



House of Assembly Management Commission Agenda

Date: August 23, 2023
Time: 9:30 a.m.
Location: Videoconference

Televised Meeting

1. Approval of Minutes:
 - a. June 14, 2023
 - b. July 12, 2023
 - c. August 9, 2023
2. Caucus Operational Funding Grant Annual Reports – 2022-23 Fiscal Year
3. Amendments to House of Assembly Publication Scheme
4. Amendments to Advertising and Publications Policy for MHAs
5. Disposal of Decommissioned Chamber Chairs

In Camera Meeting



**House of Assembly
Newfoundland and Labrador**

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

Date: June 14, 2023

Location: House of Assembly Committee Room

Time: 9 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. John Hogan, Government House Leader

Barry Petten, Opposition House Leader

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

Craig Pardy, MHA (PC), Bonavista

Sandra Barnes, Clerk of the House of Assembly/Secretary to the Commission

Other

Brian Warr, Deputy Speaker

Kim Hawley George, Law Clerk/Clerk Assistant (A)

Bobbi Russell, Policy and Communications Officer

Regrets

Lela Evans, MHA (NDP), Torngat Mountains

Paul Pike, MHA (LIB), Burin - Grand Bank

As required by the *House of Assembly Accountability, Integrity and Administration Act*, the Chair reported decisions from *in camera* meetings held on February 21, 2023; May 24, 2023; and June 7, 2023. Details of decisions made at those meetings were included with the Minutes circulated to the Commission for approval and are posted on the House of Assembly website.

CM 2023-028 The Commission approved Minutes of meetings held on:

- February 21, 2023;
- February 22, 2023;
- May 24, 2023; and
- June 7, 2023.

The Speaker presented a report of rulings on allowance use, in accordance with Section 24 of the *House of Assembly Accountability, Integrity and Administration Act*. Since the last report, the Commission issued rulings to reimburse expenditures as follows:

- | | |
|---|---------------------|
| - Member for Grand Falls-Windsor - Buchans | \$172.50 & \$209.88 |
| - Member for Carbonear - Trinity - Bay de Verde | \$18.11 |

- Member for Windsor Lake \$107.08; \$53.54; \$343.97 & \$134.90
- Member for Torngat Mountains \$4763.97; \$4043.19; \$1869.89; & \$4016.15
- Member for Gander \$460.00

As required by the *House of Assembly Accountability, Integrity and Administration Act*, financial reports of the Legislature as well as actual expenditures of Members were presented to the Commission for the following reporting periods:

- April 1, 2022 to December 31, 2022; and
- April 1, 2022 to March 31, 2023.

In accordance with the House of Assembly Transfer of Funds Policy, a report of all budget transfers processed during fiscal year 2022-23 was presented to the Commission.

CM 2023-029 Pursuant to subsection 15(5) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendment to Schedule A of the *Members' Resources and Allowances Rules*:

1. The *Members' Resources and Allowances Rules* are amended by repealing Schedule A and by substituting the following:

Schedule A

House Operations
Estimates of Intra-constituency Costs

District No.	Electoral District	Total
1	Baie Verte - Green Bay	\$14,100
2	Bonavista	\$12,200
3	Burgeo - La Poile	\$14,100
4	Burin - Grand Bank	\$12,200
5	Cape St. Francis	\$5,600
6	Carbonear - Trinity - Bay de Verde	\$8,200
7	Cartwright - L'Anse au Clair	\$26,800
8	Conception Bay East - Bell Island	\$8,400
9	Conception Bay South	\$5,600
10	Corner Brook	\$5,600
11	Exploits	\$8,200
12	Ferryland	\$12,200
13	Fogo Island - Cape Freels	\$14,100
14	Fortune Bay - Cape La Hune	\$12,200
15	Gander	\$8,200
16	Grand Falls-Windsor -	\$8,200

	Buchans	
17	Harbour Grace - Port de Grave	\$5,600
18	Harbour Main	\$8,200
19	Humber - Bay of Islands	\$8,200
20	Humber - Gros Morne	\$12,200
21	Labrador West	\$5,600
22	Lake Melville	\$12,200
23	Lewisporte - Twillingate	\$12,200
24	Mount Pearl - Southlands	\$5,600
25	Mount Pearl North	\$5,600
26	Mount Scio	\$5,600
27	Placentia - St. Mary's	\$12,200
28	Placentia West - Bellevue	\$14,100
29	St. Barbe - L'Anse aux Meadows	\$14,100
30	St. George's - Humber	\$14,100
31	St. John's Centre	\$5,600
32	St. John's East - Quidi Vidi	\$5,600
33	St. John's West	\$5,600
34	Stephenville - Port au Port	\$8,200
35	Terra Nova	\$12,200
36	Topsail - Paradise	\$5,600
37	Torngat Mountains	\$20,700
38	Virginia Waters - Pleasantville	\$5,600
39	Waterford Valley	\$5,600
40	Windsor Lake	\$5,600
	Total	\$391,700

CM 2023-030 The Commission approved the following revision to the Code of Conduct for Officers and Employees of the House of Assembly, as recommended by the Audit Committee, that clause 3 read as follows:

"We will consistently strive to ensure that we maintain the confidence and trust of Members of the House of Assembly and provide fair, confidential and impartial service equally to Members and staff of all parties."

