



HOUSE OF ASSEMBLY
Newfoundland and Labrador

PUBLICATION SCHEME

Revised 2023

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INTRODUCTION

PUBLICATION SCHEME REQUIREMENT

The Publication Scheme of the House of Assembly is prepared in accordance with the *House of Assembly Accountability, Integrity and Administration Act (HOAAIAA)* [section 49](#). The intent of this section is to ensure certain types of information created, prepared, managed or under the oversight of the House of Assembly Management Commission are open and accessible in a standardized and systematic fashion. Such access allows for public scrutiny and consideration of the work of the Management Commission in its oversight role, and by extension the expenditure of public funds.

The Legislature also recognizes it produces other categories of information that relate to the operations of the House of Assembly (the parliament) or the House of Assembly Service (the administrative support body), which do not fall specifically under the purview of the Management Commission. These materials are also of interest to the public and the Legislature is committed to routinely disclosing these materials.

REVISION 2023

The Management Commission first approved the Publication Scheme in 2008 and last amended it in 2010. In accordance with *HOAAIAA* [paragraph 49\(1\)\(c\)](#), the Publication Scheme was reviewed in 2023 and subsequently revised, as required. The revisions do not change the commitment to make materials accessible, but update certain sections to reflect current practices. The Publication Scheme has also been reorganized to provide greater clarity respecting organizational structure and categories of publications.

Please note:

- Unless otherwise indicated, all published materials are available electronically on the House of Assembly [website](#) (URL: assembly.nl.ca) (*HOAAIAA* [paragraph 49\(2\)\(c\)](#)).
- Unless otherwise indicated, the House of Assembly maintains all materials published on the website for as long as server space allows, or until superseded. If removed from the website, an archived copy of the item will continue to be available upon request, subject to standard records management practices and approved records retention schedules. The House of Assembly retains items that require a permanent retention as part of the Legislative Library collection.

- Certain collections of published materials on the House of Assembly website begin on the date at which that item was first posted to the website. Earlier copies of a publication may be available by contacting the Legislative Library (legislative@legis.ca).

AUTHORITATIVE VERSIONS OF PUBLIC DOCUMENTS

Unless otherwise noted, the official version of publications is the signed original (where appropriate), the electronic versions managed in the House of Assembly's electronic records management system, or that which is certified by the Clerk of the House of Assembly to be the official version.

PUBLICATIONS OF THE LEGISLATURE

1. House of Assembly

The House of Assembly is the elected body that approves legislation and holds oversight of the government within provincial jurisdiction in accordance with the Constitution of Canada.¹ Standing and Select Committees² are included in this section.

A. PROCEEDINGS

These items guide or document the daily business of the House. They enable all interested parties to follow parliamentary business; they also provide a permanent record of debate, record decisions taken and detail information about business due to come before the House of Assembly.

1.1 Standing Orders – The rules of procedure by which the House of Assembly governs its business.

Posted as issued or superseded.

[Standing Orders](#)

1.2 Members' Parliamentary Guide – A guide for Members to understand their role in, and operations of, the House of Assembly.

Posted as prepared or superseded.

[Members' Parliamentary Guide](#)

1.3 Order Papers – An agenda-like document itemizing the business that the House of Assembly can conduct during any given sitting day. The Clerk of the House of Assembly prepares the Order Papers.

Posted on the morning of the sitting day to which it relates.

[Order Papers](#)

1.4 Progress of Bills – Bills³ are draft versions of laws presented to the House for debate and consideration. The Progress of Bills table is a record of the stage at which any bill currently under consideration by the legislature is in the debate process.

Posted at the beginning of each session and updated each sitting day as bills advance through the stages of debate. This the Progress of Bills table links to bills after their distribution to Members in the House of Assembly.

[Progress of Bills Table](#)

1.5 Journals – The compilation of the daily minutes, or brief summaries, of the business conducted each day in the House during a specific session of a general assembly.

Posted at the end of each session, once completed.

