the report represent in many cases, a philosophy, with which each jurisdiction is free to differ and implement accordingly. At the Council's annual meeting in July 1990, members decided to adopt the report as a "working document" only, with subsequent yearly reviews. In reality this is all that can happen with the report since, as the reader will be aware, no outside body including the Council, can make decisions binding individual parliaments to act in a certain manner. In the absence of any real official status behind the report, the Council seems to be of the opinion that, as was the case with **Improving Accountability...**, each jurisdiction review on a periodic basis the appropriateness of every guideline. This action may fulfill some of the concepts contained in **Parliamentary Practice** by Sir Erskine May which, in part, state that:

*The Committee does not seek to concern itself with policy; its interest is in whether policy is carried out efficiently, effectively and economically. Its main functions are to see that public moneys are applied for the purposes prescribed by Parliament, that extravagance and waste are minimized and that sound financial practices are encouraged in estimating and contracting, and in administration, generally. (20th.ed.p.728).*

This Survey provides an implementation comparison among Canadian jurisdictions of both **Improving Accountability: Canadian Public Accounts**

**Committees and Legislative Auditors and Guidelines for Public Accounts Committees in Canada**. The reader should be aware that each jurisdiction is not compelled to implement any or all of the guidelines or recommendations from either document. It should be noted that the survey headings Implemented, Sometimes Implemented and Not Yet Implemented were devised even though, as stated before, many of the statements surround philosophy, in the case of the **Guidelines ...** Under each item there is no attempt to explain agreement or disagreement other than in the Explanatory Notes, prepared by each jurisdiction. The reader is left to draw their own conclusions respecting the information contained in this report. I submit only one caveat: deciphering the degree of implementation cannot in itself foretell committee effectiveness - that remains in the substance of each committee report to its House.

In 1984, the National Assembly of Quebec abolished its Public Accounts Committee and shared out its

It may be of significant value to each public accounts committee in Canada that the future annual meetings of the Council include specific business sessions devoted to elements contained in both of the documents surveyed in this report.

## **TASK FORCE REPORT ON CROWN CORPORATION ACCOUNTABILITY**

JULY 1992

Crown corporations are a significant presence within Canadian society. They have been utilized by governments since before Confederation. Over the years, vast distances, a relatively sparse population, the presence of an economically and politically powerful neighbour, strong and distinct national interests, and the existence of two main cultural and linguistic groups nurtured the establishment of Crown corporations.

These enterprises have a considerable degree of operating autonomy and, in many cases, are engaged to a significant extent in what might be considered commercial activities. The dual personality of Crown corporations, reflecting public policy and commercial natures of their activities, makes them distinct from government departments as well as private sector corporations.

Their nature, requiring a certain degree of independence of action, also requires a means to monitor and control the extent to which that delegation of authority is discharged in accordance with the desires and needs of those providing that delegation (legislature, government and board).

## **TASK FORCE FOLLOW-UP REPORT ON CROWN CORPORATION ACCOUNTABILITY**

JULY 1993

This document is intended to assist PACs to organize an approach to assess the accountability framework for their jurisdiction and, once determined, to provide the basis for identifying improvements that may be required to ensure adequate control and accountability of Crown corporations.

## **REVIEW OF THE CCPAC CONSTITUTIONS**

JULY 1994

A review of the Council's Constitution was undertaken during 1993-1994 culminating in a report which was reviewed extensively by delegates to the annual CCPAC meeting in Charlottetown. Little change accompanied the review. The constitution in its current and slightly revised form appears elsewhere in this handbook.



# TERMS OF REFERENCE

# 2002

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## ALBERTA

### Committee Membership

- 49 (1) At the commencement of each session, a Special Committee, consisting of seven members, shall be appointed, whose duty it shall be to prepare and recommend with all convenient speed a list of the members, chairmen and deputy chairmen to compose the Select Standing Committees of the Assembly.
- (2) Standing Committees of the Assembly shall be established for the following purpose: ... (b) Public Accounts.
- (4) The Clerk of the Assembly shall post in the Legislature Building lists of members of the several standing and special committees and subcommittees appointed during each session.

### Public Accounts referred

- 50 Public Accounts, when tabled, stand referred to the Public Accounts Committee.

### Committee operation

- 51 (1) A Standing Committee or Special Committee may, without leave of the Assembly, sit during a period when the Assembly is adjourned.
- (2) A Standing Committee or Special Committee may elect one of its members to be Deputy Chairman if none has been appointed by the Assembly.
- (3) In the absence of the Chairman and Deputy Chairman at a meeting, the Committee may elect one of its members to be acting chairman at that meeting.

### Committee size, substitution, quorum

- 53 (2) A member may be added or substituted after the first appointment of the committee, only by motion on notice giving the member's name.
- (4) One-third of the members of a standing or special committee constitutes a quorum, unless the Assembly has otherwise ordered.

### Meeting during sitting

- 54 (1) A committee may not meet during the hours the Assembly is sitting except by leave of the Assembly.
- (2) A motion for leave under suborder (1) is not debatable but the mover of the motion shall explain why it is necessary for the committee to meet while the Assembly is sitting.

### Standing orders in committees

- 62 (1) The standing orders of the Assembly shall be observed in the committees of the Assembly so far as may be applicable, except that
- (a) a member may speak more than once, and
- (b) in Committee of the Whole no member may speak for more than 20 minutes at one time.
- (2) (a) the Chairman shall maintain order in the Committees of the whole Assembly, and shall decide all questions of order subject to an appeal to the Assembly;
- (b) if the Assembly is not then sitting, the Chairman shall adjourn the matter until the next sitting of the Assembly, and shall then make his report to the Assembly.
- (3) When a question of privilege arises in a Committee or when disorder persists in a Committee,
- (a) if the Assembly is then sitting, the Chairman shall forthwith adjourn and report to the Assembly, or
- (b) if the Assembly is not then sitting, the Chairman shall adjourn the matter until the next sitting of the Assembly, and shall then make his report to the Assembly.
- (4) In case of an appeal to the Assembly, the Chairman shall leave the Chair immediately and report the point of order which he has decided.
- (5) The Speaker shall then put the question without debate, "That the decision of the Chairman be confirmed".

- (6) If the Speaker is absent, the Chairman shall take the Chair of the Assembly as Acting Speaker and another member shall make the report of appeal to the Assembly and the acting Speaker shall forthwith put the question to the Assembly.

#### **Motion to leave the chair**

- 64 (1) A motion that the Chairman leave the Chair
  - (a) is always in order,
  - (b) takes precedence of any other motion, and
  - (c) is not debatable.
- (2) Such motion, if rejected may not be renewed unless some intermediate proceeding has taken place.

#### **Committee reports and documents**

- 65 (1) The report of a standing or special committee shall be signed only by the chairman, even if the chairman dissents from the majority of the committee.
- (2) The report of a committee is the report as determined by the committee as a whole or the majority of it, and no minority report may be presented to or received by the Assembly, but a committee may, in its discretion, include any dissenting opinions in its report.
- (3) All documents which come into the possession of a committee or which are prepared by or for a committee belong to the committee until the committee reports or ceases to exist, whichever first occurs, after which they belong to the Assembly.

#### **Committee witnesses**

- 66 (1) No witness shall be summoned to attend before any committee of the Assembly except by order of the committee or the Assembly.
- (2) The Clerk of the Assembly is authorized to pay to witnesses so summoned a reasonable sum per diem during their travel and attendance and a reasonable allowance for travelling and subsistence expenses, as determined by Mr. Speaker.
- (3) The claim of a witness for payment shall state
  - (a) the number of days during which he has been in attendance,
  - (b) the time of necessary travel, and
  - (c) the amount of his expenses, and, before being paid, shall be certified by the chairman of the committee before which the witness has been summoned.

## **BRITISH COLUMBIA**

#### **Debatable Motions**

- 45 (1) The following motions are debatable: (b) For the concurrence in a report of a Standing or Special Committee.

#### **Notices of motion, etc.**

- 48 (1) Two days' notice shall be given of a motion to present a Bill, resolution or address, for the appointment of any Committee, for the putting of a written question and for the suspension of Standing Orders, but this rule shall not apply to Bills after their introduction, or to Private Bills, or to the times of the meeting or adjournment of the House, or to a motion to proceed to the Orders of the Day. Such notice to be laid on the Table before adjournment and to be printed in the Votes and Proceedings of that day.

#### **Motion to commit Bill**

- 53 A motion to refer a Bill, resolution, or any question to the Committee of the Whole, or any Standing or Special Committee, shall preclude all amendment to the main question.

#### **Reference of Estimates to Select Standing Committee**

- 60AA At any time after the Estimates have been referred to the Committee of Supply, the Government House Leader may Refer Votes within the Estimates to a Select Standing Committee upon motion without notice. Such motion shall be decided without amendment or debate.

#### **Select Standing Committees**

- 68 (1) At the commencement of each session a Committee of Selection shall be appointed without notice, whose duty it shall be to prepare and report, with all convenient speed, lists of members to compose the following Select Standing Committees of the House: on Public Accounts;

#### **List of Committees to be posted**

- (2) The Clerk of the House shall post a list of the Select Standing and Special Committees appointed during the Session.

### **Special Committees**

- 69 (1) Special Committees may be appointed on motion with notice.

### **Select Standing Committees - additions and substitutions**

- (2) If it is later necessary to add or substitute a member or members to a Select Standing or Special Committee, a motion on notice shall be given specifying the names of the members proposed to be added or substituted.

### **Reports, how made**

- 70 Reports of Select Standing and Special Committees may be presented by a member in the House during routine business. Proceedings and voting in Committee

- 71 (1) The Standing Orders of the House shall be observed in the Select Standing and Special Committees to the same extent as the same may be applicable to the Committees of the Whole House as provided in Standing Order 61, except as to the Chairman's voting powers in the Select Standing Committee on Standing Orders and Private Bills as provided for by Standing Order 107. Procedural matters arising in Committee shall be decided in Committee.

### **Quorum**

- (2) A majority of the members of a Committee shall be a quorum, unless the House has otherwise ordered.

### **Witness summoned to Committee**

- 72 (1) Witness may be summoned to attend before any Committee of the House upon a motion to that effect being passed by the Committee.

### **Payment**

- (2) The Clerk of the House may authorize the payment to witnesses so summoned of a reasonable sum per diem during their travel and attendance, to be determined by Mr. Speaker (the daily rate if allowed to be the same in all cases), and a reasonable sum for travelling expenses.

