



House of Assembly Service

2008- 2009 ANNUAL PERFORMANCE REPORT

Message from the Speaker

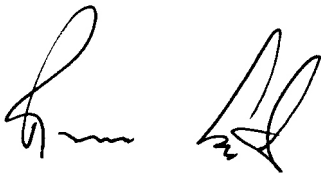
I am pleased to present the House of Assembly Service Annual Performance Report for 2008-2009.

The House of Assembly Service is primarily responsible for supporting the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

In 2008-2009, the House of Assembly Service focused on a number of priority areas to support the implementation of the recommendations of the *Report of the Review Commission on Constituency Allowances and Related Matters*. Significant progress has been made to establish an administrative framework for the House of Assembly that is both transparent and accountable.

This report provides an overview of the major accomplishments for the 2008-09 fiscal year which is a tribute to the dedication and commitment of employees of the House of Assembly Service.

This report was prepared under my direction in accordance with the *Transparency and Accountability Act*. As Speaker, I am accountable for the accomplishments reported in this document and any variances from the goals outlined in the 2008-2011 Business Plan.



Honorable Roger Fitzgerald
Speaker
House of Assembly

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OVERVIEW

The House of Assembly Service was established by statute, *The House of Assembly Accountability, Integrity and Administration Act*, which was proclaimed on June 14, 2007. It consists of operations established to support the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

It includes the Speaker, the Clerk and the Office of the Clerk. It also includes the Corporate and Members' Services Division which provides financial, human resources, payroll and administrative services, and the Information Management Division which includes the services of the Legislative Library, Records Management services, Broadcast Services and Hansard. The House of Assembly Service has a total of 46 employees (9 male and 37 female).

The Speaker, the impartial presiding officer of the House, is the guardian of the privileges of the House and of Members.

The Clerk is the principal procedural adviser to the Speaker and Members. The Clerk is responsible for the overall administration of the House of Assembly and interprets the Standing Orders, conventions, precedents and usages of the House in order to advise the Speaker and Members of the House on parliamentary procedure. The Office of the Clerk is also responsible for the support of parliamentary operations. It co-ordinates House of Assembly support services and ensures that all forms of business pass through each of the required procedural steps.

The Clerk is also the chief administrative officer of the House of Assembly responsible to the Speaker and, through the Speaker, to the House of Assembly Management Commission for the management of the operations of the House of Assembly Service and the administration of the Statutory Offices. The Office of the Clerk also provides full administrative support to the House of Assembly Management Commission.

BUDGET

The 2008/09 budget for the House of Assembly was \$17,137,500. The details are noted below.

| | |
|-------------------------------------|---------------------|
| Salaries | \$9,789,800 |
| Employee Benefits | 24,900 |
| Transportation and Communications | 489,100 |
| Supplies | 154,300 |
| Professional Services | 1,277,600 |
| Purchased Services | 943,700 |
| Property, Furnishings and Equipment | 858,300 |
| Allowances and Assistance | 3,554,700 |
| Grants and Subsidies | 45,100 |
| TOTAL | \$17,137,500 |

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MANDATE

The House of Assembly Service derives its mandate from the provisions of the *House of Assembly Accountability, Integrity and Administration Act*. The mandate of the House of Assembly Service 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.

The 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*;
- Providing official transcript of debates and proceedings of the House of Assembly and the House of Assembly Management Commission;
- Broadcasting the House of Assembly proceedings 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.

LINES OF BUSINESS

In fulfilling its mandate, the House of Assembly Service provides the following lines of business.

1. Support to the House of Assembly and the Committees of the House

The House of Assembly Service provides executive, administrative, and advisory support to the House of Assembly and its Committees. It advises the Speaker and Members on parliamentary procedure, provides procedural advice to Committees, drafts minutes and reports, keeps records, and organizes meetings.

The House of Assembly Service, through the Law Clerk, provides legal advice on Parliamentary matters to the Speaker, the Clerk and to the House of Assembly, and provides in-house corporate legal advice. The Law Clerk provides drafting services on amendments in committee where required.

