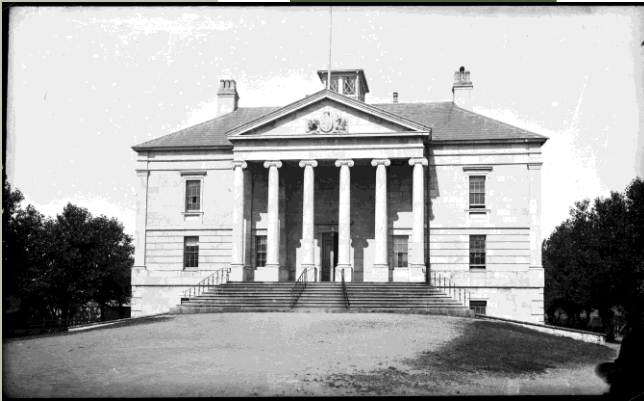
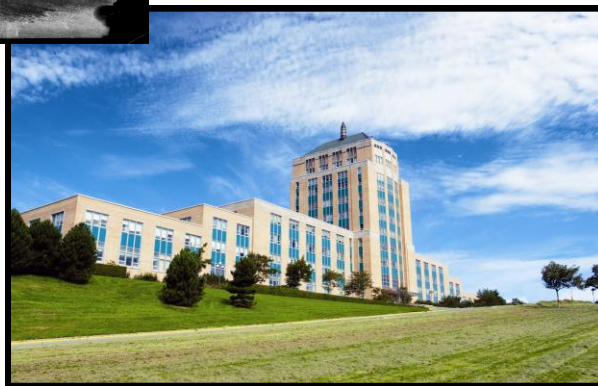


House of Assembly  
Newfoundland & Labrador



Colonial Building  
1850-1959

Confederation Building  
1960-present



# *2017-18*

# *Annual Performance Report*

House of Assembly Service





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## ***MESSAGE FROM SPEAKER***



I am pleased to present the 2017-18 Annual Performance Report of the House of Assembly Service (HOAS). This report outlines the accomplishments of the HOAS toward the objectives for the reporting period as identified in the 2017-20 Activity Plan.

The HOAS was established by statute in the **House of Assembly Accountability, Integrity and Administration Act** to support the functioning of the House of Assembly and its committees, the Management Commission and Members of the House of Assembly.

This report was prepared under my direction in accordance with the **Transparency and Accountability Act** for a Category 3 entity. As the Speaker, I am accountable for the actual results reported in this document.

**Hon. Perry Trimper, MHA**  
Speaker of the House of Assembly



## OVERVIEW

The House of Assembly Service (HOAS) was established by statute in the **House of Assembly Accountability, Integrity and Administration Act** to support the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

As of March 31, 2018, the House of Assembly Service had 52 permanent, sessional and temporary employees (37 female and 14 male). This includes the Speaker, the Clerk, and employees of the Office of the Clerk, Corporate and Members' Services and Information Management.

The Speaker is the impartial presiding officer of the House, the guardian of its rights and privileges, and is Chair of the House of Assembly Management Commission. The Office of the Speaker provides support to the Speaker in carrying out these duties and responsibilities.

The Office of the Clerk supports the activities of the Clerk of the House of Assembly in all parliamentary and administrative matters. It provides support services to all Committees of the House of Assembly, and provides full policy and administrative support to the House of Assembly Management Commission.

The Corporate and Members' Services Division provides services in Accounts Payable; Financial Planning and Reporting; General Operations and Purchasing; and Human Resources and Payroll Administration. The Information Management Division includes the services of the Legislative Library, Broadcast Centre, Hansard and Records Management.

### Contact Information:

The Office of the Clerk  
House of Assembly  
Main Floor, East Block  
Confederation Building  
St. John's, NL  
A1B 4J6

Telephone: 709-729-3405  
Facsimile: 709-729-4820

Email: [clerkhoa@gov.nl.ca](mailto:clerkhoa@gov.nl.ca)  
Website: [www.assembly.ca](http://www.assembly.ca)



## ***HIGHLIGHTS & PARTNERSHIPS***

The House of Assembly launched a redesigned website on December 4, 2017. The new website still contains the same important information for the public regarding the parliamentary process, Members of the House of Assembly, and other aspects of our operations; but also incorporates improvements such as the use of adaptive design providing optimal functionality of most content on mobile devices. The new website allows the Legislature to uphold its high standards of proactive disclosure and transparency, while improving accessibility through changes in organization, design and functionality.

