



House of Assembly Chamber  
Newfoundland and Labrador



## 2022-23 Annual Performance Report House of Assembly Service



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## MESSAGE FROM THE SPEAKER



I am pleased to present the 2022-23 Annual Performance Report of the House of Assembly Service (the Service). This report outlines the accomplishments of the Service toward the objectives for the reporting period as identified in the 2020-23 Activity Plan.

The *House of Assembly Accountability, Integrity and Administration Act* establishes the Service by statute to support the functioning of the House of Assembly and its Committees, the Management Commission and Members of the House of Assembly.

I directed preparation of this report in accordance with the *Transparency and Accountability Act* for a Category 3 entity. As the Speaker, I am accountable for the actual results reported in this document.

**Hon. Derek Bennett, MHA**  
Speaker of the House of Assembly



## OVERVIEW

The *House of Assembly Accountability, Integrity and Administration Act* (the Act) 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 Members of the House of Assembly (MHAs). The Service supports the work of the legislative branch of government (the Legislature), which has three main 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 *House of Assembly Accountability, Integrity and Administration Act (HOAAIAA)*; 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.

As of March 31, 2023, the Service had 49 employees, which includes permanent, sessional and temporary employees in Office of the Speaker, Office of the Clerk, Corporate and Members' Services Division and Information Management Division.

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 Speaker's Office provides support to the Speaker in carrying out these duties and responsibilities.



The Office of the Clerk supports the activities of the Clerk of the House of Assembly in all parliamentary and administrative matters. 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 Corporate and Members' Services Division provide the functions of Accounts Payable; Financial Planning and Reporting; General Operations and Purchasing; and Human Resources and Payroll Administration.

The Information Management Division includes provides the functions of the Legislative Library, Broadcast Services, Hansard and Records Management.

**Contact Information:**

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## HIGHLIGHTS & PARTNERSHIPS

The 2022-23 reporting period saw a significant moment in the history of the Commonwealth with the passing of Her Late Majesty Queen Elizabeth II on September 8, 2022. Though the House of Assembly was not in session at the time, the Legislature recognized the sombre occasion with public expressions of condolences and a public day of mourning with the closure of offices on September 19, 2022. During this mourning period, the Legislature also cancelled tours out of respect to Her Late Majesty. When the House resumed for the Fall 2022 sitting, it unanimously passed a Humble Address to His Majesty expressing the heartfelt sympathy of this House on the death of Her Late Gracious Majesty Queen Elizabeth the Second, and also conveying to His Majesty the happiness felt by the residents of Newfoundland and Labrador upon his accession to the Throne.

The First Session of the 50<sup>th</sup> General Assembly ended on Monday, October 3, 2022 with a speech from Her Honour the Lieutenant Governor. The First Session had 60 total sitting days, one special debate and 13 evening sittings, with 262 hours and 23 minutes total sitting time.

The Second Session of the 50<sup>th</sup> General Assembly commenced on Wednesday, October 5, 2022 with a special two-day sitting at Colonial Building, the seat of democracy in Newfoundland and Labrador from January 28, 1850 to July 28, 1959. The Speech from the Throne on October 5, as well as routine proceedings and Government business on October 6, took place in the former Assembly Chamber. Colonial Building, which was designated a provincial historic site in 1974, was closed in recent years as it underwent restoration, but re-opened to the public in September 2022. This special sitting was the culmination of considerable planning by the Service, which required installing broadcast equipment at the site and ensuring appropriate space for Members, visitors and the media, among other considerations.

The House resumed in Confederation Building Complex on Tuesday, October 11, 2022 for the duration of the fall sitting.

When the House concluded the Fall sitting on November 8, 2022, it adjourned to the call of the Chair and was scheduled to resume on March 13, 2023. However, pursuant to Standing Order 8(7), the Government advised the Speaker on Saturday, January 21, 2023 that the public interest required the House to meet on an emergent and extraordinary basis to debate a bill to establish ambulance services as essential. Further to this notice, the House reconvened on Monday, January 23 at 10 a.m.

