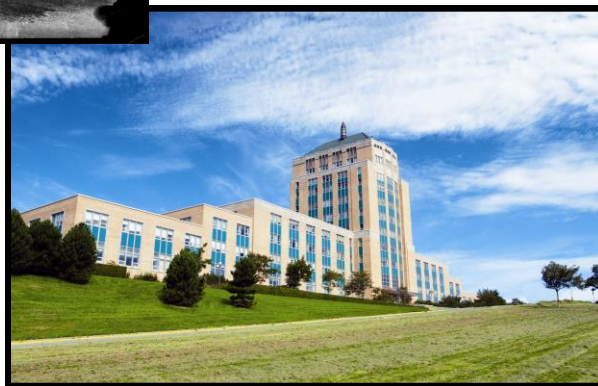


House of Assembly
Newfoundland & Labrador



Colonial Building
1850-1959

Confederation Building
1960-present



2016-17

Annual Performance Report

House of Assembly Service





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MESSAGE FROM SPEAKER



I am pleased to present the 2016-17 Annual Performance Report of the House of Assembly Service (HOAS). This report outlines the accomplishments of the HOAS toward the objectives for the reporting period as identified in the 2014-17 Activity Plan.

The HOAS was established by statute in the *House of Assembly Accountability, Integrity and Administration Act* to support the functioning of the House of Assembly and its committees, the Management Commission and Members of the House of Assembly.

This report was prepared under my direction in accordance with the *Transparency and Accountability Act* for a Category 3 entity. As the Speaker, I am accountable for the actual results reported in this document.

Hon. Perry Trimper, MHA
Speaker of the House of Assembly



OVERVIEW

The House of Assembly Service (HOAS) was established by statute in the *House of Assembly Accountability, Integrity and Administration Act* to support the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

The House of Assembly Service has 50 employees (38 female/12 male) serving as permanent and sessional employees. It includes the Speaker, the Clerk, and employees of the 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 House of Assembly 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 can be divided in two main areas: Chief Parliamentary Officer and Chief Administrative Officer.

As the Chief Parliamentary Officer the Clerk provides advice to the Speaker and Members of the House of Assembly on matters pertaining to parliamentary procedure. He or she is responsible for interpreting the Standing Orders, conventions, precedents and usages of the House and must ensure the preparation of the Order Paper and Minutes of proceedings. The Clerk also has a responsibility for the safe-keeping of all records of the House of Assembly.

As the Chief Administrative Officer the Clerk is responsible for the management of the operations of the House of Assembly Service and the administration of the Statutory Offices. The Clerk also serves as Secretary to the House of Assembly Management Commission and is responsible for providing full administrative support to the Commission.

The Corporate and Members' Services Division provides services in Accounts Payable; Financial Planning and Reporting; General Operations and Purchasing; and Human Resources and Payroll Administration. The Information Management Division includes the services of the Legislative Library, Broadcast Centre, Hansard and Records Management.



Contact Information:

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HIGHLIGHTS & ACCOMPLISHMENTS

In July, 2016 the Commonwealth Parliamentary Association (CPA) Canadian Regional Conference was held in Newfoundland and Labrador. The conference, held annually, brings together parliamentarians from the branches of the Canadian Region as well as delegates from other Commonwealth jurisdictions. The provinces, territories and federal government host the conference on a rotating basis. Prior to the July, 2016 it was last hosted by Newfoundland and Labrador in 2005.

Planning and delivery for the conference required significant work by the House of Assembly Service during the reporting period. The 2016 CPA Canadian Regional Conference hosted approximately 100 delegates, with a total attendance of 170 including accompanying persons, children and youth, and special guests.

In accordance with the provisions of the *House of Assembly Accountability, Integrity and Administration Act* (HOAAIA), a Members' Compensation Review Committee (MCRC) to review the salaries, allowances, severance and pensions of MHAs, must be appointed once during each General Assembly. The MCRC for the 48th General Assembly was appointed by resolution of the House on May 12, 2016, with an effective date of July 7, 2016.

During the Committee's review, the House of Assembly Service provided support in the areas of administration, research, editing and report design. The final MCRC report was submitted to the Speaker on October 28, 2016 and included a total of 59 recommendations, all of which required review by the House of Assembly Management Commission. A significant amount of work was carried out by the House of Assembly Service to ensure that all of the recommendations were brought forward to the Commission in a timely manner, and that all work to implement recommendations was completed where necessary.