[Journals](#)

1.6 Hansard – The near-verbatim transcript of the proceedings of the House, including subject and speaker indexes.

Hansard posts:

- Draft versions (Blues) of Oral Questions (at minimum) the same day.
- [Edited](#) versions of the entire day's Hansard as soon as completed.
- Evening sittings as completed after the House adjourns for the winter or summer break.
- Indexes, once completed, for each session after the end of the session.

[Hansard](#)

[Hansard Indexes](#)

1.7 Audio/Visual Capture – A copy of the original live webcast of the proceedings of the House of Assembly.

Posted within 24 hours of the sitting's conclusion.

[Webcast Archive](#)

1.8 Tabled Documents – Any type of document⁴, but typically reports or studies that are tabled in (presented to) the House when it is in session, or deemed to be tabled when it is not (*House of Assembly Act* [section 19.1](#)). The Speaker or ministers table documents in accordance with provisions of certain legislation, and any Member may table documents with leave of the House.

Tabled documents are posted after they are tabled or deemed tabled.
Access tabled documents by:

1. Consulting a chronological list of tabled documents for each session.
2. Using a database of documents tabled from 2007-present.

[Tabled Documents](#)

1.9 The Budget and Related Proceedings in the House of Assembly – A guide summarizing the annual budgetary process and related proceedings. The House of Assembly website also provides a related interactive diagram of the process.

Posted as prepared or superseded.

[The Budget and Related Proceedings](#)
[Budget Process Diagram](#)

B. STANDING AND SELECT COMMITTEES

These items guide or document the business and decisions of a Committee. Unless otherwise noted, the materials published by Standing⁵ and Select Committees⁶ are organized by Committee name and general assembly via the links provided below.

1.10 Guide to Standing and Select Committees – This guide provides a summary of the role, powers and general practices of Standing and Select Committees of the House of Assembly. The Standing Orders, accepted practices, conventions, precedents and parliamentary authorities, as they exist in the current general assembly, inform this guide.

Posted as prepared or superseded.

[Guide to Standing & Select Committees](#)

1.11 Agendas – Agendas of public Committee meetings contain an itemized list of the business the Committee will conduct during any given public meeting.

Posted prior to the start of the meeting.

[Standing Committees](#)

[Select Committees](#)

1.12 Minutes – Minutes of public Committee meetings record those present at the meeting, the topic of debate or inquiry and any votes or decisions that may take place.

Posted when approved by Committee at a subsequent meeting.

[Standing Committees](#)

[Select Committees](#)

1.13 Hansard – The near-verbatim transcript of the public proceedings of a Committee.

Posted within six months of the meeting.

[Standing Committees](#)

[Select Committees](#)

1.14 Audio Capture – A copy of the original live audio webcast of a public meeting of a Committee.

Posted within 24 hours of the meeting's conclusion.

[Standing Committees](#)

[Select Committees](#)

1.15 Reports – The report of a Committee tabled in the House of Assembly, which includes such things as their findings, conclusions and recommendations, as applicable. Committees usually provide written reports, but may report orally during a sitting of the House. Oral reports are contained in and part of the Hansard for that day. Reports of Committees are privileged until tabled in the House of Assembly.

Posted when tabled in the House of Assembly.

[Standing Committees](#)

[Select Committees](#)

[Tabled Documents](#)

[Hansard](#)

C. MEMBERS

These items relate to information about or for elected Members of the House of Assembly.

1.16 Rolls of Members – Facsimiles of the signed rolls of Members since 1833. From 1949 on, the House of Assembly hangs original rolls in the precinct and, where possible, reproduces them on the website.

Updated to reflect by-elections held during the life of an assembly and posted as final the end of each general assembly.

[Rolls of Members](#)

1.17 Code of Conduct – Members – The Code of Conduct is the standard by which all Members agree to govern themselves in carrying out their responsibilities as elected officials. As a part of the Oath of Office, all Members agree to follow the Code before taking their seat in the House of Assembly.

Posted as issued or superseded.