When the House met that day, it debated Bill 24, An Act Respecting the Provision of Essential Ambulance Services, brought forward as a result of a private ambulance strike affecting paramedics and emergency medical responders across a wide area of the province at that time. The bill, once passed, would require an employer of and a bargaining agent for ambulance workers to enter into an essential ambulance services agreement, and also prescribe the terms of an essential ambulance services agreement, among other things.



After a day of emergency debate, the House passed the bill with amendments, receiving Royal Assent on Tuesday, January 24.



## REPORT ON PERFORMANCE

Maintaining the principles of accountability and openness will always be a priority for the House of Assembly Service. A review of its lines of business with a forward-looking approach identified the following priority areas over the 2020-23 planning cycle.

### ISSUE 1: SUPPORT TO THE MANAGEMENT COMMISSION

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

The support of the House of Assembly Service is critical to the Commission in carrying out its mandate as established in the *House of Assembly Accountability, Integrity and Administration Act*. The Service provides full secretariat support to the Commission, including researching issues; preparing briefing notes and other support materials for the Commission's consideration; preparing and tracking minutes of all meetings; and ensuring fulfillment of all necessary work to properly action decisions of the Commission.

#### Objectives:

**By March 31, 2023**, the House of Assembly Service will have supported the operations of the House of Assembly Management Commission.

Planned Results	Actual Results
Conducted research and prepared all briefing materials necessary for meetings of the Commission.	<p>The Management Commission held 16 meetings throughout the reporting period. The Service conducted research and prepared briefing materials and other supporting documents as required for each meeting.</p> <p>Commission briefing materials, except for <i>in camera</i> meetings, can be viewed at: <a href="http://www.assembly.nl.ca/ManComm/Meetings/">www.assembly.nl.ca/ManComm/Meetings/</a></p>
Prepared and distributed minutes of all Commission meetings.	The minutes for all meetings of the Commission were prepared, approved, distributed, tabled in the House of Assembly and posted to the House of Assembly website as required under the <i>House of</i>



<b>Planned Results</b>	<b>Actual Results</b>
	<p><i>Assembly Accountability, Integrity and Administration Act.</i></p> <p>All minutes for the reporting period can be viewed at: <a href="http://www.assembly.nb.ca/ManComm/Meetings/">www.assembly.nb.ca/ManComm/Meetings/</a></p>
Tracked all minutes of the Commission and completed the work necessary to properly action them.	The Management Commission issued 50 decisions during the reporting period. The Commission appropriately actioned and completed all decisions, where possible.
Trained new members of the Commission.	There were two new members appointed to the Commission during the reporting period, each of which were provided with the required orientation and training respecting their role on the Commission. The Service also updated and maintained all manuals and templates that support the work of the Commission, as necessary.

## Discussion of Results

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

The Service posted briefing materials for all regular meetings of the Management Commission to the House of Assembly website, along with all approved minutes, directives and rule amendments.

The Service also provided training and orientation to new members of the Commission, of which there were three new members appointed during the reporting period. The new members received a training and orientation session to ensure consistent and clear understanding of their roles, responsibilities and fiduciary duties.



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

A main line of business for the House of Assembly Service is providing support to the 40 Members of the House of Assembly. The Service is responsible for ensuring that all Members have the tools and resources they require to effectively carry out their role as elected officials.

**By March 31, 2023**, the House of Assembly Service will have continued to provide the necessary support to Members of the House of Assembly.

**Indicators:**

<b>Planned Results</b>	<b>Actual Results</b>
Revised and updated Member guides, manuals and orientation materials, as required.	The Service maintained and updated materials, as necessary.
Provided training and orientation to newly elected Members and their staff, as required.	No by-elections occurred during the reporting period, thus no new Members required training. The Service continued with its model of delivering training to newly-hired constituency assistants (CAs) on a quarterly basis, given the higher rate of turnover experienced within this group of employees. In addition, training modules were delivered throughout the reporting period to caucuses and other audiences on the following topics: <u>Budget &amp; Related Proceedings</u> <u>Legislative Process</u> <u>Conducting Constituency Business &amp; Office Operations</u> <u>Constituency Office Records &amp; Protection of Privacy</u> <u>MHA Travel &amp; Living</u> <u>MHA Records &amp; Protection of Privacy</u>
Provided ongoing services to Members, as required, to support them in carrying out their roles.	The Service provided non-partisan services to all Members and their staff, as required. This included support in submitting and processing expense claims; purchasing goods and services; providing parliamentary advice; tendering, acquiring and setting up constituency offices; and providing research and reference support.