CM 2023-031 The Commission directed the following respecting Christmas greetings:

- a. That Section 6.0 of the Advertising and Publications Policy for Members of the House of Assembly be amended to remove the restriction for messages of greeting, to allow Christmas greetings in MHA advertising; and
- b. That subsection 24(2) of the *Members' Resources and Allowances Rules* be amended as follows:

"For the purpose of subsection (1), "special occasion cards" means anniversary, birthday, sympathy, Christmas or seasonal cards."

CM 2023-032 The Commission directed an interim measure, until the next Members' Compensation Review Committee conducts a review of the Severance Policy for Members of the House of Assembly, that for a resigning Member first-elected on or after November 30, 2015, severance provisions be administered as follows:

- a. partial severance to be calculated and paid at the time the Member departs, based on the full general assemblies the Member has served; and
- b. remaining severance for the partial general assembly to be calculated and paid when the 50th General Assembly dissolves and its length is confirmed.

The Commission, at an *in camera* meeting, directed that once the draft correspondence to the Member for Humber - Bay of Islands is concurred in by a majority of Commission members via email, that the Chair proceed to send the correspondence to the Member on the Commission's behalf.

Adjournment: 10 a.m.

Hon. Derek Bennett
Speaker (Chair)

Sandra Barnes
Clerk of the House of Assembly/Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: July 12, 2023

Location: House of Assembly Committee Room

Time: 9:30 a.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. John Hogan, Government House Leader

Barry Petten, Opposition House Leader

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair (by videoconference)

Lela Evans, MHA (NDP), Torngat Mountains (by phone)

Lucy Stoyles, MHA (LIB), Mount Pearl North

Sandra Barnes, Clerk of the House of Assembly/Secretary to the Commission

Other

Brian Warr, Deputy Speaker

Kim Hawley George, Law Clerk /Clerk Assistant (A)

Bobbi Russell, Policy & Communications Officer (public portion only)

Regrets

Craig Parady, MHA (PC), Bonavista

CM 2023-034 The Commission appointed the Member for Cartwright - L'Anse au Clair as a member of the Audit Committee, effective immediately.

CM 2023-035 The Commission designated the Member for Cartwright - L'Anse au Clair as Chair of the Audit Committee, effective immediately.

The Commission, at an *in camera* meeting, approved a restructuring proposal for the House of Assembly Service.

In order to give effect to the new organizational structure, the Commission, at an *in camera* meeting, approved:

1. Abolishment of the following positions:
 - a. Clerk Assistant/Clerk of Committees; and
 - b. Secretary to the Clerk of Committees.

2. Retitling of the following positions:
 - a. Director of Information Management to Principal Clerk of Proceedings and Procedural Research and Director of Information Management;
 - b. Policy and Communications Officer to Principal Clerk of Committees and Director of Policy and Communications;
 - c. Secretary to the Clerk to Administrative Officer;
 - d. Policy, Planning and Research Analyst to Policy and Communications Analyst;
 - e. Committee Clerk to Committee Analyst;
 - f. Law Clerk to Law Clerk and Parliamentary Counsel.

3. Creation of the following position:
 - a. Committee Analyst.

The Commission, at an *in camera* meeting, directed the Clerk to bring forward a submission that addresses the changes required to the *House of Assembly Accountability, Integrity and Administration Act* to implement the new organizational structure for the House of Assembly Service.

Adjournment: 11 a.m.

Hon. Derek Bennett
Speaker (Chair)

Sandra Barnes
Clerk of the House of Assembly/Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: August 9, 2023

Location: House of Assembly Committee Room

Time: 1:30 p.m.

Members Present:

Hon. Derek Bennett, Speaker (Chair)

Hon. John Hogan, Government House Leader

Barry Petten, Opposition House Leader

Lela Evans, MHA (NDP), Torngat Mountains (by phone)

Craig Pardy, MHA (PC), Bonavista

Lucy Stoyles, MHA (LIB), Mount Pearl North (by phone)

Sandra Barnes, Clerk of the House of Assembly/Secretary to the Commission

Other

Brian Warr, Deputy Speaker

Kim Hawley George, Law Clerk & Parliamentary Counsel/Clerk Assistant (A)

Bobbi Russell, Director of Communications & Policy

Regrets

Hon. Lisa Dempster, MHA (LIB), Cartwright - L'Anse au Clair

The Commission, at an *in camera* meeting, confirmed the following for positions within the House of Assembly Service:

- a. Position classification of HL-21 (management), recommended by the Classification Review Committee, for the position of Manager of General Operations and Purchasing;
- b. Position classification of GL-06 (non-management), recommended by the Classification Review Committee, for the position of Secretary to the Chief Financial Officer, and title change to Administrative Assistant to the Chief Financial Officer/Leave Clerk.

The Commission, at an *in camera* meeting, confirmed the following for positions within the Office of the Citizens' Representative:

- a. Position classification of HL-26 (management), recommended by the Classification Review Committee, for the position of Assistant Citizens' Representative;
- b. Position classification of HL-12 (management) recommended, by the Classification Review Committee, for the position of Executive Secretary to the Citizens' Representative;

- c. Position classification of GL-13 (non-management), recommended by the Classification Review Committee, for the position of Office Manager;
- d. Position classification of GL-20 (non-management), recommended by the Classification Review Committee, for the positions of Senior Investigator;
- e. Position classification of GL-18 (non-management), recommended by the Classification Review Committee, for the positions of Investigator.

