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2010



# Legislative Activities

Legislative Assembly of New Brunswick



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# *Legislative Activities*

2010



## New Brunswick

Prepared for The Honourable Dale Graham

Speaker of the Legislative Assembly

Legislative Assembly of New Brunswick



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October 24, 2011

The Honourable Dale Graham  
Speaker of the Legislative Assembly  
Room 31, Legislative Building  
Fredericton, New Brunswick  
E3B 5H1

Dear Mr. Speaker:

I have the honour of submitting this, the twenty-second annual report  
of *Legislative Activities*, for the year ended December 31, 2010.

Respectfully submitted,



Loredana Catalli Sonier  
Clerk of the Legislative Assembly



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# Year in Review

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## *Clerk of the Legislative Assembly — Loredana Catalli Sonier*

The 2010 calendar year was a busy one for staff of the Legislative Assembly Office. The Fourth Session of the Fifty-sixth Legislative Assembly resumed on January 12, 2010. It was only the second time in the last 25 years that the House sat during the month of January.

The proposed sale of NB Power to Hydro Québec dominated the session until its adjournment on April 16, 2010. The proposed agreement for the sale of NB Power dominated question period, members' statements and opposition members' business.

On January 4 Attorney General and Justice and Consumer Affairs Minister Michael Murphy resigned as Minister and Government House Leader and, on February 5 as the MLA for Moncton North. First elected in 2003, Mr. Murphy served as Opposition Finance Critic. In 2006 he was re-elected and sworn in as Minister of Health. He was appointed to his last portfolio in 2009.

Rose-May Poirier, (PC, Rogersville-Kouchibouguac), resigned February 26, 2010, and was subsequently appointed to the Senate of Canada. First elected in 1999, and re-elected in 2003, she served as Minister of the Office of Human Resources, Minister of Local Government and Minister responsible for Aboriginal Affairs. She was re-elected in 2006.

Six Members announced that they would not re-offer:

- Antoon (Tony) Huntjens, (PC, Charlotte-Campobello), first elected 1999 (Western Charlotte), re-elected June 9, 2003 and 2006; served as Minister of Family and Community Services and Minister responsible for the Advisory Council on Seniors.
- Stuart Jamieson, (Lib, Saint John-Fundy), first elected 1987, re-elected 1991, 1995, 2003, 2006; served as Minister of State for Rural Development, Minister of Agriculture and Rural Development, Minister of Tourism and Parks.
- Joan MacAlpine-Stiles, (Lib, Moncton West), first elected in 1999 as a PC in Moncton South, re-elected 2003 and 2006 (Moncton West); served as Minister of Municipalities, Minister

of Business New Brunswick, Minister of Family and Community Services, Minister of Tourism and Parks. She joined the Liberal caucus of Premier Shawn Graham in April 2007.

- Roly MacIntyre, (Lib, Saint John East), first elected 1995 (Saint John Champlain), re-elected 2003 and 2006; served as Minister of Advanced Education and Labour, Minister of Economic Development, Tourism and Culture, and Minister of Supply and Services.
- Eugene McGinley, (Lib, Grand Lake-Gagetown), first elected 1972, re-elected 1974 (Bathurst), 2003 (Grand Lake); served as Speaker and Minister of State for Seniors and Minister of State for Housing.
- Jeannot Volpé, (PC, Madawaska-les-Lacs), first elected 1995; re-elected 1999, 2003, 2006; served as Minister of Natural Resources, Minister of Finance, and Leader of the Official Opposition.

On April 7, retiring Conflict of Interest Commissioner, Patrick A.A. Ryan, Q.C. was honoured for his exemplary service to the Members and to the Legislative Assembly, as Commissioner. Mr. Justice Ryan served as a Judge of the Court of Queen's Bench, Trial Division, Judge ex officio of the Court of Appeal and Judge of the Court of Appeal of New Brunswick.

On August 20, 2010, the Legislative Administration Committee adopted terms of reference for the establishment of an MLA Pensions Review Panel to review all aspects of MLA pensions including Members' re-establishment allowances. The panel, comprised of retired justice Hon. Jean-Claude Angers Q.C., (chair), chartered accountant and retired Deputy Minister Carol Loughrey, and retired deputy minister Laura Freeman, must file a report with the Speaker in March of 2011.

The Fifty-sixth Legislative Assembly was dissolved on August 26, 2010, four years into the first mandate of the Shawn Graham Government. At dissolution the standings in the House were: Liberals, 32; Progressive Conservatives, 21; vacant, 2. New Brunswickers elected a new government on September 27, 2010. The

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results of the provincial election, which for the first time was held on a fixed election date, gave the Progressive Conservatives a majority government with 42 seats, while the Liberals won 13. The election resulted in 26 new Members and the number of women parliamentarians increased from seven, in 2006, to eight. After failing to win a seat in the election, New Brunswick NDP Leader Roger Duguay resigned as party leader.

On the morning of October 12, Members of the Fifty-seventh Legislative Assembly took their Oath of Allegiance and signed the Members' Roll during a ceremony in the Chamber presided over by Lieutenant-Governor Graydon Nicholas.

In the afternoon, David Alward, the Progressive Conservative Member for Woodstock, and the province's 32nd Premier, was sworn into Office along with fifteen Ministers.

Premier Alward was first elected to the Legislative Assembly in the June 7, 1999, provincial election to represent the riding of Woodstock. He was re-elected in 2003 and sworn in as Minister of Agriculture, Fisheries and Aquaculture. He was re-elected for a third term in 2006 and on October 18, 2008, he was elected Leader of the Progressive Conservative Party of New Brunswick.

At a general orientation session for new Members, held on October 14, 2011, Members were briefed on the various offices of the Legislature and the services they provide. A second briefing on the rules of debate and procedures of the House was held on November 17, the week prior to the formal Opening of the new session.

The First Session of the Fifty-seventh Legislative Assembly was convened on October 27 for the purpose of electing a new Speaker. Members elected Dale Graham as Speaker. Speaker Graham was first elected to the Legislative Assembly in a by-election on June 28, 1993 and was re-elected in 1995, 1999, 2003, and 2006. During his time at the Legislature, he has served as Minister of Supply and Services, Minister of Human Resources, Acting Minister of Environment and Local Government, and Deputy Premier. Former Speaker Roy Boudreau was not re-elected in the provincial election.

Following the election of Speaker, the House was adjourned to November 23 for the formal Opening and

delivery of the Speech from the Throne.