Another significant achievement during the reporting period was the development and launch of educational videos on the history of democracy in Newfoundland and Labrador; the House of Assembly Chamber; and Business of the House. All of the work for this project, including script development, graphic design and video production was completed in house, in a short period of time, using existing resources. The videos are available on the House of Assembly website, and support our outreach initiatives to better educate citizens on the role of democracy. They also help us to extend our reach in the province so that those who are unable to visit in person can still experience the Legislature and its work.

In June, 2017 the House of Assembly Service assumed responsibility for tours of the Legislature, which was previously provided by the Executive Branch. The tour program underwent extensive review, and significant changes were made to both the organization and execution of the tours. This included implementation of a daily drop-in schedule (for groups of 10 or less) from June to October; and significant changes to the tour script to make it more engaging and interactive. There were also modified tour scripts developed, so that tours can be customized to meet the needs of the target audience (specifically for younger audiences, or ESL learners). The House of Assembly also developed and designed a postcard containing interesting facts and photos about the Legislature and the Chamber. These are provided to visitors and school groups as a memento of the visit.



## ***REPORT ON PERFORMANCE***

Maintaining the principles of accountability and openness will always be a priority for the House of Assembly Service. A review of its lines of business with a forward-looking approach has identified the following priority areas over the 2017-20 planning cycle.

### **ISSUE 1: SUPPORT TO THE HOUSE OF ASSEMBLY MANAGEMENT COMMISSION**

The House of Assembly Management Commission establishes, implements and controls financial and administrative policies applicable to the House of Assembly, the House of Assembly Service and the Statutory Offices. The Commission oversees the finances of the House of Assembly including its budget, revenues, expenses, assets and liabilities. It ensures the proper administration of allowances for Members, as well as reimbursement and payment of their expenditures.

The support of the House of Assembly Service is critical to the Commission in carrying out its mandate as established in the **House of Assembly Accountability, Integrity and Administration Act**. The HOAS conducts research of issues; prepares briefing notes and other materials for Commission meetings; prepares and tracks Minutes of all meetings; and ensures that all necessary work to properly action the decisions of the Commission is carried out.

#### **Objectives:**

**By March 31, 2018**, the House of Assembly Service will have supported the operations of the House of Assembly Management Commission.

<i>Planned Results</i>	<i>Actual Results</i>
Conducted research and prepared all briefing materials necessary for meetings of the Commission.	The House of Assembly Management Commission held a total of eight (8) meetings throughout the reporting period. Research was conducted, and briefing materials and other supporting documents were prepared as required for each meeting. All briefing materials (except for <i>in camera meetings</i> ) can be viewed at: <a href="http://www.assembly.nl.ca/ManComm/Meetings/">www.assembly.nl.ca/ManComm/Meetings/</a>
Prepared and distributed Minutes of all Commission meetings.	The Minutes for all meetings of the Commission were prepared, approved,



<i>Planned Results</i>	<i>Actual Results</i>
	distributed, tabled in the House of Assembly, and posted to the House of Assembly website as required under the <i>House of Assembly Accountability, Integrity and Administration Act</i> . All Minutes for the reporting period can be viewed at: <a href="http://www.assembly.nt.ca/ManComm/Meetings/">www.assembly.nt.ca/ManComm/Meetings/</a>
Tracked all decisions of the Commission and completed the work necessary to properly action them.	A total of 45 decisions were made by the Management Commission during the reporting period. All decisions of the Commission have been appropriately actioned and completed where possible.
Updated and maintained manuals and templates that support the work of the Commission as necessary.	A review of the existing Policy and Procedures Manual of the Management Commission was completed during the reporting period. A revised manual was drafted, reflecting minor changes to the operations and processes of the Commission in recent years; incorporating a new layout and structure of content. The revised policy and procedures manual will be brought forward to the Commission for approval at a future meeting.