### **Certificate**

- (3) The claim of a witness for payment shall state the number of days during which he has been

in attendance, the time of necessary travel, and the amount of his travelling expenses, which claim and statement shall, before being paid, be certified by the Chairman and a Clerk of the Committee before whom such witness has been summoned, and no such payment shall be made in any case without the authority of Mr. Speaker, which shall be signified by his endorsement upon such certificate.

## **CANADA (HOUSE OF COMMONS)**

### **Documents deposited pursuant to statutory or other authority**

- 32 (1) Any return, report or other paper required to be laid before the House in accordance with any Act of Parliament or in pursuance of any resolution or Standing Order of this House may be deposited with the Clerk of the House on any sitting day or, when the House stands adjourned, on the Wednesday following the fifteenth day of the month. Such return, report or other paper shall be deemed for all purposes to have been presented to or laid before the House.

### **Tabling of documents in the House**

- (2) A Minister of the Crown, or a Parliamentary Secretary acting on behalf of a Minister, may, in his or her place in the House, state that he or she proposed to lay upon the Table of the House, any report or other paper dealing with a matter coming within the administrative responsibilities of the government, and thereupon, there same shall be deemed for all purposes to have been laid before the House.

### **Recorded in Journals**

- (3) In either case, a record of any such paper shall be entered in the Journals.

### **In both official languages**

- (4) Any document distributed in the House or laid before the House pursuant to sections(1) or (2) of this Standing Order shall be in both official languages.

### **Permanent referral to committee**

- (5) Reports, returns or other papers laid before the House in accordance with an Act of Parliament shall thereupon be deemed to have been permanently referred to the appropriate standing committee.

### **Referral to committee in other cases**

- (6) Papers required to be laid upon the Table pursuant to Standing Order 100, shall be deemed referred to the appropriate standing committee during the period specified in laying the same upon the Table.

### **Debatable Motions**

- 67 1 The following motions are debatable: (b) for the concurrence in a report of a standing or special committee; (m) for the appointment of a committee; (n) for reference to a committee of any report or return laid on the Table of the House; (o) for the suspension of any Standing Order unless otherwise provided; and (p) such other motion, made upon Routine Proceedings, as may be required for the observance of the proprieties of the House, the maintenance of its authority, the appointment or conduct of its officers, the management of its business, the arrangement of its proceedings, the correctness of its records, the fixing of its sitting days or the time of its meeting or adjournment.

### **Main estimates referred to and reported by standing committees**

- 81 (4) In every session the main estimates to cover the incoming fiscal year for every department of government shall be referred to standing committees on or before March 1 of the then expiring fiscal year. Each such committee shall consider and shall report, or shall be deemed to have supported the same back to the House not later than May 31 in the then current fiscal year, provided that:

#### **Extension of consideration by a committee**

- (a) not later than the third sitting day prior to May 31, the Leader of the Opposition may give notice during the time specified in Standing Order 54 of a motion to

extend consideration of the main estimates of a named department or agency and the said motion shall be deemed adopted when called on “Motions” on the last sitting day prior to May 31;

### **Report by the committee**

- (b) on the sitting day immediately proceeding the final allotted day, but in any case not later than ten sitting days following the day on which any motion made pursuant to paragraph (a) of this section is adopted, at not later than the ordinary hour of daily adjournment, the said committee shall report, or shall be deemed to have reported the main estimates for the said department or agency; and

### **Reverting to “Presenting Reports from Committees”**

- (c) if the committee shall make a report, the Chairman or a member of the committee acting for the Chairman may so indicate, on a point of order, prior to the House indicated in paragraph (b) of this section, and the House shall immediately revert to “Presenting Reports for Committees” for the purpose of receiving the said report.

### **Supplementary estimates referred to and reported by standing committees**

- (5) Supplementary estimates shall be referred to a standing committee or committees immediately they are presented in the House. Each such committee shall consider and shall report, or shall be deemed to have reported, the same back to the House not later than three sitting days before the final sitting or the last allotted day in the current period.

### **Motion to refer estimates to standing committees**

- (6) A motion, to be decided without debate or amendment, may be moved during Routine Proceedings by a Minister of the Crown to refer any item or items in the main estimates or in supplementary estimates to any standing committee or committees and, upon report

from any such committees, the same shall lie upon the Table of the House.

#### **Future expenditure plans and priorities**

- (7) When main estimates are referred to a standing committee, the committee shall also be empowered to consider and report upon the expenditure plans and priorities in future fiscal years of the departments and agencies whose main estimates are before it.

#### **Presentation of report**

- (8) Any report made in accordance with section (7) of this Standing Order may be made up to and including the last normal sitting day in June, as set forth in Standing Order 28 (2), and shall be deemed to be subject to the provisions of section (9) of this Standing Order.

#### **Motion to concur in the report**

- (9) There shall be no debate on any motion to concur in the report of any standing committee on estimates which have been referred to it except on an allotted day.

#### **Supply periods, Allotted days**

- (10) (a) In any calendar year, five sitting days shall be allotted to the business of supply for the period ending not later than December 10; seven additional days shall be allotted to the business of supply in the period ending not later than March 26; and eight additional days shall be allotted to the business of supply in the period ending not later than June 23: provided that the number of sitting days so allotted may be altered pursuant to paragraph (b) or (c) of this section. These twenty days are to be designed as allotted days. In any calendar year, no more than one fifth of all the allotted days shall fall on a Wednesday and no more than one fifth thereof shall fall on a Friday.

#### **Duty of Procedure and House Affairs Committee, Report, No second report during specific period**

- 104 (1) At the commencement of the first session of each Parliament, the Standing Committee on Procedure and House Affairs, which notwithstanding section (2) of this Standing Order, shall consist of fourteen members, and

the membership of which shall continue from session to session, shall be appointed to act, among its other duties, as a striking committee. The said Committee shall prepare and report to the House within the first ten sitting days after its appointment, and thereafter, within the first ten sitting days after the commencement of each session and within the first ten sitting days after the second Monday following Labour Day, lists of Members to compose the standing committees of the House pursuant to Standing Order 104 (2), and to act for the House on standing joint committees; provided that the Committee shall not present a second report pursuant to this Standing Order between the second Monday following Labour Day and the end of that calendar year.

#### **Membership of standing committees**

- (2) The standing committees, which shall consist of not less than seven and not more than fifteen members, and for which lists of members are to be prepared, except as provided in section (1) of this Standing Order.

#### **Associate Members**

- (4) The Standing Committee on Procedure and House Affairs shall also prepare lists of associate members for each Standing Committee and Standing Joint Committee referred to in this Standing Order, who shall be deemed to be members of that committee for the purposes of Standing Orders 108(1)(b) and 114 (2)(a) and who shall be eligible to act as substitutes on that committee pursuant to the provisions of Standing Order 114 (2)(b).

#### **Clerk of the House to convene meetings**

- 106 (1) Within ten sitting days following the adoption by the House of a report of the Standing Committee on Procedure and House Affairs pursuant to Standing Order 104(1), the Clerk of the House shall convene a meeting of each standing committee whose membership is contained in that report for the purpose of electing a Chairman, provided that forty-eight hours' notice is given of any such meeting.

### **Election of Chairman and Vice-Chairman**

- (2) Each standing or special committee shall elect a Chairman and two Vice-Chairmen, of whom two shall be members of the government party and the third a Member in opposition to the government, in accordance with the provisions of Standing Order 116, at the commencement of every session and, if necessary, during the course of a session

### **Chairman to convene meeting upon written request. Reasons to be stated in request, Forty-eight hours' notice required**

- (3) Within ten sitting days of the receipt, by the clerk of a standing committee, of a request signed by any four members of the said committee, the Chairman of the said committee shall convene such a meeting provided that forty-eight hours' notice is given of the meeting for the purposes of this section, the reasons for convening such a meeting shall be stated in the request.

### **Membership**

- 107 (1) The chairman of each standing committee, together with the Member of the House from each standing joint committee who is the Chairman of the said joint committee, shall form a Liaison Committee, which is charged with making apportionments of funds from the block of funds authorized by the Board of Internal Economy to meet the expenses of committee activities, subject to ratification by the Board.

### **Election of Chairman and Vice-Chairman of Liaison Committee. Clerk of the House to convene meeting**

- (2) Within five sitting days of the meeting the last standing committee to elect its Chairman pursuant to Standing Order 106(2), but in any event no later than the twentieth sitting day after the adoption of the report of the Standing Committee on procedure and House Affairs presented pursuant to Standing Order 104(1), the Clerk of the House shall convene a meeting of the Chairmen, together with any Members of the House elected as Chairman of any joint committees for which such elections

have then been held, for the purpose of election a Chairman and a Vice-Chairman of the Liaison Committee.

### **Reports**

- (3) The Liaison Committee shall be empowered to report from time to time to the House.

### **Quorum**

- (4) Ten members of the Liaison Committee shall constitute a quorum.

### **Powers of standing committees**

- 108 (1) (a) Standing committees shall be severally empowered to examine and enquire into all such matters as may be referred to them by the House, to report from time to time and to print a brief appendix to any report, after the signature of the Chairman, containing such opinions or recommendations, dissenting from the report or supplementary to it, as may be proposed by committee members, and except when the House otherwise orders, to send for persons, papers and records, to sit while the House is sitting, to sit during periods when the House stands adjourned, to sit jointly with other standing committees, to print from day to day such papers and evidence as may be ordered by them, and to delegate to sub-committees all or any of their powers except the power to report directly to the House.

### **Power to create sub-committees**

- (b) Standing Committees shall be empowered to create sub-committees of which the membership may be drawn from among both the list of members and the list of associate members provided for in Standing Order 104, who shall be deemed to be members of that committee for the purposes of this Standing Order.

### **Additional powers of standing committees**

- (2) The standing committees, except those set out in section (3)(a), (3)(c), (3)(d) and (4) of this Standing Order, shall, in addition to the powers granted to them pursuant to section (1) of this Standing Order and pursuant to Standing Order 81, be empowered to study

and report on all matters relating to the mandate, management and operation of the department or departments of government which are assigned to them from time to time by the House. In general, the committees shall be severally empowered to review and report on:

- (a) the statute law relating to the department assigned to them;
- (b) the program and policy objectives of the department and its effectiveness in the implementation of same;
- (c) the immediate, medium and long-term expenditure plans and the effectiveness of implementation of same by the department;
- (d) an analysis of the relative success of the department, as measured by the results obtained as compared with its stated objectives; and
- (e) other matters, relating to the mandate, management, organization or operation of the department, as the committee deems fit.

