



**House of Assembly  
Newfoundland and Labrador**

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

**Date:** April 18, 2008

**Location:** House of Assembly Chamber

**Time:** 9:00 – 10:00

**Members Present:**

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Tom Rideout, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

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

**Other:**

Ms. Marie Keefe, Policy & Communications Officer

**Regrets:**

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

**CM 2008 - 022**            The minutes of the House of Assembly Management Commission Meeting held on April 11, 2008 were approved as read.

**CM 2008 - 023**            The Commission gave second approval, as required under paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, to the proposed draft amendments to *Members' Resources and Allowances Rules* as presented to the Management Commission on April 11, 2008 and which were tabled in the House of Assembly on April 14, 2008 as follows, subject to final drafting by the Office of Legislative Counsel:

**1. Respecting Temporary Accommodations:**

Subparagraphs 31(1)(b)(i), 33(b)(i), 35(b)(i) and Paragraph 38(2)(b) are repealed and the following is substituted:

“the actual cost of temporary standard room accommodations, with receipts, for every night the accommodations are actually occupied by the member”

Subparagraphs 32(2)(b)(i), 36(2)(b)(i) and 37(b)(i) are repealed and the following substituted:

“the actual cost of temporary standard room accommodations in the constituency for every night actually spent in the constituency ”

**2. Respecting Private Accommodations:**

Subparagraphs 31(1)(b)(ii), 32(2)(b)(ii), 33(b)(ii), 35(b)(ii), 36(2)(b)(ii), 37(b)(ii) and paragraph 38 (2)(b) are amended by deleting the amount of “\$25” and substituting the amounts and words “\$53 on the island and \$71 in Labrador”.

**3. Respecting Maximum number of nights allowable when the House is not in session:**

Paragraphs 35(b), 36(2)(b) and 37(b) are amended by deleting the number “35” and substituting the number “50”.

**4. Respecting Meal per diems while traveling to/from the Capital Region:**

Subsection 31(2) is amended by deleting the word, brackets and letter “or (c)”.

- CM 2008 - 024** The Commission approved the proposed guidelines, dated April 2008, for hiring replacement Constituency Assistants with the added provision that replacements would sign the political support staff contract.
- CM 2008 – 025** The Commission directed that a Member or staff person may travel on behalf of those who are covered under the Ministerial Expense Reimbursement Policies, with these policies to be applied to the expense claim, and costs to be charged to the appropriate allocation.
- CM 2008 – 026** The Commission directed that the House of Assembly Service and all Statutory Offices be categorized as Category 2 entities for the purpose of reporting requirements under the Transparency and Accountability Act. Statutory Officers and the Clerk of the House of Assembly may request further discussion with the Commission to provide rationale for a categorization other than Category 2 as directed by the Commission.
- CM 2008 – 027** The Commission approved the proposed guidelines, dated April 2008, for providing shared secretarial assistance, pursuant to Rule 23(2) of the *Members’ Resources and Allowances Rules*.
- CM 2008 – 028** The Commission confirmed the appointment of the Auditor General as auditor of the accounts of the House of Assembly and Statutory Offices, as recommended by the Audit Committee.
- CM 2008 – 029** The Commission approved the Level 2 per diem for eligible members of the Audit Committee of \$240 for a normal working day and \$120 for half a day or less.

**CM 2008 – 030**           The Commission approved the payment of invoices for advertising during the 2007 Christmas season which did not include contact information and confirmed the requirement to include Member contact information in all future advertising.

**CM 2008 – 031**           The Commission directed the Clerk to review the Rules and policies respecting advertising by Members and to prepare draft Rule Amendments and/or policies which provide Members with greater clarity respecting advertising practices.

**Adjournment:** 10:00  
Hon. Roger Fitzgerald, MHA  
Speaker and Chair

Wm. MacKenzie  
Clerk and Secretary to the Commission

**House of Assembly Management Commission  
Briefing Note**

**Title:** Update on Financial Reports

**Issue:** Timing for Presentation of Financial Reports

**Background:**

- Paragraph 20(5)(a) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) states that the House of Assembly Management Commission shall “regularly, and at least quarterly, review the financial performance of the House of Assembly as well as the actual expenditures of members compared with approved allocations.”
- While March 31st is the end of the fiscal year, April 30 is the actual cut-off date for the processing of transactions from the previous fiscal year.
- It is anticipated financial reports of the House of Assembly and actual expenditures of Members for the period ending 31 March 2008 will be available to the Commission by the middle of May, 2008.

**Action Required:**

- For information purposes only.

Drafted by: Marie Keefe  
Date: April 21, 2008

Approved by: Wm. MacKenzie

**House of Assembly Management Commission  
Briefing Note**

**Title:** Report on Subsection 18(4)

**Issue:** Signage Costs not included in the amount approved

**Background:**

- Paragraph 18(2)(a) and Paragraph 19(1)(g) of the *Members' Resources and Allowances Rules* state that:

18(2)(a) The maximum allowance available to a member for each category of office expenses is as follows:

(a) constituency office accommodation allowance, \$7,000; and

19(1)(g) The constituency office accommodation allowance referred to in paragraph 18 (2)(a) includes accommodation expenses related to the rental of permanent or temporary offices such as

(g) signage identifying the office as the member's constituency office without any reference to a political party.

- Form 18(4) has been used to report costs which exceeded the allocation to the Management Commission. However, some of the amounts reported and approved previously did not include the costs of signage.
- An updated Form 18(4) is attached reflecting signage costs for each Member previously approved. The Speaker has approved these additional expenses.

**Action Required:**

- For information purposes only.

Drafted by: Marie Keefe  
Date: April 16, 2008

Approved by: Wm. MacKenzie

**To:** House of Assembly Management Commission

**From:** Speaker of the House of Assembly

**Date:** April 30, 2008

**Subject:** Report on Subsection 18(4) – *Members' Resources and Allowances Rules*

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Section 18 of the *Members' Resources and Allowances Rules* provides a maximum allowance of \$7000 (\$6,140, plus HST) for constituency office accommodations. Under the Rules, a Member may make application in writing to the Speaker requesting permission to exceed the maximum when accommodations can not be obtained within the maximum guidelines. The Speaker must report, in writing, to the Commission any authorizations made under this section of the rules.

Report on Subsection 18(4) – Period Ending: April 25, 2008

<b>DISTRICT</b>	<b>MEMBER</b>	<b>ANNUAL RENT</b>	<b>SIGN COST</b>	<b>TOTAL</b>
Baie Verte-Springdale	Tom Rideout	\$12,000.00	<b>N/A</b>	\$12,000.00
Bay of Islands	Terry Loder	\$12,012.00	<b>N/A</b>	\$12,012.00
Burgeo – LaPoile	Kelvin Parsons	\$12,000.00	<b>N/A</b>	\$12,000.00
Fortune Bay – Cape La Hune	Tracey Perry	\$9,228.00	\$150.00	\$9,378.00
Harbour Main	Tom Hedderson	\$8,964.00	\$1720.00	\$10,684.00
Humber Valley	Darryl Kelly	\$17,750.00	\$400.00	\$18,150.00
Isles of Notre Dame	Derrick Dalley	\$12,000.00	\$1588.50	\$13,588.50
Port - au - Port	Tony Cornect	\$11,748.00	\$100.00	\$11,848.00

**To:** House of Assembly Management Commission  
**From:** Speaker of the House of Assembly  
**Date:** April 30, 2008  
**Subject:** Report on Subsection 18(4) – *Members’ Resources and Allowances Rules*

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Report on Subsection 18(4) – Period Ending: April 25, 2008

<b>DISTRICT</b>	<b>MEMBER</b>	<b>ANNUAL RENT</b>	<b>SIGN COST</b>	<b>REASON</b>
Humber Valley	Darryl Kelly	\$17,750.00	\$400.00	Only proposal submitted



## House of Assembly Management Commission

### Briefing Note

**Title:** Committee Per Diem

**Issue:** Per Diem Amounts for Eligible Members of the House of Assembly Management Commission and Committees of the House

**Background:**

- Subsections 12 (3) and (4) of *The House of Assembly Accountability, Integrity and Administration Act* (the Act) provide that:
  - 12 (3) A member who sits on a committee of the House of Assembly, the commission or a committee of the commission may be paid, subject to the conditions and limitations prescribed by the commission, a daily amount of not more than \$200 for attendance at meetings plus reimbursement of reasonable expenses in relation to that attendance when the House is not in session.
  - 12 (4) With the exception of the reimbursement of expenses, subsection (3) does not apply to a minister or the holder of a position referred to in subsection (1).
- Subsection 15(4) of the Act states that:
  - 15 (4) The commission may only exercise its power to prescribe reimbursement or payment of expenses under subsection 11 (2) or compensation or reimbursement or payment of expenses under subsection 12 (3) by making rules.
- With the current composition of the House of Assembly and the provisions of S. 18 respecting Commission membership and S.23 respecting Audit Committee membership, the per diem can only apply to the two Government caucus representatives on the Commission or its committees. If one of the two Government caucus representatives is a Minister, as is currently the case, then only the remaining Government caucus representative would receive this per diem. Similar office-holder limitations would apply to committees.
- There does not appear to have been a per diem for committee Members applied in the past, although Members on the Public Accounts Committee used to receive an annual stipend. (Chairs and Vice-Chairs of other committees received \$100 and \$75 respectively, to annual maximums of \$3,000 and \$2,250.) Consequently, there is no precedent to assist in determining an appropriate amount.

- The “Guidelines for Rates of Remuneration for Boards, Commissions and Agencies” used throughout the Executive Branch of government establishes three levels of compensation. **Level 1** (Chair, \$190 per diem; Member, \$145 per diem) is the only level which satisfies the condition of subsection 12(3).
- Reasonable expenses under subsection 12(3) will be reimbursed at the Travel and Living Allowances rates under the *Members’ Resources and Allowances Rules*.
- For clarity, the specific committees to which this per diem can be applied should be defined. The draft minute proposes application to the Commission, the Audit Committee, Standing Committees of the House established under Standing Order 65, and Select Committees of the House established under Standing Order 66.
- As this is a new rule, it will be posted on the House of Assembly website, brought back to the next meeting of the Commission and then published in the NL Gazette.
- Subsections 45 (1) and (2) of the Act currently state:
  - 45 (1) A member who is a member of a Standing or Special Committee of the House of Assembly, or the commission, may claim for expenses related to attendance at a committee or a commission meeting when that meeting is held during an intersessional period.
  - (2) Expenses claimed by a member under subsection (1) shall be approved by the speaker before that expense is reimbursed to the member.

**Action Required:**

Pursuant to subsection 12(3) of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*) the Commission hereby approves the following proposed amendment of the Members’ Resources and Allowances Rules:

“Section 45 of the Members’ Resources and Allowances Rules is repealed and the following is substituted:

Committee allowance

- 45 (1) A member who is a member of a Standing or Select Committee of the House of Assembly, the Commission or a committee of the commission may claim for expenses related to attendance at a committee or commission meeting when the House of Assembly is not in session.
- (2) Expenses referred to in subsection (1) shall be a per diem of \_\_\_\_\_ for attendance at meetings when the House of Assembly is not in session.

- (3) Expenses claimed by a member under subsection (1) and for reasonable expenses under subsection 12(3) of the Act shall be in accordance with the Travel and Allowances rates under these Rules and shall be approved by the Speaker before that expense is reimbursed to the member.