[Members' Code of Conduct](#)

1.18 Harassment-Free Workplace Policy Applicable to Complaints Against Members of the House of Assembly – The policy applies to interactions that a Member of the House of Assembly has with other Members and employees in the context of carrying out that Member’s duties as an elected official. Under the policy, the following can bring forward complaints of harassment against a Member: another Member of the House of Assembly; an employee of the legislative branch; or an employee of the Executive branch.

Posted as issued or superseded.

[Harassment-free Workplace Policy Applicable to Complaints Against Members of the House of Assembly](#)

1.19 Oaths/Affirmations of Office – The Oaths or Affirmations Members must swear or affirm respecting their role and responsibilities to hold office prior to claiming their seat in the House of Assembly.

Posted on individual Members’ biography/contact pages after being sworn or affirmed into office.

[Members of the House of Assembly](#)

1.20 Members' Accountability and Disclosure Reports (also referred to as expense reports) – The House of Assembly posts a report of each Member's finances semi-annually (mid-year) and annually. Each report will contain a summary and information in tabular form from four categories:

1. Office Allowances
2. Operational Resources
3. Travel and Living Allowances
4. Constituency Allowances

Posted:

Mid-year (semi-annual): Posted 50 days after the end of September ([Rule 11.3 and 13.1 + one day](#)).

Annual: Posted 80 days after the end of the fiscal year.

The House of Assembly posts objections under [Rule 11.3](#), as well as notes of clarification, with the corresponding report.

[Members' Expenses](#)

Also posted on each individual current [Members' biography/contact page](#).

Online Retention:

Mid-year (semi-annual): a minimum of five years after the end of the fiscal year to which the statement relates ([Rule 13.3](#)).

Annual: a minimum of five years ([Rule 13.3](#)) or as long as the individual remains a sitting Member of the House of Assembly + two years, whichever is greater.

1.21 Total Annual Compensation Report – An annual report of total compensation the House of Assembly paid to Members in a fiscal year.

Posted 90 days after the end of the fiscal year.

[Members' Compensation Reports](#)

1.22 Authorized Salaries and Committee Allowances for Members – A summary of the authorized salaries and committee allowances for Members current to the issuance of the report.

Posted as prepared and updated when amended.

[Authorized Salaries and Committee Allowances](#)

1.23 Members' Declarations of Attendance – A summary of the annual declarations of Members' attendance in the House of Assembly, as required by *HOAAIAA subsection 13(5)*.

Posted by March 31 each year.

[Members' Attendance Reports](#)

Also posted on each individual current [Members' biography/contact page](#).

1.24 Inquiries under Conflict of Interest or Code of Conduct – The Commissioner for Legislative Standards is responsible for preparing these reports under *HOAAIAA section 38* and *House of Assembly Act section 44*. The House of Assembly posts reports on the website once tabled.

Office of Primary Responsibility: Commissioner for Legislative Standards
Posted as issued.

[Inquiries Reports](#)

1.25 Members' Guide to Resources and Allowances – Guide for Members summarizing the rules of expenditures and other administrative policies they are subject to, as well as applicable legislative provisions regarding their roles and responsibilities.

Posted as issued or superseded

[Members' Guide to Resources & Allowances](#)

2. House of Assembly Management Commission

The *HOAA/IAA* [section 20](#) establishes the House of Assembly Management Commission (the Commission) as the non-partisan body responsible for the financial and administrative operations of the House of Assembly. The principal function of the Commission is to ensure the effective and transparent administration of the House of Assembly of Newfoundland and Labrador as outlined in the *HOAA/IAA*. The Audit Committee is a committee of the Commission. These items guide or document the business and decisions of the Commission.

2.1 Agenda – An itemized list of the business the Commission will conduct during any given public meeting.

Posted a minimum of two days prior to meeting.

[Management Commission - Meetings](#)

2.2 Briefing Materials – Materials related to agenda items the Commission will consider at a public meeting.

Posted not later than 30 minutes before the start of the Commission meeting.

