



House of Assembly Chamber
Newfoundland and Labrador



2026-2029 Activity Plan House of Assembly Service



TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
MESSAGE FROM THE SPEAKER.....	1
OVERVIEW	2
BUDGET.....	4
MANDATE.....	5
LINES OF BUSINESS	6
VALUES	7
PRIMARY CLIENTS	8
VISION	8
ISSUES	9



MESSAGE FROM THE SPEAKER



The House of Assembly Service is designated a Category 3 entity, and as per section 7 of the *Transparency and Accountability Act* (the Act) must submit an Activity Plan every three years.

I am therefore pleased to present the House of Assembly Service Activity Plan for the period from April 1, 2026 to March 31, 2029. It has been prepared as appropriate for a Category 3 entity in accordance with the provisions of the Act.

The House of Assembly Service prepared this Activity Plan. In accordance with my obligations under the Act, I am accountable for the preparation of this plan and for the achievement of the specific objectives contained therein.

Hon. Paul Lane, MHA
Speaker of the House of Assembly



OVERVIEW

The *House of Assembly Accountability, Integrity and Administration Act* (HOAIAA) establishes the House of Assembly Service (the Service) by statute to support the functioning of the House of Assembly and its Committees, the House of Assembly Management Commission (the Commission) and Audit Committee, and Members of the House of Assembly (MHAs). The Service supports the work of the legislative branch of government (the Legislature), which has three main constitutional functions:

1. Passing legislation that provides power to the Executive branch;
2. Reviewing finances of the Executive branch and granting supply; and
3. Oversight of policies and activities of the Executive branch.

The Legislature of Newfoundland and Labrador includes:

- 40 elected Members and their constituency assistants;
- Caucus operations comprising the core support and research employees of the caucuses and independent Members;
- House of Assembly Service comprising the Office of the Speaker, Office of the Clerk, Information Management Division and Corporate and Members' Services Division; and
- Statutory offices, which include the Office of the Auditor General, Office of the Information and Privacy Commissioner, Office of the Citizens' Representative, Office of the Child and Youth Advocate, Office of the Chief Electoral Officer, Office of the Commissioner for Legislative Standards and the Office of the Seniors' Advocate.

The Legislature operates under the constitutional authority of a Westminster-style parliament and governs itself according to the Standing Orders of the House of Assembly; the *House of Assembly Act*; the HOAIAA; internal and external precedents and parliamentary authorities; unwritten rules and conventions; as well as other applicable legal authorities.

The House of Assembly Service provides non-partisan services in the areas of parliamentary procedure, administrative support and information services to the institution of Parliament, the Speaker and other presiding officers, and elected Members in the performance of constitutional functions.

The Speaker is the impartial presiding officer of the House and is the guardian of its rights and privileges. As established by statute, the Speaker must also act as the Chair of the Management Commission. The Office of the Speaker provides support to the Speaker in carrying out these duties and responsibilities.

The Clerk is the non-partisan, chief permanent officer of the House, whose duties encompass two main areas: Chief Parliamentary Officer and Chief Administrative Officer. The Office of the Clerk supports the activities of the Clerk of the House of Assembly in all parliamentary and administrative matters. The Office also includes:



- Law Clerk and Parliamentary Counsel, who provides legal advice on parliamentary matters to the Speaker, the Clerk and the Members, including drafting services on amendments in Committee where required and for private Members' motions. The Law Clerk and Parliamentary Counsel also provides general legal advice and services to the Management Commission and the House of Assembly Service; and
- Sergeant-at-Arms, who is responsible for preserving order and maintaining security in the galleries, corridors and the Chamber. The Sergeant-at-Arms is responsible for the safekeeping of the Mace and directs the work of Commissionaires (engaged to perform security services during House of Assembly sittings) and the Pages (students hired to provide assistance and support during House of Assembly sittings).

The House of Assembly Service also includes the following divisions:

- Corporate and Members' Services, which is responsible for the functions of accounts payable; financial planning and reporting; general operations and purchasing; and human resources services and payroll administration;
- Information Management, which is responsible for the functions of proceedings support and procedural research; the Legislative Library; Hansard; and records management.
- Committees, Policy and Communications, which is responsible for support to Standing and Select Committees; secretariat support to the Management Commission and Audit Committee; strategic communications; broadcast services; visitor services; and public outreach and education.

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BUDGET

The House of Assembly has a budget of **\$16,940,700** for the 2026-27 fiscal year. In addition to funding for the House of Assembly Service, this includes funding for Members' Resources, Government caucus, Official Opposition caucus, Third Party caucus and unaffiliated Members. It does not include the budgets for the statutory offices.

The details are noted as follows:

Salaries	\$13,212,600
Employee Benefits	\$17,900
Transportation and Communications	\$375,900
Supplies	\$221,500
Professional Services	\$105,200
Purchased Services	\$431,700
Property, Furnishings and Equipment	\$113,900
Allowances and Assistance	\$2,360,900
Grants and Subsidies	\$101,100
Total	<u>\$16,940,700</u>

Source: 2026-27 Estimates



MANDATE

The Legislature operates under the constitutional authority of a Westminster-style parliament and governs itself according to the *Constitution of Canada*; the *House of Assembly Act*; the Standing Orders; internal and external precedents and parliamentary authorities; unwritten rules and conventions; as well as other applicable legal authorities.