Drafted by: Marie Keefe  
Date: April 16, 2008

Approved by: Wm. MacKenzie

**House of Assembly Management Commission  
Briefing Note**

**Title:** Tuition Assistance Policy

**Issue:** Adoption of Tuition Assistance Policy for employees of the House of Assembly Service, Office of the Child and Youth Advocate, Office of the Information and Privacy Commissioner, Office of the Citizens' Representative, Office of the Chief Electoral Officer and the Office of the Commissioner for Legislative Standards.

**Background:**

- Paragraph 20(1)(b) of the *House of Assembly Accountability, Integrity and Administration Act* states that:
  - 20. (1) The commission is responsible for the financial stewardship of all public money, within the meaning of the Financial Administration Act , that may be voted by the House of Assembly for the use and operation of the House of Assembly and statutory offices, and for all matters of financial and administrative policy affecting the House of Assembly, its members, offices and staff and in connection with them and, in particular, the commission shall
    - (b) review and approve the administrative, financial and human resource and management policies of the House of Assembly service and statutory offices;
- The Tuition Assistance Policy is intended to provide assistance to employees who participate in post-secondary or college courses due to a management request related to targeted competency development (e.g., succession planning, hard to fill positions, etc). Employees may also voluntarily request assistance to participate in post-secondary and college courses if the course content is related to organizational goals.
- Approvals to participate in the Tuition Assistance Policy are limited to the fiscal year framework of the House of Assembly.
- The policy mirrors the Tuition Assistance Policy offered in the Executive Branch of Government of NL with two exceptions. The Clerk, rather than the Deputy Minister, must give written approval to the requests and the House of Assembly Management Commission, rather than Treasury Board, must approve all requests over \$5,000.00 annually.
- The Tuition Assistance Policy is attached.

**Action Required:**

- The Commission approves the attached Tuition Reimbursement Policy, dated April 2008, for employees of the House of Assembly Service Office of the Child and Youth Advocate, Office of the Information and Privacy Commissioner, Office of the Citizens' Representative, Office of the Chief Electoral Officer and the Office of the Commissioner for Legislative Standards.

Drafted by: Marie Keefe  
Date: April 16, 2008

Approved by: Wm. MacKenzie

# **House of Assembly Tuition Assistance Program**

## **Program Description**

This program is intended to provide assistance to employees who participate in post-secondary or college courses due to a management request related to targeted competency development (e.g., succession planning, hard to fill positions, etc). Employees may also voluntarily request assistance to participate in post-secondary and college courses if the course content is related to organizational goals.

Employees may request consideration of a wide range of educational options offered through accredited post-secondary institutions and colleges in the province. Courses from accredited post-secondary institutions and colleges outside of the province may be considered as well.

The primary focus in approving tuition assistance will be the relevance of educational courses in assisting the House of Assembly in achieving its strategic objectives. Assistance is limited to 50 percent reimbursement of tuition fees only. Approvals to participate in the Tuition Assistance Program are limited to the fiscal year framework of the House of Assembly.

## **Eligibility**

Employees with full-time or part-time permanent employment status who have been employed with the House of Assembly for a minimum of two years are eligible for assistance under this program. Full-time or part-time temporary employees with five or more continuous years of service are also eligible.

## **Applications for the Tuition Assistance Program**

Employees wishing to submit a request for tuition assistance are required to complete and submit an application form (see attached document) to the Clerk. The application form may be obtained from the Manager, Human Resources Services and Payroll Administration.

The completed application form must be submitted in advance of course registration to allow for due consideration. A copy of the completed form will be returned to the employee indicating approval or non-approval.

## **Application Approval Process**

Applications must meet the following criteria for approval:

- The employee must have on file, with the Manager, Human Resources Services and Payroll Administration, a completed Learning Plan form. (See attached).

## **House of Assembly Tuition Assistance Program**

- The application must be approved by the employee's immediate supervisor and the Clerk.
- The courses(s) must assist the House of Assembly in achieving its organizational goals.

Tuition assistance will be provided based on the degree of course relevance/practicality with the strategic goals of the organization; the ability of the employee's division to effectively address operational requirements should the employee be absent as a result of the learning activity; the employee's demonstrated success in past educational experiences; and the level of tuition assistance being requested.

### **Tuition Reimbursement**

Employees are eligible for tuition assistance expenditures of up to 50% of the total tuition costs and up to a maximum of \$5000 annually. Expenditures over \$5000 annually will require the approval of the **House of Assembly Management Commission**.

All educational requirements (e.g., registration, fee payment deadlines, books, laboratory fees, other learning and supportive materials, etc) are the responsibility of the employee.

Evidence of a passing grade and expense receipts should be submitted to the Manager, Human Resources Services and Payroll to verify successful completion of the course.

All tuition reimbursement will be paid through the Corporate and Members' Services Division. Upon verification of successful completion of the approved course(s), the Corporate and Members' Services Division will determine if the reimbursement represents a taxable benefit as per Canada Revenue Agency's *Employers' Guide: Taxable Benefits*, available at [www.cra.gc.ca](http://www.cra.gc.ca).

**House of Assembly  
Tuition Assistance Program  
Application Form**

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**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Date of Employment:** \_\_\_\_\_

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**Employee:**

I hereby request educational assistance for enrollment in the House of Assembly Tuition Assistance Program. I understand that if my employment with the House of Assembly terminates (voluntarily or involuntarily) prior to course completion and tuition reimbursement, the agreed upon assistance will be my responsibility.

**Course Title:** \_\_\_\_\_

**Program of Study:** \_\_\_\_\_

**Educational Organization:** \_\_\_\_\_

**Course Duration (start/end dates):** \_\_\_\_\_

**Previous Tuition Assistance?**                      Yes / No

**If Yes, provide details (i.e., amounts and timeframes):**

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**House of Assembly  
Tuition Assistance Program**

Details of requested expenses (i.e., tuition):

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Reasons for course selection (i.e., describe how the course selection is relevant to the duties of your current work plan or to the strategic objectives of the organization).

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I agree to the terms/conditions as outlined in the Tuition Assistance Program.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Supervisor Comments and Recommendations:**

Please describe how the course selection supports the work plan or strategic objectives of the organization. Attach a supplementary document if necessary.

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**House of Assembly  
Tuition Assistance Program  
Individual Learning Plan**

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Date Completed: \_\_\_\_\_

What is your learning goal?	
Why is it important to your position?	
How will you accomplish this goal?	
What are potential obstacles to learning and how will you handle them?	
How will you show that you have met your learning goal?	
What is the time frame involved in meeting your learning goal?	

April 22, 2008

**Briefing Paper**  
**House of Assembly Management Commission**

**Title: Organizational Structure of the House of Assembly Service and Four Statutory Offices**

**Issue:** This submission seeks the approval of the House of Assembly Management Commission to confirm the new organizational structure for the House of Assembly Service, attached as Appendix A, including a revised divisional structure and additional positions; and the new organizational structures for the Office of the Chief Electoral Officer and Commissioner for Legislative Standards, (Appendix B refers); Office of the Child and Youth Advocate, (Appendix C refers); Office of the Information and Privacy Commissioner, (Appendix D refers); and Office of the Citizens' Representative, (Appendix E refers) including additional positions.

**Background:**

**House of Assembly Service**

In May of 2006, shortly before the publication of reports by the Auditor General alleging irregularities in the administration of the affairs of the House, the position of Chief Financial Officer for the House of Assembly was filled. This marked the first of a number of changes and new positions to address shortcomings in the administration of the House of Assembly.

Between June of 2006 and May 2007 a number of additional positions were added to the House of Assembly Service on an ad hoc basis to meet workload demands as well as to implement appropriate financial practices and procedures. The 2007/08 Budget approved by the Internal Economy Commission attempted to anticipate some of the positions which would be necessary to implement the recommendations of the *Report of the Review Commission on Constituency Allowances and Related Matters*, (the "Green Report"), which was not available by budget deadlines. The organizational chart attached as Appendix A illustrates the organizational structure as it existed just prior to the release of the Green Report in June of 2007.

The need for additional positions in the House of Assembly Service was emphasized throughout the Green Report and its Recommendations, such as 28(4) – *The Clerk should be provided with sufficient additional resources to enable him to perform the additional duties and responsibilities flowing from the recommendations in this report* - and 36(1) – *The House of Assembly Management Commission should require the Clerk to prepare revised estimates of what may be required to operate the House of Assembly at a reasonably acceptable level, taking into account the recommendations in this report.*

Green also stated:

*With the restructuring proposed in this report and the recommended additional procedures to be followed for transparency and controls, there is no doubt in my mind that there will have to be additional resources provided to the House to enable it to function properly in the new environment. (Green Report, p. 6-22)*

*There is little point in operating an under funded House of Assembly that does not provide the level of operating efficiency and accountability necessary to preserve and protect public funds. (Green Report, p. 6-23)*

The Green Report also recommended the following specific actions in three separate recommendations:

*Recommendation 40(3) – An organization chart, which details the hierarchy of the House administration, should be developed. This chart will allow members and employees to know and understand their roles and responsibilities;*

*Recommendation 40(4) – Job descriptions should be developed and documented for all employees of the House of Assembly. These descriptions must detail the job requirements and expectations of each job and should be written by someone who has the experience and knowledge to complete the descriptions.*

*Recommendation 43(5) – A full review of the House’s staffing needs should be undertaken. Presently, staff seconded from other departments resolves the segregation of duties issue on a temporary basis. It is necessary to ensure that adequate staffing is hired on a full-time basis to ensure the issue of incompatible duties does not reoccur.*

With the release of the Green Report, further positions were subsequently created within the House of Assembly Service to meet additional requirements resulting from the implementation of the Report’s 275 sub-recommendations; e.g., Recommendation 6 recommended the application of the *Access to Information and Protection of Privacy Act* to the House of Assembly, requiring the creation of a position of ATIPP Coordinator/ Privacy Analyst.

Although the addition of staff in 2007/08 served to address some of the immediate resource shortages, a revised organizational structure for the House of Assembly Service was also required. The existing structure had too many staff reporting directly to the Clerk, did not have the appropriate sectional divisions within the Administration Division, and lacked an overall coordinated and efficient structure.

To address these issues and, in accordance with Recommendations 40(3) and 40(4) of the Green Report, a Request for Proposals was issued, involving the preparation of job descriptions, illustration of reporting relationships and recommendations pertaining to organization, staffing, and classification.

In August 2007, the contract was awarded to AEM Human Resources Consulting. This firm has reviewed the entire House of Assembly Service, interviewed all staff and developed a series of recommendations for improvements in structure, staffing and classifications. Appendix A (attached) illustrates the organizational structure that has been recommended by the Consultant and under which, for the most part, the House of Assembly Service is currently operating.

This structure addresses the concerns of the former structure by creating two distinct divisions, each reporting to director level positions which report directly to the Clerk, thereby eliminating the direct reporting relationship between managers and the Clerk. The Administration Division has been re-titled Corporate and Members' Services to more accurately reflect its range of duties, as well to clearly indicate its two client groups. The Information Management Division, through its Director, has assumed responsibility for Hansard and the Broadcast Centre, both of which formerly reported directly to the Clerk. By restructuring at the Director and Manager levels and creating and/or restructuring several other positions, the positions within the House of Assembly Service have been placed in a reporting structure that is more effective and efficient.