[Management Commission - Meetings](#)

2.3 Minutes – Brief summary of the business conducted and decisions made during a Commission public meeting (*HOAA/IAA* [subsection 19\(4\); paragraph 19\(5\)\(c\)](#)).

Posted not later than five days after tabling in the House of Assembly (*HOAA/IAA* [subsection 19\(5\)](#)).

[Management Commission - Meetings](#)

2.4 Hansard – The near-verbatim transcript of the public proceedings of the Commission (*HOAA/IAA* [subsection 19\(7\)](#)).

Posted immediately after prepared, usually within seven days of the meeting.

[Management Commission - Meetings](#)

2.5 Audio/Visual Capture – Copy of the original live webcast of public meetings of the Commission (*HOAA/IAA* [subsections 19\(6\) & \(7\)](#)).

Posted within 24 hours of the meeting's conclusion.

[Management Commission - Meetings](#)

2.6 Annual Report of the Management Commission – A report issued annually that summarizes the work and decisions of the Commission (*HOAA/IAA* [subsection 20.1\(f\)](#); [section 51](#)) including minutes; rule amendments; directives; rulings on allowance use; Members’ salaries, allowances and expenses; Members’ total compensation and other matters reported to the Commission during the year.

Posted immediately after tabled in House.

[Annual Reports](#)
[Tabled Documents](#)

Also included in the annual report are:

Management Certification Certificate

The *HOAA/IAA* requires the Clerk annually certify to the Commission that the House of Assembly and Statutory Offices have appropriate systems of internal controls in place, and that those systems are operating effectively.

Annual Financial Audit

An annual financial audit of the Legislature is required under the *HOAA/IAA* [subsection 20.5\(f\)](#). The Auditor General assumes the auditing role, unless the Commission appoints an external auditor. This is done on recommendation of the Audit Committee to the Commission by the end of any given fiscal year.

The audited financial information includes the Schedule of Assets and Liabilities, the Schedules of Expenditure and Related Revenues, and gross expenditures and unexpended balances of the Legislature for that fiscal year.

Audit Committee Activity Report

This Management Commission committee assists the Commission in providing oversight and making recommendations regarding the stewardship of public money. Its annual activity report is issued per *HOAA/IAA* [paragraph 23\(8\)\(c\)](#).

2.7 Policies and Guidelines issued by the Management Commission – Various policies and guidelines issued on specific subjects and administrative protocols. Examples of policies and guidelines may include those related to advertising and publications, allowances, fees and expenses, funding, phone services, human resources matters, etc.

Posted following approval by the Commission and updated as superseded.

[Management Commission - Policies & Guidelines](#)

2.8 Rules, Rule Amendments and Directives – The schedule of rules in law, amendments to the rules, and instructions or clarifications issued by the Commission.

Rules are scheduled to the *HOAAIAA*.
The House of Assembly posts amendments and directives as issued.

[Members' Resources and Allowances Rules](#)
[Management Commission - Rule Amendments](#)
[Management Commission - Directives](#)

2.9 Compliance Audit Report – In accordance with *HOAAIAA* [subsection 43\(9\)](#), the Auditor General must complete a compliance audit once during each General Assembly, which audits the Legislature's compliance with statutory requirements. This audit is in addition to the annual financial audit.

Posted following its tabling with the Commission.

[Compliance Audits](#)

3. House of Assembly Service

The *HOAA/IAA subsection 25(1)* establishes the House of Assembly Service (the Service)⁷. Its primary function is to support the Speaker and Members in the performance of their constitutional and parliamentary duties by providing non-partisan procedural, administrative and educational services. The Service includes the Speaker,⁸ the Clerk and employees of the Office of the Clerk, the Corporate and Members' Services Division, the Information Management Division and the Policy and Communications Division. These items guide and document the work of the HOAS.

3.1 House of Assembly Service Activity Plans/Annual Performance Reports – Plans and reports summarizing the work and activities of the Service, as required under the [*Transparency and Accountability Act*](#).

Posted when tabled.