The Commission, at an *in camera* meeting, confirmed the following for positions within the Office of the Child and Youth Advocate:

- a. Position classification of HL-24 (management), recommended by the Classification Review Committee, for the position of Director of Reviews/Investigations and Systemic Advocacy, and title change to Director of Advocacy and Investigations;
- b. Position classification of HL-24 (management), recommended by the Classification Review Committee, for the position of Director of Strategic Development and Planning/Systemic Advocacy Consultant, and title change to Director of Strategic Services and Outreach;
- c. Position classification of HL-21 (management), recommended by the Classification Review Committee, for the positions of Systemic Advocacy Consultant;
- d. Position classification of GL-18 (non-management), recommended by the Classification Review Committee, for the positions of Advocacy Services Specialist, and title change to Individual Advocacy Specialist.

The Commission, at an *in camera* meeting, deferred a decision on proposed position title changes for positions in the Office of the Information and Privacy Commissioner, until such time as the ongoing review of the statutory offices is complete.

The Commission, at an *in camera* meeting, approved carryover of 70 hours of paid leave from FY 2022-23 for an employee.

The Commission, at an *in camera* meeting, approved a pre-commitment of funds for FY 2024-25 for the purpose of hosting the 2024 Parliamentary Visitor Services Association annual conference.

The Commission, at an *in camera* meeting, confirmed the salary of the Law Clerk and Parliamentary Counsel, at the equivalent of step 9 of the SL05 level of the Solicitor Pay Plan, plus the 1% wage differential, effective April 1, 2023. The Law and Parliamentary Counsel recused from the meeting for the discussion on this item.

The Commission, at an *in camera* meeting, confirmed application of the Executive Pay Plan Policy regarding the 1% wage differential to the salary of the Clerk of the House of Assembly. The Clerk recused from the meeting for the discussion on this item. The Clerk Assistant (A) acted as the Secretary to the Commission.

Adjournment: 2:31 p.m.

Hon. Derek Bennett
Speaker (Chair)

Sandra Barnes
Clerk of the House of Assembly/Secretary to the Commission

DRAFT

**House of Assembly Management Commission
Briefing Note**

Title: Caucus Operational Funding Grant Reports

Issue: Submission of annual reports for the 2022-23 fiscal year in accordance with provisions of the Caucus Operational Funding Grant Policy.

Background:

- Section 7.0 of the Caucus Operational Funding Grants Policy requires each caucus, the Office of the Speaker and unaffiliated Members to submit to the Management Commission a report detailing expenditures on the use of the operational funding grant within 90 days after the end of the fiscal year.
- In accordance with the Policy, reports detailing expenditures for the April 1, 2022 to March 31, 2023 for the Office of the Speaker, each of the caucuses and unaffiliated Members are attached.

Analysis:

Legal Consultation:

Not applicable

Internal Consultation(s):

Not applicable

External Consultation(s):

Not applicable

Comparison to Government Policy:

Not applicable

Financial Impact:

Not applicable

Legislative Impact:

Not applicable

Options:

- Not applicable – for reporting purposes only.

Status:

- Reports are attached.

Action Required:

- For reporting purposes only – no decision required.

Prepared by: Mark Jerrett
Date: July 20, 2023

Approved by: Sandra Barnes

Attachments:

1. Caucus Operational Funding Grant Reports (1 April 2022 – 31 March 2023)

GOVERNMENT MEMBERS' CAUCUS OPERATIONAL GRANT
Summary of Expenditures
For the Period April 1, 2022 to March 31, 2023

Caucus Office and Staff	
Transportation and Communications	
Travel, meals and accommodations associated with hearings, caucus, and other meetings	
Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions	
Travel, meals and accommodations associated with training and development	\$ 672.47
Taxis, couriers and other delivery charges	
Sub-Total	\$672.47

Supplies	
Newspapers, other subscriptions, resource materials	
Gifts for visiting delegations or individuals, to a maximum of \$200 per gift	
Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff	
Meals and food services for meetings and guests, or for staff outside normal working hours	
Office supplies and operational expenses	\$ 5,327.66
Sub-Total	\$ 5,327.66

Purchased Services	
Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ -
Processing fees for Access to Information requests	\$ -
Media transcripts	
Training and development registration fees	
Standard banking charges	\$ 544.49
Advertising, of a non-partisan nature, on behalf of the caucus	\$ -
Sub-Total	\$ 544.49

Members and Constituency Assistants - Caucus Meetings	
Transportation and Communications	
Travel, meals and accommodations	\$ -
Supplies	
Office supplies, food services, water, other	\$ 20,163.46
Purchased Services	
Room rentals, advertising, printing, other	
Sub-Total	\$ 20,163.46

Other (provide details)	
Insert details here	
Sub-Total	\$ -

Total Expenditures for FY	\$ 26,708.08
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Opening Balance for FY	\$10,037.35
Total Deposits for FY	\$33,546.19
Total Expenditures for FY	\$26,708.08
Ending Balance for FY	\$16,875.46