REPORT ON PERFORMANCE

Maintaining the principles of accountability and openness will always be a priority for the House of Assembly Service and three areas of focus were identified in the 2014-17 Activity Plan. The following is a report on the performance toward accomplishing the objectives outlined in the Plan for the 2016-17 reporting period.

ISSUE 1: SUPPORT TO THE HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

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

The support of the House of Assembly Service is critical to the Commission in carrying out its mandate as established in the *House of Assembly Accountability, Integrity and Administration Act*. The HOAS conducts research of issues; prepares briefing notes and other materials for Commission meetings; prepares and tracks Minutes of all meetings; and ensures that all necessary work to properly action decisions of the Commission is carried out.

Objectives:

By March 31, 2017, the House of Assembly Service will have effectively supported the operations of the House of Assembly Management Commission.

<i>Planned Results</i>	<i>Actual Results</i>
Conducted research and prepared all briefing materials necessary for meetings of the Commission.	The House of Assembly Management Commission held a total of 10 meetings throughout the reporting period. Research was conducted, and briefing materials and other supporting documents were prepared as required for each meeting.
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



<i>Planned Results</i>	<i>Actual Results</i>
	Assembly website as required under the <i>House of Assembly Accountability, Integrity and Administration Act</i> . All Minutes for the reporting period can be viewed at: assembly.nl.ca/mancomm .
Tracked all decisions of the Commission and completed the work necessary to properly action them.	A total of 118 decisions were made by the Management Commission during the reporting period. All decisions of the have been appropriately actioned and completed where possible.
Updated and maintained manuals and templates that support the work of the Commission as necessary.	There were no changes required to manuals and templates that support the work of the Commission during the reporting period.

Discussion of Results

The House of Assembly Service fulfilled its mandate to support the operations of the House of Assembly Management Commission throughout the 2016-17 reporting period by ensuring that briefing materials and supporting documents were prepared and distributed for all meetings; Minutes were approved, distributed and tabled; and that decisions of the Commission were appropriately actioned and completed where possible. Briefing materials for all regular meetings of the Management Commission are posted to the House of Assembly website (www.assembly.nl.ca), as well as all Minutes, directives and rule amendments approved.



ISSUE 2: INFORMATION, OUTREACH & EDUCATION

The House of Assembly Service recognizes the value of a public that has confidence and trust in elected officials and the democratic process, and is well-informed about the role and operations of the legislature. The effective flow of information, outreach and education are important components to increase awareness and understanding of the role of the House of Assembly, and will help to build confidence and trust in the democratic process and the work of elected officials.

The House of Assembly website (www.assembly.nl.ca) is crucial to the effective delivery of awareness and outreach efforts. It also facilitates the communication of information that allows the House of Assembly Service to maintain its standards of being open, transparent and accountable to the people of the province. The website contains information that is beneficial for many target groups including the general public; MHAs; political and caucus office staff; and officials and employees of the executive branch of government.

Objectives:

By March 31, 2017, the House of Assembly Service will have commenced work on the website according to review recommendations.

<i>Planned Results</i>	<i>Actual Results</i>
Drafted website content as per the approved content outline.	All website content was drafted and reviewed as per the approved content outline.
Commenced development and design work on the new House of Assembly website.	Development and design of the new website commenced during the reporting period, as well as transitioning of content from the current website.
Commenced development of the roll-out strategy for the new House of Assembly website.	The official launch of the new website is tentatively scheduled for Fall, 2017. The website review committee commenced work on the roll-out strategy, which will include training for content providers, as well as clear identification of responsibility and timelines for providing content to the web developer on a go-forward basis.



Discussion of Results

Significant progress was made during the reporting period toward development and design of a new website for the House of Assembly. All of the content for the new website was drafted, and work commenced toward transitioning content from the current website to the new site. Official launch of the new website is tentatively scheduled for Fall, 2017 with the hopes it will coincide with the opening of the Fall session of the House of Assembly.



ISSUE 3: SUPPORT TO MEMBERS OF THE HOUSE OF ASSEMBLY

A main line of business for the House of Assembly Service is providing support to all Members of the House of Assembly. The HOAS is responsible for ensuring that all Members have the tools and resources they require to effectively carry out their role as elected officials. While supports and services are provided to Members on an ongoing basis, the volume of work required by the HOAS is increased following general elections and by-elections. A provincial general election took place on November 30, 2016 which required a great deal of additional planning and work by the HOAS to ensure the necessary tools and resources were in place to meet the needs of both the incoming and outgoing Members.