### **Statutory Offices**

The Clerk is responsible for the provision of administrative, financial and other support services to the Statutory Offices as well as to the House of Assembly and its Members.

Section 28 of the Act states:

*The clerk is the chief officer of the House of Assembly with the status equivalent to a deputy minister in the public service and in that capacity the clerk is ...*

*(b) the chief administrative and financial officer of the House of Assembly responsible to the speaker and through the speaker to the commission for the management of the operations of the House of Assembly service and the administration of the statutory offices.*

In connection with this section of the Act, Green recommended the following:

*Recommendation 37(1) - The Clerk should be designated in legislation to be the chief administrative and financial officer responsible to the Speaker and, through the Speaker, to the House of Assembly Management Commission for the management of the operation of the House and the general administration of the statutory offices, including, in relation to the statutory offices:*

*(a) providing administrative, financial and other support services;*

- (b) *establishing of general administrative policies; ...*
- (f) *assessing and maintaining the effectiveness of internal controls in the statutory offices;...*

In view of this responsibility, the four Statutory Offices were included in the consultant's review for the purpose of developing job descriptions and reviewing classifications. However, as job duties and classifications are closely linked to organizational structure, the Officers of the Statutory Offices were asked to assess their organizations during the review process from the perspective of insuring adequate staff resources were in place for efficient operations, both from an administrative and program delivery perspective.

Coinciding with the review process, an organizational review that had been requested some months previous by the Chief Electoral Officer was concluded by the Public Service Secretariat. The report was submitted to the Chief Electoral Officer while the review process was ongoing and contained recommendations for structural changes including the addition of Deputy Chief Electoral Officer duties to the Director, Election Finance position, to provide day-to-day supervision of administrative and operational activities to the Office. The recommendations of the Public Service Secretariat report are attached as Appendix F.

The other three Statutory Offices identified the need for minor organizational changes involving mainly the addition of a "deputy/assistant Officer" level position to provide day-to-day administrative and program delivery supervision; and/or an executive secretarial component involving either the addition of executive secretarial duties to the existing administrative officer/office manager position, or the creation of a stand-alone position. Job descriptions are being prepared/amended to reflect recommended organizational changes.

At the request of and on behalf of the Statutory Officers, the organizational and staffing changes requested by the Statutory Officers are included in this submission. The new organizational models for the four Statutory Offices are contained in Appendices B to E.

## **SUMMARY OF FINDINGS:**

1. A restructuring of the House of Assembly Service has been necessitated by the "ad hoc" hiring and creation of new positions that has been ongoing for the past year and a half in an effort to meet workload demands and to implement appropriate financial practices and procedures as well as the recommendations of the *Report of the Review Commission on Constituency Allowances and Related Matters*.
2. The new organizational model of the House of Assembly Service streamlines operations and provides an appropriate organizational structure that is effective and efficient, addresses required financial practices, meets all current aspects of

the House of Assembly's mandate and provides for current and future growth and needs.

3. Minor restructuring of the Statutory Offices is required to provide day-to-day administrative and service delivery supervision and an executive secretarial component.

**ACTION REQUIRED:**

The Commission hereby:

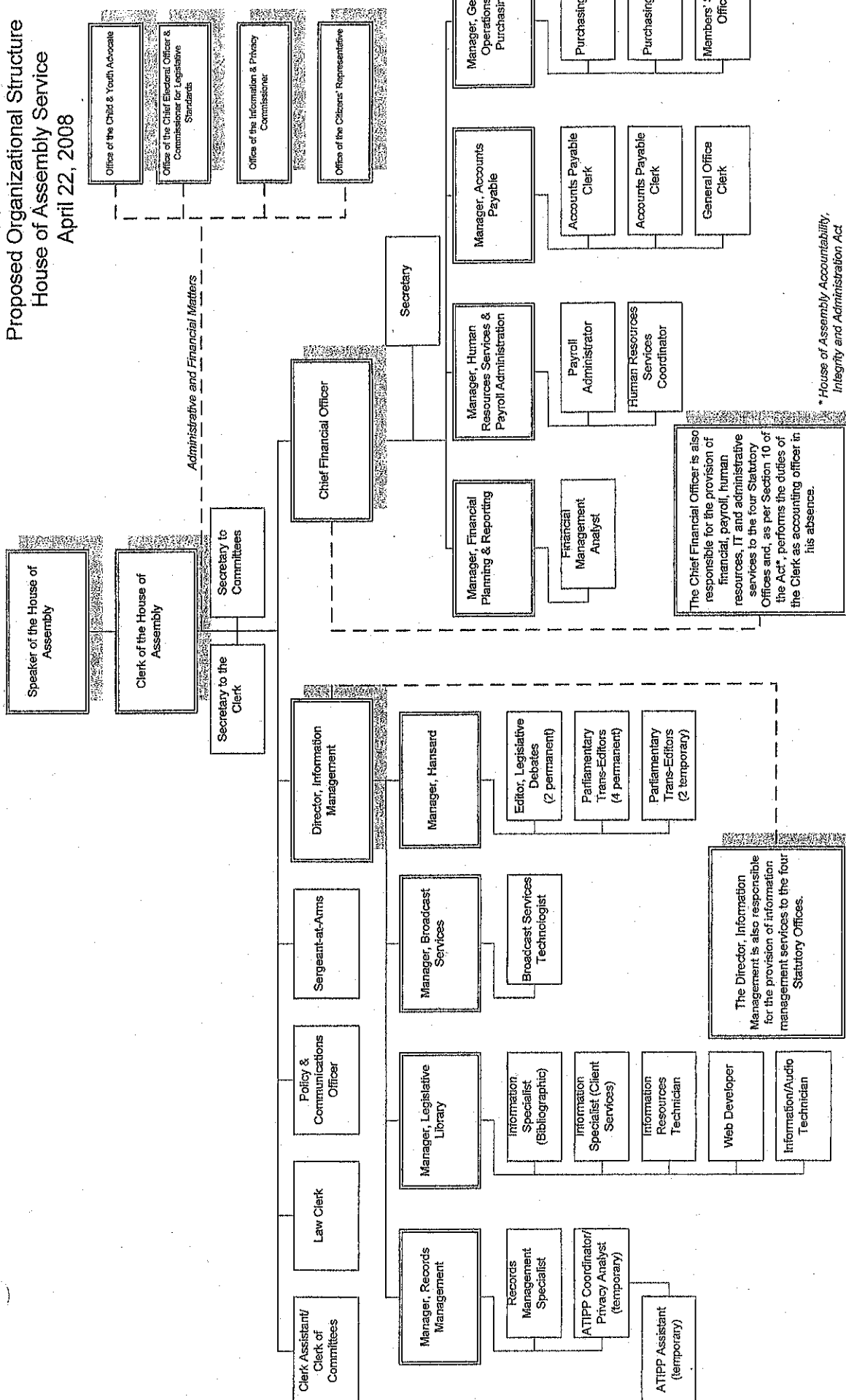
1. Approves the proposed organizational structure dated April 22, 2008 for the House of Assembly Service and confirms as permanent all positions contained in the proposed organizational structure with the exception of the ATIPP Coordinator/Privacy Analyst and ATIPP Assistant positions;
2. Abolishes the positions of Payroll/Purchasing Clerk and one of the two Broadcast Technician positions included in the organizational structure dated May 2007 for the House of Assembly Service;
3. Approves the proposed organizational structure dated April 22, 2008 for the Office of the Chief Electoral Officer and Commissioner for Legislative Standards, and confirms as permanent all positions contained in the proposed organizational structure;
4. Approves the proposed organizational structure dated April 22, 2008 for the Office of the Child and Youth Advocate and confirms as permanent all positions contained in the proposed organizational structure;
5. Approves the proposed organizational structure dated April 22, 2008 for the Office of the Citizens' Representative and confirms as permanent all positions contained in the proposed organizational structure; and
6. Approves the proposed organizational structure dated April 22, 2008 for the Office of the Information and Privacy Commissioner and confirms as permanent all positions contained in the proposed organizational structure.



# Appendix A

## Proposed Organizational Structure House of Assembly Service

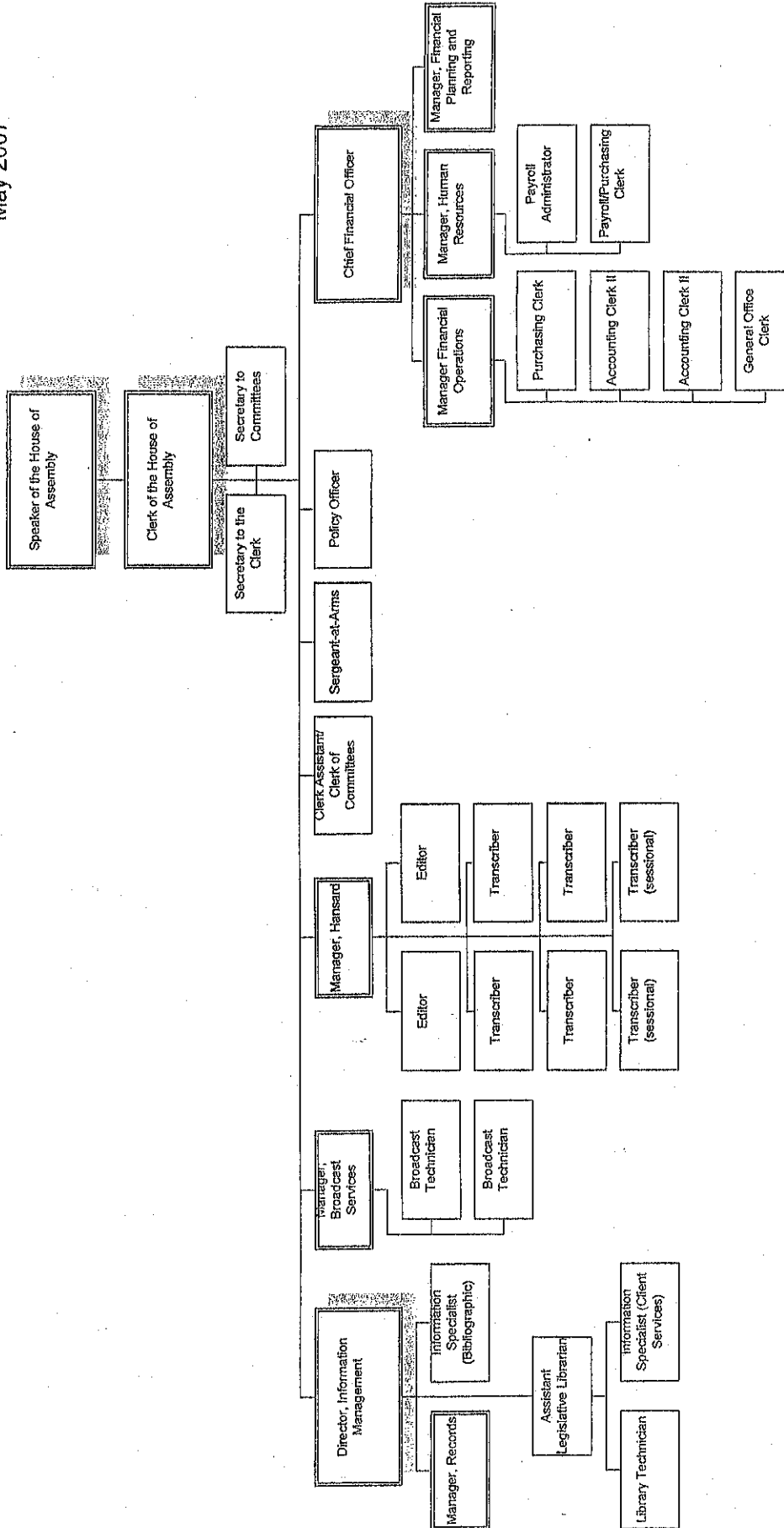
April 22, 2008



\*House of Assembly Accountability, Integrity and Administration Act

# Appendix A

## Organizational Structure of the House of Assembly Service Prior to the release of the Report of the Review Commission On Constituency Allowances and Related Matters May 2007