On November 9, 2010, Governor General David Johnston made his first Official Visit to the province. Greeted upon arrival by Lieutenant-Governor Graydon Nicholas, the official party proceeded to the Legislative Assembly where they were met by Premier David Alward. The Governor General received military honours, a 21 Gun Salute and inspected the Guard of Honour. Their Excellencies were introduced to the Speaker of the Legislative Assembly, Dale Graham, as well as the Clerk of the House and the Sergeant-at-Arms. The Governor General then proceeded to the historic Legislative Assembly Chamber where he met with Members of the Legislative Assembly and Cabinet.

Also on November 9, former Premier Shawn Graham announced his decision to step down as Liberal Leader and Leader of the Official Opposition. First elected in a 1998 by-election and re-elected in 1999, 2003, 2006 and 2010, Mr. Graham was elected Leader of the Liberal Party of New Brunswick in May 2002. Following his re-election on September 18, 2006, when his party captured 29 of the 55 seats in the Legislative Assembly, he was sworn in October 2, 2006 as the province's 31st Premier. Mr. Graham continues to represent the riding of Kent in the Legislature.

The Official Opposition caucus subsequently elected Victor Boudreau to serve as interim Leader of the Opposition until the election of a new leader. Mr. Boudreau, who was first elected in a 2004 by-election, and re-elected in 2006 and 2010, held several ministerial portfolios while in government including Minister of Finance and Minister of Business New Brunswick.

On Tuesday, November 23, Lieutenant Governor Nicholas delivered the first Throne Speech of Premier Alward's government, formally opening the First Session. The two Deputy Speakers, Claude Landry, Tracadie-Sheila and Carl Urquhart, York, were appointed.

The House sat 4 weeks or 16 days before adjourning on December 19.

Phase 4 of Restoration of the Main Legislative Building's Historic Masonry and New Copper Roofing continued beyond the normal construction season due to unforeseen circumstances. Due to the rare January sitting, work was limited to the southeast wall which required urgent attention. The winterization of the work site

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proved to be disruptive for staff in the Clerk's Office forcing a temporary relocation of Finance and Human resources staff to the MacDonald Sartain Building and the remaining staff in the Clerk's office to basement offices in the main Legislative Building. Completion of the southwest wall and Library courtyard were allowed to resume upon the adjournment of the House on April 16, 2010. Phase 5 will see the completion of the Building's new copper roofing and masonry, a new southeast atrium entrance, Library courtyard upgrades and landscaping of the grounds.

Four former members of the Legislative Assembly passed away in 2010:

Roger (Butch) Wedge on February 12, 2010. Mr. Wedge (Progressive Conservative) was elected on October 12, 1982 to represent the electoral district of Bay du Vin.

Peter Trites on May 13, 2010. Mr. Trites (Liberal) was first elected in a by-election on November 26, 1984 as the NDP candidate to represent the electoral district of East Saint John. He was re-elected as a Liberal Member in the general election of October 13, 1987.

A. Edison Stairs on October 10, 2010. Mr. Stairs (Progressive Conservative) was first elected on June 27, 1960 to represent the electoral district of Carleton. He was re-elected in the general elections of April 22, 1963, October 23, 1967, October 26, 1970 and November 18, 1974 (to represent the electoral district of Carleton South).

Eric Teed on December 30, 2010. Mr. Teed (Progressive Conservative) was elected October 26, 1970 to represent the electoral district of Saint John Centre and Saint John Harbour.



*Photograph shows Denis Landry, Centre-Péninsule–Saint Sauveur (left), and Premier David Alward (right) “dragging” newly elected Speaker Dale Graham, Carleton, (centre) to the dais. Photograph courtesy of Harry Mullin.*

*The tradition of “dragging” the reluctant Speaker, upon election to the Chair is observed in the House and dates back to England where references to the Office of Speaker are recorded as early as 1376. The original function of the Speaker was to speak to the English King and his advisors, presenting petitions and grievances from the “commoners”, hence the term “Speaker”. There were times when the King was upset with the Speaker’s message, and legend tells of some Speakers who lost their heads as a result of the monarch’s displeasures. It was in that era that the tradition originated.*