#### **Mandates of certain standing committees**

- (3) The mandate of the Standing Committee on:
  - (d) Public Accounts shall include, among other matters review of and report on the Public Accounts of Canada and all reports of the Auditor General of Canada which shall be severally deemed permanently referred to the Committee immediately after they are laid upon the Table; and any other matter which the House shall from time to time, refer to Standing Committee.

#### **Government responses to committee reports**

- 109 Within 150 days of the presentation of a report from a standing or special committee, the government shall, upon the request of the committee, table a comprehensive response thereto.

#### **Tabling of Order in Council appointments. Deemed referred to committee**

- 110 (1) A Minister of the Crown shall lay upon the Table a certified copy of an Order in Council, stating that a certain individual has been appointed to a certain non-judicial post, not later than five sitting days after the Order in Council is published in the Canada Gazette. The same shall be deemed to have been referred to a standing committee specified at the time of tabling, pursuant to Standing clerk of the committee a list of not more than fourteen members selected from members of his or her own party, who may substitute for him or her during a meeting of the said committee, according to the procedure set out in paragraph (b) of this section, provided that they shall not become permanent members of the committee.

#### **Substitutions in membership of standing and standing joint committees**

- (b) Substitutions in the membership of any standing committee or, so far as the House is represented, on any standing joint committee shall be effective the day after notification thereof is forwarded, by a permanent member of the committee who has filed a list pursuant to paragraph (1) of this section, the Chief Whip of his or her party (or, in the case of independent Members, the Chief Whip of the Official Opposition) for signature who, in turn will forward the substitution to the clerk of the committee.

#### **Substitutions by Chief Whip when no list filed or no notice received**

- (c) At any time when no list has been filed with the clerk of the committee pursuant to paragraph (1) of this section or when no notice has been received by the clerk of the committee pursuant to paragraph (b) of this section, the Chief Whip of any recognized party may effect substitutions by filing notice thereof with the clerk of the committee, having selected the substitutes from among all the Members of his or her party and/or the independent members listed as associate

members of the committee pursuant to Standing Order 104 (4); and such substitutions shall be effective immediately they are received by the clerk of the committee.

**Member's resignation from committee, when effective**

- (d) When a permanent member of a standing or standing joint committee gives notice in writing to the Chairman of the Standing Committee on Procedure and House Affairs of his or her intention to give up his or her membership, that Member's resignation shall be effective when a report of the Standing Committee on Procedure and House Affairs naming a replacement for him or her has been concurred in by the House.

**Changes in membership of standing committees**

- (4) Changes in the membership of standing committees shall be effective when a report of the Standing Committee on Procedure and House Affairs to that effect is concurred in by the House.

**Sittings of committees**

- 115 (1) Notwithstanding Standing Order 108(1)(a), no standing or standing joint committee shall sit at the same time as a legislative committee on a bill emanating from a principally affecting the same department or agency.

**Priority during sittings of the House**

- (2) During periods coinciding with the hours of sittings of the House, priority shall be given to the meetings of committee considering legislation or Estimates over meetings of committees considering other matters.

**Priority during adjournments, Chief Government Whip to set schedules**

- (3) During periods when the House stands adjourned, priority shall be given to meeting of standing, special and joint committees, according to the schedule established from time to time by the Chief Government Whip, in consultation with representatives of the other parties.

**Priority of use in committee rooms**

- (4) Priority of use in committee rooms shall be established from time to time by the Standing Committee on Procedure and House Affairs.

**Standing Orders apply generally**

- 116 In standing, special or legislative committee, the Standing Orders shall apply so far as may be applicable, except the Standing Orders as to the election of a Speaker, seconding of motions, limiting the number of times of speaking and the length of speeches.

**Decorum in committees**

- 117 The Chairman of a standing, special or legislative committee shall maintain order in the committee, deciding all questions of order subject to an appeal to the committee: but disorder in a committee can only be censured by the House, on receiving a report thereof.

**Quorum**

- 118 (1) A majority of the members of a standing, special or legislative committee shall constitute a quorum: provided that, in the case of a legislative committee, the Chairman is not included in the number of members constituting a quorum. In the case of a joint committee, the number of members constituting a quorum shall be such as the House of Commons acting in consultation with the Senate may determine.

**Meetings without quorum**

- (2) The presence of a quorum shall be required whenever a vote, resolution or other decision is taken by a standing, special or legislative committee, provided that any such committee, by resolution thereof, may authorize the Chairman to hold meetings in order to receive evidence and may authorize its printing when a quorum is not present.

**Only members may vote or move motion**

- 119 Any Member of the House who is not a member of a standing, special or legislative committee, may, unless the House or the committee concerned otherwise orders, take part in the public proceedings of the

committee, but may not vote or move any motion, nor be part of any quorum.

#### **Broadcasting of committee meetings**

119.1(1) Any committee wishing to have its proceedings televised, other than by means of those facilities provided for that purpose by the House of Commons, shall first obtain the consent of the House thereto.

#### **Report on experimental guidelines, Electronic media**

(2) The Standing Committee on procedure and House Affairs shall establish, by report to the House of Commons, experimental guidelines governing the broadcasting of committee meetings. After concurrence by the House in such a report, any committee may permit the presence of the electronic media at its meetings, subject to the said guidelines.

#### **Staff to committees:**

120 Standing, special or legislative committees shall be severally empowered to retain the services of expert, professional technical and clerical staff as may be deemed necessary.

#### **Interim spending authority, Budgets submitted to Board of Internal Economy**

121 (1) The Board of Internal Economy may give interim spending authority to standing, special and legislative committees. The committees shall be empowered to expend any amount up to the full spending authority so granted by shall not incur any further expenses until the Chairman of that committee, or a member of the committee acting for the chairman, has presented to the Board a budget setting forth, in reasonable detail, estimates of its proposed expenditures for a specific period of time together with an account of its expenditures to that date, and until the said budget has been approved by the Board.

#### **Budget and statement of expenditures to be presented as soon as practicable**

(2) Notwithstanding any spending authority granted by the Board of Internal Economy pursuant to section (1) of this Standing Order, the Chairman of each such committee, or a member of the committee acting for the

Chairman shall, as soon as practicable, present the budget and statement of expenditures of the committee pursuant to section (1) of this Standing Order for the consideration by the Board.

#### **Supplementary budgets**

(3) When the expenditures of any such committee have reached the limits set forth in any such budget, the committee shall not incur any further expenses until a supplementary budget or budgets has or have been presented to the Board of Internal Economy pursuant to section (1) of this Standing Order, and until the said budgets have been approved in whole or in part by the Board.

#### **Annual financial report on committees**

(4) The Board of Internal Economy shall cause to be tabled in the House an annual comprehensive financial report, outlining the individual expenditure of every standing, special and legislative committee, provided that the Board may cause such report to be so tabled at any time with respect to a specific committee.

#### **Certificate to obtain evidence**

122 If any Member files a certificate with the Chairman of a committee of the House, stating that the evidence to be obtained from a particular person is, in his or her opinion, material and important, the Chairman shall apprise the committee thereof.

## **MANITOBA**

#### **Standing Committees**

81 (1) At the commencement of the first session of each Legislation, a Special Committee of seven members shall be appointed, which shall prepare and report with all convenient speed, lists of members to compose the following Standing Committees of the House: On Public Accounts.

#### **Lists of Committees to be Posted**

(2) The Clerk shall cause to be affixed in a conspicuous place in, or near, the Legislative

Chamber, a list of the members of the several Standing Committees appointed during the session.

#### **Changes in Membership**

- (3) The membership of the Standing Committee shall be as set out in the report of the Special Committee of seven members, when concurred in by the House, and shall continue from session to session within a Legislature, but shall be subject to such changes as may be effected, from time to time.

#### **Chairperson and Vice-Chairperson**

- (4) Each standing or special committee shall elect a permanent Chairperson and a permanent Vice-Chairperson at its first meeting in each Legislature, and in the case of a vacancy of either the Chairperson or Vice-Chairperson by reason of the incumbent dying, resigning his or her seat in the Assembly, becoming disqualified from sitting or voting in the Assembly, or resigning from the committee, the committee shall forthwith elect a successor.

#### **Vice-Chairperson to Act**

- (5) If at any meeting of the committee, the Chairperson is not present, the Vice-Chairperson shall act in the place of the Chairperson.

#### **Quorum**

- 83 (1) Of the number of members appointed to compose a Committee, a majority of them are a quorum, unless the House otherwise orders.

#### **Replacement of member**

- (2) A member of any Standing or Special Committee of the House who is unable to attend the business of the Committee because of:
  - (a) Death;
  - (b) Long illness;
  - (c) Resignation from the House; or
  - (d) Resignation from the Committee, where acceptedmay be replaced by a vote of the Committee.

#### **Right of addressing Committee or putting questions**

- 84 A member who is not a member of a Committee may attend for the purpose of addressing the Committee, or of putting questions to witnesses, but he shall not be permitted to vote.

#### **Order in Committee**

- 85 The Chairperson of a Standing Committee or a Special Committee of the House shall maintain order and shall decide all questions of order subject to an appeal to the Committee.

#### **Voting in Committee**

- (1) All questions before a Committee shall be decided by a majority of votes excluding the vote of the Chairperson of the Committee and when the votes on a question are equal the Chairperson shall cast a deciding vote.

#### **Reports, how made**

- 87 (1) A report from a Standing or a Special Committee shall be presented by a member standing in his place, and shall be read by the Clerk at the Table.

#### **Concurrence**

- (2) Concurrence in a report of a Committee may be moved subsequently after the usual notice has been given.

#### **Idem**

- (3) Concurrence moved by the government shall be debated under "Government Motions".

#### **Idem**

- (4) Concurrence moved by a private member will be debated during Private Members' Business.

#### **Signing of report**

- 88 The report of a Committee shall be signed by the Chairman only.

#### **Reports not to be amended**

- 89 A report from a Standing or Special Committee shall not be amended by the House, but it may be referred back to the Committee.

#### **Regulations re representations**

- 90 Committees may make regulations governing representation to be made by the general public at committee meetings, and the regulations shall conform with the general guide lines established for the House. NOTE: It is suggested that such

regulations should be read aloud by the Chairperson of the Committee at the commencement of each meeting, so that all concerned may be fully aware of any restrictions which are to be placed upon representations by the public.

#### **Payment of per diem allowances and expenses to witnesses**

91 Subject to Rules 79 and 80, a witness summoned to attend before a Committee of the House, except in the case of a Committee considering a Private Bill, shall be paid in respect of each of attendance, a reasonable sum per diem as determined by the Speaker and a reasonable allowance for travelling expenses.