**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
<b>Office of the Clerk</b>			
Secretary to the Clerk	Provides confidential, executive secretarial and administrative support to the Clerk of the House of Assembly, the House of Assembly Management Commission and, when the House of Assembly is in session, provides support for the daily proceedings of the House. The position is also responsible for the production, maintenance and distribution of several key parliamentary documents essential to the effective functioning of the Legislature.	Position is not impacted by the restructuring.	A position description be prepared to accurately reflect the duties and responsibilities of the position.
Secretary to Committees	Provides confidential, executive and administrative support to the Clerk Assistant/Clerk of Committees of the House of Assembly and, when the House is in session, provides support for the Daily Proceedings of the House of Assembly. The position is also responsible for the production, maintenance and distribution of several key parliamentary documents essential to the functioning of Legislative Committees. The position is interchangeable with the Secretary to the Clerk.	Position is not impacted by the restructuring.	A position description be prepared to accurately reflect the duties and responsibilities of the position.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Clerk Assistant/Clerk of Committees	Provides procedural advice and technical, logistical and administrative support to the Speaker, Chairpersons of Committees of the Whole and Standing and Special Committees, caucus staff, government departments and the public.	Title has changed from Clerk Assistant to Clerk Assistant/Clerk of Committees to more accurately reflect the scope of the position. The position is not impacted by the restructuring.	A position description be prepared to accurately reflect the duties and responsibilities of the position and change in title.
Sergeant-at-Arms	Responsible for the security within the Legislative precincts and the overall safety of Members of the House of Assembly, Assembly employees and visitors to the House of Assembly precinct.	Position is not impacted by the restructuring.	A revised position description be prepared to accurately reflect the duties and responsibilities of the position.
Policy and Communications Officer	Provides specialized expertise and advice in the areas of policy development, internal and external communications and education to the House of Assembly Service and four Statutory Offices. As well, the position provides assistance and guidance in the development of plans in accordance with the <i>House of Assembly Accountability, Integrity and Administration Act</i> .	Title has changed from Policy Officer to Policy and Communications Officer to more accurately reflect the scope of the position. The position is not impacted by the restructuring.	A revised position description be prepared to accurately reflect the duties and responsibilities of the position and change in title.
Law Clerk	Provides legal advice on Parliamentary matters and procedure to the Speaker, Clerk and Members of the House of Assembly; legal counsel to the House of Assembly Service with respect to contract, employment and other legal issues that may arise; and legal advice to Members as it relates to the Legislature.	This is a new position created in accordance with recommendation No. 27(4) of the Report of the <i>Review Commission on Constituency Allowances and Related Matters</i> (Green Report).	A position description will be prepared to reflect the duties and responsibilities associated with the position.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
<b>Corporate and Members' Services Division</b>			
Chief Financial Officer	Provides effective leadership and direction in, the development and implementation of policies, procedures, standards, and infrastructure required for the delivery of effective financial management, human resources services, information technology services and general administrative support to the Legislature. Also, as per section 10 of the <i>House of Assembly Accountability, Integrity and Administration Act</i> , the position performs the duties of the Clerk as accounting officer in his absence.	The position has been restructured to reflect the additional supervisory responsibilities as depicted in the organizational chart and the expanded role in duties and responsibilities related to the <i>House of Assembly Accountability, Integrity and Administration Act</i> .	A revised position description will be prepared to reflect the reflect the duties and responsibilities of the position and related changes.
Secretary	Provides secretarial and administrative support to the Chief Financial Officer and managers of the Corporate and Members' Services Division	This is a new position created to provide secretarial and administrative support to the Chief Financial Officer and managers of the Corporate and Members' Services Division. The processes and services related to financial planning and reporting and human resources services have resulted in increased documentation and administrative activities and, therefore, the need for this type of position.	A position description will be prepared to reflect the duties and responsibilities associated with the position.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Manager, Financial Planning and Reporting	Responsible for management of the financial planning, control, accountability and reporting systems of the Legislature.	The position has been impacted by the restructuring by the assignment of supervisory responsibilities over the Financial Management Analyst position.	A revised position description will be prepared to reflect the duties and responsibilities of the position and related changes.
Financial Management Analyst	Provides budget preparation, monitoring and reporting assistance to the Manager, Financial Planning and Reporting for the Legislature.	This is a new position created to facilitate the implementation of the recommendations of the Green Report. A number of the recommendations, e.g., recommendations 8, 28 and 37 were directed at financial planning and reporting requirements for Members' expenses, Statutory Offices, etc. These recommendations necessitated the creation of a Financial Management Analyst position reporting to the Manager, Financial Planning and Reporting.	A revised position description will be prepared to reflect the duties and responsibilities of the position.
Manager, Human Resources Services and Payroll Administration	Responsible for management, coordination, development, assessment and delivery of human resource administrative services/processes, (including recruitment, staff relations, classification, staff development, payroll administration and benefits) to the Legislature.	The position has been impacted by the restructuring by assignment of supervisory responsibilities over a Human Resources Coordinator position. The title has been changed from Manager, Human Resources to Manager, Human Resources Services and Payroll Administration to more accurately reflect the scope of the position.	A position description will be prepared to reflect the duties and responsibilities associated with the position and the related changes.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

<b>Title of Position</b>	<b>Position Accountability</b>	<b>Comments Related to Change(s) in Duties/Responsibilities</b>	<b>Recommended Action</b>
Payroll Administrator	Provides all aspects of payroll processing and benefits entitlement services for the Legislature.	The position has not been impacted by the restructuring.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.
Human Resources Services Coordinator	Coordinates various human resources services, e.g., Occupational Health and Safety Committees, Wellness Committees, Educational Assistance, Service Recognition, etc. for the Legislature.	This is a new position created to provide assistance to the Manager, Human Resources Services and Payroll Administration for the implementation and ongoing maintenance/ delivery of various human resources services for the Legislature.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.
Manager, Accounts Payable	Responsible for the management of accounts payable services to the Legislature.	This position has been impacted by the restructuring by the transfer of the purchasing function to the newly created position of Manager, General Operations and Purchasing. The title has changed from Manager, Financial Operations to Manager, Accounts Payable to more accurately reflect the scope of the position.	A position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.
Accounts Payable Clerk (2)	Performs the day-to-day accounts payable functions for the Legislature.	These positions have not been impacted by the restructuring.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.
General Office Clerk	Performs general accounting, administrative and office support activities for multiple supervisors in support of the Corporate and Members' Services Division and Office of the Clerk.	This position has been impacted by the restructuring by being made permanent.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
<p>Manager, General Operations and Purchasing</p>	<p>Responsible for all general operations of the Legislature including all purchasing of assets, equipment and supplies; inventory control of all assets; coordination of all moves both internal and external; telecommunications and administration of the constituency office leases for Members of the House of Assembly throughout the province.</p>	<p>This is a new position. Recommendations 71 and 72 of the Green Report referred to the need of each Member to have an office in the Confederation Building and one in his/her constituency. Further, it was recommended that: the cost of setting up and maintaining the constituency offices be paid out of the House budget; a standardized package of equipment that would remain the property of the House be provided; and the Clerk maintain an inventory of all equipment. These recommendations necessitated the establishment of this position. Also, a jurisdictional review indicated that the purchasing function is more appropriately placed with the General Operations position.</p>	<p>A position description will be prepared to accurately reflect the duties and responsibilities of the position.</p>
<p>Purchasing Officer (2)</p>	<p>Responsible for the procurement of varied and specific commodities and services for the Legislature.</p>	<p>The positions have been transferred from Financial Operations as a result of the restructuring. Also, in addition to the one permanent position, the temporary position has been made permanent. The title has changed from Purchasing Clerk to Purchasing Officer to more accurately reflect the scope of duties.</p>	<p>A position description will be prepared to accurately reflect the duties and responsibilities of the position and change in title.</p>



**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Members' Services Officer	Provides support to the Manager, General Operations and Purchasing for day-to-day operational matters, central purchasing and asset management activities.	This is a new position created in support of Recommendation 72 of the Green Report which emphasizes the importance of proper inventory control over all property purchased by or for Members for use in constituency business.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.
<b>Information Management Division</b>			
Director, Information Management Division	Provides effective leadership and direction in, the development and implementation of Information Management (IM) policies, procedures, standards and infrastructure required to provide quality IM services, including library and resource management and records management for the Legislature. The position is also responsible for Broadcast Services and Hansard.	The position has been impacted by the restructuring by the assignment of responsibility for Hansard and Broadcast services in addition to the Legislative Library and Records Management.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.
Manager, Hansard	Responsible for the timely and accurate production of the reports of the Debates and Proceedings of the House of Assembly and of the various Standing and Select Committees as required by the House of Assembly. Also, in cooperation with the Director, Information Management and the Clerk of the House, the position is responsible for the publication of the official Hansard transcripts.	The position has been impacted by the restructuring by the change in reporting relationship. The position reports to the Director, Information Management Division instead of the Clerk.	A position description will be prepared to accurately reflect the duties and responsibilities of the position and the related changes.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Editor, Legislative Debates (2)	Responsible for editing the transcripts of Parliamentary Trans-editors to ensure the clarity and accuracy of daily Hansard documents, as well as any other recorded House proceedings, to achieve the highest possible degree of accuracy and clarity.	The position has not been impacted by the restructuring.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.
Parliamentary Trans-editor (4 permanent positions and 2 temporary)	Responsible for providing a record of annotations necessary in the proper identification of Members of the House of Assembly, general management of the operations of the Hansard offices and transcription of the official proceedings of the House of Assembly.	The position has not been impacted by the restructuring; however, the Sessional positions have been changed to Temporary. Also, the title has changed from Transcriber to Parliamentary Trans-editor to more accurately reflect the scope of duties.	A position description will be prepared to accurately reflect the duties and responsibilities of the position and the change in title.
Manager, Broadcast Services	Responsible for effectively coordinating and managing operations for the overall efficient and accurate presentation, delivery, broadcast and recording of the visual (TV) and aural (sound) proceedings of the House of Assembly, its Committees and the House of Assembly Management Commission.	The position is impacted by the restructuring as the requirements of the position of Manager have changed to require technical skills equivalent to or greater than the position of Senior Broadcast Technologist.	A position description will be prepared to accurately reflect the duties and responsibilities of the position and the related changes.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Senior Broadcast Technologist	Responsible for the efficient and accurate delivery, presentation and recording of program material or events of the House of Assembly to the House of Assembly Television Channel and Hansard ensuring both visual and aural material meets technical and aesthetic requirements while adhering to openness, transparency and accountability provisions of the Green Report. The position is also responsible for the technology used to televise and record the House of Assembly, its Committees, Management Commission and special events.	The position has been impacted by the restructuring in that one of the Senior Broadcast Technologist positions has been abolished. The title has been changed from Broadcast Technician to Senior Broadcast Technologist (Specialist) to more accurately reflect the scope of the position.	A position description will be prepared to accurately reflect the duties and responsibilities of the position and the change in title.
Manager, Records Management	Responsible for planning, building and managing the records management (RM) program of the Legislature. It includes managing the development and implementation of standard and electronic RM policies, procedures, quality services and related training throughout the Legislature as well as the application of <i>Access to Information and Protection of Privacy Act</i> (ATIPPA) to the Legislature.	Recommendation 6 of the Green Report resulted in the application of the ATIPPA to the House of Assembly. This position has been impacted by the restructuring by the assignment of the ATIPPA related responsibilities to the position. Also, the title has changed from Records Manager to Manager, Records Management to more accurately reflect the scope of the position.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and change in title.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
ATIPP Coordinator/Privacy Analyst (Temporary position)	Provides services and training to the Legislature regarding compliance with access and privacy legislation, i.e., ATIPPA.	This is a new position created as a result of Recommendation 6 of the Green Report which introduced the application of the ATIPPA to the House of Assembly. It is unclear as to the ongoing need for this position on a permanent basis.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.
ATIPP Assistant (temporary)	Provides legal, secretarial, clerical and administrative support, often of a complex technical or confidential nature, to the ATIPP Coordinator/ Privacy Analyst.	This is a new position created in response to the high volume of ATIPPA related requests received since the application of the ATIPPA was introduced to the Legislature.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.
Manager, Legislative Library	Manages the Legislative Library including the development and implementation of strategic goals, objectives, policies and programs which facilitate Library Client services essential to the effective functioning of the Legislature, the public service and the general public.	This position has been impacted by the reorganization by the assignment of supervisory responsibilities for two positions - Information Specialist (Client Services) and Internet Support Specialist. The title has also changed from Assistant Legislative Librarian to Manager, Legislative Library to accurately reflect the scope of duties of the position and the reporting structure. The former position of Legislative Librarian was changed some time ago to Director, Information Management; however, the title of the position reporting to the Director, i.e., Assistant Legislative Librarian was not changed at that time.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position, the related changes and the change in title.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