### Discussion of Results

The House of Assembly Service fulfilled its mandate to support the operations of the House of Assembly Management Commission throughout the 2017-18 reporting period by ensuring that briefing materials and supporting documents were prepared and distributed for all meetings; Minutes were approved, distributed and tabled; and that decisions of the Commission were appropriately actioned and completed where possible.

Briefing materials for all regular meetings of the Management Commission are posted to the House of Assembly website, as well as all approved Minutes, directives and rule amendments.



**Objectives:**

By **March 31, 2019**, the House of Assembly Service will have supported the operations of the House of Assembly Management Commission.

**Indicators:**

- Conducted research and prepared all briefing materials necessary for meetings of the Commission.
- Prepared and distributed Minutes of all Commission meetings.
- Tracked all decisions of the Commission and completed the work necessary to properly action them.
- Updated and maintained manuals and templates that support the work of the Commission as necessary.

As the focus of the House of Assembly Service will remain consistent, it will report on the objective and indicators noted above for the year ended **March 31, 2020**.





**ISSUE 2: SUPPORT TO MEMBERS OF THE HOUSE OF ASSEMBLY**

A main line of business for the House of Assembly Service is providing support to the forty Members of the House of Assembly. The HOAS is responsible for ensuring that all Members have the tools and resources they require to effectively carry out their role as elected officials. While supports and services are provided to Members on an ongoing basis, the volume of work required by the HOAS is increased following general elections and by-elections. A provincial general election will take place during the upcoming reporting cycle. This will require a great deal of additional planning and work by the HOAS to ensure the necessary tools and resources are in place to meet the needs of both the incoming and outgoing Members.

**By March 31, 2018**, the House of Assembly Service will have continued to provide the necessary support to Members of the House of Assembly.

**Indicators:**

<i>Planned Results</i>	<i>Actual Results</i>
Revised and updated Member guides, manuals and orientation materials as required.	Revisions to the Members' Administration Guide were completed during the reporting period as a result of the implementation of accepted recommendations of the 2016 Members' Compensation Review Committee (MCRC). An electronic version of the Guide was distributed to all MHAs and Constituency Assistants, and posted to the House of Assembly website.
Provided training and orientation to newly elected Members and their staff as required.	There was one newly elected Member during the reporting period as a result of a by-election in the District of Mount Pearl North. Training was provided to both the Member and the Constituency Assistant regarding the role of an MHA; applicable allowances and resources; records management; and parliamentary procedures.
Provided ongoing services to Members as required to support them in carrying out their roles.	Non-partisan services were provided to all Members. This included support in submitting and processing expense claims; purchasing goods and services;



<i>Planned Results</i>	<i>Actual Results</i>
	parliamentary advice; tendering, acquiring and setting up constituency officers; as well as library services such as research and reference.

### Discussion of Results

The core mandate of the House of Assembly Service is to provide non-partisan support, services and advice to all forty Members to assist them in carrying out their role as elected officials. A wide variety of services are provided to Members on a daily basis ranging from expense claims processing, purchasing of goods and services, library referencing and research, acquiring and setting up constituency offices, and providing parliamentary advice.

There was one by-election during the reporting period (on November 21, 2017), resulting in a newly-elected Member for the District of Mount Pearl North. Both the Member and the Constituency Assistant were provided with the necessary training and orientation required to carry out their roles and responsibilities.

### Objectives:

**By March 31, 2019**, the House of Assembly Service will have continued to provide the necessary support to Members of the House of Assembly.

#### **Indicators:**

- Revised and updated Member guides, manuals and orientation materials as required.
- Provided training and orientation to newly elected Members and their staff as required.
- Provided ongoing services to Members as required to support them in carrying out their roles.

As the focus of the House of Assembly Service will remain consistent, it will report on the objective and indicators noted above for the year ended **March 31, 2020**.