#### **Requirements before payment**

92 No witness shall be paid unless:

- (a) a member of the Committee before which the witness is attending has filed with the Chairperson thereof a certificate stating that the evidence to be given by the witness is, in the opinion of the Member, material and important;
- (b) in the case of an allowance for expenses, the Chairperson of the Committee has certified to the Speaker that the amount to be so paid is just and reasonable; and
- (c) in each case, payment is made on the authority of the Speaker signified by the Speaker's endorsement of the Speaker's approval and of the amount approved, on the certificate to which clause (a) of this Rule applies.

#### **Attendance for more than three days**

93 Where a witness has been in attendance during three days, if his presence is still required, payment shall be made to the witness, in respect of following days, only upon further certification by the Chairperson of the Committee and the further authority of the Speaker as provided in clauses (b) and (c) of Rule 92 and so on, in respect of every succeeding period of three days, or fractions thereof.

## **NEW BRUNSWICK**

88 The Standing Rules of the House shall be observed in the Committees of the House insofar as they are applicable except the rules as to the seconding of motions and limiting the number of times of speaking and the length of speeches.

89 The Standing Committee shall be appointed on motion at the commencement of each House and shall be: (g) the Standing Committee on Public Accounts

93 All reports to the House of the Provincial Auditor, and all Public Accounts stand permanently referred to the Public Accounts Committee.

95 The Clerk of the House shall cause to be affixed in some conspicuous part of the House a list of the several Standing and Select Committees.

96 (1) Unless otherwise ordered by the House a majority of the members of a Committee is a quorum.

- (2) The presence of a quorum shall be required whenever a vote, resolution or other decision is taken by a Committee, provided that any Committee, by resolution, may authorize the Chairman to hold meetings to receive evidence when a quorum is not present, provided that no question of substance shall be decided by the Committee without a quorum being present.

97 No Standing or Select Committee shall, except by order of the House, sit concurrently with the House.

98 Unless otherwise ordered, Standing or Select Committees shall have the power to strike subcommittees.

99 Not later than five sitting days after the establishment of a Committee, the Clerk of the House shall convene a meeting of the Committee and shall preside over the election of a Chairman and a Vice-Chairman who shall act during the life of the Committee.

100 Any Member may request a recorded vote in Committee. The Chairman of a Committee shall vote only when there is an equality of votes.

101 (1) All reports of Committees shall be in writing and signed by the Chairman.

- (2) The report of a Committee is the report as determined by the Committee as a whole or a majority thereof, and no minority report may be presented or received. A Committee may, in its discretion, include any dissenting opinions in its report.
- 102 Any Member of the House who is not a member of a Committee, may, unless the House or the Committee concerned otherwise orders, take part in the proceedings of the Committee, but may not vote nor move any motion, nor be part of a quorum.
- 103 (1) A Member of a Committee unable to be present at a meeting of that Committee may designate another Member to attend such meeting as a substitute.
- (2) The Chairman of the Committee shall be notified of any change in the composition of the Committee and shall, as soon as possible after being notified make known to the Committee such change.
- (3) Only one substitution for each member shall be permitted on any one sitting day.

## NEWFOUNDLAND & LABRADOR

- 84 (a) At the commencement of the first session of each Assembly, a committee of five to be named by the mover shall be appointed on motion of the Leader of the House or other member of the Government whose duty it shall be to prepare and report, within the first twenty sitting days after its appointment, lists of members to compose the following Standing Committees of the House: (d) Public Accounts Committee to consist of seven members.
- (b) Each of the said Committees shall elect a Chairman and a Vice-Chairman at the commencement of every Session, and, if necessary, during the course of the Session.
- (c) The membership of the said Standing Committee shall be as set out in the report of the said Committee of five referred to in this Standing Order 84 in Paragraph (a), when concurred in by the House, and shall continue from Session to Session within an Assembly, but shall be subject to such changes as may be affected from time to time.
- (d) The said Standing Committee may sit at all times during the Assembly for which they are appointed, whether or not the House is in Session, adjourned or prorogued.
- (e) The said Standing Committees shall be severally empowered to examine and enquire into all such matters as may be referred to them by the House, and, to report from time to time, and, except when the House otherwise orders to send for persons, papers and records, to print from day to day such papers and evidence as may be ordered by them, and to delegate to sub-committees all or any of their powers except the power to report direct to the House.
86. (a) A majority of the members of a Standing or Select Committee shall constitute a quorum. The presence of a quorum shall be required whenever a vote, resolution or other decision is taken by a Standing or Select Committee, provided that any such Committee, by resolution thereof, may authorize the Chairman to hold meetings to receive and authorize the printing of evidence when a quorum is not present.
- (b) Any member of the House who is not a member of a Standing Committee, may, unless the House or the committee concerned otherwise orders, take part in the public proceedings of the committee, but he may not vote or move any motion, nor shall he be part of any quorum.
- (c) In a Standing or Select Committee, the Standing Orders of the House shall be observed so far as may be applicable.
- (d) The Chairman of a Standing or Special Committee shall maintain order in the committees, deciding all questions of order subject to an appeal to the committee; but

- disorder in a committee can only be censured by the House, on receiving a report thereof.
- 87 Changes in the membership of any committee may be effected by a notice, signed by the Government House Leader to that effect, being filed with the Clerk.
- 88 (a) No witness shall be summoned to attend before any Committee of the House, unless a certificate shall first have been filed with the Chairman of such Committee, by some member thereof, stating that the evidence to be obtained from such witness is, in the opinion of such member, material and important.
- (b) The Clerk of the House is authorized to pay to witnesses so summoned, a reasonable sum (per diem) during their travel and attendance, to be determined by Mr. Speaker, and a reasonable allowance for travelling expenses.
- (c) The claim of a witness for payment shall state the number of days during which he has been in attendance, the time of necessary travel and the amount of his travelling expenses, which claim and statement shall, before being paid, be certified by the Chairman and Clerk of the Committee before which such witness has been summoned.
- 89 The Clerk shall display in some conspicuous part of the House a list of the several Standing and Special Committees.

## **NORTHWEST TERRITORIES**

### **STANDING AND SPECIAL COMMITTEES**

#### **Appointment of Committees**

- 85 (1) At its first sitting after a general election, the Assembly shall appoint a Striking Committee of three Members to report and recommend, with all convenient speed, Members to comprise the following Standing Committees of the Assembly:
- On Government Operations;
  - On Resource Management and Infrastructure;
  - On Rules and Procedures;
  - On Social Programs;

and any other Standing and Special Committees as directed by the Assembly.

#### **Standing Committee on Accountability and Oversight**

- (2) The Standing Committee on Accountability and Oversight shall;
- (a) Review issues which have government-wide implications;
  - (b) Conduct the overview of the budget and the fiscal framework;
  - (c) Consider the budgets and financial management of boards and agencies that are outside the responsibility of any Standing Committee, including the Office of the Legislative Assembly;
  - (d) Examine the reports on the annual financial statements and public accounts of the Government of the Northwest Territories and the Report of the Auditor General;
  - (e) Review Government Repots on Financial and performance results and program and policy evaluations to ensure anticipated outcomes are being achieved and accountability is maximized
  - (f) Coordinate House business scheduling and planning in cooperation with appropriate Cabinet representatives; and
  - g) Consider any other matter referred by the House

#### **Number of Members**

87. (1) A Committee established pursuant to Rule 85(1) shall consist of not more than six Members with the exception of the Standing Committee on Accountability and Oversight, which shall consist of eleven Members.

#### **Alternate Members**

- (2) Each Standing Committee, with the exception of the Standing Committee on Accountability and Oversight, shall also have three alternates, each of whom may be called upon by the Chair to take the place of an absent Committee Member. When participating in Committee business, the alternate shall be entitled to vote on any matter.

### **List of Members**

89. The Clerk shall distribute to every Member a list of the Members comprising the Committees and the Management and Services Board.

### **First Meeting**

90. (1) The Member first named in the motion establishing the membership of any Committee shall call the first meeting of the Committee.

### **Election of Chairs**

(2) At the first meeting, the Committee shall elect a Chair and Deputy Chair, or Co-Chairs, who shall act at the pleasure of the Committee.

### **Quorum of Committees**

(3) The Quorum of a Committee shall be a simple majority of Committee Members.

### **Notice of meeting**

(4) Notices of all Committee meetings shall be posted in the Legislative Assembly office and circulated to all Members.

### **Removal of Members**

91. (1) A Member of a Standing or Special Committee who is absent from Committee meetings without cause may be removed from the membership of the Committee by a motion adopted by the Assembly.

### **Filling vacancies**

(2) In the case of a vacancy in the membership of a Standing or Special Committee, the Striking Committee provided for by Rule 85 shall propose a successor to the Assembly.

### **Members may attend meetings**

92 (1) A Member who is not a Member of a Committee may attend Committee meetings and may address the Committee after its Members have spoken, according to any limits imposed by the Chair.

### **Only Committee Members vote**

(2) Only Members of a Committee shall vote on any question to be decided by the Committee.

### **Committee reports**

93. (1) Every report of a Standing or Special Committee shall be in writing, signed by the Chair, and shall be presented by the Chair or a Committee Member under the appropriate

item in the daily order of business of the Assembly.

### **Motion to receive report**

(2) The Member presenting the report shall move that the report be received by the Assembly.

### **Report adopted or referred**

(3) A report from a Standing or Special Committee may be

- (a) adopted by the Assembly;
- (b) referred to Committee of the Whole; or
- (c) referred back to the Committee which presented it.

### **Report not considered for two days**

(4) A report from a Standing or Special Committee shall not be taken into consideration in Committee of the Whole until two sitting days have passed from the presentation of the report.

### **Response to report**

(5) Within 120 calendar days of the presentation of a report under Rule 93(1) and (2), the Executive Council shall, upon the request of the Committee, table a comprehensive response.

### **Powers of Committees**

94. (1) Standing and Special Committees have the power to call for persons and documents and to examine witnesses.

### **Meetings of Committees**

(2) Standing and Special Committees may meet during a Session, when the Assembly is not in Session, or between Sessions.

## **COMMITTEE DOCUMENTS**

### **Committee documents**

95. (1) All documents which come into the possession of a Committee or which come into existence in the course of the conduct of Committee business belong to that Committee before it reports to the Assembly and belong to the Assembly after the Committee reports to the Assembly, subject to any direction of the Speaker acting on an order of the Assembly,

### **Disposition of the Committee Documents**

- (2) Notwithstanding Rule 95(1) where a Committee does not report to the Assembly before dissolution of the Legislature, all Committee documents belong to the Assembly upon its dissolution subject to:
- (a) any direction of the Committee as to their disposal;
  - (b) any direction by order of the Assembly as to their disposal; or
  - (c) in the absence of any other direction, the direction of the Speaker.