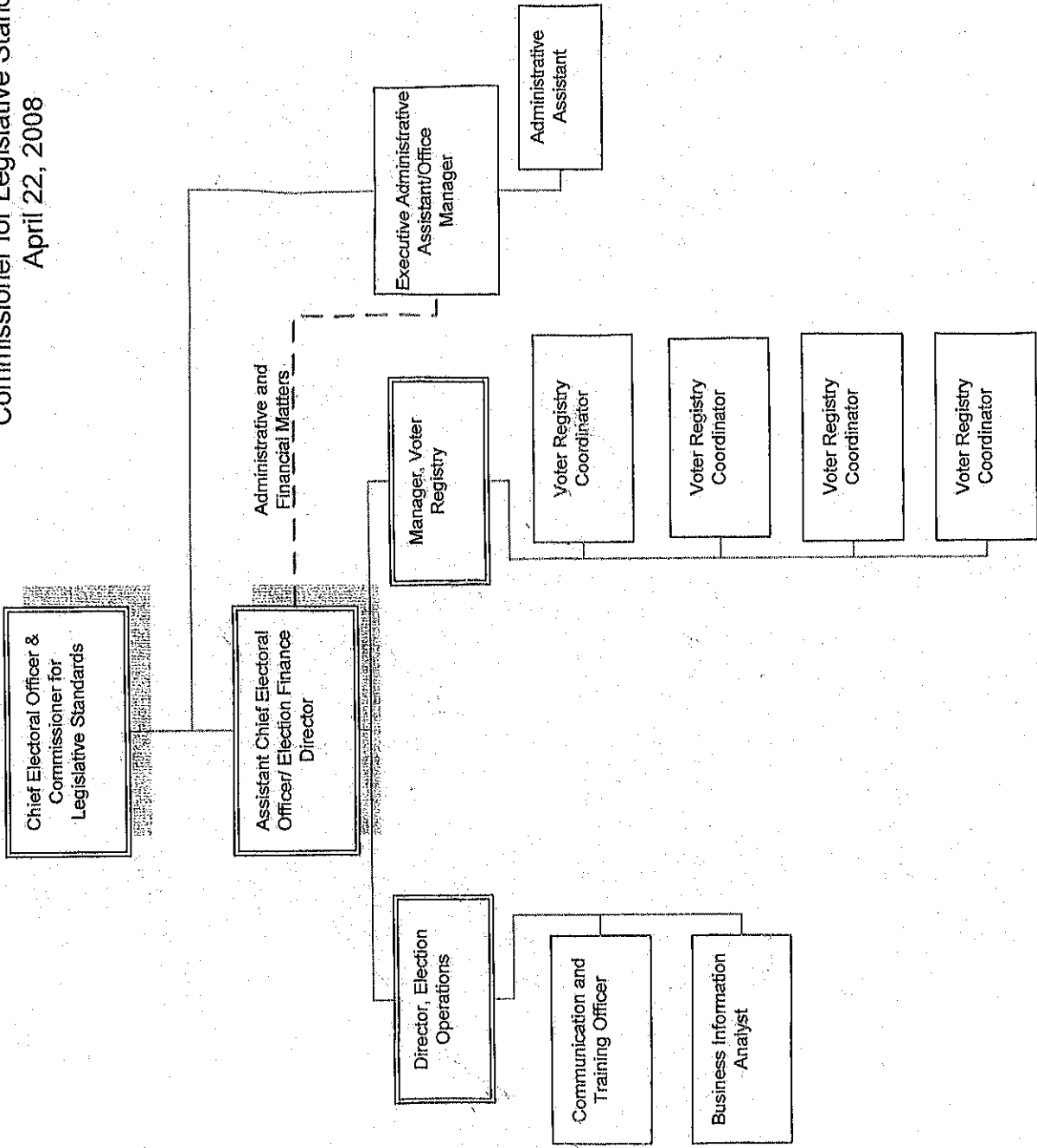
Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Information Specialist (Bibliographic Control)	Provides access to the Proceedings of the House of Assembly (Hansard/Committees) and other House of Assembly documents by a printed index and by creating a standardized index and conducting relevant research in a confidential manner.	The position is impacted by the restructuring by the change in reporting structure. The position reports to the Manager, Legislative Library instead of to the Director, Information Management.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.
Information Specialist (Client Services)	Responsible for creating, maintaining and providing appropriate client service solutions and services which ensure timely and cost-effective access to the information required by clients to effectively carry-out their goals, objectives and responsibilities.	This position is not impacted by the restructuring.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.
Information Resources Technician	Coordinates the operations of the Legislative Library, analyzing and indexing Library acquisitions, contributing to the development of Library tools and providing client services.	This position is not impacted by the restructuring.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.
Web Developer	Designs, develops and implements a web-presence and related online databases for the Legislature and the House of Assembly Intranet and Extranet.	This is a new position created to support the implementation of Recommendations 6.2 and 8.0 of the Green Report.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.

**APPENDIX A**  
**Summary of Organizational Changes**  
**House of Assembly Service**

<b>Title of Position</b>	<b>Position Accountability</b>	<b>Comments Related to Change(s) in Duties/Responsibilities</b>	<b>Recommended Action</b>
Information/Audio Technician	Conducts information-gathering and research and provides assistance to the Manager, Legislative Library in organization projects initiated within the Information Management Division. The position also provides technical support to the Broadcast Centre by performing the duties of Audio Technician when events of the House of Assembly or its related committees are being recorded and broadcasted.	This is a new position that has been created to provide assistance in information-gathering, research and projects in the Legislative Library. As well, the position performs the audio duties related to the broadcast of the House of Assembly Proceedings, House of Assembly Management Committee meetings, etc.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.

# Appendix B

## Proposed Organizational Structure Office of the Chief Electoral Officer and Commissioner for Legislative Standards April 22, 2008



## APPENDIX B

### Summary of Organizational Changes Office of the Chief Electoral Officer and Commissioner for Legislative Standards

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Deputy Chief Electoral Officer/Director, Election Finance	Responsible for development and coordination of strategic and operational planning for all operations of the Office of the Chief Electoral Officer (OCEO) including the business management process and human resource process of the Office; and for development and stewardship of financial policies, guidelines and procedures pertaining to Part III (Political Finance) provisions of the <i>Elections Act, 1991</i> including the provision of assistance and guidance to registered political parties and candidates and their officers and to licensed public auditors respecting their obligations, responsibilities and duties under the Act.	The position is impacted by the restructuring by the expansion of duties to include responsibilities for office administration and support for the Chief Electoral Officer as a second in command. The title of the position has changed from Director, Election Finance to Deputy Chief Electoral Officer/ Director, Election Finance to reflect the scope of the position.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position, related changes and change in title.
Director, Election Operations	Responsible for planning, directing and organizing the conduct of election of Members to the House of Assembly pursuant to the <i>Elections Act</i> . The position provides technical expertise with respect to the administration of elections, elections legislation including recounts, administration of voter registration, communications strategies, human resource management, event support and coordination, post event reporting, evaluation and assessment.	The position is impacted by the restructuring by the assignment of supervisory responsibilities for two new positions: Business Information Analyst and Policy, Training, Community Outreach and Communications Officer.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.



## APPENDIX B

### Summary of Organizational Changes

#### Office of the Chief Electoral Officer and Commissioner for Legislative Standards

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Director, Voter Registry	Responsible for the direction and professional leadership in developing and executing strategic policy and planning initiatives for the production and maintenance of voter, address and geographical data for the Province; the acquisition and safeguarding of personal information; and for organizing and developing continuous cost effective voter registration programs and services for Newfoundlanders and Labradorians.	The position is impacted by the restructuring by the assignment of supervisory responsibilities for four new support positions in the Voter Registry function. The title has changed from Departmental Program Coordinator to Director, Voter Registry.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position, related changes and change in title.
Voter Registry Coordinator (4)	Responsible for coordinating, receiving and reviewing complex voter information and ensuring that voter information is correct and complete. The position also liaises with Federal/Provincial/Municipal officials regarding collection and implementation of data; and coordinates voter registration services to the electorate and voter data and geographic services for Elections, Newfoundland and Labrador, its partners and stakeholders provincially and nationally.	This position is not impacted by the restructuring.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.

## APPENDIX B

### Summary of Organizational Changes Office of the Chief Electoral Officer and Commissioner for Legislative Standards

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Communication and Training Officer	Provides strategic direction and leadership to the Director, Election Operations in the areas of research, executive support, policy development, statistical analysis, community outreach, communications and training of operational field personnel. The position manages a variety of special projects related to the planning, management and delivery of electoral events and related projects; and provides monitoring and reporting systems to assess progress during and after event delivery.	This is a new position created to be responsible for the development of manuals and delivery of training and legislative policy development relating to election operation functions.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.
Business Information Analyst	Responsible for all matters related to hardware, software, applications, systems, technical security, website maintenance and communications related to everyday information management; the development, security and maintenance of the Permanent List of Electors for the Province; and for the business systems development, information management and technical aspects of the communications programs necessary to support the successful operations of the Election Operations Directorate and Voter Registry Division.	This is a new position created to address issues respecting increasing computerization of electoral processes, inventory and records management; and data and technology accord management specific to the electoral environment.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.