Official Opposition ~~XXX~~ Caucus
 Summary of Expenditures
 For the Period April 1, ~~XXXX~~ to March 31, ~~XXXX~~
 2022 2023

Caucus Office and Staff

Transportation and Communications	
Travel, meals and accommodations associated with hearings, caucus, and other meetings	
Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions	
Travel, meals and accommodations associated with training and development	
Taxis, couriers and other delivery charges	
Sub-Total	\$ -

Supplies	
Newspapers, other subscriptions, resource materials	
Gifts for visiting delegations or individuals, to a maximum of \$200 per gift	
Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff	509.75
Meals and food services for meetings and guests, or for staff outside normal working hours	
Office supplies and operational expenses	
Sub-Total	\$ -

Purchased Services	
Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ -
Processing fees for Access to Information requests	\$ -
Media transcripts	\$ -
Training and development registration fees	\$ -
Standard banking charges	187.60
Advertising, of a non-partisan nature, on behalf of the caucus	\$ -
Sub-Total	\$ -

Official Opposition XX Caucus
Summary of Expenditures
 For the Period April 1, XXXX to March 31, XXXX

Members and Constituency Assistants - Caucus Meetings	
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Transportation and Communications		
	Travel, meals and accommodations	\$ -
Supplies		
	Office supplies, food services, water, other	
Purchased Services		
	Room rentals, advertising, printing, other	
Sub-Total		\$ -

Other (provide details)		
	Insert details here	
Sub-Total		\$ -

Total Expenditures for FY	\$ -
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Opening Balance for FY	
Total Deposits for FY	
Total Expenditures for FY	
Ending Balance for FY	

Official Oppositor ~~XX~~ Caucus
 Summary of Expenditures
 For the Period April 1, XXXX to March 31, XXXX

Members and Constituency Assistants - Caucus Meetings	
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Transportation and Communications		
	Travel, meals and accommodations	2156.94 \$ -
Supplies		
	Office supplies, food services, water, other	13971.2
Purchased Services		
	Room rentals, advertising, printing, other	
Sub-Total		\$ -

Other (provide details)		
	Insert details here	
Sub-Total		\$ 16128.12

Total Expenditures for FY	\$ 16125.52
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Opening Balance for FY	936.65
Total Deposits for FY	18677.69
Total Expenditures for FY	16125.52
Ending Balance for FY	2788.77

**Third Party Caucus
Summary of Expenditures
For the Period April 01, 2022 to March 31, 2023**

Caucus Office and Staff		
Transportation and Communications		
	Travel, meals and accommodations associated with hearings, caucus, and other meetings	\$ 884.39
	Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions	\$ 1,077.14
	Travel, meals and accommodations associated with training and development	\$ -
	Taxis, couriers and other delivery charges	\$ -
	Sub-Total	\$ 1,961.53
Supplies		
	Newspapers, other subscriptions, resource materials	\$ 2,012.99
	Gifts for visiting delegations or individuals, to a maximum of \$200 per gift	\$ 154.54
	Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff	\$ -
	Meals and food services for meetings and guests, or for staff outside normal working hours	\$ 1,449.34
	Office supplies and operational expenses	\$ 407.00
	Sub-Total	\$ 4,023.87
Purchased Services		
	Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ 30.00
	Processing fees for Access to Information requests	\$ -
	Media transcripts	\$ -
	Training and development registration fees	\$ -
	Standard banking charges	\$ 54.50
	Advertising, of a non-partisan nature, on behalf of the caucus	\$ 257.88
	Sub-Total	\$ 342.38

**Third Party Caucus
Summary of Expenditures
For the Period April 01, 2022 to March 31, 2023**

Members and Constituency Assistants - Caucus Meetings	
Transportation and Communications	
Travel, meals and accommodations	\$ -
Supplies	
Office supplies, food services, water, other	
Purchased Services	
Room rentals, advertising, printing, other	
Sub-Total	
Total Expenditures for FY	\$ 6,327.78
Opening Balance for FY	\$ 9,633.58
Total Deposits for FY	\$ 12,451.68
Total Expenditures for FY	\$ 6,327.78
Ending Balance for FY	\$ 15,757.48

**Independent Office- Edward Joyce-Humber-Bay of Islands
Summary of Expenditures
For the Period April 1, 2022 to March 31, 2023**

Caucus Office and Staff		
Transportation and Communications		
	Travel, meals and accommodations associated with hearings, caucus, and other meetings	
	Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions	
	Travel, meals and accommodations associated with training and development	
	Taxis, couriers and other delivery charges	
	Sub-Total	\$ -
Supplies		
	Newspapers, other subscriptions, resource materials	
	Gifts for visiting delegations or individuals, to a maximum of \$200 per gift	
	Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff	
	Meals and food services for meetings and guests, or for staff outside normal working hours	
	Office supplies and operational expenses	
	Sub-Total	\$ -
Purchased Services		
	Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ -
	Processing fees for Access to Information requests	\$ -
	Media transcripts	\$ -
	Training and development registration fees	\$ -
	Standard banking charges	
	Advertising, of a non-partisan nature, on behalf of the caucus	\$ -
	Sub-Total	\$ -

Independent Office- Edward Joyce-Humber-Bay of Islands
Summary of Expenditures
For the Period April 1, 2022 to March 31, 2023