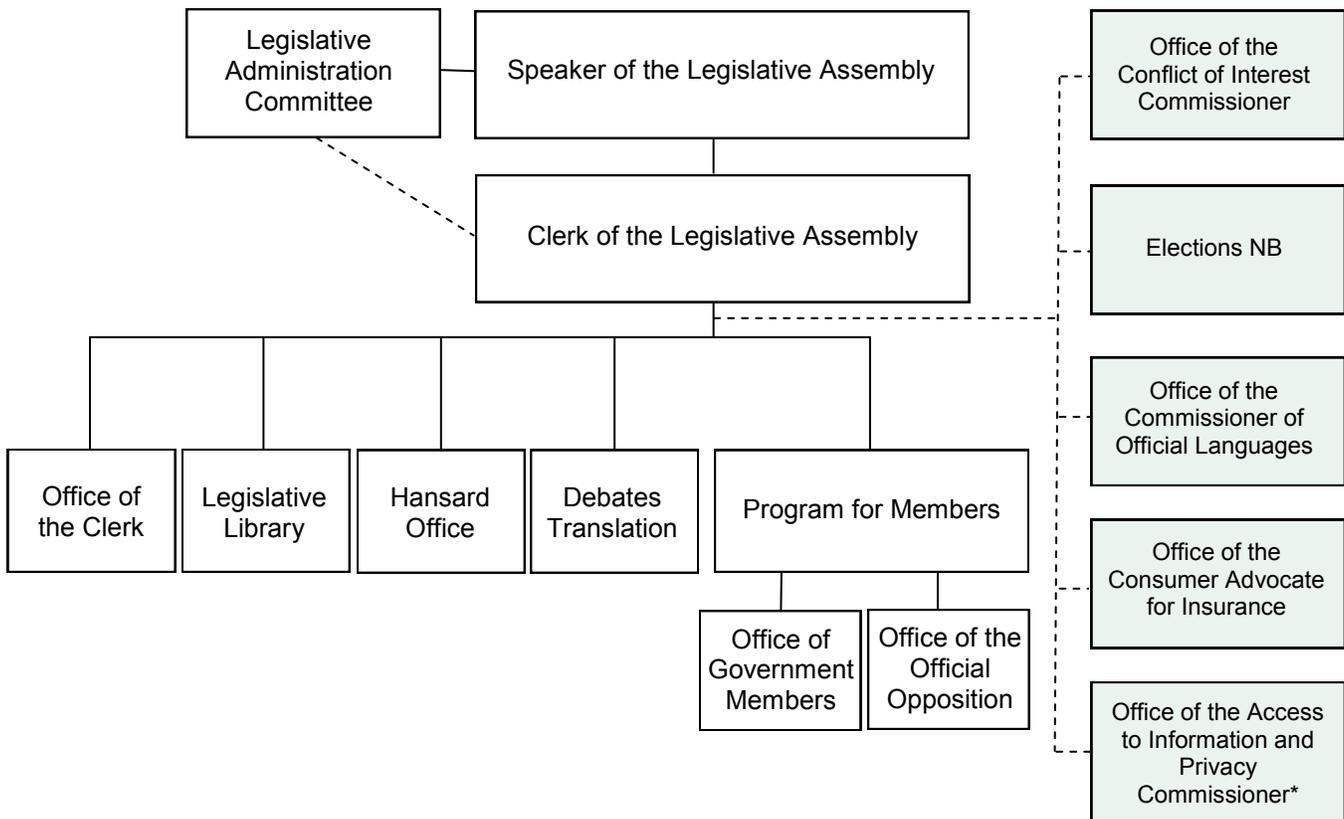
# Office of the Legislative Assembly

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## Mission Statement

1. To assist the Legislative Assembly in fostering respect for the institution and privileges of parliamentary democracy.
2. To provide assistance and support to all Members of the Legislative Assembly, their staff and the public.
3. To provide impartial and confidential service to all Members of the Legislative Assembly.
4. To record the proceedings and maintain the records of the Legislative Assembly.
5. To provide public education and information services on behalf of the Legislative Assembly.
6. To provide administrative, financial, and human resources to certain statutory offices reporting to the Legislative Assembly.

## Organizational Chart



\* The Office of the Access to Information and Privacy Commissioner was established September 1, 2011.

# Functional Statements

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## 1. *Clerk of the Legislative Assembly*

- The Clerk is the chief procedural advisor to the Speaker and to the Members and acts as Secretary to the Legislative Administration Committee. Appointed by resolution of the House, the Clerk is responsible for a wide range of administrative and procedural duties relating to the work of the House and its Committees. The Clerk of the Legislature is the Speaker's chief administrative deputy and has authority and responsibility similar to that of a Deputy Minister of a government department.

## 2. *Office of the Clerk*

- Produces the Journal, Orders of the Day and maintains the official permanent records of the Assembly.
- Provides advice to the Speaker and members on questions of parliamentary law, procedure, and interpretation of the rules and practices of the House.
- Provides procedural advice and support services to the chairs and members of committees of the Legislative Assembly.
- Provides public education and information services to Members, to government, and to the private sector.
- Provides administrative support to the Legislative Assembly.
- Provides financial and human resource management services to the Legislative Assembly.
- Provides administrative, financial and human resources support to the Office of the Conflict of Interest Commissioner, Office of the Commissioner of Official Languages for New Brunswick, Elections New Brunswick, the Office of the Consumer Advocate for Insurance, and the Office of the Access to Information and Privacy Commissioner.

## 3. *Legislative Library*

- Provides information and reference services to Members of the Legislative Assembly.

## 4. *Hansard Office*

- Records and transcribes House proceedings (Hansard) for the Members of the Legislative Assembly and for publication; records and transcribes legislative committee proceedings for Members of the Legislative Assembly.

## 5. *Debates Translation*

- Translates House proceedings (Hansard) and the Journal for Members of the Legislative Assembly and for publication; translates speeches and statements for Members of the Legislative Assembly, reports for legislative committees, and procedural and administrative material for the Office of the Legislative Assembly.

## 6. *Sergeant-at-Arms*

- Provides security services to the Legislative Assembly.
- Provides page and messenger services to the Assembly.
- Provides visitor information services to the public.
- Provides building maintenance and custodial services.

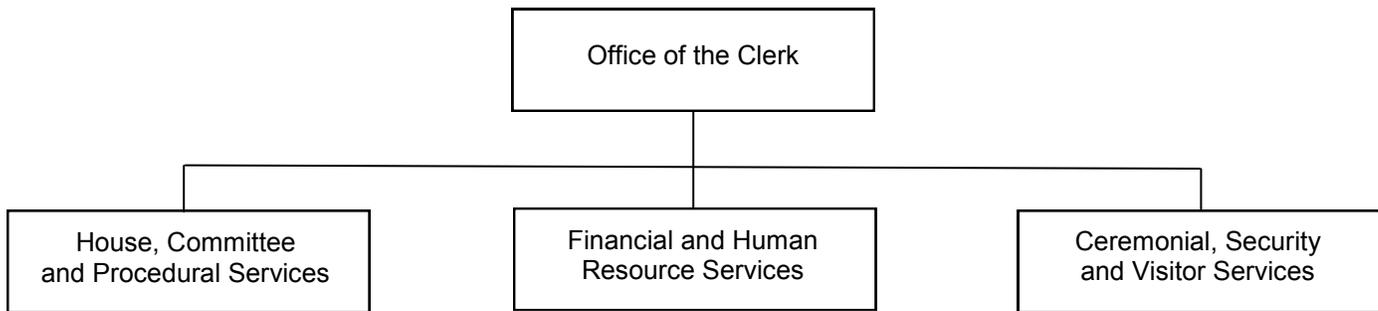
## 7. *Program for Members*

- Provides financial and administrative support to the backbench Members of the Legislative Assembly.

# Office of the Clerk

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*Clerk Assistant and Clerk of Committees — Donald J. Forestell*



## House, Committee, and Procedural Services

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During 2010 the Legislative Assembly and its committees placed a heavy demand for services on all branches of the Clerk's Office. The House sat for 65 days during the calendar year, with legislative committees holding a total of 24 meetings.

The Fourth Session of the Fifty-Sixth Legislature, which had adjourned on December 18, 2009 after twenty sitting days, resumed sitting on January 12, 2010. The primary focus of the session was on the proposed sale of the Crown owned NB Power to Hydro Québec. The proposed agreement dominated question period, Members' Statements and Opposition Members' Business. The House received a record 256 petitions, the majority of which related to the sale of NB Power.