**APPENDIX B**

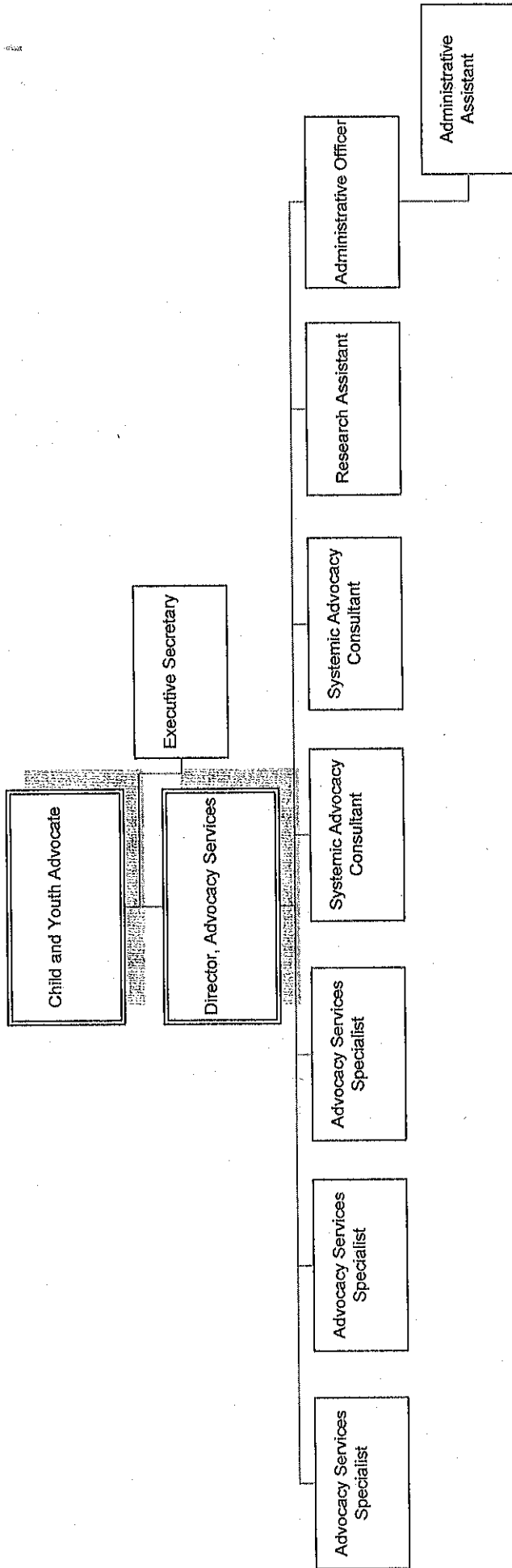
**Summary of Organizational Changes**

**Office of the Chief Electoral Officer and Commissioner for Legislative Standards**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Executive Administrative Assistant/Office Manager	Provides highly confidential executive secretarial and administrative support to the Chief Electoral Officer and Commissioner for Legislative Standards and administrative management services to the Office of the Chief Electoral Officer.	The position is impacted by the restructuring by the addition of executive secretarial and administrative services to the Chief Electoral Officer in support of his expanded role as Commissioner for Legislative Standards. The title of the position has changed from Administrative Officer to Executive Administrative Assistant/Office Manager to more accurately reflect the scope of the position.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position, related changes and change in title.
Administrative Assistant	Provides general secretarial, reception services and clerical support to the Office of the Chief Electoral Officer and secretarial/clerical support to the Executive Administrative Assistant/Office Manager.	This is a new position that has been created to provide receptionist services as well as support to the Deputy Chief Electoral Officer/Director, Election Finance with regards to administrative and accounting functions.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.

# Appendix C

## Proposed Organizational Structure Office of the Child and Youth Advocate April 22, 2008



**APPENDIX C**  
**Summary of Organizational Changes**  
**Office of the Child and Youth Advocate**

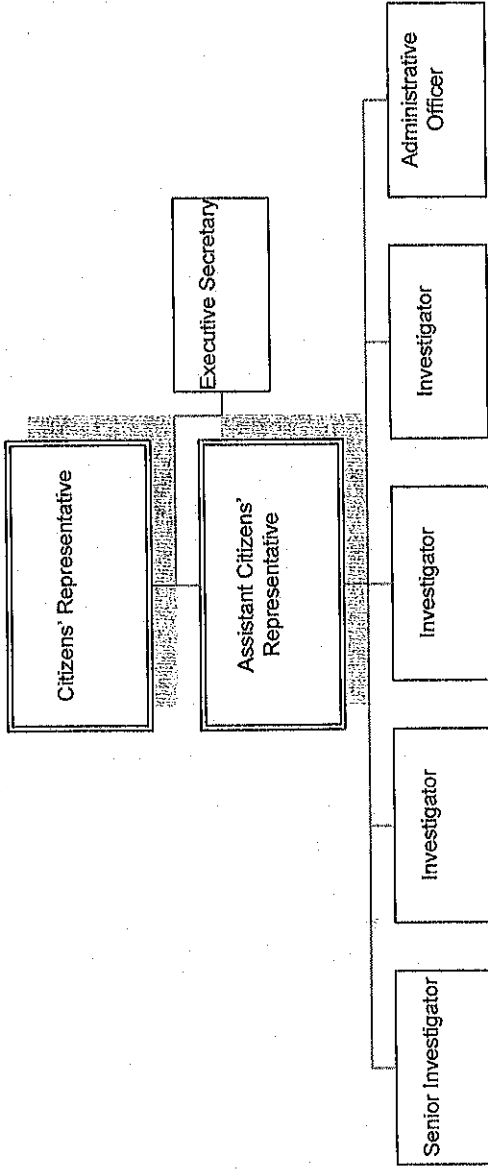
<b>Title of Position</b>	<b>Position Accountability</b>	<b>Comments Related to Change(s) in Duties/Responsibilities</b>	<b>Recommended Action</b>
Director, Advocacy Services	Responsible for managing and directing the day-to-day activities of the professional and administrative staff of the Office of the Child and Youth Advocate.	The position is impacted by the restructuring by the assignment of supervisory responsibilities for the Administrative Officer, Research/Review Assistant and Systemic Advocacy and Review/ Investigation Consultant positions.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.
Systemic Advocacy Consultant (2)	Responsible for conducting research and analysis of a variety of systemic issues affecting children and youth. The position develops recommendations for changes to legislation, programs, policy and service delivery mechanisms related to the delivery of government services and programs to children and youth.	The position is impacted by the restructuring by a change in the reporting structure. The position reports to the Director, Advocacy Services instead of directly to the Child and Youth Advocate.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.
Advocacy Services Specialist (3)	Provides province-wide individual advocacy services to, or on behalf of, children, youth and their families.	The position is not impacted by the restructuring.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.
Research Assistant	Provides research assistance to the Systemic Advocacy and Review/Investigation Consultant and Advocacy Services Specialist positions in relation to emerging and systemic issues identified by the Office of the Child and Youth Advocate. The position also provides daily briefings to the Advocate regarding new items and current events and maintains the Office Resource Library.	The position is impacted by the restructuring by a change in the reporting structure. The position reports to the Director, Advocacy Services instead of directly to the Child and Youth Advocate.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.

**APPENDIX C**  
**Summary of Organizational Changes**  
**Office of the Child and Youth Advocate**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Administrative Officer	Responsible for the day-to-day financial and general administrative operations of the Office of the Child and Youth Advocate including the supervision of the Clerk Stenographer/Receptionist position. The position is also responsible for the management of the client data base and provides graphic design and layout services for the Annual Report and other reports and promotional materials of the Office.	The position is impacted by the restructuring by a change in the reporting structure. The position reports to the Director, Advocacy Services instead of directly to the Child and Youth Advocate.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.
Administrative Assistant	Provides reception services and general administrative and secretarial support to the Advocacy staff. The position also provides administrative support to the Administrative Officer.	The position is not impacted by the restructuring.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.
Executive Secretary	Provides highly confidential executive secretarial and administrative support to the Child and Youth Advocate ensuring the most efficient and effective operation of the Office.	The position is not impacted by the restructuring.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.

# Appendix A

## Proposed Organizational Structure Office of the Citizens' Representative April 22, 2008



**APPENDIX D**  
**Summary of Organizational Changes**  
**Office of the Citizens' Representative**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Assistant Citizens' Representative	Responsible for managing and directing the day-to-day activities of the professional and administrative staff in the Office of the Citizens' Representative.	This is a new position created to provide a level of management between the Citizens' Representative and frontline and administrative staff positions; and to assist the Citizens' Representative with the management function of the Office including performance appraisal and general oversight of employees' work, recruitment, budget preparation and monitoring and records management.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.
Senior Investigator	Responsible for the investigation of complex complaints from citizens or the Citizens' Representative about the decisions, acts or omissions by the departments and agencies of Government as outlined in the <i>Citizens' Representative Act</i> ; and the provision of professional advice and direction to the Investigator positions.	The position is impacted by the restructuring in that it reports to the Assistant Citizens' Representative instead of directly to the Citizens' Representative.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.
Investigator (3)	Responsible for the investigation of complaints from citizens about the decisions, acts or omissions by the departments and agencies of Government as outlined in the <i>Citizens' Representative Act</i> . The position also accepts complaints, gathers and analyzes evidence, drafts reports and recommends changes to departmental or agency policies and practices.	The position is impacted by the restructuring in that it reports to the Assistant Citizens' Representative instead of directly to the Citizens' Representative.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.

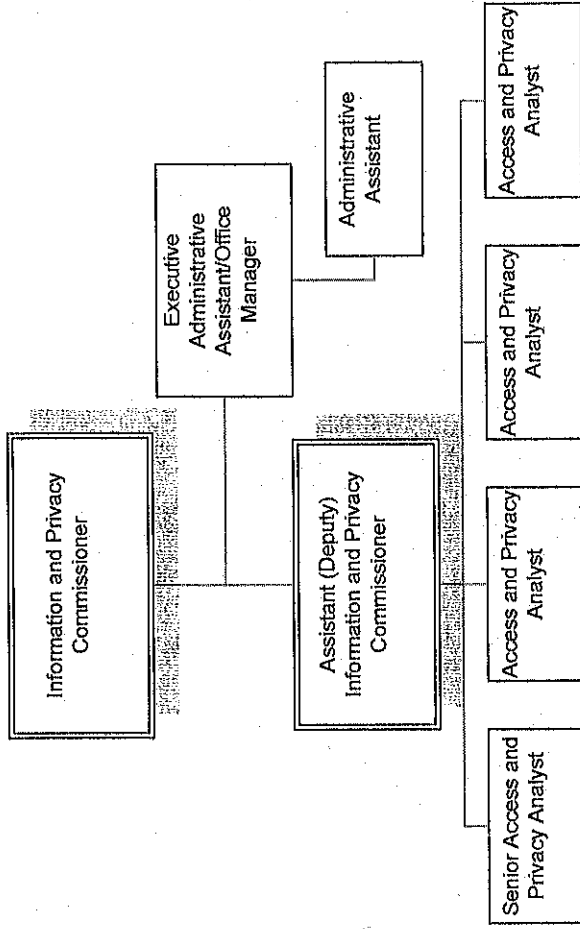


**APPENDIX D**  
**Summary of Organizational Changes**  
**Office of the Citizens' Representative**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Administrative Officer	Responsible for providing the overall administration of the Office including budget preparation and monitoring, case management, reception and intake functions related to complaints from citizens; and administrative support to the Citizens' Representative and staff of the Office.	The position is impacted by the restructuring in that it reports to the Assistant Citizens' Representative instead of directly to the Citizens' Representative.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and related changes.
Executive Secretary	Provides highly confidential executive secretarial/ research and administrative support to the Citizens' Representative ensuring the most efficient and effective operation of the Office.	This is a new position created to provide dedicated secretarial and research support to the Citizens' Representative; and is in accordance with general staffing principles throughout the public service, which support the provision of an executive secretary position to deputy minister and equivalent positions.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.