## ***OPPORTUNITIES & CHALLENGES***

On May 2, 2018, following allegations of harassment between MHAs, the House of Assembly unanimously passed a Private Members' Resolution, which ordered the Standing Committee on Privileges and Elections to undertake the development of a Legislature-specific harassment-free workplace policy. Work has been ongoing since the passing of the resolution, including jurisdictional research; analysis of applicable legislative and policy provisions; and the development of a strategy for the Committee to consult with Members, employees, and with independent groups who have experience and expertise in handling harassment complaints. The Committee will require extensive support from the House of Assembly Service in the coming months, as it works to develop recommendations for a legislature-specific policy. In accordance with parliamentary procedures, the recommendations will be reported back to the House of Assembly for debate and vote. The Executive Branch Harassment-Free Workplace Policy, effective June 1, was adopted by the Management Commission in the interim, to apply to MHAs using a adjusted complaint and resolution process.

As of November 2018, the Legislature will be entering the final year of the current general assembly. The transition from one general assembly to the next (following a general election) requires significant preparation, planning and execution of the House of Assembly Service to ensure readiness for the period following (swearing-in of Members; orientation/training for Members and development of related materials; office set-up and provision of other resources). While some of this work will not commence until the general election has concluded, substantial preparation is required to ensure readiness. A challenge for the House of Assembly Service is ensuring that the necessary preparation is completed on time, while simultaneously providing support services to the 40 Members of the current general assembly.



## FINANCIAL INFORMATION

Audited financial information will be included in the Annual Report of the House of Assembly Management Commission, to be tabled by the Speaker during the next sitting of the House.

REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND			
LEGISLATURE			
Statement of Expenditure and Related Revenue			
FOR THE YEAR ENDED 31 MARCH 2018			
	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
<b>1.1.01. ADMINISTRATIVE SUPPORT</b>			
01. Salaries	1,916,020	1,924,800	1,854,800
Operating Accounts:			
<i>Employee Benefits</i>	3,660	4,500	4,500
<i>Transportation and Communications</i>	46,742	61,300	61,300
<i>Supplies</i>	22,859	36,200	36,200
<i>Professional Services</i>	56,240	71,100	71,100
<i>Purchased Services</i>	36,851	62,000	62,000
<i>Property, Furnishings and Equipment</i>	49,281	86,800	92,500
02. Operating Accounts	215,633	321,900	327,600
	<u>2,131,653</u>	<u>2,246,700</u>	<u>2,182,400</u>
02. Revenue - Provincial	(625)	-	-
<b>Total: Administrative Support</b>	<u>2,131,028</u>	<u>2,246,700</u>	<u>2,182,400</u>
<b>1.1.02. LEGISLATIVE LIBRARY AND RECORDS MANAGEMENT</b>			
01. Salaries	646,706	660,500	660,500
Operating Accounts:			
<i>Employee Benefits</i>	1,907	2,000	900
<i>Transportation and Communications</i>	4,511	8,400	10,200
<i>Supplies</i>	47,006	47,700	47,000
<i>Purchased Services</i>	8,175	8,500	8,500
02. Operating Accounts	61,599	66,600	66,600
<b>Total: Legislative Library and Records Management</b>	<u>708,305</u>	<u>727,100</u>	<u>727,100</u>



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.03. HANSARD AND THE BROADCAST CENTRE</b>			
01. Salaries	<b>620,297</b>	638,000	638,000
Operating Accounts:			
<i>Employee Benefits</i>	<b>600</b>	600	600
<i>Transportation and Communications</i>	<b>10,258</b>	11,300	7,300
<i>Supplies</i>	<b>17,899</b>	21,900	21,900
<i>Purchased Services</i>	<b>184,337</b>	202,700	248,500
<i>Property, Furnishings and Equipment</i>	<b>109,950</b>	110,000	10,000
02. Operating Accounts	<b>323,044</b>	346,500	288,300
<b>Total: Hansard and the Broadcast Centre</b>	<b>943,341</b>	984,500	926,300
<b>1.1.04. MEMBERS' RESOURCES</b>			
01. Salaries	<b>6,105,713</b>	6,329,600	6,463,600
Operating Accounts:			
<i>Transportation and Communications</i>	<b>10</b>	5,200	5,200
<i>Purchased Services</i>	<b>1,675</b>	10,000	10,000
02. Operating Accounts	<b>1,685</b>	15,200	15,200
09. Allowances and Assistance	<b>1,379,873</b>	2,309,800	2,363,800
10. Grants and Subsidies	<b>1,426</b>	1,500	1,500
	<b>7,488,697</b>	8,656,100	8,844,100
02. Revenue - Provincial	<b>(41,990)</b>	-	-
<b>Total: Members' Resources</b>	<b>7,446,707</b>	8,656,100	8,844,100