The Sergeant-at-Arms is responsible for preserving order and maintaining security in the galleries, corridors and other areas in the Parliamentary Precinct Assembly and is also responsible for public education and visits to the House of Assembly.

Hansard provides the official and complete transcript of debates and proceedings of the House of Assembly and the meetings of the House of Assembly Management Commission.

The Broadcast Centre is responsible for the televising of the House of Assembly proceedings and meetings of the House of Assembly Management Commission.

2. Support to the Speaker and the House of Assembly Management Commission:

The House of Assembly Service is the primary support for the Speaker and the House of Assembly Management Commission. This role incorporates the preparation of briefing materials, the coordination and facilitation of Commission meetings, and the maintenance of all Commission records.

Strategic communications advice and support are provided to the Speaker and the House of Assembly Management Commission. This role includes developing communications policy and procedures and advising on communications.

3. Support to Members of the House of Assembly

The House of Assembly Service supports the Members of the House of Assembly in carrying out their roles and responsibilities. This includes Member orientation, providing relevant training as necessary, setting up Members' offices, purchasing required supplies and services for Members, processing Members' expense claims, payroll and human resource services.

The Legislative Library provides parliamentary library and information services to all Members and Officers of the House of Assembly in the execution of their duties, including reference and research services and information access and awareness.

4. Support to Statutory Offices

The House of Assembly Service supports the Statutory Offices in carrying out administrative responsibilities. This includes financial, budgetary, human resources, payroll, and information management services.

VALUES

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

| <i>Value</i> | <i>Action Statement</i> |
|-----------------|--|
| Impartiality | Each employee provides services in a non-partisan manner to all Members and their staff. |
| Fairness | Each employee performs his or her duties in an unbiased and independent manner. |
| Respect | Each employee performs his or her 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 | Each employee 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 | Each employee performs his or her duties honestly, ethically and free of personal interests and activities which may appear to interfere with their duties. |
| Quality Service | Each employee builds and sustains relationships by assessing, anticipating, and fulfilling needs of the clients. |

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) The House of Assembly and its Committees
- b) House of Assembly Management Commission
- c) Members of the House of Assembly
- d) Statutory Offices of the House of Assembly
- e) Executive Branch of Government

VISION

The vision of the House of Assembly Service is a legislature that is fully open and accountable to the people of the province.

MISSION

The Review Commission on Constituency Allowances and Related Matters was established following the publication of several reports by the Auditor General, in June and July of 2006, alleging irregularities in the administration of the affairs of the House of Assembly.

The report of the Review Commission, commonly referred to as the Green Report, contained a broad range of 275 specific recommendations and provided draft legislation to facilitate the implementation of the recommendations. The new legislation, *The House of Assembly Accountability, Integrity and Administration Act*, received Royal Assent on June 14, 2007 and establishes an administrative framework for the House of Assembly that is transparent and accountable. The legislation includes subordinate legislation known as *Members' Resources and Allowances Rules* which promote accountability in, and transparency with respect to, the expenditure of public funds.

By March 31, 2011 the House of Assembly Service will have supported the implementation of the recommendations of the *Report of the Review Commission* to establish an administrative framework for the House of Assembly that is transparent and accountable.

RESULTS OF GOALS

ISSUE ONE FINANCIAL CONTROLS AND PROCESSES

The Review Commission on Constituency Allowances and Related Matters made recommendations related to appropriate financial controls and processes. The Commission recommended “the implementation of a management certification process as a definitive and visible means of promoting the appropriate reporting and disclosure of information as well as the effective operation of internal controls. This requires the establishment and maintenance of disclosure controls, internal controls and procedures and providing personal certification regarding the design and evaluation of the operating effectiveness of such controls”.

Goal

By March 31, 2011, the House of Assembly Service will have enhanced financial controls and processes in place.