The Fourth Session adjourned on April 16, 2010 and was subsequently dissolved on August 26, 2010. A total of 58 Bills were introduced during session, 49 of which received Royal Assent. The House sat for 68 days during the Fourth Session, for a total of 319 hours. This compares to 65 sitting days during the previous session, or 324 hours. A total of 33.5 hours were spent considering legislation in Committee of the Whole and 79 hours considering estimates in Committee of Supply.

A general election was held on September 27, 2010. The results saw a change in government with the Progressive Conservatives winning 42 seats and the Liberals 13 seats. Members of the Fifty-Seventh Legislature were sworn-in on the morning of October 12, 2010, in a ceremony held in the Legislative Assembly Chamber. On the same day, Hon. David Alward was sworn in as Province's 32nd Premier.

The first item of business for the new House was to elect one of its own as Speaker. On October 27, 2010, Hon. Dale Graham, the Member for Carleton, was elected Speaker of the 57th Legislative Assembly of New Brunswick.

The First Session of the 57th Legislature opened at 3 o'clock on Tuesday November 23, 2010, when His Honour Graydon Nicholas, the Lieutenant-Governor, delivered the Speech from the Throne. A total of 13 Bills were introduced during the fall session, prior to the adjournment of the House on December 17.

### *Queen's Counsel Appointment*

In a ceremony held in the Legislative Assembly Chamber on November 27, the Clerk of the Legislative Assembly, Loredana Catalli Sonier, was appointed Queen's Counsel in recognition of her exceptional service to the profession of law. Mrs. Catalli Sonier has been a member of the Law Society of New Brunswick since 1983 and has served as Clerk of the Legislative Assembly since 1993.

### *Office of the Clerk*

Members are supported in their parliamentary functions by services administered by the Clerk of the Legislative Assembly. The Clerk is the senior permanent officer of the Legislative Assembly, with the rank and status of a Deputy Minister. As the chief procedural adviser, the Clerk's responsibilities include advising the Speaker and Members on questions of parliamentary law, procedure, and interpretation of the rules and practices of the House. The Clerk is also responsible for the overall administration of the Legislative Assembly and is Secretary of the Legislative Administration Committee. The Clerk serves all Members equally, regardless of party affiliation, and must act with

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impartiality and discretion. The Clerk's Office supports the activities of the Clerk of the Legislative Assembly.

The Clerks Assistant serve as senior officers in the Assembly providing advice to Members and presiding officers on parliamentary procedure and House operations. The Clerk and Clerks Assistant are lawyers and are active members of the Law Society of New Brunswick. In addition to their duties as Table Officers they serve as Law Clerks in the House. The Clerks Assistant assist the Clerk in the interpretation and application of the *Legislative Assembly Act* and other legislation, in the drafting and review of floor amendments, Private Member's Public Bills and Private Legislation.

### ***Procedural Services***

During the course of the year, the Clerks-at-the-Table met regularly with the Speaker and other presiding officers, providing an overview of the Standing Rules, precedents and procedures of the House. Procedural staff provided advice as required, drafted rulings and prepared procedural documentation. In addition, the Clerks met with newly appointed and existing committee Chairs to advise on committee procedure, arrange meetings and public hearings, prepare documentation and reports to the House.

An orientation session was held for new Members of the Legislative Assembly on October 14, 2010. The Clerk of the Legislative Assembly, Loredana Catalli Sonier, provided an overview of the Office of the Legislative Assembly. The Clerk also briefed Members on the recall of the House, the election of Speaker and membership in the Commonwealth Parliamentary Association (CPA) and l'Assemblée parlementaire de la francophonie (APF). Various managers spoke on the role and services provided by their respective offices, including Debates Translation, Hansard and the Legislative Library. Additional topics covered by staff of the Clerk's Office included: technology support to Members; financial and human resource services; security and visitor services; procedure for petitions and Private Bills; and operation of the Parliamentary Channel. The Conflict of interest Commissioner, Hon. Patrick A. A. Ryan, Q.C., provided an overview of his role and on the responsibilities placed on Members under the *Members' Conflict of Interest Act*.

On November 17, 2010, a procedural orientation session was held in the Legislative Council Chamber for Members of the Legislative Assembly. The Clerks-

at-the-Table briefed Members on the Opening of the House and the conduct of business in the Assembly. Topics included: the rules of decorum and debate; the conduct of Routine Proceedings; Orders of the Day including Government Business and Opposition Members' Business; and the process of decision, including motions, voting and the legislative process.

The Clerks-at-the-Table have participated annually in the Machinery and Process of New Brunswick Government Seminars, organized by the provincial Office of Human Resources. In past years, a Table Officer has attended on behalf of the Legislative Assembly, giving a detailed presentation to government officials on the role of the Legislative Branch, the functioning of the Legislative Assembly and the role of Members. The seminars are intended to educate civil servants and new government employees on the functioning of the provincial government. No seminar was held in 2010 due to the provincial election.

### ***Association of Clerks-at-the-Table in Canada***

The Association of Clerks-at-the-Table in Canada is an organization composed of the Table Officers from every provincial and territorial legislature in Canada, as well as the House of Commons and the Senate. The objects of the Association include:

- to advance the professional development of its members by enabling them to heighten their knowledge of the foundations and principles of the parliamentary system and parliamentary procedure in Canada;
- to heighten their knowledge and mastery of administrative practices that can ensure an effective governance of the human and material resources essential to the smooth operation of the institution of Parliament;
- to foster the sharing of professional experiences and the discussion of subjects of common interest as well as consultation and collaboration among the Clerks-at-the-Table of the several Legislative Assemblies in Canada;
- to encourage the communication to its members of such measures for parliamentary reform as may be undertaken by other Legislative Assemblies in Canada;

- to contribute to the vitality of the two major parliamentary associations in which Canada participates, namely the *Commonwealth Parliamentary Association* and the *Assemblée internationale des parlementaires de langue française*, as well as to maintain close ties with American representatives and colleagues in the American Society of Legislative Clerks and Secretaries;
- to contribute to a broader dissemination of knowledge about the institution of Parliament and parliamentary procedure in Canada.

The Association of Clerks-at-the-Table list server (CATS) was launched in April 1998, to allow an open exchange of view points and information among members by using Internet e-mail. CATS is used by members of the Association to contribute information, pose questions, conduct surveys and to seek advice on a wide variety of procedural and administrative issues. To capture these contributions for future reference, a CATS message archive is maintained.