### **WITNESSES**

#### **Witnesses before Committees**

96. (1) No witness shall be summoned to attend before a Committee of the Assembly unless a Committee Member has filed a certificate with the Chair stating that the evidence to be obtained from the witness is in the Member's opinion material and important.

#### **Payment to witnesses**

- (2) The Clerk, with the approval of the Speaker, may authorize payment to witnesses summoned by a Committee of a reasonable daily amount during their travel and attendance plus a reasonable amount for travelling expenses.

#### **Payment claims certified**

- (3) The claim of a witness for payment shall state the number of days during which the witness was in attendance before the Committee, the duration of necessary travel and the amount of travel expenses. The Chair and the Clerk of the Committee shall certify the claim and statement before payment.

#### **Witnesses before Standing or Special Committees**

98. Witnesses may be invited to appear before any Standing or Special Committee at the discretion of the Chair.

## **NOVA SCOTIA**

### **Striking Committee**

- 60 (1) At the commencement of the first Session of each Assembly, a Special Committee, consisting of five Members, shall be appointed, whose duty it shall be to prepare and report with all convenient speed, listings of Members to compose the Standing Committees of the House of Assembly, for the following purposes:

1. Public Accounts  
1987 R.60(1);am. 1993

### **Functions of Standing Committees**

- (2) For greater certainty,
  - (b) the Public Accounts Committee is established for the purpose of reviewing the public accounts, the annual report or other report of the Auditor General and any other financial matters respecting the public funds of the Province; 1887 r. 60(2);am.1993; am.1996.

### **Chairman of the Public Accounts Committee**

- (3) The Chairman of the Public Accounts Committee shall be the member chosen at the commencement of the first Session of each Assembly by the Opposition House Leader from among such Members of the Committee as are Members of the Official Opposition.  
1993 R. 60(3)

### **Posting of list of Standing Committees**

- (4) The Clerk of the House shall cause to be affixed in some conspicuous part of the lobbies of the House a list of the several Standing Committees appointed during each Assembly.1955 R.52(2)am.;1980 R.60(3); am.1987; am.1993.

### **Limitation on Number of Members**

- (5) No Standing Committee of the House shall consist of more than nine Members. 1987 R.60(5)

### **Minister not on Committee**

- (5A) With the exception of the Attorney General, who shall serve as Chairman of the Law Amendments Committee, no Minister

shall be appointed to a Standing Committee established for the purpose of considering matters normally assigned to or within the purview of that Minister of that Minister's Department. 1987 R.60(5A).

#### **List of Members**

(5B) Notwithstanding anything contained in these Rules, at the beginning of each session the House Leader of each party shall provide to the Chairman of the Special Committee a list of members from that party who are to be members of the Standing Committees of the House from that party and the members of Select and Special Committees, if any. 1993 R. 60(5B).

#### **Substitution for Committee Member**

(5C) Notwithstanding anything contained in these Rules, where a member of a Standing, Select or Special Committee, including the Committee on Assembly Matters, is not able to attend a meeting of the Committee, another member of the same party may be substituted for that member by the substituted member attending the meeting. 1993 R.60(5C); 1995 R.60(5C).

#### **Replacement of Committee Member**

(5D) Notwithstanding anything contained in these Rules, the member of a Standing, Select or Special Committee, including the Committee on Assembly Matters, may be replaced by another member of the same party by the House Leader of the members' party tabling a notice to that effect and filing a copy of the notice with the Clerk and the Chair of the Committee. 1995 R.60(5D).

#### **Quorum of Committee**

(6) A majority of the number of Members appointed to compose a Select or Standing Committee shall constitute a quorum unless the House shall otherwise order. 1955 R.52(4) am; 1980 R.(5); am.1987.

#### **Voting in Committee**

61 (1) All questions before Committees shall be decided by a majority of voices, including the

voice of the Chairman, and whenever the voices are equal the Chairman shall have a second or casting vote. 1955 R.53 am.;1980 R. 61(1).

#### **Appeal to House from Committee decision**

(2) All decisions of the Committee may be appealed to the House and such appeal shall be dealt with without debate. 1980 R.61(2).

#### **ATTENDANCE AND PAYMENT OF WITNESS**

##### **Summoning of Witnesses**

64 (1) No witness shall be summoned to attend before any Committee of the House unless a certificate shall first have been filed with the Chairman of such Committee, by some Member thereof stating that the evidence to be obtained from such witness is, in his opinion, material and important and the Committee shall decide by majority vote whether such witness should be summoned. 1955 R. 57(1)am.; 1980 R.64(1).

##### **Payment of Witnesses**

(2) The Clerk of the House is authorized to pay out of the contingent fund to witnesses so summoned a reasonable sum per diem during their travel and attendance, to be determined by the Speaker, and a reasonable allowance for travelling expenses. 1955 R. 57(2); 1980 R. 64(2).

##### **Claim for Witness Fees**

(3) The claim of a witness for payment shall state the number of days during which he has been in attendance, the time necessary to travel and the amount of his travelling expenses, which claim and statement shall, before being paid, be certified by the Chairman of the Committee before which such witness has been summoned. 1955 R. 57(3); 1980 R. 64(3).

##### **Witnesses residing at seat of Government**

(4) No witness residing at the seat of Government shall be paid for his attendance. 1955 R. 57(4); 1980 R. 64(4).

#### **LEGISLATIVE COUNSEL**

##### **Duties of Legislative Counsel**

78 It shall be the duty of the Legislative Counsel

- (b) to prepare amendments made by Select or Standing Committees, or in Committee of the Whole House; 1955 R.74 am.;1980 R.78.

## SUSPENSION OF RULE

### Suspension of Rule

- 85 No Rule adopted by the House shall be dispensed with unless by consent of at least two thirds of the Members present. 1995 R.78; 1980 R.85.

## ONTARIO

### STANDING AND SELECT COMMITTEES:

#### *Standing Orders*

#### **Other reports: Procedure**

- 37 (b) Other committee reports shall be presented to the House by the Chair with a brief statement from the Chair only, and where a report includes a request for consideration by the House, or where such consideration is requested by a petition of 12 members filed with the Clerk, a government order shall be placed on the Orders and Notices paper for consideration by the House.

#### **Adjournment of motion for adoption**

- (c) When presenting a report the Chair of a standing or select committee may move the adoption of the report if it contains a substantive motion. After moving the adoption of the report the Chair may make a brief statement and then shall adjourn the debate. The adjourned debate shall be carried on the Orders and Notices paper daily to be called by the Government House Leader in the same manner as government orders.

#### *Legislative Assembly Act*

#### **Power to compel attendance of witnesses, etc.**

- 35 (1) The Assembly may at all times command and compel the attendance before the Assembly or a committee thereof of such persons, and the production of such papers and things, as the Assembly or committee considers necessary for any of its proceedings or deliberations.

#### **Speaker's warrant for attendance. etc.**

- (2) When the Assembly requires the attendance of a person before the Assembly or a committee thereof, the Speaker may issue his warrant directed to the person named in the order of the Assembly requiring his attendance before the Assembly or committee and the production of the papers and things as ordered.

#### **Protection of persons acting under authority**

- 36 No person is liable in damages or otherwise for any act done under the authority of the Assembly and within its legal power or under or by virtue of a warrant issued under such authority, and every such warrant may command the aid and assistance of all sheriffs, bailiffs, constables and others, and every refusal or failure to give such aid or assistance when required is a contravention of this Act.

#### **Jurisdiction of Assembly**

- 46 (1) The Assembly has all the rights and privileges of a court of record for the purposes of summarily inquiring into and punishing, as breaches of privilege or as contempt and without affecting the liability of the offenders to prosecution and punishment criminally or otherwise according to law, independently of this Act, the acts, matters and things following:

#### **Tampering with witness**

- 46 (1)5 Tampering with a witness in regard to evidence to be given by him before the Assembly or a committee thereof.

#### **False evidence**

- 46 (1)6 Giving false evidence or prevaricating or misbehaving in giving evidence or refusing to give evidence or to produce papers before the Assembly or a committee thereof.

#### **Disobedience to warrant**

- 46 (1)7 Disobedience to a warrant requiring the attendance of a witness before the Assembly or a committee thereof, or refusal or neglect to obey a warrant mentioned in section 36.

### **Presenting false documents**

46 (1)8 Presenting to the Assembly or to a committee thereof a forged or false document with intent to deceive the Assembly or committee.

### **Falsifying records. etc.**

46 (1)9 Forging, falsifying or unlawfully altering a record of the Assembly or of a committee thereof, or any document or petition presented or filed or intended to be presented or filed before the Assembly or committee, or the setting or subscribing by any person of the name of another person to any such document or petition with intent to deceive.

### **Power of committees to examine on oath**

59 Any standing or special committee of the Assembly may require that facts, matters and things relating to the subject of inquiry be verified or otherwise ascertained by the oral examination of witnesses, and may examine witnesses upon oath, and for that purpose the chairman or any member of the committee may administer the oath in Form 1.

### **Affidavits**

60 Where witnesses are not required to be examined orally, an affirmation, declaration or affidavit, that is required to be made or taken by or according to any rule or order of the Assembly, or by the direction of any committee, and in respect of any matter or thing pending or proceeding before the committee, may be made and taken before the Clerk of the Assembly, the clerk of the committee, a commissioner for taking affidavits or a justice of the peace.

### **Standing Orders**

#### **Membership appointed**

106 (j) Standing Committee on Public Accounts which is empowered to review and report to the House its observations, opinions and recommendations on the Report of the Provincial Auditor and the Public Accounts, which documents shall be deemed to have been permanently referred to the Committee as they become available.

### **Authority to examine. enquire and report on matters**

107 (a) Standing and select committees shall be severally empowered to examine, enquire into and report from time to time on all such matters as may be referred to them by the House.

### **Membership**

110 (a) No standing or select committee shall consist of more than 11 members and the membership of such committees shall be in proportion to the presentation of the recognized Parties in the House.

### **Substitution**

110 (b) Any member appointed to a standing or select committee may, at any time afterwards, be discharged by order of the House from attending the committee and another member appointed.

### **Temporary substitution**

110 (c) A temporary substitution in the membership of a standing or select committee may be made provided a notification thereof, signed by the member acting as the Whip of a recognized Party, is filed with the Clerk of the Committee either before or within 30 minutes of a committee meeting being called to order.