## Discussion of Results

The core mandate of the House of Assembly Service is to provide non-partisan support, services and advice to all 40 Members to assist them in carrying out their role as elected officials. A wide variety of services are provided to Members on a daily basis, ranging from expense-claims processing, purchasing of goods and services, library reference and research, acquiring and setting up constituency offices, providing advice and guidance on the management of records and providing parliamentary and procedural advice.

During the reporting period, the Service provided further training and information sessions to constituency assistants, caucuses and other audiences in areas such as budget and related proceedings, travel and living, constituency business and office operations, and constituency office records and protection of privacy.

### ISSUE 3: SUPPORT TO STANDING AND SELECT COMMITTEES

A main line of business for the House of Assembly Service includes support to the Standing and Select Committees of the House of Assembly. The Office of the Clerk provides supports to assist Committees in their work, such as procedural advice and expertise, research, report writing and media relations.

The Committee Clerk is the procedural and administrative advisor to both the Chair and the Committee, carrying out these duties and responsibilities in consultation with the Chair and at the direction of the Committee. The Committee Clerk provides advice on the operation, procedural rules or mandate of the Committee and also conducts non-partisan research and drafts reports and other documents, or delegates the work to other House of Assembly Service employees, as needed.

#### Objectives:

**By March 31, 2023**, the House of Assembly Service will have continued to provide support, as required, to Standing and Select Committees of the House of Assembly.

#### **Indicators:**

Planned Results	Actual Results
Organized logistics for Committee meetings, including the preparation of meeting agendas, minutes and clerking Committee meetings.	During the reporting period, the Standing Committees of the House were very active, requiring extensive procedural, operational, logistical and research support of the House of Assembly Service.  The following provides a breakdown of the number of meetings for each Standing Committee in the reporting period:
Provided procedural and operational advice, as required.	
Conducted non-partisan research and reference support, as required.	



<b>Planned Results</b>	<b>Actual Results</b>
Drafted Committee reports and other documents, as required.	Government Services Committee – 3 Privileges and Elections Committee – 3 Public Accounts Committee – 14 Resource Committee – 6 Social Services Committee – 5 Standing Orders Committee – 2

## Discussion of Results

During the reporting period, the Service carried out significant work and planning to support the work and operations of Standing Committees of the House. This work included planning and logistics for all Committee meetings, provision of procedural advice and expertise, research and analysis of issues before the Committee, drafting of Committee minutes and reports, and media relations.

A significant portion of work required to support the Standing Committees on Government Services, Social Services and Resource took place during April and May 2022 when these Committees reviewed the 2022-23 Estimates referred to them as part of the annual budget process in the House of Assembly. These meetings required significant planning and work, as they occurred while the House was in Session.

The Standing Committee on Privileges and Elections, pursuant to section 17 of the Harassment-Free Workplace Policy Applicable to Complaints Against Members, conducted work on a matter referred to the Committee from the Citizen's Representative with respect to confidentiality provisions of the Policy. While some of the work on this matter occurred in the previous reporting period, work continued into the current period and concluded with the Committee tabling a report on the matter on April 5, 2022.

The Standing Committee on Public Accounts continued to be active in the reporting period. The Committee conducted a follow-up public hearing on November 9, 2022 on its review of the report of the Auditor General entitled MV Veteran and MV Legionnaire. This report was the result of a request by the Committee from a previous general assembly and considered the purchasing process for two separate ferries in the province, including mechanical issues experienced since entering into service. The Committee conducted its first public hearings on this matter in March 2022 and tabled the related report, Review of the Auditor General's Report on the MV Veteran & MV Legionnaire, in the House of Assembly on April 25, 2023.