[HOAS Activity Plans and Performance Reports
Tabled Documents](#)

3.2 Code of Conduct – Employees – The Code is the standard by which all employees of the Service agree to govern themselves in carrying out their responsibilities as public servants. Employees are required to sign the Code of Conduct annually, as a means of declaring their ongoing commitment to its principles.

Posted as issued or superseded.

[Employees' Code of Conduct](#)

3.3 Compensation Disclosure Reports - The [Public Sector Compensation Transparency Act](#), which applies to the House of Assembly Service, Statutory Offices and political support staff of the Legislature, requires the publication of total compensation for employees who earn greater than \$100,000 in total compensation annually.

The information includes the name of the employee, official job title, name of the employing public body, total compensation, as well as a breakdown of base salary, overtime, shift premiums, retroactive pay, bonuses and severance, where applicable.

Disclosure of the listing for a calendar year is required by June 30 of the following year.

Posted as issued or superseded.

[Compensation Disclosure Reports](#)

4. Other Information Sources

4.1 Legislative Library Tools – Library-created tools that facilitate access to certain research materials. These tools are dynamic and continuously updated.

[Legislative Library Catalogue](#)
[Commissions of Inquiry and Royal Commissions Catalogue](#)

4.2 House of Assembly News Releases – A statement, notice or information prepared to inform the public and/or news media of a topic, upcoming matter, release of a publication, etc.

Posted as issued, hosted online by Communications Branch, Executive Council.

[House of Assembly News Releases](#)

4.3 Final Report of the Members' Compensation Review Commission⁹ (MCRC) – Under *HOAAIAA* [subsection 16\(1\)](#), the House of Assembly must appoint an independent committee, called the Members' Compensation and Review Committee, at least once in each general assembly. This Committee's purpose is to conduct an inquiry and compile a report respecting the salaries, allowances, severance payments and pensions to be paid to Members of the House of Assembly of Newfoundland and Labrador.

Posted after submitted to the Speaker.

[MCRC Reports](#)

QUICK REFERENCE TABLE

- Unless otherwise indicated, all published materials are available electronically on the House of Assembly website [House of Assembly - Newfoundland and Labrador](#) (*House of Assembly Accountability, Integrity and Administration Act*, paragraph [49\(2\)\(c\)](#)).
- Unless otherwise indicated, the House of Assembly will typically maintain all materials published on the website for as long as server space allows, or until superseded. If removed from the website, an archived copy of the item will continue to be available upon request, subject to standard records management practices and approved records retention schedules. The House of Assembly will retain items that require a permanent retention as part of the Legislative Library collection.
- Certain collections of published materials on the House of Assembly website begin on the date at which that item was first posted to the website. Earlier copies of a publication may be available by contacting the [Legislative Library](#).
- Unless otherwise noted, the official version of publications will be the signed original (where appropriate), the electronic versions managed in the House of Assembly's electronic records management system, or that which is certified by the Clerk of the House of Assembly to be the official version.
- Refer to the complete Publication Scheme for additional important information.

	Item	Link	Posted
House of Assembly - Proceedings			
1.1	Standing Orders	Standing Orders	As issued or superseded.
1.2	Members' Parliamentary Guide	Members' Parliamentary Guide	As issued or superseded.
1.3	Order Papers	Order Papers	Morning of the sitting day to which it relates
1.4	Progress of Bills	Progress of Bills	At the beginning of session and up dated as required. Bills are linked after distributed to Members in the House of Assembly.
1.5	Journals	Journals	At the end of each session, once completed.
1.6	Hansard	Hansard Hansard Indexes	Draft versions (Blues) of Oral Questions (at minimum) are posted same day. Edited versions of the entire day's Hansard are posted as soon as they are complete. Evening sittings are posted as they are completed after the House adjourns for the winter or summer break. Indexes are posted once completed at the end of the session.
1.7	Audio/Visual Capture	Webcast Archive	Within 24 hours of the sitting's conclusion.