The House of Assembly Service derives its mandate from the provisions of the *House of Assembly Accountability, Integrity and Administration Act* (HOAAIAA). The mandate is contained in subsection 25 (1) of the Act, which states:

25 (1) The House of Assembly Service consists of operations established, whether by law or otherwise, for the purpose of supporting the functioning of the House of Assembly, its committees and members, and includes

- (a) the speaker;
- (b) the office of the clerk and other officers of the House of Assembly;
- (c) the law clerk;
- (d) the financial and administrative services;
- (e) the legislative library;
- (f) the office of Hansard;
- (g) the broadcast centre; and
- (h) other divisions that may be assigned by law or designated and provided for by the commission.



LINES OF BUSINESS

The House of Assembly Service provides non-partisan services in the following areas to the institution of Parliament, the Speaker and other presiding officers, and elected Members in the performance of constitutional functions:

1. Parliamentary procedure
2. Administrative support
3. Information services



VALUES

The following values are fundamental to all interactions and communications between the House of Assembly Service and its clients:

<u>Value</u>	<u>Action Statement</u>
Impartiality	Employees provide services in a non-partisan manner to all Members and their staff.
Fairness	Employees perform their duties in an unbiased and independent manner.
Respect	Employees perform their duties in a manner that respects the rights of other employees, Members of the House of Assembly and the public.
Confidence	Employees will not abuse their official position for personal gain and will not accept any gift or benefit which may result in an obligation to a third party.
Trust	Employees exercises due care and control of records created or collected in the exercise of their responsibilities, ensuring that records are organized, secured and managed according to applicable policy and legislation.
Integrity	Employees perform their duties honestly, ethically and free of personal interests and activities that may appear to interfere with their duties.
Quality Service	Employees build and sustain relationships by assessing, anticipating and fulfilling the needs of clients.

Employees of the Service are subject to the Code of Conduct for Officers and Employees of the House of Assembly, which requires the highest standards of accountability, integrity and impartiality with respect to carrying out roles and responsibilities. Each employee is required to sign it annually as a means of declaring their ongoing commitment to the standards of accountability, integrity and impartiality.



PRIMARY CLIENTS

The House of Assembly Service defines its primary clients as those individuals, groups and organizations who are the principal beneficiaries of its lines of business. These clients include the following:

- a) Members of the House of Assembly;
- b) Members of the Management Commission and Audit Committee;
- c) Members of Standing and Select Committees;
- d) Caucus support employees;
- e) Employees of the statutory offices;
- f) Employees of the Executive branch; and the
- g) General public.

VISION

The vision of the House of Assembly Service is to ensure excellence in providing non-partisan services in accordance with its lines of business to support the operations of the Legislative branch of the Province of Newfoundland and Labrador in the execution of its constitutional functions.



ISSUES

The priority of the work of the House of Assembly Service is to support the functioning of the legislative branch of government (the Legislature) in the execution of its constitutional functions, as follows:

1. Passing legislation that provides power to the Executive branch;
2. Reviewing finances of the Executive branch and granting supply; and
3. Oversight of policies and activities of the Executive branch.

In consideration of its lines of business, the following will guide the work of the Service over the 2026-29 planning cycle.

ISSUE 1: SUPPORT TO MEMBERS OF THE HOUSE OF ASSEMBLY

A main line of business for the Service is providing support to all Members of the House of Assembly. The Service is responsible for ensuring that Members have the support and resources they require to effectively carry out their roles and responsibilities as elected officials.

Objectives:

By March 31, 2027, the Service will have continued to provide the necessary support to Members of the House of Assembly.

Indicators:

- Provided ongoing services to support Members in carrying out their constitutional roles as elected officials, as required.
- Revised and updated guides, manuals and orientation materials for Members, constituency assistants and caucus support staff as required.
- Provided necessary training and orientation to Members, constituency assistants and caucus support staff, as required.

As the focus of the Service will remain consistent, it will report on the objective and indicators noted above for the years ended March 31, 2028 and March 31, 2029.



ISSUE 2: 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 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 Service is critical to the Commission in carrying out its statutory mandate as established in the *House of Assembly Accountability, Integrity and Administration Act*.

Objectives:

By March 31, 2027, the Service will have supported the operations of the House of Assembly Management Commission and Audit Committee.

Indicators:

- Conducted research and prepared all briefing materials necessary for meetings of the Commission and Audit Committee.
- Prepared and distributed Minutes of all Commission and Audit Committee meetings.
- Tracked all decisions of the Commission and Audit Committee, and completed the work necessary for their implementation.
- Updated and maintained manuals and templates that support the work of the Commission and Audit Committee, as necessary.
- Developed and maintained orientation and training materials for members of the Commission and Audit Committee, and facilitated their delivery to new members, as required.

As the focus of the Service will remain consistent, it will report on the objective and indicators noted above for the years ended March 31, 2028 and March 31, 2029.



ISSUE 3: SUPPORT TO STANDING AND SELECT COMMITTEES OF THE HOUSE OF ASSEMBLY

Another main line of business for the Service includes support to the Standing and Select Committees of the House of Assembly. The House of Assembly Service provides support to assist Committees in their fulfilling their mandates, including procedural advice and expertise, research and analysis, report writing and media relations.

Objectives:

By March 31, 2027, the Service will have continued to provide support to Standing and Select Committees of the House of Assembly.

Indicators:

- Organized logistics for Committee meetings, including the preparation of meeting agendas, minutes and other meeting materials.
- Provided parliamentary procedural and expertise, as required.
- Conducted non-partisan research and reference support, as required.
- Drafted Committee reports and other documents, as required.

As the focus of the Service will remain consistent, it will report on the objective and indicators noted above for the years ended March 31, 2028 and March 31, 2029.