Members and Constituency Assistants - Caucus Meetings	
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Transportation and Communications		
	Travel, meals and accommodations	\$ -
Supplies		
	Office supplies, food services, water, other	\$ 213.89
Purchased Services		
	Room rentals, advertising, printing, other	
	Sub-Total	\$ 213.89

Other (provide details)		
	Insert details here	
	Sub-Total	

Total Expenditures for FY	\$ 213.89
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Opening Balance for FY	1323.51
Total Deposits for FY	\$ 1,556.52
Total Expenditures for FY	\$ 213.89
Ending Balance for FY	\$ 2,666.14

Independent Member - Paul Lane
Summary of Expenditures
For the Period April 1, 2022 to March 31, 2023

Caucus Office and Staff		
Transportation and Communications		
	Travel, meals and accommodations associated with hearings, caucus, and other meetings	
	Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions	
	Travel, meals and accommodations associated with training and development	
	Taxis, couriers and other delivery charges	
	Sub-Total	
Supplies		
	Newspapers, other subscriptions, resource materials	
	Gifts for visiting delegations or individuals, to a maximum of \$200 per gift	
	Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff	
	Meals and food services for meetings and guests, or for staff outside normal working hours	
	Office supplies and operational expenses	\$ -
	Sub-Total	
Purchased Services		
	Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ -
	Processing fees for Access to Information requests	\$ -
	Media transcripts	\$ -
	Training and development registration fees	\$ -
	Standard banking charges	\$ 126.00
	Advertising, of a non-partisan nature, on behalf of the caucus	\$ -
	Sub-Total	\$ 126.00

Independent Member - Paul Lane
 Summary of Expenditures
 For the Period April 1, 2022 to March 31, 2023

Members and Constituency Assistants - Caucus Meetings	
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Transportation and Communications	
	Travel, meals and accommodations
	\$ 347.74
Supplies	
	Office supplies, food services, water, other
	\$ 43.10
Purchased Services	
	Room rentals, advertising, printing, other
	Sub-Total
	\$ 390.84

Other (provide details)	
	Insert details here
	Sub-Total
	\$ -

Total Expenditures for FY	\$ 516.84
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Opening Balance for FY	\$ 1,428.85
Total Deposits for FY	\$ 1,551.92
Total Expenditures for FY	\$ 516.84
Ending Balance for FY	\$ 2,463.93

**Speaker's Office Fund
Summary of Expenditures
For the Period from April 1, 2022 - March 31, 2023**

Caucus Office and Staff		
Transportation and Communications		
	Travel, meals and accommodations associated with hearings, caucus, and other meetings	
	Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions	
	Travel, meals and accommodations associated with training and development	
	Taxis, couriers and other delivery charges	
	Sub-Total	\$ -
Supplies		
	Newspapers, other subscriptions, resource materials	
	Gifts for visiting delegations or individuals, to a maximum of \$200 per gift	
	Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff	
	Meals and food services for meetings and guests, or for staff outside normal working hours	
	Office supplies and operational expenses	
	Sub-Total	\$ -
Purchased Services		
	Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ -
	Processing fees for Access to Information requests	\$ -
	Media transcripts	\$ -
	Training and development registration fees	\$ -
	Standard banking charges	\$ 48.00
	Advertising, of a non-partisan nature, on behalf of the caucus	\$ -
	Sub-Total	\$ 48.00

**Speaker's Office Fund
Summary of Expenditures
For the Period from April 1, 2022 - March 31, 2023**

Members and Constituency Assistants - Caucus Meetings	
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Transportation and Communications		
	Travel, meals and accommodations	
Supplies		
	Office supplies, food services, water, other	
Purchased Services		
	Room rentals, advertising, printing, other	
	Sub-Total	\$ -

Other (provide details)		
	Meals/Food services for staff holiday social during work hours	\$ 733.61
	Sub-Total	\$ 733.61

Total Expenditures for FY	\$ 781.61
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Opening Balance for FY	1435.14
Total Deposits for FY	\$ 1,556.52
Total Expenditures for FY	\$ 781.61
Ending Balance for FY	\$ 2,210.05

**House of Assembly Management Commission
Briefing Note**

Title: House of Assembly Publication Scheme

Issue: Approval of amendments to the House of Assembly Publication Scheme.

Background:

- A publication scheme is required in accordance with section 49 of the *House of Assembly Accountability, Integrity and Administration Act (HOAAIAA)*.
- The House of Assembly Publication Scheme was initially approved by the Commission in January 2008, and was amended in 2008, 2009 and 2010 (**CMs 2008-008, 2008-052, 2009-042 and 2010-032 refer**).
- A publication scheme is generally regarded as an accountability and transparency tool which comprises:
 - A commitment to routinely and proactively publish certain classes of information (“published”, information is: (i) already produced and prepared and (ii) available to anyone to access easily without having to make a request for it);
 - Information on how and when publications will be made available;
 - Information on publications so that it can be understood exactly what they are, what they may contain, and how they may be used;
 - What can be charged for access to the publications (N/A).
- In accordance with paragraph 49(1)(c) of *HOAAIAA*, a comprehensive review of the publication scheme was undertaken in 2022-23.