# Appendix E

## Proposed Organizational Structure Office of the Information and Privacy Commissioner April 22, 2008



**APPENDIX E**  
**Summary of Organizational Changes**  
**Office of the Information and Privacy Commissioner**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Assistant (Deputy) Information and Privacy Commissioner	Responsible for the direction of all day-to-day activities of the Office of the Information and Privacy Commissioner. The position provides strategic and operational leadership, policy advice, case consultation and directs the development of systemic activities and research agendas respecting government policies and legislation affecting access and privacy issues; directs the development of policies and practices that govern the administration of the Office and implementation of professional practices; and provides professional and consultative services to and on behalf of the public with respect to the public's right of access to information held by government departments, agencies, boards and municipalities and the collection, use and disclosure of personal information by these organizations.	The position is not impacted by the restructuring.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position.

**APPENDIX E**  
**Summary of Organizational Changes**  
**Office of the Information and Privacy Commissioner**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Senior Access and Privacy Analyst	Responsible for the investigation and research of decisions, acts or omissions of provincial government departments, agencies and corporations, educational bodies, health care bodies and local government bodies and custodians under authority of the <i>Access to Information and Protection of Privacy Act</i> (ATIPPA) and the proposed <i>Personal Health Information Act</i> . The position also provides advice and guidance to the Access and Privacy Analyst positions.	The position is not impacted by the restructuring; however, the title has changed from Senior Investigator to Senior Access and Privacy Analyst to more accurately reflect the scope and nature of the position.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and the change in title.
Access and Privacy Analyst (3)	Responsible for the investigation and research of decisions, acts or omissions of provincial government departments, agencies and corporations, educational bodies, health care bodies and local government bodies and custodians under authority of the ATIPPA and the proposed <i>Personal Health Information Act</i> .	The position is not impacted by the restructuring; however, the title has changed from Investigator to Access and Privacy Analyst to more accurately reflect the scope and nature of the position.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position and the change in title.

**APPENDIX E**  
**Summary of Organizational Changes**  
**Office of the Information and Privacy Commissioner**

Title of Position	Position Accountability	Comments Related to Change(s) in Duties/Responsibilities	Recommended Action
Executive Administrative Assistant/ Office Manager	Responsible for providing support to the Commissioner in fulfilling his mandate and ensuring administrative functions pertaining to the Office are handled in a timely manner so as to meet legislative deadlines as prescribed under the ATIPPA; and overseeing the day-to-day operations of the Office which includes a wide variety of budget/financial, administrative, facilities, human resources, information technology, procurement, communication and liaison functions.	The position is impacted by the restructuring by the addition of executive secretarial and administrative duties to the Office Manager position in support of a full-time Commissioner, the addition of the privacy provisions of the ATIPPA and an additional Access and Privacy Analyst position. The position has also been assigned supervisory responsibilities for a Secretary Receptionist position. The title has changed from Secretary/Office Administrator to Executive Administrative Assistant/ Office Manager.	A revised position description will be prepared to accurately reflect the duties and responsibilities of the position, related changes and change in title.
Administrative Assistant	Provides general secretarial, reception services and clerical support to the staff of the Office of the Information and Privacy Commissioner.	This is a new position created to provide support for the additional work load resulting from the proclamation of the privacy provisions of the ATIPPA and an additional Access and Privacy Analyst position.	A position description will be prepared to accurately reflect the duties and responsibilities of the position.

Office of the Chief Electoral Officer  
House of Assembly

## Organizational Structure Review

## PROPOSAL

The proposal, dated February 7, 2007, of the Chief Electoral Officer requesting an organizational review of the structure of the Office of the Chief Electoral Officer.

## BACKGROUND

The Office of the Chief Electoral Officer (OCEO) is created under the authority of the Elections Act, 1991. The duties of the Chief Electoral Officer include exercising general direction and supervision over the administrative conduct of elections. The activities of the Office of the Chief Electoral Officer are driven mainly by the occurrence of electoral events, including general elections and by-elections.

The Office has recently been audited by the Auditor General's Office which found a number of issues regarding excessive overtime, inaccurate accounting records, lack of internal controls, and lack of appropriate hiring procedures for temporary staff. The January 2007 Auditor General's Report recommended that:

"the OCEO use an objective process for hiring temporary employees and ensure compliance with the *Conflict of Interest Act*. The OCEO should also require prior written approval of all overtime and consider alternatives to current staffing arrangements to minimize overtime.

Furthermore, we recommend that the OCEO should:

- avoid conflict of interest situations with regards to purchasing;
- accurately maintain all accounting records;
- require that supporting documentation be reviewed prior to expenditures being approved for payment;
- comply with the *Public Tender Act*;
- require that all travel be in accordance with approved Journey Authorizations;
- make expenditures in accordance with established policies and procedures;
- monitor cellular telephone use; and
- comply with Government policy for reimbursing education expenditures."

Since the Auditor General's Report, Judge Green also reviewed the operations of the House of Assembly. As a result of that review, the Green Report has made a number of recommendations that affect the Chief Electoral Office including an additional role for the Chief Electoral Officer as Commissioner of Legislative Standards and the Clerk of the House now having responsibility for not only the financial and administrative support of the House but also of the Statutory Offices, excluding the Auditor General's Office.

The Office is requesting a review of the Office with recommendations for a revised structure that would better facilitate workflow and represent the evolving needs of the Office.

## **CURRENT AND PROPOSED STRUCTURE:**

The OCEO is located in St. John's and has 8 permanent staff and 1 temporary staff, with additional staff hired on a temporary basis, as necessary, during elections. The Chief Electoral Office currently has the following positions:

### **Existing Permanent Positions:**

**Chief Electoral Officer:** Position is responsible for the general direction and supervision over the administrative conduct of elections and functions as Commissioner of Legislative Standards.

**No change required.**

**Administrative Officer:** This position provides executive secretarial and administrative services to the Chief Electoral Officer and Commissioner of Legislative Standards; tracks annual filings and provides follow-up services to Ministers/Members for the Commissioner; schedules, plans and coordinates meetings and appointments, which includes planning and coordinating travel arrangements and itineraries; prepares agenda and related documents for committee meetings and prepares and distributes minutes; plans and coordinates the procurement of all goods and services; prepares and processes payments of all invoices, travel claims; reconciles petty cash account; assists the CEO in the preparation of the annual budget and the development of financial requirements and monitoring of expenditures during electoral events; assists in the preparation of budget estimates for special projects; provides monthly budget updates to CEO; collects financial data and prepares cost analysis reports; assists in the hiring of additional in-house personnel; prepares submission to payroll division; verifies and audits payroll transactions; prepares written reports to Payroll for corrections and/or changes; prepares records of employment for temporary employees and liaises with HRDC regarding question of insurability; processes payment of fees for returning officers and clerks for attendance at training sessions and following electoral event; and assists with Special Ballot Process, preparation of training materials and manuals and acting as Returning Officer Coordinator during electoral events.

**It is being recommended that this position should now be changed to an Executive Secretary to the Chief Electoral Officer because of the additional role of the Commissioner of Legislative Standards. The functions related to purchasing and financial management will be transferred to the Receptionist/Clerk position which will report to the new proposed Deputy Chief Electoral Officer position.**

**Director of Election Finance:** This position is responsible for developing, recommending and implementing financial policies, guidelines, procedures and criteria with respect to any election financial matters for political parties, district associations and non-affiliated parties; formulating, directing and coordinating the administrative support

plan to ensure that all requirements under the Elections Act are dealt with; planning, directing and conducting audits and regulating expenditures of the political parties, etc.; preparing, recommending and monitoring expenditures for the Electoral Office budget; preparing the financial component of the "CEO's Annual Report for the House; and responding to inquiries from elected representatives, party workers, corporations and the general public on election financing activities of the Electoral Office.

**It is being recommended that this position assume additional responsibility for overseeing the day-to-day operations of the Office including financial management, budget preparation and providing a consistent approach to policies, procedures. Research was conducted with other jurisdictions of similar size (PEI, Saskatchewan, Manitoba, Nova Scotia and New Brunswick) and each of these jurisdictions had a Deputy Chief Electoral Officer position. This position will be responsible for ensuring that government regulations and policies are followed and that efficiencies and alternatives be identified to eliminate some of the concerns addressed in the Auditor General's Report. It is recommended that this position be renamed to Deputy Chief Electoral Officer and reclassified accordingly.**

**Director of Election Operations:** This position is responsible for planning and developing operations manuals, training packages and procedural guidelines for the conduct of elections and enumerations; coordinating and supervising the administrative support plan needed to prepare, conduct and manage other staff on a project basis; direct the work of Returning Officers and Electoral Office support staff during the period of election/enumerations; monitor election/enumeration budget performance; provide operational input to the CEO and Electoral Advisory Committee on policies, procedures and legislative developments necessary to improve elections/enumerations; publish statistical reports for each election and provides input to the CEO's Annual Report to the House; responds to enquiries from elected officials, political parties and other electoral agencies and the general public on electoral/enumeration processes in the province.

**The position will now have a Policy/Training Officer and a Data Analyst position reporting to it and the reporting relationship will change to report to the new Deputy Chief Electoral Officer.**

**Departmental Programme Coordinator:** This position is responsible for the coordination and management of the Permanent List of Electors database and projects. Specific duties include preparing and negotiating initiatives with Elections Canada according to MOU; negotiating, developing and implementing data sharing agreements; developing and managing the voter education program to students; preparing budgets for projects and project teams and supervising delivery; supervising in-house training and assessing external/internal staff in register maintenance and electoral events; developing operating budget for register activity and monitoring variances; developing work plans and schedules for the production, maintenance and sharing of data information; identifying project activities, estimating personnel required, assigning activities to members and directing activities to ensure that project objectives are met; responding and ensuring resolution of all technical, operational and production enquiries; providing elector data to the Director of Election Finance for calculation of candidate subsidies; identifying needs and strategies for improvement and enhancement of systems, products



and services; designing, programming and implementing computer systems that facilitate collection and processing of information; and developing and maintaining internet and intranet

**This position has taken on additional supervisory responsibility for four permanent Clerk III positions that work on maintaining the voter registry since the last review was completed. It is also noted that while there is reference to the responsibility for designing, programming and implementing computer systems that facilitate the collection and processing of information, this is in reference to the Voter Registry. All of these functions support the overall Election Operation. It is recommended that this position should be at a management level as it not only supervises these permanent positions but also supervises a large number of temporary positions during various election projects.**

**Clerk III (4):** These positions report to the Departmental Programme Coordinator and are responsible for ensuring that the Voter Registry is updated and maintained. The positions also get involved in the Special Ballot Process as required.