Objectives:

By March 31, 2017, the House of Assembly Service will have provided the necessary support to Members of the House of Assembly.

Indicators:

<i>Planned Results</i>	<i>Actual Results</i>
Revised and updated Member guides, manuals and orientation materials as required.	Revisions to the Members' Administration Guide commenced during the reporting period as a result of recommendations of the 2016 Members' Compensation Review Committee (MCRC). As not all of the recommendations of the MCRC were dealt with by the Management Commission before March 31, 2017, the updates will continue in the reporting period ahead.
Provided training and orientation to newly elected Members and their staff as required.	As there were no by-elections during the reporting period, no new Members were elected to the House of Assembly. As a result, no training and orientation was required.
Provided ongoing services to Members as required to support them in carrying out their roles.	Non-partisan services were provided to all Members. This includes support in submitting and processing expense claims; purchasing goods and services; parliamentary advice; tendering, acquiring and setting up constituency officers; as well as library services such



<i>Planned Results</i>	<i>Actual Results</i>
	as research and reference.

Discussion of Results

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



OPPORTUNITIES & CHALLENGES

The House of Assembly Service is nearing completion of its website review and redevelopment project with the launch of its new site. A challenge moving forward will be ensuring that the website continues to be relevant and meet the needs of its target audiences. To mitigate this risk, the website review committee will need to ensure that responsibilities and timelines are outlined to all content providers so that content is reviewed and updated in a timely manner.

The House of Assembly Service will continue with its focus on education and outreach as it moves into the next planning cycle. The House of Assembly tour program is currently undergoing restructuring with changes to the script and delivery of public tours. There is also work underway in developing an educational video, focusing on the history of democracy in Newfoundland & Labrador, how governance has evolved, and how the democratic process currently plays out. Once the video is complete, it will be made available publically on the internet so that those who are unable to visit the Legislature in person can still experience it. With initiatives like these, combined with the launch of a newly designed website and expanded use of social media tools such as Twitter, YouTube and Flickr, the House of Assembly Service has the opportunity to expand its target audience and extend its reach.

The House of Assembly Service has recently taken over responsibility for tours which was previously carried out by an office in the Executive Branch. This presents an opportunity for the Legislature to review the content and structure of the tours, and make changes that will enhance the tour experience for visitors. It also provides an opportunity to develop content relevant to specific audiences (e.g. school groups, seniors' group, those learning English as a second language, etc.).



FINANCIAL INFORMATION

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

REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE
Statement of Expenditure and Related Revenue
FOR THE YEAR ENDED 31 MARCH 2017

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.01. ADMINISTRATIVE SUPPORT			
01. Salaries	1,838,042	1,875,400	1,879,800
Operating Accounts:			
<i>Employee Benefits</i>	6,802	6,900	4,500
<i>Transportation and Communications</i>	45,772	60,000	60,000
<i>Supplies</i>	17,645	36,200	36,200
<i>Professional Services</i>	72,050	72,100	71,100
<i>Purchased Services</i>	36,352	62,000	62,000
<i>Property, Furnishings and Equipment</i>	30,198	74,900	92,500
02. Operating Accounts	208,819	312,100	326,300
	<u>2,046,861</u>	<u>2,187,500</u>	<u>2,206,100</u>
02. Revenue - Provincial	(207)	-	-
Total: Administrative Support	<u>2,046,654</u>	<u>2,187,500</u>	<u>2,206,100</u>
1.1.02. LEGISLATIVE LIBRARY AND RECORDS MANAGEMENT			
01. Salaries	691,703	691,800	660,500
Operating Accounts:			
<i>Employee Benefits</i>	559	900	900
<i>Transportation and Communications</i>	5,117	10,200	10,200
<i>Supplies</i>	45,311	47,000	47,000
<i>Purchased Services</i>	8,449	8,500	8,500
02. Operating Accounts	59,436	66,600	66,600
Total: Legislative Library and Records Management	<u>751,139</u>	<u>758,400</u>	<u>727,100</u>