### **Election of Chairman and Vice-Chairman**

112 Within 10 Sessional days following the appointment of the membership of the standing committees, the Clerk of the House shall convene a meeting of each standing committee for the purpose of electing a Chair and Vice-Chair.

### **Chairs**

114 (a) The Chairs of the standing Committees set out in Standing Order 106 shall be distributed in proportion to the representation of the recognized Parties in the House.

### **Exceptions**

114 (b) The Chair of the Standing Committee on Estimates shall be a member of a recognized Party in opposition to the government, the Chair of the Standing Committee on Finance and Economic Affairs shall be a member of the Party forming the government and the Chair of the Standing Committee on Public

Accounts shall be a member of the Party forming the Official Opposition.

#### **Contingency selection procedure**

- 114 (c) Failing consensus on the distribution of the Chairs of these standing committees, the recognized Parties in the House shall choose which committees they wish to be chaired by one of their own members in rounds, through the House Leaders, as follows: the Government first, followed by the Official Opposition and then the other recognized Opposition Parties in order of their membership in the House, and then in rotation until the distribution is completed according to the number of Chairs from each recognized Party as determined in clause (a).

#### **Sessional election of Chairman and Vice-Chairman**

- 113 Each standing committee shall elect a Chair and a Vice-Chair at its first meeting in each Session and, if necessary, during the course of a Session.

#### **Meeting convened upon request**

- 115 Upon a written request signed by a majority of the members of a standing or select committee, the chairman of the committee shall convene a meeting of the committee within 10 sitting days following the receipt of such request by the Clerk of the Committee. The reason for convening such a meeting shall be stated in the request.

#### **Quorum**

- 117 (a) A majority of the members of a standing or a select committee, including the chairman, shall constitute a quorum.

#### **Meetings without quorum**

- 117 (b) Any committee may authorize the Chair to hold meetings to receive evidence when a quorum is not present.

#### **Adjournment for lack of quorum**

- 117 (c) If at any time during the sitting of a standing or select committee the Chair of the committee is advised by a member of the committee that a quorum is not present, the Chair shall, upon determining that a quorum is not present, suspend the proceedings of the committee; if no quorum is present at the expiration of 10 minutes, the Chair shall

adjourn the committee to the next scheduled sitting of the committee.

#### **Idem**

- 117 (d) Whenever the Chair of a standing or select committee adjourns the committee for want of a quorum, the Clerk of the Committee shall record the time of the adjournment and the names of the members then present in the Minutes of Proceedings.

#### **Monday evening sittings**

- 118 (a) Standing and select committees may be authorized by the House to meet on Monday evenings to hear submissions from public, provided that the motion authorizing a committee to meet is made at the unanimous request of the committee and with the agreement of the House Leader of each of the recognized Parties in the House.
- 118 (b) Except by unanimous consent of the committee, no standing or select committee authorized to meet in the evening may continue to sit beyond 10:30 p.m. when the House is in Session.

#### **Standing Orders observed in committees: Exception**

- 119 In any standing or select committee, the Standing Orders of the House shall be observed so far as may be applicable, except the Standing Orders limiting the number of times of speaking. Chairman maintains order.

#### **Appeal to Speaker by majority**

- 120 (a) The Chair of a standing or select committee shall maintain order in the committee and decide all questions of order subject to an appeal by the majority of the members of the committee to the Speaker. No debate shall be permitted on any decision of the Chair. Procedure if House meeting.

#### **Speaker confirms or varies decision**

- 120 (b) If the majority of the members of a standing or select committee appeal the decision of the Chair of the committee to the Speaker, the Chair shall at the next meeting of the House present a report which accurately states the matter on which the Chair decided, the arguments raised by members of the

committee and the decision made by the Chair and the Speaker shall confirm or vary any decision of the Chair. Procedure is if House not meeting.

#### **Decision of Speaker**

120 (c) If the House is adjourned, in recess or is not otherwise meeting on a day on which a decision of the Chair of a standing or select committee is appealed to the Speaker, the Chair shall deliver a copy of the report to the Speaker and shall file a copy of the report with the Clerk of the House. The decision of the Speaker shall be in writing, shall be delivered to the Chair and the Clerk of the Committee and shall be entered in the Votes and Proceedings on the first day on which the House next meets.

#### **Disorder reported to the House**

120 (d) Disorder in a standing or select committee can only be censured by the House on receiving a report from the Committee.

#### **Travel**

121 (a) Standing and select committees may adjourn from place to place in Ontario.

#### **Staff**

121 (b) Standing and select committees shall be severally empowered to retain the services of expert, professional, technical and clerical staff as may be deemed necessary.

#### **Budget**

121 (c) Except with the written authorization of the Speaker, a standing or select committee shall not incur any expenses related to matters referred to in clauses (a) and (b) until a budget for such expenditures has been approved in whole or in part by the Board of Internal Economy.

#### **Annual budget**

122 (a) At the beginning of each fiscal year or as soon as possible thereafter, the Clerk of a standing or select committee shall prepare a budget at the direction of the committee, and the chairman of the committee, or a member acting for the chairman, shall present to the

Board of Internal Economy for its approval in whole or in part, the budget adopted by a majority of the committee setting forth in reasonable detail estimates of its proposed expenditures for the fiscal year.

#### **Supplementary budget**

122 (b) When the expenditures of any such committee have reached the limits set forth in any such budget, the chairman shall present to the Board of Internal Economy, for its approval in whole or in part, a supplementary budget or budgets.

#### **Clerk to administer**

122 (c) The Clerk of a standing or select committee shall administer and monitor the expenditures of any such committee and shall advise the committee if expenditures are likely to exceed the budget approved by the Board of Internal Economy.

#### **Sub-committees**

123 (a) Unless otherwise ordered, standing or select committees shall have the power to appoint sub-committees which shall have power to report from time to time to the committee.

#### **Appointment**

123 (b) Every such sub-committee shall be appointed by motion, such motion specifying the terms of reference, the membership of the sub-committee and the number of members required to constitute a quorum.

#### **Only members may vote or move motion**

126 Any Member of the House who is not a member of a standing or select committee may, unless the House or the committee concerned otherwise orders, take part in the public proceedings of the committee, but may not vote or move any motion, nor be part of any quorum.

#### **Division in House**

127 On a division being called in the House, the Chair of the standing or select committee shall suspend the proceedings in the committee for such time as will in his or her opinion enable members to vote in the division in the House and return to the committee.

### **Time for divisions in committees**

128 (a) Immediately after the Chair of a standing or select committee has put the question on any motion, there shall be, if requested by a member of the committee, a wait of up to 20 minutes before the vote is recorded.

### **Show of hands unless recorded vote requested**

128 (b) Votes shall be taken by a show of hands unless a member of the committee requests a recorded vote immediately after the question is put.

### **Divisions in Committees**

128 (c) When a vote takes place in a standing or select committee, the Clerk of the Committee shall record in the Minutes of Proceedings the question proposed, the name of the proposer, and if requested by any member, the vote of each member present.

### **Chairman's casting vote in tie**

129 The Chair of a standing or select committee shall not vote except in the case of a tie, when the Chair shall give a casting vote.

### **Reports of committees**

130 (a) The report of a standing or select committee is the report as determined by the committee as a whole or a majority thereof.

### **Idem**

130 (b) No minority report may be presented to or received by the House.

### **Dissenting opinion**

130 (c) Every member shall be permitted to indicate in a report that he or she dissents from a particular recommendation or comment within the report. The committee shall permit a member to express the reason for such dissent within its report.

### **Report signed by chairman**

130 (d) The report as agreed to shall be signed by the Chair, on behalf of the committee, and shall be presented to the House by the Chair or by another member of the committee authorized by the Chair or the committee.

## **PRINCE EDWARD ISLAND**

### **Standing and Select Committees**

#### **Membership**

82 At the commencement of each session a Committee of five Members to be named by the mover shall be appointed, on motion of the Leader or other Member of the Government, to nominate the Members to serve on the several Standing Committees.

#### **Mandate**

- 83 (1) Committees shall be severally empowered to examine and inquire into all such matters and things that may be referred to them by the House, and to report from time to time their observation and opinions with power to send for persons, papers and records.
- (2) The Standing Committees shall be: (c) Committee on Public Accounts
- 84 Ministers of the Crown are not eligible for appointment to the Committee on Public Accounts and may not attend its meetings other than as witnesses before the Committee.
- 86 (1) The Committee Clerk shall, within six sitting days of the approval of the Report of the Committee on Committees, call the first meeting of the Committee.
- (2) At the first meeting of a committee a Chairman shall be appointed who shall act as Chairman during the continuance of the Committee.
- (3) Changes in the membership of any Standing, Joint or Special Committee may be effected by a notification thereof signed by the Leader of the Party to be affected being filed with the Chairman of the Committee and said changes reported to the House at the earliest opportunity.
- (4) Unless otherwise ordered by the House a majority of the members of a Committee is a quorum.
- 88 (1) Notice of the time and place of each meeting of a Standing Committee shall, not less than twenty-four hours before the time of the meeting:

- (a) be given in writing to each member of the Committee;
  - (b) be posted up in the House;
  - (c) be given to the media representatives in the Press Gallery.
- 89 (1) No Standing or Select Committee shall, except by leave, sit during a sitting of the House.
- (2) Unless otherwise agreed to unanimously, Committee meetings shall be recorded and the recording shall be available upon request to committee members. Minutes of each meeting are to be prepared for committee members.
- (3) A Committee is dissolved by prorogation of the House, but the House may declare that a Committee is not dissolved by prorogation and may authorize it to continue its inquiries after prorogation.
- 90 All questions before Committees shall be decided by a majority of voices. In the event the voices are equal, the Chairman has the deciding vote.
- 91 (1) All reports of Committees shall be in writing and signed by the Chairman only.
- (2) A minority report shall not be received.
- (3) All reports of Committees shall be presented by a Member of the Committee standing in his place.
- (4) The member presenting the report, shall move that the report be received.
- (5) Any Member may move that the Report be considered by a Committee of the Whole House.
- (6) Following a motion for adoption, the Committee Report may be adopted, amended, rejected or may be referred back to the Committee for further examination and report.
- 92 A witness summoned to attend before a Committee of the House, except in the case of a Committee considering a Private Bill, shall be paid in respect of each day of his attendance a reasonable sum per diem as determined by the Speaker and a reasonable allowance for travelling expenses.

## QUEBEC

### EXTRACT FROM THE ACT RESPECTING THE NATIONAL ASSEMBLY

51 Power to summon — The Assembly or a committee may summon and compel the appearance before it of any person, either to answer questions put to him or to produce such papers and things as it may deem necessary for its acts, inquiries or proceedings. 1982, c. 62, s. 51.

