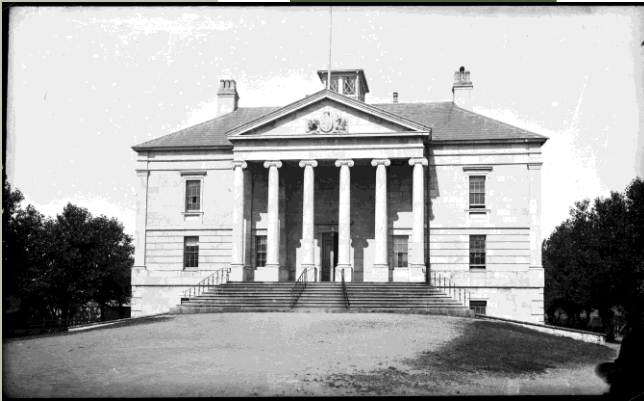


House of Assembly
Newfoundland & Labrador



Colonial Building
1850-1959

Confederation Building
1960-present



2018-19 ***Annual Performance Report***

House of Assembly Service





TABLE OF CONTENTS

Message	1
Overview	2
Highlights & Partnerships	3
Report on Performance	4
<i>Issue 1 : Support to the House of Assembly Management Commission</i>	4
<i>Issue 2: Support to Members of the House of Assembly</i>	7
Opportunities & Challenges	9
Financial Information	10



I am pleased to present the 2018-19 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 (acting), I am accountable for the actual results reported in this document.

A handwritten signature in black ink that reads "Scott Reid". The signature is written in a cursive, flowing style.

Scott Reid, MHA

Speaker of the House of Assembly (acting)



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, 2019, the House of Assembly Service had the following number of employees (this includes permanent, sessional and temporary employees in Office of the Speaker, Office of the Clerk, Corporate and Members' Services Division and Information Management Division):

- Female: 45
- Male: 20
- Total: 65*

**During the 2018-19 fiscal year, the HOAS provided transcription and broadcast support to the Commission of Inquiry on the Muskrat Falls Project, which accounts for the increase in employment statistics from the previous fiscal year.*

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:

Office of the Clerk - House of Assembly
Main Floor, East Block - Confederation Building
St. John's, NL A1B 4J6
Telephone: 709-729-3405
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Website: www.assembly.ca



HIGHLIGHTS & PARTNERSHIPS

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 (PEC) to undertake the development of a Legislature-specific harassment-free workplace policy. The work of the Committee required a significant amount of support from the House of Assembly Service, including extensive cross-jurisdictional research and an analysis of applicable legislative and policy provisions. A significant portion of the work conducted throughout the Summer and Fall 2018 was focused on consultations as required by the resolution with Members, employees, and independent/external groups. The Committee tabled an interim report in the House of Assembly on November 21, 2018, and its final report and the proposed policy on April 8, 2019.

Following the tabling of the interim report of the Privileges and Elections Committee, the House adopted the report's only recommendation (which constituted an Order of the House) that all 40 MHAs complete 4-day mandatory respectful workplace training. A significant amount of work was also required by the HOAS in implementing this Order of the House related to scheduling, logistics and ensuring Members' attendance at the training.

In addition to the above-noted, there were a number of other priorities and projects of the HOAS in the 2018-19 fiscal year. Hansard and Broadcast Services of the Information Management Division provided transcription and broadcast support to the Commission of Inquiry on the Muskrat Falls Project, which commenced in May 2018 and was ongoing throughout the entire reporting period. In May 2018, the House of Assembly launched for the first time French content on its newly redeveloped website, an initiative that was supported by the Office of French Services in the Executive branch. In January 2019, the House of Assembly hosted Speakers and Deputy Speakers from legislatures across Canada in Happy Valley-Goose Bay for the 36th Canadian Presiding Officers Conference.