The Public Accounts Committee also conducted public hearings on November 23 and 24, 2022 to follow up on matters contained in the Auditor General report Physical Mitigation of Muskrat Falls Reservoir Wetlands. This report was also the result of a review requested by the Committee from a previous general assembly. The public hearings on this matter followed up with officials from the Government of Newfoundland and Labrador and the Muskrat Falls Independent Expert Advisory Committee (IEAC).



The Public Accounts Committee is also actively following up on the findings and recommendations of the Auditor General as a result of several performance audit reports tabled during the reporting period as follows:

- Nalcor Energy (two reports – discretionary expenses, conflict of interest processes and the use of embedded contractors; and compensation practices);
- Adult Custody and Community Corrections:

The Committee received briefings from the Auditor General and officials on the findings and recommendations of these audit reports, and its follow-up continues.

The Standing Committee on Standing Orders tabled one report during the reporting period, on May 9, 2022.



## OPPORTUNITIES & CHALLENGES

The House of Assembly Service undertook significant efforts during the reporting period to develop and restructure procedural capacity in the organization. Significant work will be undertaken in the reporting period ahead to operationalize a new organizational structure for the House of Assembly Service that reflects a proof of concept tested and refined in previous reporting periods.

Significant efforts were also undertaken by the Service to develop and maintain controls and workflow for production of the Journals of the House (official record of business), as well as workflow and standards respecting records and processes of Standing and Select Committees. Work in these areas will continue as the Service looks to strengthen these approaches moving forward.

The Service has also undertaken redevelopment of the House of Assembly Intranet during the reporting period. The working group for the project has developed a proof of concept, with plans to address consistency and forms management for the House of Assembly Service's internal network in the coming reporting period.



## FINANCIAL INFORMATION

REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

**LEGISLATURE**  
**Statement of Expenditure and Related Revenue**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.01. ADMINISTRATIVE SUPPORT</b>			
01. Salaries	1,874,709	2,016,300	2,016,300
Operating Accounts:			
<i>Employee Benefits</i>	5,234	5,300	4,500
<i>Transportation and Communications</i>	41,829	59,400	59,400
<i>Supplies</i>	32,914	36,200	36,200
<i>Professional Services</i>	65,265	65,300	61,100
<i>Purchased Services</i>	15,490	57,000	62,000
<i>Property, Furnishings and Equipment</i>	82,374	92,500	92,500
02. Operating Accounts	243,106	315,700	315,700
	2,117,815	2,332,000	2,332,000
02. Revenue - Provincial	(2,196)	-	-
<b>Total: Administrative Support</b>	<b>2,115,619</b>	<b>2,332,000</b>	<b>2,332,000</b>
<b>1.1.02. LEGISLATIVE LIBRARY AND RECORDS MANAGEMENT</b>			
01. Salaries	718,632	721,900	687,200
Operating Accounts:			
<i>Employee Benefits</i>	399	900	900
<i>Transportation and Communications</i>	3,543	5,800	8,000
<i>Supplies</i>	50,600	50,700	47,000
<i>Purchased Services</i>	3,375	4,000	5,500
02. Operating Accounts	57,917	61,400	61,400
<b>Total: Legislative Library and Records Management</b>	<b>776,549</b>	<b>783,300</b>	<b>748,600</b>