Analysis:

- When developing the original publication scheme in 2008, paragraph 49(2)(b) of *HOAAIAA* was interpreted to include materials not only published by the Management Commission, but also materials published by the House of Assembly generally.
- The 2023 revisions update certain sections to reflect current practices. The document has also been reorganized and reformatted to provide greater clarity respecting organizational structure and categories of publications. The complete revised version is included in **Attachment 1**.

- The timing of the disclosure of items is based on either a statutory authority (e.g. Minutes of the Commission are posted in accordance with subsection 19(5) of *HOAA/IAA*, or workflows and best practices.
- Given the frequency at which the Publication Scheme may require routine amendments for new publications to be added, the Commission may wish to consider granting authority for those routine updates to be made, as required, with a subsequent report to the Commission. This would be consistent with the authority granted by the Commission for policies requiring routine amendments on a frequent basis (e.g. Caucus Operational Funding Grants Policy, which grants authority for caucus funding entitlement amounts to be updated on an annual basis in accordance with the adjustment formula).
- The Commission's explicit approval would continue to be sought for substantive changes.

Legal Consultation:

N/A

Internal Consultation(s):

N/A

External Consultation(s):

N/A

Comparison to Government Policy:

Section 111 of the *Access to Information and Protection of Privacy Act, 2015 (ATTIPPA, 2015)* requires a publication scheme for public bodies. While the House of Assembly is not listed in the regulations per subsection 111(6) of *ATIPPA, 2015*, the template required by subsection 111(1) was used as a guide for the House of Assembly Publication Scheme revision.

Financial Impact:

N/A

Legislative Impact:

N/A

Options:

1. Approve the House of Assembly Publication Scheme, 2023 as presented, and direct authority for House officials to make routine revisions, as required, with a subsequent report to the Commission.
2. Approve the House of Assembly Publication Scheme, 2023 as presented, and direct that all revisions (routine and substantive) require approval of the Commission.

Status:

- Provisions of the 2010 version of the publication scheme remain in effect.

Action Required:

- Direction of the Commission is requested.

Prepared by: Kimberley Hammond
Date: August 2023

Approved by: Sandra Barnes

Attachments:

1. House of Assembly Publication Scheme, 2023



HOUSE OF ASSEMBLY
Newfoundland and Labrador

PUBLICATION SCHEME

Revised 2023

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INTRODUCTION

PUBLICATION SCHEME REQUIREMENT

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

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

REVISION 2023

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

Please note:

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

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

AUTHORITATIVE VERSIONS OF PUBLIC DOCUMENTS

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

PUBLICATIONS OF THE LEGISLATURE

1. House of Assembly

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

A. PROCEEDINGS

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

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

Posted as issued or superseded.

[Standing Orders](#)

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

Posted as prepared or superseded.

[Members' Parliamentary Guide](#)

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

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

[Order Papers](#)

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

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

[Progress of Bills Table](#)

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

Posted at the end of each session, once completed.

[Journals](#)

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

Hansard posts:

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

[Hansard](#)

[Hansard Indexes](#)

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

Posted within 24 hours of the sitting's conclusion.

[Webcast Archive](#)

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

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

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

[Tabled Documents](#)

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

Posted as prepared or superseded.

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

B. STANDING AND SELECT COMMITTEES

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

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

Posted as prepared or superseded.

[Guide to Standing & Select Committees](#)

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

Posted prior to the start of the meeting.

[Standing Committees](#)

[Select Committees](#)

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

Posted when approved by Committee at a subsequent meeting.

[Standing Committees](#)

[Select Committees](#)

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

Posted within six months of the meeting.

[Standing Committees](#)

[Select Committees](#)

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

Posted within 24 hours of the meeting's conclusion.

[Standing Committees](#)

[Select Committees](#)

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

Posted when tabled in the House of Assembly.

[Standing Committees](#)

[Select Committees](#)

[Tabled Documents](#)

[Hansard](#)

C. MEMBERS

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

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

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

[Rolls of Members](#)

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

Posted as issued or superseded.

[Members' Code of Conduct](#)

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

Posted as issued or superseded.

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

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

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

[Members of the House of Assembly](#)

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

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

Posted:

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

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

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

[Members' Expenses](#)

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

Online Retention:

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

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

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

Posted 90 days after the end of the fiscal year.

[Members' Compensation Reports](#)

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

Posted as prepared and updated when amended.

[Authorized Salaries and Committee Allowances](#)

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

Posted by March 31 each year.

[Members' Attendance Reports](#)

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

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

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

[Inquiries Reports](#)

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

Posted as issued or superseded

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

2. House of Assembly Management Commission

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

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

Posted a minimum of two days prior to meeting.

[Management Commission - Meetings](#)

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

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

[Management Commission - Meetings](#)

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

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

[Management Commission - Meetings](#)

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

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

[Management Commission - Meetings](#)

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

Posted within 24 hours of the meeting's conclusion.

[Management Commission - Meetings](#)

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

Posted immediately after tabled in House.

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

Also included in the annual report are:

Management Certification Certificate

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

Annual Financial Audit

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

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

Audit Committee Activity Report

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

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

Posted following approval by the Commission and updated as superseded.

[Management Commission - Policies & Guidelines](#)

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

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

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

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

Posted following its tabling with the Commission.