### EXTRACT FROM THE ACT RESPECTING THE ACCOUNTABILITY OF DEPUTY MINISTERS AND CHIEF EXECUTIVE OFFICERS OF PUBLIC BODIES

#### Accountability of deputy ministers

8. Every deputy minister or person exercising the powers conferred by the Public Service Act (chapter F-3.1.1) on a deputy minister of a department, and every chief executive officer of a public body referred to in subparagraphs 1 and 2 of the first paragraph of section 4 of the Auditor General Act (chapter V-5.01) shall, as prescribed by law, be accountable to the National Assembly for their administrative management, in particular with respect to the authority and powers of the minister to whom they are responsible.

#### Parliamentary committee.

At least once a year, the competent parliamentary committee of the National Assembly shall hear the minister, if the minister considers it expedient, and shall hear the deputy minister of the department of chief executive officer of the body, as the case may be, to discuss their administrative management and, where applicable, any other administrative issue under the jurisdiction of the department or body and mentioned in the report submitted by the Auditor General or the Public Protector.

### EXTRACT FROM THE STANDING ORDERS

#### Section 1.1 — Committee on Public Administration

117.1 Members — The Committee on Public Administration shall consist of:

- 1. ten permanent members, who shall be apportioned as follows:
  - a. six members from the parliamentary group forming the Government

- b. four Members sitting in opposition, not fewer than three of whom shall be Members from the Official Opposition; and
- 2. eight temporary members, who shall be apportioned as follows:
  - a. five Members from the parliamentary group forming the Government
  - b. three Members from the Official Opposition.

(permanent amend. 1998.10.21)

#### 117.2 Appointment and designation of members —

The permanent members of the committee shall be appointed by the Committee on the National Assembly as provided in Standing Order 127; and they shall serve on the committee for two years. The temporary members of the committee shall be designated by the whips of their respective parliamentary groups, who shall further specify whether each such member is to serve on the committee throughout the proceedings with respect to some particular matter or for a single meeting.

(permanent amend. 1998.10.21)

(see R.C.P. 1.1 and 1.2)

#### 117.3

Temporary members — The temporary members of this committee may take part in all its proceedings, but they may not vote.

(permanent amend 1998.10.21)

#### 117.4

Participation of Members sitting in opposition — Any independent Member or Member from a parliamentary group sitting in opposition other than the Official Opposition may take part in the proceedings of the committee; but he may not vote or move any motion

(permanent amend 1998.10.21)

#### 117.5

Chairman and vice-chairman — The Committee shall, at the opening of the first session of every Legislature and, as the necessity may arise, during the course of a Legislature, elect one of its permanent members to be chairman and another to be vice-chairman; and they shall hold office for two years:

Provided that the chairman shall be chose among the Members form the Official Opposition, and the vice-chairman shall be chose among those from the parliamentary group forming the Government.

(permanent amend 1998.10.21)

#### 117.6

Duties — This committee shall:

1. examine the financial commitments;
2. hear the auditor general every year with respect to his annual report
3. hear each minister who deems it expedient to be so heard and each deputy minister or the chief executive officer of every public agency, as the case may be, at least once in every year in order to discuss their administrative management and such other administrative matters falling within the terms of reference of these ministries or agencies as shall have been noted in a report from the auditor general or the public protector, pursuant to An Act respecting the accountability of deputy ministers and chief executive officers of public bodies; and
4. examine any other matter that the Assembly may refer to it.

(permanent amend 1998.10.21)

(See R.C.P. 17 to 31)

#### 117.1

Convocation at request of chairman — Unless it is to consider some matter referred to it by the Assembly, this committee shall meet upon notice that its clerk shall send to the members thereof, at the request of its chairman. Such notice shall state the purpose, the day, the time, and the place of the meeting, and copies thereof shall be sent to the President, to the chairmen of the other committees, and to the House leaders and the whips of the parliamentary groups.

(permanent amend 1998.10.21)

#### 117.8

Quorum — The quorum of this committee shall be one third of the number of its permanent members, including its chairman.

The quorum of any subcommittee thereof shall be a majority of its permanent members, including its chairman.

(permanent amend 1998.10.21)

#### **Duties and powers of chairman**

138 The chairman shall organize and direct the proceedings of his committee and take part in its deliberations.

The chairman and the vice-chairman of a committee shall be entitled to vote.

#### **Temporary chairmen**

139 At the request of its chairman or when the Assembly so directs in an order of reference, the proceedings of a committee shall be presided over by a temporary chairman whom the President shall appoint from a list approved by the committee on the National Assembly.

The temporary chairman of a committee shall take no part in its deliberations.

Unless he is a member of that committee, a temporary chairman shall not be entitled to vote.

#### **Vacancies**

140 Whenever the office of chairman of any committee becomes vacant, the vice-chairman of that committee shall take the chair, and he shall perform the duties of the chairman and exercise his authority. The committee shall, within thirty days, elect a new chairman.

#### **Absence or inability to act**

141 In the unavoidable absence of the chairman of any committee or whenever asked by him to do so, the vice-chairman of that committee shall take the chair, and he shall perform the duties of the chairman and exercise his authority.

Whenever the chairman and the vice-chairman are absent or unable to act, the clerk shall so inform the committee, which shall take the appropriate measures.

#### **Committee clerks**

142.

In each committee there shall be a public servant appointed by the President to act as its clerk.

#### **Changes in timetable**

144 By leave of its members without any dissentient voice, a committee may so change the timetable of

its proceedings as to continue to meet after the hour appointed for their suspension or adjournment. By leave of its members without any dissentient voice, a committee that is to hold a deliberative meeting may likewise meet before the hour appointed for its proceedings to begin.

#### **Number of committees that may meet**

145 When the Assembly is in session, no committee that is to meet at the Parliament Building shall do so during the Routine Proceedings; but up to three committees may meet concurrently during the Orders of the Day. When the Assembly is not in session, up to four committees may meet concurrently.

#### **Referral of matter to committee**

146 The Assembly may refer any matter to a committee for its examination. Such reference may be ordered either on a motion made by the Government House leader, which motion cannot be amended but may be discussed in a limited debate that shall not exceed one hour, or on a motion made by a Member in opposition on a Wednesday after the Routine Proceedings. Such order of reference from the Assembly shall have precedence.

#### **Convocation by House leader**

147 A committee that has received an order of reference from the Assembly shall be convened by its chairman upon notice from the Government House leader. Such notice shall state the purpose, the day, the time, and the place of the meeting, and a copy thereof shall be sent to the President. If the assembly is then in session, the Government House leader shall convene the committee at the time set aside for this purpose during the Routine Proceedings.

#### **Convocation and request of chairman**

148.

Unless it is to consider some matter referred to it by the Assembly, a committee shall meet upon notice that its clerk shall send to the members thereof at the request of its chairman. Such notice shall state the purpose, the day, the time, and the place of the meeting, and copies thereof shall be

sent to the President and to the House leaders and whips of the parliamentary groups.

#### **Subcommittees**

150 Every committee shall have power, on motion by one of its members, to appoint a subcommittee consisting of certain of its members for the purpose of examining a matter that has been referred to it by the Assembly or in respect of which it has initiated proceedings; but no such motion shall be deemed carried unless a majority of the members from each parliamentary group shall have voted in its favour.

#### **Reports from subcommittees**

151 Every subcommittee shall report to the committee that appointed it. The report of a subcommittee on an order of reference from the Assembly may be discussed in a limited debate that shall not exceed one hour and during which amendments may be moved thereto; but the committee shall vote only on such amendments. It shall thereafter report to the Assembly.

#### **Applicable Rules**

152. Except as otherwise provided, the rules pertaining to committees shall be observed in subcommittees, and subcommittees shall have the like powers as are exercised by committees.

#### **Joint committees and joint subcommittees**

153 Two or more committees or subcommittees may, in conjunction, ask the approval of the Committee on the National Assembly to establish a joint committee or subcommittee, as the case may be, to examine some matter. These committees shall determine in a deliberative meeting whether it is possible to establish a joint committee or subcommittee.

#### **Applicable rules**

154 Except as otherwise provided, the rules pertaining to the Assembly shall be observed in committees.

#### **Rules may be set aside**

155 Every committee may, by leave of its members without any dissentient voice, set aside the rules pertaining to the allocation of speaking time.

#### **Quorum**

156 The quorum of any committee shall be one third of the number of its members who have the right

to vote; that of any subcommittee shall be a majority of the number of its members who have the right to vote. The presence of a quorum shall be required whenever a vote is taken, and no decision shall be deemed to have been arrived at by any vote taken when a quorum is not present. A committee meeting having once been called to order, a quorum shall thereafter be held to be present; but if any member takes notice of the want thereof, or if it appears on a division that a quorum is not present, the chairman shall suspend the proceedings.

If no quorum is present within a reasonable time, the chairman shall adjourn the proceedings.

#### **Voting**

157 Voting shall be by a show of hands unless a member of the committee demands a recorded division.

#### **Notice not required**

158 No notice shall be required for any motion made in committee.

#### **Meetings to be public**

159 Committee meetings, except deliberative meetings, shall be held in public.

#### **Meetings in camera**

160 Any committee may resolve to meet in camera; but no motion to that effect shall be deemed carried unless a majority of the members from each parliamentary group shall have voted in its favour. Any evidence a committee may hear or papers it may receive and any deliberations it may hold while meeting in camera shall be secret and may be disclosed only insofar and under such conditions as the concerned parties and the members of the committee without dissentient voice shall determine.

#### **Journal des débats and minutes**

161 The Journal des débats shall record the proceedings of every committee that meets in public pursuant to an order of reference from the Assembly or any statute or Standing Order. In all other cases a committee may ask that its deliberations be so recorded.

Minutes shall be kept of the proceedings at every committee meeting.

#### **Tabling of papers**

162 No paper may be tabled before a committee except with the leave of its chairman.

#### **Hearings of ministers**

163 Every committee shall hear any minister who asks to speak to some matter that is before it for consideration.

#### **Requests for appearance of ministers**

164 A committee that wishes to hear a minister with respect to some matter shall so notify him in writing not less than fifteen days before he is to be heard, unless the minister shall forgo such notice. The notice shall state the purpose, the day, the time, and the place of the committee's proceedings.

#### **Adjournment of proceedings**

165 Any member of a committee may move the adjournment of its proceedings. Such motion may not be amended, and no subsequent motion to that effect may be made during the same meeting except by the chairman or by a minister who is a member of the committee, nor shall any debate be allowed thereon; but a representative from every parliamentary group may speak for up to ten minutes each.