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.03. HANSARD AND THE BROADCAST CENTRE			
01. Salaries	622,319	638,000	638,000
Operating Accounts:			
<i>Employee Benefits</i>	2,100	2,400	600
<i>Transportation and Communications</i>	4,018	4,300	6,100
<i>Supplies</i>	19,132	31,900	31,900
<i>Purchased Services</i>	339,657	341,800	289,400
<i>Property, Furnishings and Equipment</i>	23,710	24,200	10,000
02. Operating Accounts	388,617	404,600	338,000
	1,010,936	1,042,600	976,000
02. Revenue - Provincial	(20,130)	(18,800)	(18,800)
Total: Hansard and the Broadcast Centre	990,806	1,023,800	957,200
1.1.04. MEMBERS' RESOURCES			
01. Salaries	5,918,654	6,170,100	6,440,600
Operating Accounts:			
<i>Transportation and Communications</i>	8,101	15,200	15,200
<i>Professional Services</i>	132,419	254,100	274,100
<i>Purchased Services</i>	61,475	61,500	15,000
02. Operating Accounts	201,995	330,800	304,300
09. Allowances and Assistance	1,533,866	2,264,500	2,365,600
10. Grants and Subsidies	1,208	1,300	-
	7,655,723	8,766,700	9,110,500
02. Revenue - Provincial	(38,407)	-	-
Total: Members' Resources	7,617,316	8,766,700	9,110,500



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.05. HOUSE OPERATIONS			
01. Salaries	214,604	226,700	226,700
Operating Accounts:			
<i>Employee Benefits</i>	4,150	5,900	5,900
<i>Transportation and Communications</i>	38,342	106,300	125,700
<i>Supplies</i>	15,582	41,500	64,500
<i>Professional Services</i>	960	3,900	3,900
<i>Purchased Services</i>	135,378	156,900	166,900
<i>Property, Furnishings and Equipment</i>	42	1,700	1,700
02. Operating Accounts	194,454	316,200	368,600
10. Grants and Subsidies	11,392	11,400	11,400
	420,450	554,300	606,700
02. Revenue - Provincial	(29,735)	(35,500)	(35,500)
Total: House Operations	390,715	518,800	571,200
1.1.06. GOVERNMENT MEMBERS CAUCUS			
01. Salaries	480,719	597,300	617,200
Operating Accounts:			
<i>Employee Benefits</i>	-	1,700	1,700
<i>Transportation and Communications</i>	15,078	23,300	23,600
<i>Supplies</i>	12,906	13,600	13,600
<i>Purchased Services</i>	10,513	10,600	10,300
<i>Property, Furnishings and Equipment</i>	767	3,200	3,200
02. Operating Accounts	39,264	52,400	52,400
10. Grants and Subsidies	40,542	40,600	41,800
Total: Government Members Caucus	560,525	690,300	711,400



REPORT ON THE PROGRAM EXPENDITURES AND REVENUES OF THE CONSOLIDATED FUND

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.07. OFFICIAL OPPOSITION CAUCUS			
01. Salaries	1,084,157	1,084,200	981,200
Operating Accounts:			
<i>Employee Benefits</i>	662	2,500	2,500
<i>Transportation and Communications</i>	15,727	75,900	75,900
<i>Supplies</i>	6,474	19,900	19,900
<i>Purchased Services</i>	10,086	18,700	18,700
<i>Property, Furnishings and Equipment</i>	912	4,700	4,700
02. Operating Accounts	33,861	121,700	121,700
10. Grants and Subsidies	11,133	11,200	11,200
Total: Official Opposition Caucus	1,129,151	1,217,100	1,114,100
1.1.08. THIRD PARTY CAUCUS			
01. Salaries	495,967	496,000	367,300
Operating Accounts:			
<i>Employee Benefits</i>	-	1,000	1,000
<i>Transportation and Communications</i>	6,777	11,300	13,600
<i>Supplies</i>	4,370	7,600	7,800
<i>Purchased Services</i>	7,313	8,400	5,900
<i>Property, Furnishings and Equipment</i>	141	1,900	1,900
02. Operating Accounts	18,601	30,200	30,200
10. Grants and Subsidies	11,133	11,200	11,200
Total: Third Party Caucus	525,701	537,400	408,700
TOTAL: HOUSE OF ASSEMBLY	14,012,007	15,700,000	15,806,300
TOTAL: HOUSE OF ASSEMBLY	14,012,007	15,700,000	15,806,300