In 2010 the Clerks-at-the-Table responded to more than 40 inquiries posted to the CATS system. Topics canvassed during 2010 included such diverse matters as: Member's pay; code of conduct for Members; MLA pension plans; retention of House documents; unauthorized release of committee reports; legislation on MLAs crossing the floor; broadcast guidelines; petitions; time limits on debate; use of Blackberries or laptop computers; process for amending statutes relating to statutory officers; scope of debate in committee of supply; and political protest displays in parliament buildings.

#### ***Student Legislative Seminar***

Clerk's Office staff organized the 21st annual Student Legislative Seminar, held at the Legislative Assembly from April 16 to 18, 2010. Approximately 55 students representing both Anglophone and Francophone high schools throughout the province attended. The seminar is a non-partisan program whose objectives are: to provide a comprehensive understanding of the functions and operations of government; to encourage the use of the model parliament forum in high schools; to promote positive relations between Anglophone and Francophone students in New Brunswick; and to develop informed and responsible Canadian citizens. Selection of participants is based upon leadership qualities, scholastic record, responsibility, interest in

community and current affairs, and willingness to share experiences with others. Students are recommended by school principals, guidance councillors and teachers. The students were welcomed to the Legislative Assembly by Speaker Roy Boudreau. Throughout the weekend, the students attended various lectures which focussed on the three branches of government: legislative, executive and judicial. Students gained first-hand knowledge from a number of guest speakers, including Hon. Kelly Lamrock, Minister of Social Development; Loredana Catalli Sonier, Clerk of the Legislative Assembly; Hon. William McCarroll, Judge of the Provincial Court of New Brunswick; and Vicky Deschênes, communications officer with the Government of New Brunswick. On Saturday morning, students enjoyed a "Breakfast with the Premier" in the Parliamentary Restaurant. The Premier, Hon. Shawn Graham, mingled with the students and answered questions on a variety of topics.

The students attended numerous workshops led by the Clerks-at-the-Table, in preparation for the highlight of the weekend, a model Parliament held within the Legislative Assembly's historic Chamber. Students sat in the seats normally occupied by their MLAs and had use of the Legislative Assembly's simultaneous interpretation system. The Speaker of the Legislative Assembly presided over the model Parliament as students used the information gained through the workshops to proceed through periods of oral questions and Members' statements. The participants also debated and voted on numerous motions and pieces of legislation, all of which they had written themselves around topics of concern.

#### ***Private Members' Public Bills***

During 2010, the Clerks-at-the-Table assisted in processing Private Members' Public Bills for introduction in the House. Private Members' Public Bills relate to matters of public policy and are introduced by a Private Member. A total of five Private Members' Public Bills were introduced by the Official Opposition during the spring sitting of the Fourth Session. One such Bill, introduced by Mr. Carl Urquhart, received the support of both sides of the House and was given Royal Assent. Bill 29, *An Act to Amend the Motor Vehicle Act*, strengthens the safety afforded to first responders by requiring motorists to slow down and proceed with caution around emergency vehicles when their lights are activated. There were no Private Members' Public Bills introduced during the fall sitting of the First Session of the 57th Legislature.

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### *Private Legislation*

The Clerk's Office processed applications for Private Bills during the 2010 calendar year. Private Bills are those relating to private or local matters or for the particular interest or benefit of any person, corporation or municipality. Applications for Private Bills are reviewed by the Clerks-at-the-Table to ensure compliance with advertising requirements and other stipulations as set out in the Standing Rules. Five Private Bills were introduced during the Fourth session of the 56th Legislature, all of which received Royal Assent during the 2010 spring sitting. There were no Private Bills introduced during the fall sitting of the First Session of the 57th Legislature.

### *Television*

In 2010, the Legislative Assembly of New Brunswick Television Service continued live, long-form broadcasting of the daily proceedings of the Legislative Assembly. Repeat broadcasts of the daily proceedings, an option made possible in 2009 with the installation of a MAXX-2400 Image Server, also continued, with the same Tuesday-to-Thursday evening/night and Monday daytime schedule as in 2009. Consideration was given to adding an on-screen banner to the re-broadcasts, periodically appearing to indicate that the viewer is watching a repeat. The installation of software to generate the banner for durations and at the times required was slated to occur in early 2011.

A new computer-animated introduction to all daily proceedings broadcasts was introduced in 2010, and elements for it were used also for MLA profiles run during weekends and the months when the House is not in session. New DVD-R playback equipment was required to handle the frame rate of the intricately detailed computer graphics. A Toshiba DVD player-recorder was purchased for that purpose. Also purchased was a 2010-model 16X9 Insignia high-definition TV preview monitor for the television production room to aid the production crew in achieving the best possible focus and clarity of camera shots.

Added to the queue of information sequences run on the Television Service was one on the Legislature Page program and another on the Legislative Process. An extensive sequence about Leaders of the Opposition from the 1800s to the present, is currently in production.

### *Information Technology*

During 2010, the Information Technology section continued implementing technology upgrades within the Legislative Assembly complex. The Assembly continued to expand its virtual server infrastructure. The ePO software, which used to run on its own physical server, was moved to a virtual server running off of LEG-VHOST. System Center Configuration Manager (SCCM) was also installed as a virtual server and is operational. This server allows IT personnel to push out software updates and enables new software installations including programs such as Microsoft Office 2010.

Win-Pak Pro runs security systems such as building alarms and access cards for the Legislature and was moved from a PC to a server running Windows Server 2003. The server provides more scalability and redundancy.

Plans are now under way to upgrade the wireless system in the Chamber and Council Chamber. One of the advantages of the new system will be the ability to connect directly to the GNB network without having to use Virtual Private Network (VPN) and RSA token.

### *Journals and Publications*

During 2010, the Researcher and Journals Clerk compiled 65 unrevised Journals making up the spring sitting of the Fourth Session of the 56th Legislature (January 12 to April 16, 2010) or 48 daily sittings, and the Election of Speaker (October 27, 2010), Opening and fall sitting of the First Session of the 57th Legislature (November 23 to December 17, 2010) or 17 daily sittings. The *Journals* of the House are the official record of matters considered and decisions taken by the House. Unrevised *Journals* are posted online as soon as they are available in both official languages. At the conclusion of a session, unrevised editions of the *Journal* are finalized, indexed and published. Publication of the official permanent record of the votes and proceedings meets the minimum requirements of American National Standard for Information Sciences – Permanence of Paper for Printed Library Materials, ANSI Z39.48-1984.