Objective: By March 31, 2009, the House of Assembly Service implemented new processes and systems.

| Indicators | Accomplishments 2008-09 |
|---|---|
| Management Certification Process implemented | The Management Certification Process was implemented and the first Management Certificate was signed by the Clerk on August 31, 2008. |
| I-Expenses Oracle module implemented | Due to unanticipated delays the development and testing work were not completed until March 31, 2009. The user manual and training sessions were held in April and May and the module was implemented June 18, 2009. |
| Inventory Control System in place | At its March 18, 2009 meeting, the Commission approved the Inventory Management Policy which provides direction for the accounting and control of items held in inventory including proper acquisition, recognition and measurement, safeguarding, write-downs and disposal of assets. The FasseTrack Inventory Control System was purchased and all inventory items were input by March 31, 2009. |
| Forensic Accounting Investigation completed. | An external accounting firm was contracted to undertake the forensic audit. The investigation was completed and the report received on February 26, 2009. |
| Financial Statement and Legislative Compliance Audits Completed for 2000 and 2001 | Discussions have been ongoing on this issue among the House of Assembly Management Commission, the Speaker, the Clerk, the Chair of the Audit Committee and the Auditor General since the 2007 Green report. The Auditor General has indicated that he is not able to audit the existing statements for the Legislature for these two years. The Commission has directed the Clerk to prepare a Request for Proposals to seek consulting services to recreate the financial statements for the 1999-00 and 2000-01 fiscal years. In the |

absence of reliable statements, the audits have not yet been completed.

Budget Process in place

At its July 3, 2008 meeting, the Commission approved the Budget Process for the preparation and approval of the annual budgets of the House of Assembly and the Statutory Offices.

Objective: By March 31, 2010, the House of Assembly Service will have continued to assess and maintain effective disclosure and internal control processes.

Measure: Will have continued to assess and maintain effective disclosure and internal control processes.

Indicators:

- Business processes updated annually by external consultant
- New internal controls implemented to address any gaps identified during business process reviews
- Annual Management Certificate signed by Clerk
- I-Expenses (ECMS) reports being used for internal control purposes within the House of Assembly

ISSUE TWO IMPROVED ACCOUNTABILITY

The Review Commission on Constituency Allowances and Related Matters identified the need for increased openness and accountability by the Legislature to the citizens of the Province. It recommended appropriate documentation and record management processes as well as enhanced access for the public and the media to all proceedings of the House of Assembly, including the House of Assembly Management Commission and Committees of the House.

Goal

By March 31, 2011, the House of Assembly Service will have improved systems and processes in place to support the accountability of the House of Assembly Service and its practices.

Objective: By March 31, 2009, the House of Assembly Service implemented a fully supported and maintained records management program.

Measure: Implemented a fully supported and maintained records management program

| Indicators | Accomplishments 2008-09 |
|---|---|
| Record management policies, procedures and guidelines are developed and approved. | Policies, procedures and support documentation regarding records management for the House of Assembly Service and the House of Assembly Management Commission were developed and circulated to all staff by March 31, 2009. |
| All staff of the House of Assembly Service will have adopted use of TRIM. | TRIM has been rolled-out to all staff of the House of Assembly Service. Associated training and support has been provided. |
| House of Assembly records inventory is completed. | Due to time expended in the implementation of TRIM, the records inventories are approximately 90% complete. It will be completed in the next reporting period. |
| | Due to the volume and complexity of |

An ATIPPA policy manual, procedures and guidelines are developed.

ATIPPA requests, the development of an ATIPPA policy manual is still in progress. It will be completed in the next reporting year. Procedures for site-to-site transfer of confidential audio materials have been developed.

Objective: By **March 31, 2010**, the House of Assembly Service will have implemented measures to increase access to the proceedings of the House of Assembly, the House of Assembly Management Commission and Committees of the House.