1.8	Tabled Documents	Tabled Documents	After they are tabled or deemed tabled.
1.9	Budget and Related Proceedings in the House of Assembly	The Budget and Related Proceedings Budget Process Diagram	As prepared or superseded
House of Assembly - Standing and Select Committees			
1.10	Guide to Standing and Select Committees	Guide to Standing & Select Committees	As prepared or superseded.
1.11	Agendas	Standing Committees Select Committees	Prior to the start of the meeting.
1.12	Minutes	Standing Committees Select Committees	When approved by Committee at a subsequent meeting.
1.13	Hansard	Standing Committees Select Committees	Within six months of the meeting.
1.14	Audio Capture	Standing Committees Select Committees	Within 24 hours of the meeting's conclusion.
1.15	Reports	Standing Committees Select Committees Tabled Documents Hansard	When tabled in the House of Assembly.

House of Assembly - Members			
1.16	Rolls of Members	Rolls of Members	As finalized at the end of each general assembly.
1.17	Code of Conduct – Members	Members' Code of Conduct	As issued or superseded.
1.18	Harassment-Free Workplace Policy Applicable to Complaints Against Members of the House of Assembly	Harassment-free Workplace Policy Applicable to Complaints Against Members of the House of Assembly	As issued or superseded.
1.19	Oaths/Affirmations of Office	Members of the House of Assembly	Posted on individual Members' biography/contact pages after they are sworn or affirmed into office.
1.20	Members' Accountability and Disclosure Reports (also referred to as expense reports)	Members' Expenses Members' contact page.	<u>Mid-year (semi-annual):</u> Posted 50 days after the end of September (Rule 11.3 and 13.1 + one day). <u>Annual:</u> Posted 80 days after the end of the fiscal year.
1.21	Total Annual Compensation Report	Members' Compensation Reports	Posted 90 days after the end of the fiscal year.
1.22	Authorized Salaries and Committee Allowances for Members	Authorized Salaries and Committee Allowances	Posted as prepared and updated when amended.
1.23	Members' Declarations of Attendance	Members' Attendance Reports Members	By March 31 each year.
1.24	Inquiries under Conflict of Interest/ Code of Conduct	Inquiry Reports	As issued.

1.25	Members' Guide to Resources and Allowances	Members' Guide to Resources & Allowances	As issued or superseded
House of Assembly Management Commission			
2.1	Agenda	Management Commission - Meetings	Minimum of two days prior to meeting.
2.2	Briefing Materials	Management Commission - Meetings	Not later than 30 minutes before the start of the Commission meeting.
2.3	Minutes	Management Commission - Meetings	Not later than five days after being tabled in the House of Assembly (subsection 19(5)).
2.4	Hansard	Management Commission - Meetings	Immediately after prepared, usually within seven days of the meeting.
2.5	Audio/Video Capture	Management Commission - Meetings	Within 24 hours of the meeting's conclusion.
2.6	Annual Report - Management Commission	HOAMC Annual Reports	Immediately after tabled in House.
2.7	Policies and Guidelines issued by the Management Commission	Management Commission - Policies & Guidelines	Following approval by the Management Commission and updated as superseded.

2.8	Rules, Rule Amendments and Directives	Members' Resources and Allowances Rules Management Commission - Rule Amendments Management Commission - Directives	Rules are scheduled to the <i>HOAA/IAA</i> . Amendments and directives are posted as issued.
2.9	Compliance Audit Report	Compliance Audits	Following its tabling with the Commission.
House of Assembly Service			
3.1	Activity Plans/Annual Performance Reports	HOAS Activity Plans and Performance Reports	When tabled.
3.2	Code of Conduct – Employees	Employees' Code of Conduct	As issued or superseded.
3.3	Compensation Disclosure Reports	Compensation Disclosure Reports	As issued or superseded.
Other Information Sources			
4.1	Legislative Library Tools	Legislative Library Catalogue Commissions of Inquiry and Royal Commissions Catalogue	Posted as created; dynamic lifecycle.
4.2	House of Assembly News Releases	House of Assembly News Releases	As issued.
4.3	Report of the Members' Compensation Review Commission (MCRC)	MCRC Reports	After submitted to the Speaker