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.05. HOUSE OPERATIONS</b>			
01. Salaries	<b>185,634</b>	212,400	212,400
Operating Accounts:			
<i>Employee Benefits</i>	<b>9,099</b>	9,100	5,900
<i>Transportation and Communications</i>	<b>58,671</b>	122,500	125,700
<i>Supplies</i>	<b>11,594</b>	14,500	14,500
<i>Professional Services</i>	<b>720</b>	3,900	3,900
<i>Purchased Services</i>	<b>27,879</b>	31,500	31,500
<i>Property, Furnishings and Equipment</i>	<b>834</b>	1,700	1,700
02. Operating Accounts	<b>108,797</b>	183,200	183,200
10. Grants and Subsidies	<b>10,924</b>	11,500	11,500
<b>Total: House Operations</b>	<b>305,355</b>	407,100	407,100
<b>1.1.06. GOVERNMENT MEMBERS CAUCUS</b>			
01. Salaries	<b>590,762</b>	591,000	567,200
Operating Accounts:			
<i>Employee Benefits</i>	-	1,700	1,700
<i>Transportation and Communications</i>	<b>17,898</b>	19,000	23,000
<i>Supplies</i>	<b>12,004</b>	13,200	13,200
<i>Purchased Services</i>	<b>11,921</b>	14,000	10,000
<i>Property, Furnishings and Equipment</i>	<b>2,820</b>	3,200	3,200
02. Operating Accounts	<b>44,643</b>	51,100	51,100
10. Grants and Subsidies	<b>41,356</b>	41,400	41,400
<b>Total: Government Members Caucus</b>	<b>676,761</b>	683,500	659,700



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.07. OFFICIAL OPPOSITION CAUCUS</b>			
01. Salaries	860,808	927,700	927,700
Operating Accounts:			
<i>Employee Benefits</i>	1,702	2,500	2,500
<i>Transportation and Communications</i>	19,966	75,900	75,900
<i>Supplies</i>	8,612	19,900	19,900
<i>Purchased Services</i>	11,466	18,700	18,700
<i>Property, Furnishings and Equipment</i>	3,219	4,700	4,700
02. Operating Accounts	44,965	121,700	121,700
10. Grants and Subsidies	11,409	11,500	11,500
<b>Total: Official Opposition Caucus</b>	<b>917,182</b>	<b>1,060,900</b>	<b>1,060,900</b>
<b>1.1.08. THIRD PARTY CAUCUS</b>			
01. Salaries	392,595	392,600	352,400
Operating Accounts:			
<i>Employee Benefits</i>	-	1,000	1,000
<i>Transportation and Communications</i>	6,981	9,300	13,600
<i>Supplies</i>	4,565	4,900	7,800
<i>Purchased Services</i>	10,364	12,200	5,900
<i>Property, Furnishings and Equipment</i>	2,734	2,800	1,900
02. Operating Accounts	24,644	30,200	30,200
10. Grants and Subsidies	11,409	11,500	11,500
<b>Total: Third Party Caucus</b>	<b>428,648</b>	<b>434,300</b>	<b>394,100</b>
TOTAL: HOUSE OF ASSEMBLY	<b>13,557,327</b>	15,200,200	15,201,700
TOTAL: HOUSE OF ASSEMBLY	<b>13,557,327</b>	15,200,200	15,201,700