The 2008 bound version of the *Journals of the Legislative Assembly, Second Session, Fifty-sixth Legislative Assembly*, was indexed, finalized, submitted for tender, and published.

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First Reading Bills continued to be published online in PDF format. Since March 30, 2004, the online PDF version of a First Reading Bill has been the official version. During the 2010 calendar year, 45 Bills were introduced. The Status of Legislation, which tracks the progress of Bills as they proceed through the various stages in the House, was produced and regularly updated.

The Assembly increased its archived online proceedings. The 2010-2011 Budget Speech and Reply thereto, the Premier's Closure of the Budget Debate, the November 23 Throne Speech and Reply thereto, and the Premier's Closure of the Throne Speech Debate were all archived to the website.

Proceedings of the Legislative Assembly were live broadcast daily on the New Brunswick Parliamentary Channel, Rogers Cable Channel 70. The proceedings were also webcast live on the Legislative Assembly website at <www.gnb.ca/legis>. With the assistance of Communications New Brunswick, Oral Questions continued to be archived online, allowing viewers to view the daily Question Period online, either live or as video-on-demand webcasts.

Biographical information and photographs of Members of the Legislature were updated throughout the year. Changes to the Executive Council, the Shadow Cabinet and seating plans were reflected in published and online updates. The twenty-first annual report of the Legislative Assembly, *Legislative Activities 2009*, was published, distributed and posted online. The Legislature's Calendar was updated to reflect Daily Sittings or Special Events. Order Papers continued to be distributed to Members and posted online. Committee membership was updated when necessary, reports were posted, and certain committees mandated to hold public hearings provided a web site with relevant public information and a web address which could receive electronic submissions.

### ***Interparliamentary Relations***

In addition to regular duties, staff of the Clerk's Office prepared itineraries and coordinated business session topics for Members attending the Annual Presiding Officers Conference, the Canadian Regional Council of the Commonwealth Parliamentary Association (CPA), the Atlantic Provinces Parliamentary Conference, the CPA Canadian Regional Conference, the CPA

Canadian Regional Seminar, the Council of State Governments/ Eastern Regional Conference, conferences of l'Assemblée parlementaire de la Francophonie, the Commonwealth Parliamentary Association Conference and the Canadian Council of Public Accounts Committee Conference.

Clerk's Office staff also continued their participation in the House of Commons Page Recruitment Program. Interviews for the Page Program take place in the federal, provincial and territorial capitals between mid-February and the end of March. Legislative Assembly staff will conduct interviews in Fredericton with New Brunswick students who have applied to work as a Page at the House of Commons during the upcoming academic year. Staff will then make recommendations to Commons officials.

The Clerks-at-the-Table, together with the Researcher and Journals Clerk, prepared quarterly submissions to the *Canadian Parliamentary Review*. The publication was founded in 1978 to inform Canadian legislators about activities of the federal, provincial and territorial branches of the Canadian Region of the Commonwealth Parliamentary Association and to promote the study of and interest in Canadian parliamentary institutions. The Office of the Clerk ensures that a summary of legislative activities in New Brunswick is included in each addition under the Legislative Reports section. The Clerk of the Legislative Assembly of New Brunswick is the current Chair of the Editorial Board of the *Canadian Parliamentary Review*.

Table Officers attended the annual Professional Development Seminar of the Association of Clerks-at-the-Table in Canada. The Seminar was held in Kananaskis, Alberta, from August 2-6, 2010. Participants included Clerks of the federal, provincial and territorial Parliaments, the United Kingdom Parliament, the Scottish Parliament, the Northern Ireland Assembly, the Parliament of New South Wales and the Parliament of Western Australia. There was also representation from the American Society of Legislative Clerks and Secretaries. Topics discussed included: Use of Social Media; the Tsunami of Demographic Change; Power to Call for Papers; Management of Question Period; Statutory Officers Review; and Parliamentary Privilege in the Canadian Context.

# Activities of Standing and Select Committees

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Clerk Assistant and Committee Clerk — Shayne Davies

## I. Introduction

Legislative committees have existed in New Brunswick since the meeting of the first Legislative Assembly in 1786. Parliamentarians realized early on the need to entrust some of their work to committees made up of their own Members. Since that time, the role and importance of committees has increased dramatically. Much of this is due to the greater volume of work coming before the Legislature, the complexity of which necessitates that work be delegated to committees. It is also due to the ability and experience of persons elected to public office, who have sought a more meaningful role for themselves in the legislative process to better utilize their diverse talents and abilities.

Legislative committees are an extension of the House and the makeup of a committee will generally reflect the overall distribution of seats in the Assembly. Proceedings in committee are often more informal and collegial than in the House itself, providing an atmosphere that is more conducive to collaborative thought and cooperation. Reports to the House are often agreed to unanimously, providing constructive recommendations that have received the support of all parties.

Committees are able to carry out work that the Assembly as a whole would find difficult, if not impossible, to undertake. Committees are able to consult with the public on important matters in order to hear the views and suggestions of concerned citizens, and are able to travel when necessary, allowing Members to hear from citizens in all areas of the province.

In 2010 there was a limited amount of committee activity. This was a result of the House sitting in early January, the dissolution of the House in August, and the ensuing provincial election in September, which caused all committee work to cease until the committees were reappointed in December. Of particular note were the changes made to the memberships of the various committees upon their reappointment. The number of Members on most committees was reduced from previous years and the membership of the Legislative Administration Committee was changed through the suspension of Standing Rule 104(1). The House also appointed a new Select Committee on Point Lepreau. The mandate of

the Committee is to examine the Point Lepreau refurbishment, review its progress, and report back to the House to ensure that the taxpayers of New Brunswick are fully aware of the current state of the project.

In total, 24 committee meetings were held during the course of the year. The following chart presents a breakdown of the various committees and the number of days each committee met during 2010:

COMMITTEE	NO. OF MEETINGS
Crown Corporations	3
Estimates	1
Law Amendments	1
Legislative Administration	8
Legislative Officers	1
Life Long Learning	0
Point Lepreau	1
Private Bills	3
Privileges	1
Procedure	1
Public Accounts	4
<b>TOTAL</b>	<b>24</b>

## II. Standing Committees

### *Standing Committee on Crown Corporations*

The Standing Committee on Crown Corporations held three committee meetings in 2010. The Committee was presided over by the Vice-Chair, Cheryl Lavoie (Nepisiguit), following the Cabinet appointment of the former Chair Rick Miles (Fredericton-Silverwood) in 2009.