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, 2019, 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 nine (9) 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: www.assembly.nl.ca/ManComm/Meetings/
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 House of Assembly Accountability, Integrity and Administration Act . All Minutes for the reporting period can be viewed at: www.assembly.nl.ca/ManComm/Meetings/
Tracked all Minutes of the Commission and completed the work necessary to properly action them.	A total of 47 Minutes were issued by the Management Commission during the reporting period. All Minutes 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 is 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 2018-19 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, 2020, 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 Minutes 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.



ISSUE 2: SUPPORT TO MEMBERS OF THE HOUSE OF ASSEMBLY

A main line of business for the HOAS 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 increases following general elections and by-elections. A provincial general election took place on May 16, 2019 requiring significant planning and work by the HOAS to ensure the necessary tools and resources were in place to meet the needs of both the incoming and outgoing Members. That work will be reported on in the next annual performance report for the 2019-20 period.

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:

<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 as required during the reporting period. 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 were two new Members elected during the reporting period as a result of by-elections in the Districts of Windsor Lake and Topsail-Paradise. Training and orientation was provided to both the Member and the Constituency Assistant for both Districts 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; parliamentary advice; tendering, acquiring and setting up constituency



<i>Planned Results</i>	<i>Actual Results</i>
	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 reference and research, acquiring and setting up constituency offices, managing records, and providing parliamentary advice.

There were two by-elections during the reporting period resulting in newly-elected Members for the Districts of Windsor Lake and Topsail-Paradise. Both the Member and the Constituency Assistant for those Districts were provided with the necessary training and orientation required to carry out their roles and responsibilities.

Objectives:

By March 31, 2020, 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.



OPPORTUNITIES & CHALLENGES

The transition from one general assembly to another (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). The 48th General Assembly was dissolved on April 17, 2019 (a provincial general election took place on May 16, 2019), and the 49th General Assembly was formally constituted on June 10, 2019 with the swearing-in of Members.

While some of the work related to the transition between general assemblies did not commence until the general election had concluded, substantial preparation was required to ensure readiness. As the provincial general election was initially scheduled to take place during the Fall 2019, the change in date resulted in a shorter timeframe to complete necessary preparation. The Legislature reconvening shortly after the provincial election also presented challenges for transitioning Members to a new general assembly, while also supporting a sitting of the House and the budget process. Further details on this work will be outlined in the next annual performance report (for 2019-20).



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 Fall sitting of the House.

75

REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE
Statement of Expenditure and Related Revenue
FOR THE YEAR ENDED 31 MARCH 2019

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.01. ADMINISTRATIVE SUPPORT			
01. Salaries	1,638,867	1,753,800	1,854,800
Operating Accounts:			
Employee Benefits	2,723	4,500	4,500
Transportation and Communications	42,060	61,300	61,300
Supplies	18,031	36,200	36,200
Professional Services	41,624	61,100	61,100
Purchased Services	31,263	59,400	62,000
Property, Furnishings and Equipment	48,430	66,000	92,500
02. Operating Accounts	184,131	288,500	317,600
	1,822,998	2,042,300	2,172,400
02. Revenue - Provincial	(2,768)	-	-
Total: Administrative Support	1,820,230	2,042,300	2,172,400
1.1.02. LEGISLATIVE LIBRARY AND RECORDS MANAGEMENT			
01. Salaries	655,411	660,500	660,500
Operating Accounts:			
Employee Benefits	2,197	2,200	900
Transportation and Communications	6,248	8,900	10,200
Supplies	46,807	47,000	47,000
Purchased Services	8,357	8,500	8,500
02. Operating Accounts	63,609	66,600	66,600
Total: Legislative Library and Records Management	719,020	727,100	727,100