CONTACT INFORMATION

Head of the House of Assembly

Speaker of the House of Assembly
Office of the Speaker
Main Floor, East Block, Confederation Building
P.O. Box 8700
St. John's, NL, A1B 4J6

Phone: (709) 729-3404

Email: SpeakerHOA@gov.nl.ca

Clerk of the House of Assembly

Office of the Clerk
Main Floor, East Block, Confederation Building
P.O. Box 8700
St. John's, NL, A1B 4J6

Phone: (709) 729-3405

Email: ClerkHOA@gov.nl.ca

Access to Information and Protection of Privacy Coordinator

Records Management Office
Main Floor, East Block, Confederation Building
P.O. Box 8700
St. John's, NL, A1B 4J6

Phone: 709-729-7408

E-mail: HOAATIPP@gov.nl.ca

ENDNOTES

¹ The Legislature of Newfoundland and Labrador is a single legislative chamber (unicameral) which comprises the House of Assembly and the Lieutenant Governor. It has three main functions:

1. Passing legislation that provides power to the Executive Branch;
2. Reviewing finances of the Executive Branch; and
3. Investigating policies and activities of the Executive Branch.

The Lieutenant Governor, appointed by the Governor General of Canada in Council on the advice of the Prime Minister, serves as the representative of the Sovereign in Newfoundland and Labrador in the discharge of certain functions. The Lieutenant Governor summons, prorogues and dissolves the House of Assembly; approves orders-in-council; and gives Royal Assent to legislation.

The [House of Assembly Act](#) defines the composition of the House of Assembly, currently made up of 40 districts, each represented by a Member. The Government comprises the Members of the political group that returns the majority in a general election forms the Government. The Official Opposition comprises the Members of the political group having the second largest representation in the House. Other opposition Members would include Members elected from other political parties that meet the requirements of a recognized political party under the [Elections Act, 1991](#) and unaffiliated (also referred to as independent) Members.

Members of the House of Assembly, also referred to as MHAs, have three main functions:

1. They work to create laws;
2. They act as spokespeople for their constituents; and
3. They ensure Government (i.e., Executive branch) is accountable to the people.

² Committees of the House of Assembly derive their authority from the House and enjoy the privileges that apply to the parliament from which they were appointed. Committees consist of Members of the House of Assembly, and are able to carry out work the House as a whole would find difficult to undertake.

³ [Statutes](#) are the official versions of laws as passed by the House; i.e., bills become statutes after they are debated in the House of Assembly and receive Royal Assent. [Regulations](#) are the rules (subordinate legislation) that supplement certain statutes. Online versions of statutes and regulations are the responsibility of the Department of Justice and Public Safety.

⁴ The creation and content of any given tabled document is the responsibility of the author and/or the issuing department or public body.

⁵ Standing Committees are the permanent Committees of the House as established under the [Standing Orders](#). They may examine and report on the following:

1. Matters referred to them by the House;
2. Matters traditionally considered within their mandate;
3. Draft legislation before its introduction in the House and/or bills which have received second reading; or
4. Estimates as referred by the House of Assembly.

The House of Assembly creates these Committees at the beginning of a General Assembly and they continue for the duration of that assembly. The Striking Committee (also established at the beginning of a

General Assembly, chaired by the Government House Leader) is responsible for determining the membership of the Standing Committees.

In Newfoundland and Labrador, Standing Committees include:

1. **Government Services Committee:** The House may ask the Government Services Committee to review any matter the House wishes to refer to it, typically of the departments and agencies that are included in the general government sector as laid out in the Estimates. This Committee also reviews the annual Estimates of these departments and agencies.
2. **Social Services Committee:** The House may ask the Social Services Committee to review any matter the House refers to it, typically of the departments and agencies that are included in the social sector as laid out in the Estimates. This Committee also reviews the annual Estimates of these departments and agencies.
3. **Resource Committee:** The House may ask the Resource Committee to review any matter the House refers to it, typically of the departments and agencies that are included in the resource sector as laid out in the Estimates. This Committee also reviews the annual Estimates of these departments and agencies.
4. **Public Accounts Committee:** The Public Accounts Committee traditionally reviews the annual report of the Auditor General, selecting matters from the report on which to hold hearings. This Committee also reviews the audited accounts of the House of Assembly; reviews the Clerk's role as accounting Officer of the House; conducts inquiries into other matters it may decide on that relate to the Public Accounts of the Province; and can request the Auditor General to review any matter (in accordance with the [Auditor General Act](#)). The Chair of the Public Accounts Committee is traditionally an Opposition Member.
5. **Privileges and Elections Committee:** The Privileges and Elections Committee deals with matters of privilege referred to it by the House. If the Speaker determines there is a *prima facie* case that a breach of privilege has occurred, a motion may refer the matter to this Committee. The Committee also reviews the [Code of Conduct for Members of the House of Assembly](#), and has responsibilities under the [Harassment-Free Workplace Policy Applicable to Complaints Against MHAs](#).
6. **Standing Orders Committee:** The Standing Orders Committee reviews and makes recommendations to the House on amendments to the [Standing Orders](#).
7. **Miscellaneous and Private Bills Committee:** The Miscellaneous and Private Bills Committee deals with private bills that confer particular powers or benefits on any person or body of persons, including individuals and private corporations. Such bills are rare in Newfoundland and Labrador.

⁶Occasionally, the House may decide to appoint a Select Committee for a particular purpose. This is done by resolution of the House, which is the order of reference for the Committee, specifying such things as:

- the matter(s) the Committee is to examine and report on;
- the membership of the Committee;
- expectations regarding the content and delivery of the Committee's report;
- time frame for the Committee to report to the House; and/or
- expectations regarding consultations/public engagement, extraordinary technology requirements, travel etc.

Select Committees cease to exist once they deliver their final report, or when otherwise specified in the terms of reference.

⁷The House of Assembly Service supports the work of the Speaker, the Clerk, the House of Assembly and its Committees, Members, and the House of Assembly Management Commission by:

- Coordinating and supporting the decision-making process of the House of Assembly Management Commission;
- Providing advice and interpretation on parliamentary procedure and protocol;
- Providing financial, budgetary, human resources, payroll, administrative and information services;
- Providing legal advice on Parliamentary matters to the Speaker, the Clerk and to the House of Assembly;
- Providing parliamentary library, records and information services to all Members and Officers of the House of Assembly, including reference, research and records organization and control;
- Providing compliance with [Access to Information and Protection of Privacy Act, 2015](#);
- Providing official transcript of debates and proceedings of the House of Assembly, its Committees and the House of Assembly Management Commission;
- Broadcasting the House of Assembly proceedings, Committee meetings and meetings of the House of Assembly Management Communications; and
- Providing strategic communications advice and support to the Speaker, the Clerk, and the House of Assembly Management Commission.

⁸ The Speaker is the impartial presiding Officer of the House and is elected in a secret ballot vote by all Members. The Speaker has three main roles: parliamentary, administrative and ceremonial.

The Speaker is the key presiding Officer in the House of Assembly, ensuring that the House follows the rules of parliamentary procedure (the [Standing Orders](#)) and that all Members have an opportunity to participate in debate. The Speaker is also the head of the House of Assembly Service, somewhat similar to a minister being the head of a government department, and is Chair of the House of Assembly Management Commission. In the ceremonial role, the Speaker hosts and meets with dignitaries of other jurisdictions.

⁹ As required by [Section 16](#) of the *HOAA/IAA*, the House must appoint a Members' Compensation Review Committee (MCRC) at least once in each general assembly to review and make recommendations on the salaries, allowances, severance payments and pensions paid to Members.

Once an MCRC has concluded its review, it provides its report to the Speaker and presents it to the Management Commission for consideration of its recommendations. As outlined in [subsection 16\(6\)](#) of the *HOAA/IAA*, the Commission has the power to modify the recommendations, but does not have the authority to exceed the maximum amounts recommended by the MCRC.