Measure: Will have implemented measures to increase access to the proceedings of the House of Assembly and the House of Assembly Management Commission

Indicators:

- Live broadcasts of House of Assembly and the Management Commission available via web streaming.
- Recorded portions of the House of Assembly and Management Commission proceedings available via the HOA website.
- Acquired mobile broadcasting equipment for Commission broadcasting.
- Developed new products and services provided via the HOA website.

ISSUE THREE PUBLIC OUTREACH AND EDUCATION

The House of Assembly Service recognizes the value of a public which is well-informed in matters relating to the role and operations of the Legislature. Education and outreach are important components to increase awareness and understanding of the role of the Legislature and help build confidence and trust in elected officials and the legislative processes that exist.

Goal

By March 31, 2011, the House of Assembly Service will have developed a strategy to increase awareness and understanding of the public on the role and operations of the House of Assembly.

Objective: By March 31, 2009, the House of Assembly Service developed educational and promotional material for the House of Assembly.

Measure: Developed educational and promotional material

| Indicators | Accomplishments 2008-09 |
|---|---|
| Revised visitors' guide to the Legislature is developed | A draft revised visitors' guide was developed by March 31, 2009. Due to time constraints, the guide was not printed and in distribution until May, 2009. |
| Promotional material is developed and available to tour groups | A committee was established and gathered sample promotional material from other jurisdictions and began development of promotional materials for tour groups to our legislature. Some promotional material is available in draft form but has not been completed to date because of other priority matters. It is anticipated that material will be available within the next reporting period. |
| Information seminars on the Legislature are offered in the Executive Branch of Government | Five information seminars on the Legislature were delivered to Executive, Communications and other groups in the Executive Branch of Government. |

Objective: By **March 31, 2010**, the House of Assembly Service will have developed a draft strategy to promote awareness and understanding of the Legislature in the provincial school system.

Measure: Will have developed a draft strategy to promote awareness and understanding of the Legislature in the provincial school system

Indicators:

- Jurisdictional review completed
- Materials developed to support Speaker's Outreach Program
- Communications strategy in place to promote awareness and understanding of the Legislature

Opportunities and Challenges Ahead

Tremendous progress has been made on the implementation of the *Report of the Review Commission on Constituency Allowances and Related Matters*. Enhanced financial processes, improved records management systems and increased access to proceedings of the House of Assembly have been opportunities to increase accountability and to help build confidence and trust in the operations of the Legislature.

The challenge for the House of Assembly Service will continue to be the ability to be responsive to the needs of its primary clients and ensure full compliance with the new legislation while supporting employees of the House of Assembly in the new environment.

Expenditure and revenue figures included in this document are based on public information provided in the Report on the Program Expenditures and Revenues of the Consolidated Revenue Fund for fiscal year ending March 31, 2009 (un-audited).

LEGISLATURE
Statement of Expenditure and Related Revenue
FOR THE YEAR ENDED 31 MARCH 2009