### **SPECIAL CONSULTATIONS**

#### **Special invitations**

170 A committee may also, by special invitation, solicit the views of persons or organizations that have expertise or experience specific to a field it is investigating.

#### **Public Hearings**

171 The committee shall determine in a deliberative meeting the total length of each hearing and the respective lengths of each witness' presentation and of his exchanges with the committee.

#### **Convening of witnesses**

172. The clerk shall convene those persons and organizations that the committee has chosen to hear. The invitation shall state the day, the time, the place and the total length of each hearing as

well as the time that each witness will be allotted for his presentation.

#### **Time allocation during hearings**

173 The chairman shall allocate among the Members from the majority and those sitting in opposition such time as the committee has decided to allot to each person or organization. Subject to the principle of alternation, every Member may speak as often as he wishes, but no Member may speak for more than ten minutes at any one time.

#### **Committee reports**

174 When a committee has concluded its proceedings with respect to some matter its chairman, or such other member thereof as he may designate, shall lay the committee's report on the Table of the Assembly:  
Provided that when a committee has considered some matter in camera, or during one or more deliberative meetings not followed by a public meeting, its report shall instead be lodged with the Committee on the National Assembly.

#### **Interim Reports**

175 Every committee may make an interim report to the Assembly, but only one motion to that effect may be moved during any committee meeting.

#### **Conclusions and recommendations**

176 When the proceedings of a committee with respect to any matter referred to it by the Assembly have been completed, such committee shall have one clear day in which to hold a deliberative meeting for the purpose of agreeing upon any observations, conclusions or recommendations it may wish to submit to the Assembly.

#### **Contents of reports**

177 A committee report shall comprise the minutes of its proceedings and its observations, conclusions, or recommendations to the Assembly, if there be any.

### **RULES FOR THE CONDUCT OF PROCEEDINGS IN COMMITTEES**

1. Travel — Every committee or steering committee that wishes to travel or to meet in a place other than the Parliament Building shall submit to the Committee on the National Assembly a written

request in which it shall state the reason for such travel and provide an estimate of any costs that are to be incurred thereby. At the conclusion of its proceedings such committee or steering committee shall submit an account of its activities and expenditures.

4. Steering committees — A committee shall, at the request of its chairman, establish a steering committee consisting of its chairman, its vice-chairman, and its clerk. The steering committee shall prepare and submit on the standing committee a plan of the latter's proceedings. The steering committee shall also, between meetings of the standing committee, take any decisions if may deem necessary.
7. Committee clerks — The clerk shall be selected from among the staff of the Direction du Secretariat des commissions. He shall perform his duties under the authority of the chairman of the committee and under the administrative supervision of the director of the Secretariat des commissions.
- 7.1 Duties — It shall be the duty of the clerk, in particular, to:
  - (1) assist the President of the Assembly or the chairman of the committee whenever an election is to be held within his committee;
  - (2) prepare the committee's order of business, keep its minutes, and draft its reports;
  - (3) give such notices as may be required by the Standing Orders and by these rules, notify members when the committee is to meet, invite persons and organizations to appear before it, and summon witnesses;
  - (4) receive and keep custody of such submissions and other papers as may be tabled before the committee or placed at its disposal;
  - (5) attend to the committee's correspondence, certify and distribute its official papers, and communicate its decisions to those whom they may concern;
  - (6) administer oaths to witnesses or receive their solemn affirmations;
  - (7) advise the committee and its chairman, in collaboration with the Parliamentary Law

Directorate, on questions of parliamentary Procedure;

- (8) coordinate the efforts of such expert, research, and support staff as may be in the committee's services;
  - (9) take all such measures as may be necessary to ensure the orderly operation of the committee, including its travel;
  - (10) in general, carry out such orders as the committee may, from time to time, give him.
12. Attendance of clerks at secret meeting — The clerk shall participate ex officio in any meetings his committee may hold in camera.
  13. Secrecy of evidence and papers — Any evidence a committee may hear or papers it may receive while meeting in camera may be disclosed, whether wholly or in part, only upon a motion carried by the members of such committee without any dissentient voice, which motion must be accompanied by the written consent of the concerned parties. The terms of such motion and of such written consent shall be public.
  14. Recording of debates — Any committee whose proceedings are not required to be recorded in the Journal des débats shall, in order to request that they be so recorded, obtain the assent of the majority of its members. The President of the National Assembly shall device each such request.

## SASKATCHEWAN

### Committees: Standing

- 94 (1) At the commencement of the First Session of each Legislature a Special Committee, consisting of five Members, shall be appointed, whose duty it shall be to prepare and report, with all convenient speed, lists of Members to compose the standing committees of the Assembly, for the following purposes:

### On Public Accounts

- (2) The Clerk of the Assembly shall affix in the lobbies a list of the several standing, select and

special committees appointed during the Legislature.

#### **Committees for life of Legislature**

- (3) The membership of the standing committees shall be as set out in the report of the Special Committee of five Members, when concurred in by the Assembly, and shall continue from Session to Session within a Legislature but shall be subject to such changes as may be effected from time to time by resolution of the Assembly.

#### **Membership**

- 97 (1) In the case of Members proposed to be added or substituted, after the first appointment of a standing, select or special committee, a new notice shall be given including the names of the Members proposed to be added or substituted.

#### **Quorum in Committees**

- 98 (1) A majority of the Members of a select, special or standing committee shall constitute a quorum.
- (2) The presence of a quorum shall be required whenever a vote, resolution or other decision is taken by a committee, provided that any committee, by resolution, may authorize the Chairman to hold meetings to conduct hearings and receive evidence when a quorum is not present.

#### **Committees: reports from**

- (3) Reports from special, select, or standing committees may be made by Members standing in their places, or may be read by a Clerk at the Table.

#### **Committees: witnesses before**

- 99 (1) No witness shall be summoned to attend before any committee of the Assembly unless a certificate shall first have been filed with the Chairman of such committee, by some Member thereof, stating that the evidence to be obtained from such witness is, in his opinion, material and important.

#### **Witnesses: payment to**

- (2) The Clerk of the Assembly, with the approval of Mr. Speaker, may authorize the payment to

witnesses summoned of a reasonable sum per diem during their travel and attendance plus a reasonable sum for travelling expenses.

- (3) The claim of a witness for payment shall state the number of days during which he has been in attendance, the time of necessary travel and the amount of his travelling expenses, which claim and statement shall, before being paid, be certified by the Chairman and Clerk of the committee before which such witness has been summoned.

#### **Practice Recommendations**

That the Assembly do not sit in the mornings until the work of the Crown Corporations Committee, Private Bills Committee and Public Accounts and Printing Committee is completed. That, provided it be practical, there be no duplication of membership on the Private Bills Committee and the Committee on Public Accounts and Printing.

## **YUKON**

#### **Appointment of Committees**

- 45 (3) At the commencement of the first session of each Legislature a Standing Committee on Public Accounts shall be appointed and the Public Accounts and all Reports of the Auditor General shall stand referred automatically and permanently to the said Committee as they become available.

#### **List of members**

- (6) The Clerk shall distribute to every member a list of the members comprising the Committees and the Members' Services Board.

#### **First meeting called**

- 46 (1) The member first named in the motion establishing the membership of any Committee shall call the first meeting of the Committee.

#### **Appointment of Chair**

- (2) At the first meeting of a Committee, a Chair shall be appointed who shall act as Chair during the life of the Committee.

### **Quorum**

- (3) A majority of the members of a Committee constitutes a quorum, unless otherwise specified in the motion establishing the Committee.

### **Notice of meetings**

- (4) A notice of all Committee meetings shall be posted in the Legislative Assembly Office.

### **Other members attending**

- 47 (1) A member who is not a member of a Committee may attend for the purpose of presenting a submission to the Committee but he shall not be permitted to vote.

### **Membership substitution**

- (2) A member of a Committee who is unable, on a temporary basis, to attend the business of the Committee may delegate a stand-in member who shall have full voting privileges. Notice of the name of the substitute member must be given to the Chair prior to the meeting.

### **Membership replacement**

- (3) A member of any Committee of the Assembly who is unable to attend the business of the Committee because of death, long illness, resignation from the Assembly, or resignation from the Committee, where accepted, may be replaced by a resolution of the Assembly on notice.

### **Committee Witnesses**

- 48 (1) No witness shall attend before any Committee unless a written statement has first been filed with the Chair of the Committee by a member thereof, stating that the evidence to be obtained from the witness is material and important.

### **Payment to witnesses**

- (2) Subject to the appropriation of funds, the Clerk may pay to any witness attending a Committee a sum per diem during his travel and attendance.

### **Committee Reports**

- 49 (1) A report from a Committee shall be made by its Chair tabling such report.

- (2) A report from a Standing or Special Committee shall not be amended by the Assembly, but may be concurred in, in whole or in part, rejected, or referred back to the committee.

### **Committee documents**

- 50 (1) All documents which come into the possession of a Committee or which come into existence in the course of the conduct of the business and affairs of the Committee belong to the business and affairs of the Committee before it reports to the Assembly and belong to the Assembly after the Committee reports to the Assembly, subject to any direction of the Speaker acting on an order of the Assembly.
- (2) Notwithstanding Standing Order 50(1), where a Committee does not report to the Assembly before dissolution of the Legislature, all documents which came into the possession of the Committee or which came into existence in the course of the conduct of the business and affairs of the Committee belong to the Assembly upon its dissolution subject to (a) any directions of the Committee as to their disposal; (b) any directions as to their disposal contained in any order of the Assembly; and (c) in the absence of any other direction, then in accordance with the directions of the Speaker.



# C C A F 2002

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Canadian Institute of Chartered Accountants

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Former Auditor General of Alberta



## UNITED KINGDOM

### HOUSE OF COMMONS SELECT COMMITTEE ON PUBLIC ACCOUNTS

**CHAIR:**

Mr. Edward Leigh

**CLERK TO THE COMMITTEE:**

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## AUSTRALIA

### AUSTRALIAN CAPITAL TERRITORY PUBLIC ACCOUNTS COMMITTEE

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### NEW SOUTH WALES PUBLIC ACCOUNTS COMMITTEE

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## **SOUTH AUSTRALIA** ECONOMIC AND FINANCE COMMITTEE

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## **TASMANIA** PUBLIC ACCOUNTS COMMITTEE

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**WESTERN AUSTRALIA** PUBLIC ADMINISTRATION AND FINANCE COMMITTEE

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