[Compliance Audits](#)

3. House of Assembly Service

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

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

Posted when tabled.

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

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

Posted as issued or superseded.

[Employees' Code of Conduct](#)

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

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

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

Posted as issued or superseded.

[Compensation Disclosure Reports](#)

4. Other Information Sources

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

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

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

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

[House of Assembly News Releases](#)

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

Posted after submitted to the Speaker.

[MCRC Reports](#)

QUICK REFERENCE TABLE

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

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

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

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

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

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

CONTACT INFORMATION

Head of the House of Assembly

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

Phone: (709) 729-3404

Email: SpeakerHOA@gov.nl.ca

Clerk of the House of Assembly

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

Phone: (709) 729-3405

Email: ClerkHOA@gov.nl.ca

Access to Information and Protection of Privacy Coordinator

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

Phone: 709-729-7408

E-mail: HOAATIPP@gov.nl.ca

ENDNOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

In Newfoundland and Labrador, Standing Committees include:

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

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

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

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

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

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

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

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

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

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

**House of Assembly Management Commission
Briefing Note**

Title: Messages of Welcome and Congratulations in MHA Advertising

Issue: Whether to reconsider the provisions of the Advertising and Publications Policy for MHAs respecting messages of welcome and congratulations.

Background:

- The Management Commission accepted a recommendation of the 2016 Members' Compensation Review Committee (MCRC) regarding messages of welcome and congratulations as follows (**CM 2016-050 refers**):
 - a. prohibit the recovery of expenses in MHA advertising, unless the purpose of the message is recognizing a week/day/event at the national/provincial/constituency level; and
 - b. allow the recovery of expenses in MHA-created publications (e.g. newsletters, postcards, householders, etc.) regardless of the purpose.
- The required amendments to the Advertising and Publications Policy for MHAs were adopted at the November 8, 2017 (**CM 2017-066 refers**).
- Following recent direction respecting Christmas greetings in MHA advertising and publications, the Commission directed House officials to also review the provisions respecting messages of welcome and congratulations.

Analysis:

- Section 24 of the Rules establishes the office operations, supplies and communications allocation (\$12,000 per year, HST incl.), which includes various expenses related to the operations of the constituency office and supplies, as well as communication expenses such as advertising (i.e. purchase of ads in third-party publications) and Member-created publications (e.g., newsletters, postcards, etc.).
- The provisions respecting messages of welcome and congratulations have caused confusion in that it allows reimbursement of ALL messages of welcome and congratulations in Member-created publications, but prohibits reimbursement of expenses from the same funding allocation for the same messages in advertising depending on the purpose (i.e. unless the purpose of the message is recognizing a week/day/event at the national/provincial/constituency level).
- The Commission may wish to direct amendments to Section 6.0 of the Advertising and Publications Policy MHAs to remove the restriction on messages of welcome and congratulations in advertising, making the provisions consistent with those for Member-created publications.

- The Commission has the authority to make a decision on this matter should it wish to proceed. It does not require a recommendation of a Members' Compensation Review Committee.

Legal Consultation:

N/A

Internal Consultation(s):

N/A

External Consultation(s):

N/A

Comparison to Government Policy:

N/A

Financial Impact:

There is no financial impact – the funding allocation as provided for under Section 24 of the Rules will remain the same.

It is noted that the operational expenses allowance was established in 2007 at \$15,000 (HST included) annually. In Budget 2013, this allowance was reduced by 20% to \$12,000 (HST included) annually and remains at that level.

Legislative Impact:

N/A

Options:

1. Direct amendments to Section 6.0 of the Advertising and Publications Policy for Members of the House of Assembly to remove the restriction regarding messages of welcome and congratulations in advertising to make it consistent with the provisions for Member-created publications.
2. Direct that the current provisions for messages of welcome and congratulations remain in effect.

Status:

- Current provisions of the Advertising and Publications Policy for Members of the House of Assembly remain in effect.

Action Required:

- Direction of the Commission is requested.

Prepared by: M. Jerrett
Date: July 20, 2023

Approved by: S. Barnes

**House of Assembly Management Commission
Briefing Note**

Title: Disposal of Decommissioned Chamber Chairs

Issue: Whether and how to dispose of the green seal leather chairs used in the Chamber from 1991 to 2022.

Background:

- When the current Chamber was constructed in the late 1980s, chairs were commissioned for Members' seating to replace the fabric-covered stationary chairs that were used in the Chamber on the ninth and tenth floors of Confederation Building. The chairs commissioned were on a swivel base and covered in seal leather that was dyed light green.
- After being in use for more than 30 years, the seal leather chairs had significant deterioration. A number of them had broken or had ripped leather in various places, and all of them had scratched armrests as the chairs were too wide for the desks. Where possible, the base of the chairs had been welded back together; however, repairs to the leather could not be made. Due to a reduction in electoral districts from 52 to 48 seats, and then from 48 to 40 seats, there were surplus chairs to replace those that were no longer useable.
- Furthermore, the chairs were all the same size and could not be adjusted to support the various physical requirements of Members and ergonomic standards. Often odd chairs had to be placed in the Chamber to accommodate various physical issues.
- In Budget 2021-22, funding was provided to purchase replacement chairs with black leather office chairs, which come in various sizes to meet physical requirements of members and are adjustable from an ergonomic perspective.
- The seal leather chairs have been in storage since there were retired from use in the Chamber. Due to their condition, they cannot be repurposed for another use and need to be disposed of. Several current and former Members have expressed interest in purchasing a chair.
- It is not known how the disposal of House furnishings was conducted when the Colonial Building was decommissioned and the House moved to Confederation Building in 1959, or when the tenth floor Chamber was decommissioned in 1990 for the move to the current Chamber. For example, the Members' desks used currently were built for the current Chamber, but it is not known what happened to the desks from the time the House sat on the 9th floor.