| | <u>Actual</u> | <u>Estimates</u> | |
|--|------------------|-------------------|-------------------|
| | | <u>Amended</u> | <u>Original</u> |
| | \$ | \$ | \$ |
| HOUSE OF ASSEMBLY | | | |
| HOUSE OF ASSEMBLY | | | |
| <i>CURRENT</i> | | | |
| 1.1.01. ADMINISTRATIVE SUPPORT | | | |
| 01. Salaries | 1,448,682 | 1,599,500 | 1,492,500 |
| 02. Employee Benefits | 4,495 | 9,000 | 9,000 |
| 03. Transportation and Communications | 46,470 | 56,800 | 56,800 |
| 04. Supplies | 37,572 | 44,700 | 40,000 |
| 05. Professional Services | 517,774 | 995,500 | 1,028,500 |
| 06. Purchased Services | 234,349 | 292,000 | 486,000 |
| 07. Property, Furnishings and Equipment | 196,565 | 219,900 | 39,000 |
| | <u>2,485,907</u> | <u>3,217,400</u> | <u>3,151,800</u> |
| 02. Revenue - Provincial | (3,733) | - | - |
| Total: Administrative Support | <u>2,482,174</u> | <u>3,217,400</u> | <u>3,151,800</u> |
| 1.1.02. HOUSE OPERATIONS | | | |
| 01. Salaries | 428,118 | 428,200 | 402,400 |
| 02. Employee Benefits | 9,425 | 9,900 | 9,900 |
| 03. Transportation and Communications | 136,053 | 231,400 | 231,400 |
| 04. Supplies | 14,548 | 21,000 | 21,000 |
| 05. Professional Services | - | 39,900 | 39,900 |
| 06. Purchased Services | 38,695 | 53,000 | 53,000 |
| 07. Property, Furnishings and Equipment | 20,905 | 46,700 | 46,700 |
| Total: House Operations | <u>647,744</u> | <u>830,100</u> | <u>804,300</u> |
| 1.1.03. CAUCUS OPERATIONS AND MEMBERS' EXPENSES | | | |
| 01. Salaries | 7,010,224 | 7,094,060 | 6,836,000 |
| 02. Employee Benefits | 790 | 800 | - |
| 03. Transportation and Communications | 47,237 | 47,300 | 32,000 |
| 04. Supplies | 22,983 | 30,000 | 30,000 |
| 05. Professional Services | 52,545 | 53,140 | 15,000 |
| 06. Purchased Services | 69,657 | 120,300 | 148,000 |
| 07. Property, Furnishings and Equipment | 31,025 | 40,000 | 40,000 |
| 09. Allowances and Assistance | 1,338,479 | 3,554,700 | 3,554,700 |
| 10. Grants and Subsidies | 56,700 | 56,700 | 45,100 |
| | <u>8,629,640</u> | <u>10,997,000</u> | <u>10,700,800</u> |
| 02. Revenue - Provincial | (51,025) | - | - |
| Total: Caucus Operations and Members' Expenses | <u>8,578,615</u> | <u>10,997,000</u> | <u>10,700,800</u> |

LEGISLATURE (CONTINUED)

| | <u>Actual</u> | <u>Estimates</u> | |
|---|-------------------|-------------------|-------------------|
| | | <u>Amended</u> | <u>Original</u> |
| | \$ | \$ | \$ |
| HOUSE OF ASSEMBLY | | | |
| HOUSE OF ASSEMBLY | | | |
| <i>CURRENT</i> | | | |
| 1.1.04. HANSARD AND THE BROADCAST CENTRE | | | |
| 01. Salaries | 514,465 | 556,000 | 511,900 |
| 02. Employee Benefits | 1,458 | 2,500 | 2,500 |
| 03. Transportation and Communications | 67,027 | 153,100 | 153,100 |
| 04. Supplies | 6,204 | 7,000 | 7,000 |
| 05. Professional Services | 24,142 | 30,000 | 10,000 |
| 06. Purchased Services | 108,376 | 243,400 | 243,400 |
| 07. Property, Furnishings and Equipment | 301,239 | 700,600 | 720,600 |
| Total: Hansard and the Broadcast Centre | 1,022,911 | 1,692,600 | 1,648,500 |
| 1.1.05. LEGISLATIVE LIBRARY | | | |
| 01. Salaries | 532,096 | 584,400 | 547,000 |
| 02. Employee Benefits | 2,941 | 3,500 | 3,500 |
| 03. Transportation and Communications | 12,235 | 15,800 | 15,800 |
| 04. Supplies | 53,233 | 56,300 | 56,300 |
| 05. Professional Services | 63,165 | 184,200 | 184,200 |
| 06. Purchased Services | 11,476 | 13,300 | 13,300 |
| 07. Property, Furnishings and Equipment | 11,455 | 12,000 | 12,000 |
| Total: Legislative Library | 686,601 | 869,500 | 832,100 |
| TOTAL: HOUSE OF ASSEMBLY | 13,418,045 | 17,606,600 | 17,137,500 |
| TOTAL: HOUSE OF ASSEMBLY | 13,418,045 | 17,606,600 | 17,137,500 |

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