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.03. HANSARD AND THE BROADCAST CENTRE			
01. Salaries	599,190	638,000	638,000
Operating Accounts:			
<i>Employee Benefits</i>	663	700	600
<i>Transportation and Communications</i>	5,983	6,500	7,300
<i>Supplies</i>	20,738	22,600	21,900
<i>Purchased Services</i>	153,511	194,500	194,500
<i>Property, Furnishings and Equipment</i>	35,995	36,500	10,000
02. Operating Accounts	216,890	260,800	234,300
Total: Hansard and the Broadcast Centre	816,080	898,800	872,300
1.1.04. MEMBERS' RESOURCES			
01. Salaries	6,202,139	6,406,400	6,463,600
Operating Accounts:			
<i>Transportation and Communications</i>	32,104	35,200	5,200
<i>Professional Services</i>	100,528	102,800	-
<i>Purchased Services</i>	1,144	10,000	10,000
02. Operating Accounts	133,776	148,000	15,200
09. Allowances and Assistance	1,490,086	2,184,600	2,362,500
10. Grants and Subsidies	4,152	4,200	1,500
	7,830,153	8,743,200	8,842,800
02. Revenue - Provincial	(95,472)	-	-
Total: Members' Resources	7,734,681	8,743,200	8,842,800



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.05. HOUSE OPERATIONS			
01. Salaries	168,914	193,700	193,700
Operating Accounts:			
<i>Employee Benefits</i>	5,050	6,900	5,900
<i>Transportation and Communications</i>	91,306	124,700	125,700
<i>Supplies</i>	12,641	14,500	14,500
<i>Professional Services</i>	2,650	3,900	3,900
<i>Purchased Services</i>	70,774	91,500	91,500
<i>Property, Furnishings and Equipment</i>	-	1,700	1,700
02. Operating Accounts	182,421	243,200	243,200
10. Grants and Subsidies	11,457	11,500	11,500
	<u>362,792</u>	<u>448,400</u>	<u>448,400</u>
02. Revenue - Provincial	(8,769)	(15,000)	(15,000)
Total: House Operations	354,023	433,400	433,400
1.1.06. GOVERNMENT MEMBERS CAUCUS			
01. Salaries	522,373	567,200	567,200
Operating Accounts:			
<i>Employee Benefits</i>	-	1,700	1,700
<i>Transportation and Communications</i>	18,031	23,000	23,000
<i>Supplies</i>	12,049	13,200	13,200
<i>Purchased Services</i>	3,600	10,000	10,000
<i>Property, Furnishings and Equipment</i>	2,345	3,200	3,200
02. Operating Accounts	36,025	51,100	51,100
10. Grants and Subsidies	38,665	42,300	42,300
Total: Government Members Caucus	597,063	660,600	660,600



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.07. OFFICIAL OPPOSITION CAUCUS			
01. Salaries	1,308,462	1,308,500	927,700
Operating Accounts:			
<i>Employee Benefits</i>	646	2,500	2,500
<i>Transportation and Communications</i>	33,834	75,600	75,900
<i>Supplies</i>	13,324	18,600	19,900
<i>Purchased Services</i>	15,195	18,700	18,700
<i>Property, Furnishings and Equipment</i>	6,250	6,300	4,700
02. Operating Accounts	69,249	121,700	121,700
10. Grants and Subsidies	11,655	11,700	11,700
Total: Official Opposition Caucus	1,389,366	1,441,900	1,061,100
1.1.08. THIRD PARTY CAUCUS			
01. Salaries	380,804	391,800	391,800
Operating Accounts:			
<i>Employee Benefits</i>	-	1,000	1,000
<i>Transportation and Communications</i>	10,527	19,400	21,100
<i>Supplies</i>	4,632	7,800	7,800
<i>Purchased Services</i>	8,872	10,100	8,400
<i>Property, Furnishings and Equipment</i>	1,719	1,900	1,900
02. Operating Accounts	25,750	40,200	40,200
10. Grants and Subsidies	11,655	11,700	11,700
Total: Third Party Caucus	418,209	443,700	443,700
TOTAL: HOUSE OF ASSEMBLY	13,848,672	15,391,000	15,213,400
TOTAL: HOUSE OF ASSEMBLY	13,848,672	15,391,000	15,213,400