Analysis:

- The *Public Procurement Act* does not address disposal of assets. The *Executive Council Act* provides authority to Ministers to dispose of property used by their department, as follows:

“Acquisition of property

15. (1) *A minister, for and in the name of the Crown, may acquire by purchase, lease or otherwise and hold, manage and control real or personal property which the minister considers necessary for the proper administration of the department for which he or she is responsible.*

(2) *A minister may*

(a) *sell; or*

(b) *lease or otherwise dispose of for a period and subject to those terms and conditions that the minister may stipulate,*

property of which the minister has the management and control.”

- However, no similar provision exists for the Speaker under either the *House of Assembly Act* or the *House of Assembly Accountability, Integrity and Administration Act*.
- Standing Order 117 (1) assigns responsibility for safekeeping of the Chamber’s assets to the Sergeant-at-Arms, as follows:

“117. (1) The Sergeant-at-Arms is responsible for the safekeeping of the Mace, and of the furniture and fittings of the House.”

- However, the seal leather chairs are no longer the furniture of the House and the Sergeant-at-Arms does not have authority to dispose of assets.
- Consequently, the authority to dispose of surplus property rests with the Commission under subsection 20(d) of the HOAAIAA, as follows:

“(d) give directions with respect to matters that the commission considers necessary for the efficient and effective operation of the House of Assembly service and statutory offices;”

- The Chief Procurement Officer indicated that while there is no specific policy direction with respect to disposal of assets, the practice is that disposal should be conducted in a fair and transparent manner.
- Further to recent contact, The Rooms has indicated there is no interest to have any and/or all of the chairs as part of its collection.

- Given the interest expressed by some current and former Members in purchasing a chair, an option for the Commission would be as follows:
 - Set a price and distribute an expression of interest to current and former Members elected during the time the chairs were in use (i.e., 1991 to 2022):
 - If there is more interest than chairs, conduct a draw;
 - If there are more chairs than interest, proceed to open the process to the general public.
- The House of Assembly had an appraisal of the chairs conducted by an appraiser with experience in items of this nature. The appraised value of each chair is \$250.00 (**refer Attachment 1**).
- Based on a recent physical count, there are currently 40 chairs accounted for in the House of Assembly's inventory.
- The current chamber was first used on February 28, 1991 when the Speech from the Throne to open the 3rd Session of the 41st General Assembly was delivered there. Our records indicate that between the 41st and current 50th general assemblies, there have been 201 individuals serve as Members. To the best of our knowledge, 15 of these individuals have passed away over the years; therefore there is a pool of approximately 186 individuals (current and former Members) that could be included in the expression of interest for the chairs.
- House officials have contacted the Pensions and Debt Management Division, Department of Finance (responsible for administering the MHA pension plan), to determine whether they can facilitate the distribution of related communication to individuals who are no longer Members. A response is pending at this time.

Legal Consultation:

Not applicable.

Internal Consultation(s):

Not applicable.

External Consultation(s):

Antiques appraiser

Comparison to Government Policy:

While there is no specific policy direction with respect to disposal of assets, the practice is that disposal should be conducted in a fair and transparent manner.

Financial Impact:

Should the Commission proceed with an expression of interest for the sale of the chairs, related proceeds will go into the consolidated revenue fund.

Legislative Impact:

Not applicable.

Options:

1. Proceed with an expression of interest for the sale of the chairs as per the parameters outlined in the briefing note, with the Commission to determine the sale price for each chair (note the appraised value is \$250 each).
2. Provide alternate direction.

Status:

- The chairs remain in storage – a decision on their disposal remains outstanding.

Action Required:

- Direction of the Commission requested.

Prepared by: Sandra Barnes
Date: August 14, 2023

Attachments:

1. Appraisal documentation

APPRAISAL SERVICES

PURCHASE ORDER NO: 223007205

Art Taylor
Antiques Appraiser
54 Franks Road
Kelligrews, CBS
NL A1X 6W8
Phone: 7098347357 (Home)
7097635603 (Cell)
E-mail: taylora@mun.ca

June 23, 2023

House of Assembly
Office of Speaker/Clerk
Main FLR, East BLDG
Confederation BLDG
St. John's, NL
A1B 4J6

Appraisal of seal skin leather swivel chairs used in the Newfoundland House of Assembly from 1991. Because of the condition and alterations, the value is based on historical significance and uniqueness of the covering. The value would be realized if sold individually to historians or collectors. I am sure *The Rooms* and other museums would love to have samples of these in their collections.

Appraised Value: \$250.00 EACH

➤ References

- www.antiques-atlas.com
- www.vntq.com

Thank you.



Antiques Appraiser