**No change to these positions.**

**Positions to be converted from temporary to permanent:**

**Receptionist (Temporary Position):** The Office of the Chief Electoral Officer receives many visits from the public and government officials and a large volume of calls. During an election, the foot traffic and phone calls significantly increase at a time when the Office hires a number of temporary people to handle just this function. The Office currently has a temporary Receptionist and feels that a permanent position would facilitate a smoother flow to the operations and the position could assist in other clerical functions relating to purchasing, assisting with review of monthly financial reports and maintaining the library.

**This position will take on an increased clerical role with regards to purchasing, maintenance of the library and assisting the Deputy Clerk with reviewing financial reports.**

**Positions to be created:**

**Data Analyst (New Position):** In the past, the Office of the Chief Electoral Officer has contracted a Computer Support Specialist from the Economics and Statistics Branch, Department of Finance on a regular basis for the last number of years to develop website, develop computer programs, etc. This has cost the Chief Electoral Office approximately \$50,000 this year so far. With the Office becoming more computerized, the Office now requires a full-time position to develop and maintain a computerized inventory system, to deal with the issue of electronic voting, to manage and maintain a digitized mapping system, and to handle the data exchange between the province and the federal government. This position will report to the Director of Election Operations as that position has the broader responsibility and knowledge of the full election process. Some of the work being performed by the Data Analyst crosses over into the Voter

Registry Section and therefore will also get expert advise and direction from the Manager of the Registry.

**Policy/Training Officer (New Position):** The Chief Electoral Office has identified the lack of policy/procedural manuals as a concern for them as they are relying in some cases on one individual to have a knowledge of the election operations/processes. This new position would be responsible for developing, maintaining and updating a policy/procedural manual for elections operations; developing and delivering training; preparing reports for special projects; and preparing for special ballot offices. This new position will report to the Director of Election Operations as that position is accountable for legislative/policy development, training and for the overall operations of elections.

#### ANALYSIS:

- The Auditor General identified a number of issues related to overtime, purchasing and financial management within the Office of the Chief Electoral Officer.
- The creation of the Deputy Chief Electoral Officer position will provide a consistent and cohesive approach to planning and managing the operations within the Office. The Chief Electoral Officer is appointed by Cabinet and approved by the House. As a result, the appointments are subject to change and there have been a number of appointments to this position over the last number of years.
- With the Director of Election Finance taking on additional responsibility for the operations of the Office and some of the issues identified by the Auditor General, there will now be a requirement for the Receptionist position to become permanent and take on additional responsibility to provide assistance to the Deputy CEO position in the areas of financial management, purchasing, liaison with the House of Assembly financial staff and maintaining the library.
- The Office has become more advanced with regards to computer programs especially as it relates to data-exchange with federal government, future electronic voting, digitized mapping and support to a jurisdictional computer system, and therefore requires a permanent Data Analyst position. This new position will eliminate the cost of contracting the Computer Support Specialist from the Economics and Statistics Branch (\$50,000 this year) and will be able to create a computerized technical knowledge base within the Office.
- The Office has a lack of policies and procedures with regards to elections operations and therefore requires a permanent position to develop and maintain these policies/procedures, to develop and deliver training and to provide assistance with special projects that arise within the Office.

#### RECOMMENDATIONS:

It is recommended that, subject to available funding and classification review, that:

- The revised organizational structure for the Office of the Chief Electoral Officer be approved as per the attached organizational chart.
- Two (2) new positions be created: Data Analyst and Policy/Training Officer.

- The position of Receptionist be converted from temporary to permanent and given more clerical functions.
- The position of Director of Election Finance be renamed Deputy Chief Electoral Officer and reclassified accordingly.
- All affected positions be submitted for classification review.

**House of Assembly Management Commission  
Briefing Note**

**Title:** Whistleblower Provisions – Explanatory Material

**Issue:** Approval of the Disclosure of Wrongdoing pamphlet by the Commission

**Background:**

- The *House of Assembly Accountability, Integrity and Administration Act* (the Act), which came into force on June 14, 2007, provides for the public interest disclosure of wrongdoing (“whistleblower” provision) related to the House of Assembly. This provides a means for employees of the public service to confidentially reveal any observed financial mismanagement within the House of Assembly and the Statutory Offices.
- The Office of the Citizens’ Representative is responsible under the Act for the investigations of matters related to allegations of wrongdoing.
- Recommendation 21(6) of the Green report states that:

“The Clerk should be tasked with undertaking at an early date the development of explanatory material relating to the program, and how it should be used, for approval by the Commission, and then for general distribution to members of the public service and MHAs, stressing the importance of the program and its full support by the Commission.”
- The attached pamphlet “Disclosure of Wrongdoing” has been prepared by the Office of the Citizens’ Representative and the Office of the Clerk.

**Action Required:**

- The Commission approves the “Disclosure of Wrongdoing” pamphlet, dated April, 2008.

Drafted by: Marie Keefe

Approved by: Wm. MacKenzie

Date: April 16, 2008



**OFFICE OF THE  
CITIZENS'  
REPRESENTATIVE**

**DISCLOSURE  
OF  
WRONGDOING**

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Q. What is wrongdoing? Q

A. Wrongdoing means something done by a Member of the House of Assembly, the Speaker, an officer of the House of Assembly or a Statutory Office or by an employee of the House of Assembly or a Statutory Office that A

- is not permitted under the *House of Assembly Accountability, Integrity and Administration Act*

- shows a gross mismanagement of public money that is contrary to the Codes of Conduct that apply to these people

- does not disclose something that is required to be disclosed under the *House of Assembly Accountability, Integrity and Administration Act* Q

- is an action that directs or counsels a person to do any of the above. A

Q. Do you know of a wrongdoing and what can you do about it?

A. An employee of the government and an employee of the House of Assembly service or of its Statutory Offices (Chief Electoral Office, Commissioner for Members' Interests, Child and Youth Advocate, Information and Privacy Commissioner and Citizens' Representative) may report a wrongdoing to the Office of the Citizens' Representative.

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Q. How do I report a wrongdoing?

A. There is a form for disclosures of wrongdoing on the Citizens' Representative Website. This form shows the information that is required in order to make a disclosure of a wrongdoing.

You can report a wrongdoing to:

- your supervisor

- the Clerk of the House of Assembly  
-a member of the Audit Committee  
of the House of Assembly

- the Office of the Citizens'  
Representative, and ask to speak to  
an investigator about the disclosure  
of a wrongdoing.

Q. What is the contact information?

A. The Office of the Citizens' Representative can be reached at:

(709) 729-7647 or

1-800-559-0079

Email : [citrep@gov.nl.ca](mailto:citrep@gov.nl.ca)

Website:

[www.hoa.gov.nl.ca/hoa/links/Citrep/citizen.html](http://www.hoa.gov.nl.ca/hoa/links/Citrep/citizen.html)

Mailing Address:

Office of the Citizens' Representative  
4<sup>th</sup> Floor Beothuck Building  
20 Crosbie Place  
St. John's, NL, A1B 3N7

The Clerk of the House of Assembly can be reached at (709) 729-3405

A member of the Audit Committee of the House of Assembly can be reached at (709) 729-6670.

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- Q. What happens to my disclosure of wrongdoing?
- A. Your report or disclosure of a wrongdoing will be looked into and may lead to a formal investigation. A report may be written and sent to you and to an appropriate person outlining findings and recommendations.
- Q. Will others know that I made the disclosure?
- A. The identity of a person who makes a disclosure will not be released unless required by law and except as needed to carry out an investigation. The Citizens' Representative and all of the staff of his or her office carry out investigations privately and are sworn to secrecy.
- Q. What if I am not sure that there is a wrongdoing?
- A. Please contact the Citizens' Representative Office for more information or advice.
- Q. What if I am disciplined or my job is affected because of my disclosure or looking for advice on making a disclosure?
- A. Threats, discipline, demotion, termination of employment and things that might affect your career and working conditions are not permitted by law and can be reported to the Citizens' Representative Office for referral to the Labour Relations Board for a hearing and decision on the action taken against you.
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- Q. I am a supervisor. What do I do if a disclosure of wrongdoing is made to me?
- A. You must forward the disclosure to the Office of the Citizens' Representative.
- Q. I work for the Office of the Citizens' Representative. How do I make a disclosure of wrongdoing in that Office?
- A. You can make your disclosure to the Commissioner of Legislative Standards at 729 - 0714

**The Office of the Citizens' Representative recognizes that reporting on and disclosing wrongdoing requires integrity, bravery and trust. We are committed to the highest standards of confidentiality and professionalism in all investigations.**

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**House of Assembly  
Province of Newfoundland  
and Labrador**

**Office of the Citizens'  
Representative**

4th Floor, Beothuk Building  
20 Crosbie Place,  
P.O. Box 8400  
St. John's, NL A1B 3N7  
Telephone: (709) 729-7647 or  
(800) 559-0079  
Facsimile: (709) 729-7696  
Email: [citrep@gov.nl.ca](mailto:citrep@gov.nl.ca)

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April, 2008

**House of Assembly Management Commission  
Briefing Note**

**Title:** Standard Office Allocation

**Issue:** Revisions to the standard office allocation for the office furniture, equipment package and services pursuant to subsection 25 (1) of the Members' Resources and Allowance Rules.

**Background:**

- Under the Rules, Members are entitled to a standard office allocation including office furniture, equipment and services as approved by directive of the House of Assembly Management Commission.

- Section 25 (1) of the Rules states:

*“A member is entitled to office furniture, equipment and services for his or her constituency office based on a standard office allocation approved by directive of the commission and may include:*

- a) an office furniture and equipment package;*
- b) artwork from the Government procurement program;*
- c) telephone and facsimile services;*
- d) a computer or laptop computer;*
- e) personal data communication services;*
- f) internet services; and*
- g) other items that may be identified and approved by a directive of the commission.”*

- The Commission approved a standard office furniture, equipment and services package for Members and their constituency assistants at the August 29, 2007 meeting of the Commission.
- A stand for the combination printer/fax/copier/scanner machine and a stand for the printer were omitted from this package. Due to the size of the desks for the Member and the constituency assistant and the size of each of the units, there is not enough space on either desk for these units. Therefore, it is recommended that the Commission approve an additional stand (for both printer/fax/copier/scanner unit and printer)and/or stands (separate stand for each unit) to be added to the standard office package.
- It is also recommended that the Commission delegate authority to the Clerk of the House of Assembly to approve items to be added to the package as additional requirements are identified.

**Action Required:**

- It is recommended that the Commission issue the following directive:

Directive:

[Rules-Subsection 25(1)]

Pursuant to subsection 25(1) of the Members' Resources and Allowances Rules, the Commission directs that the standard office allocation shall also include:

- > Stand for combination unit (Printer/Fax/Copier/Scanner)
- > Stand for Printer
- > Other furniture and equipment as pre-approved for purchase by the Clerk of the House of Assembly.

Drafted by: Marlene Lambe

Approved by: Wm. MacKenzie

15 April 2008