On January 19 the Committee met in a special joint session with the Standing Committee on Public Accounts to receive and review the *Report of the Auditor General of New Brunswick, 2009, Volume 1*. A second joint session was held on March 11 to receive and review the *Report of the Auditor General of New Brunswick, 2009, Volume 2* and *Volume 3*. The Auditor General briefed Members on the nature of the work undertaken during the year and the contents and findings of the Reports.

Following the commencement of the 57th Legislature, the Committee was reappointed by motion of the

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House on December 15. The Committee met on December 16 and elected Jack Carr (New Maryland-Sunbury West) Chair and Ross Wetmore (Grand Lake-Gagetown) Vice-Chair.

### ***Standing Committee on Estimates***

In an effort to expedite the review of the main estimates of certain departments, the Legislature may refer these estimates to the Standing Committee on Estimates for consideration. Following the commencement of the 57th Legislature, the Committee was reappointed by motion of the House on December 15. The Committee met on December 16 and elected Dorothy Shephard (Saint John Lancaster) Chair and Ross Wetmore (Grand Lake-Gagetown) Vice-Chair.

### ***Standing Committee on Law Amendments***

On occasion Bills introduced in the Legislative Assembly do not receive second reading, but instead are referred to the Standing Committee on Law Amendments for review. This referral is often made to allow for public consultation in order to receive input from interested stakeholders, groups and individuals.

Following the commencement of the 57th Legislature, the Committee was reappointed by motion of the House on December 15. The Committee met on December 16 and elected Hon. Marie-Claude Blais, Q.C. (Moncton North) Chair and Serge Robichaud (Miramichi Bay-Neguac) Vice-Chair.

### ***Legislative Administration Committee***

The Legislative Administration Committee is chaired by the Speaker. Pursuant to Standing Rule 104(2), the Committee is responsible for the administration and operation of the Legislative Buildings, grounds and such other lands, buildings and facilities connected with the Legislative Assembly; and generally for all matters relating to the Legislative Assembly and to the Members of the Legislative Assembly.

In accordance with the provisions of the *Legislative Assembly Act*, the Committee reviews and approves the budget for the Legislative Assembly, including the budgets of the caucus offices; determines and regulates the pay and other terms and conditions of employment of officers and employees of the Legislative Assembly; establishes allowances in respect of expenses for Members' extra duties and committee meetings; establishes rules and directives with respect to allowances, disbursements and other payments to Members; issues directives in respect to caucus

allowances; and establishes financial policy for the administration of the Legislative Assembly.

The Committee also considers any matter necessary for the efficient and effective operation and management of the Legislative Assembly. In 2010 the Committee held eight meetings on the following dates: January 27, February 26, March 18, April 14, May 11, July 28, August 20, and November 3.

Among the matters considered by the Committee were: ongoing restoration of the historic masonry and new copper roofing, use of blackberries and other hand-held devices in the Chamber, MLA and staff parking, television guidelines, establishment of the Office of the Access to Information and Privacy Commissioner and appointment of new Commissioner, review of MLA Pensions and re-establishment allowances, severance provisions for constituency office assistants, constituency office advertisements, gallery rail modifications, upgrades to fire alarm and sprinkler systems, redesign and expansion of King Street parking lot, post-election budgets and reallocation of office space.

### ***Standing Committee on Legislative Officers***

Pursuant to Standing Rule 91, all reports to the House of Legislative Officers stand permanently referred to the Standing Committee on Legislative Officers. The list of Legislative Officers includes the Access to Information and Privacy Commissioner, Auditor General, Chief Electoral Officer, Child and Youth Advocate, Commissioner of Official Languages, Conflict of Interest Commissioner, Consumer Advocate for Insurance, Ombudsman, and Supervisor of Political Financing.

Following the commencement of the 57th Legislature, the Committee was reappointed by motion of the House on December 15. The Committee met on December 16 and elected Jake Stewart (Southwest Miramichi) Chair and Sherry Wilson (Petitcodiac) Vice-Chair.

### ***Standing Committee on Private Bills***

Pursuant to Standing Rule 115, Private Bills introduced in the Legislative Assembly are referred to the Standing Committee on Private Bills after First Reading. Any person whose interests or property may be affected by a Private Bill may appear before the Committee to express their concerns.

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In 2010 the Committee, chaired by Larry Kennedy (Victoria-Tobique), considered the following Private Bills:

- Bill 27, *An Act Respecting the College of Physiotherapists of New Brunswick*;  
Bill 46, *An Act Respecting the Saint John Firefighters' Association*;  
Bill 47, *An Act to Authorize The City of Saint John to Set Aside a Portion of Tucker Park for Street Purposes*;  
Bill 48, *An Act to Authorize the Conveyance of Certain Lands in The City of Saint John to Bell Aliant Communications*;  
Bill 53, *Crandall University Act, 2010*.

The Committee met on March 23 and in a report to the House on the same day recommended Bills 27, 46 and 47 to the favourable consideration of the House. The Committee also recommended Bill 48 to the favourable consideration of the House with certain amendments. The Bills received Royal Assent on March 26. The Committee met again on April 7 and in a report to the House on the same day recommended Bill 53 to the favourable consideration of the House. The Bill received Royal Assent on April 16.

Following the commencement of the 57th Legislature, the Committee was reappointed by motion of the House on December 15. The Committee met on December 16 and elected Carl Killen (Saint John Harbour) Chair and Danny Soucy (Grand Falls–Drummond–Saint-André) Vice-Chair.

### ***Standing Committee on Privileges***

Pursuant to Standing Rule 9(2), the House may, by resolution, refer a matter or question directly concerning the House, a Committee or Member to the Standing Committee on Privileges. Following the commencement of the 57th Legislature, the Committee was reappointed by motion of the House on December 15. The Committee met on December 16 and elected Bev Harrison (Hampton-Kings) Chair and Wayne Steeves (Albert) Vice-Chair.

### ***Standing Committee on Procedure***

Pursuant to Standing Rule 92, all Standing Rules and practices of the House, together with any matter referred by the Speaker, stand permanently referred to the Standing Committee on Procedure.

Following the commencement of the 57th Legislature, the Committee was reappointed by motion of the House on December 15. The Committee met on

December 16 and elected Sherry Wilson (Petitcodiac) Chair and Wes McLean (Victoria-Tobique) Vice-Chair.