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.03. HANSARD AND THE BROADCAST CENTRE</b>			
01. Salaries	635,826	670,900	670,900
Operating Accounts:			
Employee Benefits	300	600	600
Transportation and Communications	6,022	7,300	7,300
Supplies	50,696	56,900	56,900
Professional Services	6,000	18,000	18,000
Purchased Services	143,416	208,000	208,700
Property, Furnishings and Equipment	10,554	10,700	10,000
02. Operating Accounts	216,988	301,500	301,500
<b>Total: Hansard and the Broadcast Centre</b>	<b>852,814</b>	<b>972,400</b>	<b>972,400</b>
<b>1.1.04. MEMBERS' RESOURCES</b>			
01. Salaries	6,475,598	6,841,900	6,968,100
Operating Accounts:			
Transportation and Communications	30	10,200	10,200
Supplies	-	5,000	5,000
Professional Services	1,061	309,500	361,200
Purchased Services	550	20,000	20,000
02. Operating Accounts	1,641	344,700	396,400
09. Allowances and Assistance	1,363,902	2,258,500	2,363,700
10. Grants and Subsidies	3,891	5,400	6,300
	<b>7,845,032</b>	<b>9,450,500</b>	<b>9,734,500</b>
02. Revenue - Provincial	(14,306)	-	-
<b>Total: Members' Resources</b>	<b>7,830,726</b>	<b>9,450,500</b>	<b>9,734,500</b>



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.05. HOUSE OPERATIONS</b>			
01. Salaries	169,130	209,100	209,100
Operating Accounts:			
<i>Employee Benefits</i>	7,300	7,300	5,900
<i>Transportation and Communications</i>	86,882	119,700	125,000
<i>Supplies</i>	12,355	14,500	14,500
<i>Professional Services</i>	159,061	159,100	3,900
<i>Purchased Services</i>	26,406	41,500	41,500
<i>Property, Furnishings and Equipment</i>	1,961	3,800	1,700
02. Operating Accounts	293,965	345,900	192,500
10. Grants and Subsidies	11,557	11,600	11,600
<b>Total: House Operations</b>	<b>474,652</b>	<b>566,600</b>	<b>413,200</b>
<b>1.1.06. GOVERNMENT MEMBERS CAUCUS</b>			
01. Salaries	340,989	341,000	327,200
Operating Accounts:			
<i>Employee Benefits</i>	-	1,000	1,000
<i>Transportation and Communications</i>	9,027	19,200	19,900
<i>Supplies</i>	9,253	9,300	8,600
<i>Purchased Services</i>	2,165	7,500	7,500
<i>Property, Furnishings and Equipment</i>	1,499	2,400	2,400
02. Operating Accounts	21,944	39,400	39,400
10. Grants and Subsidies	33,546	33,600	32,700
<b>Total: Government Members Caucus</b>	<b>396,479</b>	<b>414,000</b>	<b>399,300</b>



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Estimates		
	Actual	Amended	Original
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.07. OFFICIAL OPPOSITION CAUCUS</b>			
01. Salaries	1,115,213	1,115,300	1,081,100
Operating Accounts:			
<i>Employee Benefits</i>	2,789	3,000	3,000
<i>Transportation and Communications</i>	44,703	79,400	79,400
<i>Supplies</i>	18,055	24,000	24,000
<i>Purchased Services</i>	18,745	22,000	22,000
<i>Property, Furnishings and Equipment</i>	3,968	5,500	5,500
02. Operating Accounts	88,260	133,900	133,900
10. Grants and Subsidies	18,678	18,700	18,700
<b>Total: Official Opposition Caucus</b>	<b>1,222,151</b>	<b>1,267,900</b>	<b>1,233,700</b>
<b>1.1.08. THIRD PARTY CAUCUS</b>			
01. Salaries	409,016	429,800	405,600
Operating Accounts:			
<i>Employee Benefits</i>	-	1,000	1,000
<i>Transportation and Communications</i>	10,207	21,700	21,700
<i>Supplies</i>	3,699	8,300	8,300
<i>Purchased Services</i>	3,185	7,500	7,500
<i>Property, Furnishings and Equipment</i>	1,606	1,800	1,800
02. Operating Accounts	18,697	40,300	40,300
10. Grants and Subsidies	12,452	12,500	12,500
<b>Total: Third Party Caucus</b>	<b>440,165</b>	<b>482,400</b>	<b>458,400</b>
<b>TOTAL: HOUSE OF ASSEMBLY</b>	<b>14,109,155</b>	<b>16,269,100</b>	<b>16,292,100</b>
<b>TOTAL: HOUSE OF ASSEMBLY</b>	<b>14,109,155</b>	<b>16,269,100</b>	<b>16,292,100</b>