### ***Standing Committee on Public Accounts***

The Standing Committee on Public Accounts, chaired by John Betts (Moncton Crescent), held 4 committee meetings in 2010. On January 19 the Committee met in a special joint session with the Standing Committee on Crown Corporations to receive and review the *Report of the Auditor General of New Brunswick, 2009, Volume 1*. A second joint session was held on March 11 to receive and review the *Report of the Auditor General of New Brunswick, 2009, Volume 2 and Volume 3*. The Auditor General briefed Members on the nature of the work undertaken during the year and the contents and findings of the Reports. The Committee also held an organizational meeting on May 26.

Following the commencement of the 57th Legislature, the Committee was reappointed by motion of the House on December 15. The Committee met on December 16 and elected Rick Doucet (Charlotte-The Isles) Chair and Greg Davis (Campbellton-Restigouche Centre) Vice-Chair.

## **III. Select Committees**

### ***Select Committee on Life Long Learning***

The Select Committee on Life Long Learning was appointed on July 5, 2007, in recognition of the continuing need to maintain a highly skilled and educated workforce in New Brunswick and to ensure that all citizens have the skills required to participate fully in society. The Committee had jurisdiction to examine and report on all aspects of the education system in the province. The Committee, chaired by Joan MacAlpine-Stiles (Moncton West), did not meet in 2010 and ceased to exist following the dissolution of the House.

### ***Select Committee on Point Lepreau***

The Select Committee on Point Lepreau was appointed on December 15 to examine the Point Lepreau refurbishment. The Committee is expected to review progress, consider issues, and report back to the House to ensure that the taxpayers of New Brunswick are fully aware of the current state of the project. The Committee met on December 16 and elected Kirk MacDonald (York North) Chair and Glen Tait (Saint John East) Vice-Chair.

# House Statistics

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## 56th Legislature

	<i>Second Session 2007 - 2008</i>	<i>Third Session 2008 - 2009</i>	<i>Fourth Session 2009 - 2010</i>
<i>Daily Sittings</i>			
Number of Sitting Days	64	65	68
Evening Sittings	18	0	0
<i>Government Bills</i>			
Introduced	66	74	44
Received Royal Assent	64	71	43
<i>Private Bills</i>			
Introduced	4	9	5
Received Royal Assent	4	8	5
<i>Private Members' Public Bills</i>			
Introduced	16	12	9
Received Royal Assent	0	1	1
<i>Government Motions</i>			
Total	15	14	3
Number debated	5	5	1
Number agreed to	13	14	3
Number withdrawn	1	0	0
<i>Private Members' Motions</i>			
Total	74	58	68
Number debated	12	14	19
Number agreed to	10	9	11
Motions for returns	62	43	43
<i>Committee of Supply</i>			
In House (Days)	26	25	22
In Committee on Estimates	0	0	0
<i>Annual Reports Tabled</i>			
	61	70	56
<i>Petitions</i>			
	39	111	258
<i>Written Questions</i>			
	0	0	0

# Financial and Human Resource Services

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*Director — Peter Wolters, CA*

The Director of Finance and Human Resources is accountable for the proper and effective management of the financial and human resource support systems of the Legislative Assembly.

The provision of a high standard of support services to the Members, the Offices of the Legislative Assembly and a number of Statutory Offices is a priority and, to that end, staff attended professional development, information and training sessions such as the following:

- Human Resources Information System training sessions and seminars on payroll and benefits programs.
- Oracle and Financial Information System training sessions and seminars on purchase card and vendor payment administration.
- French Second Language Training program administered by Athene to facilitate financial and human resources services in both official languages.
- Professional development seminars entitled “What should be the future role of Financial Officers in the Public Service”, “InConfidence: Annual Update and Briefing”, “The Talent Crunch in Finance & Accounting”, “Accounts Payable: Balancing Risk and Internal Controls” and “Privacy Issues within a Legislative Environment”, that covered areas such as current issues in human resources, purchasing, accounting and auditing in government, protection of personnel information and financial planning and budgeting.

The provincial general election held September 27, 2010, resulted in a change of government and the appointment of 16 Members to the Executive Council. The workload associated with the election of 26 new Members, and the resulting retirement or defeat of another 26 Members, presented a significant challenge for finance and human resources staff. The work entailed finalizing payroll, expenses, benefits and the closing of constituency offices for the Members whose status had changed and the commencement of payroll, the set up of new constituency offices and distribution of all related information for the new Members. In addition, staff processed salary commencements for the Members of the Executive Council.

The Legislative Assembly of New Brunswick hosted the 2010 conference of the Canadian Association of Parliamentary Administration (CAPA) from July 6-9, 2010. Speaker Roy Boudreau welcomed forty-five delegates from jurisdictions across Canada and provided an introduction to the program focused on professional development, current issues and best practices in the areas of finance, human resources, administration and information technology in legislatures and parliaments. Delegates were also provided with opportunities to tour some of the New Brunswick and sample some New Brunswick products such as mussels, dulse, fiddleheads and maple syrup, etc.

The Legislative Assembly building has been under repair and restoration for a number of years. However the past year significantly impacted the staff and operations of the Finance and Human Resources section, particularly at fiscal and calendar year ends. Processes and procedures had to be changed and adapted to accommodate the construction, and finance and human resources staff had to be relocated to temporary quarters out of the Legislative Assembly Complex for a period of three months from January to March 2010. In November 2010, the finance and human resources staff moved again, to a permanent location in Jewett House, along with information technology and maintenance staff from the Office of the Clerk.

The Finance and Human Resources section continued to provide financial and human resources administration support to the following statutory offices: Office of the Conflict of Interest Commissioner, Office of the Commissioner of Official Languages, Office of the Consumer Advocate for Insurance for New Brunswick, Office of the Ombudsman and Child and Youth Advocate, Office of the Auditor General and the Elections New Brunswick office. Effective for the 2010-2011 fiscal year, the Office of the Access to Information and Privacy Commissioner was also established and is also provided with finance and human resources administration support. The Clerk of the Legislative Assembly was part of a panel of senior deputy ministers who participated in the recruitment of the new Access to Information and Privacy Commissioner, Ms. Anne Bertrand, Q.C.

The Province of New Brunswick has implemented an Internal Services Agency (ISA), which has responsibility for finance, human resource, administration and information technology processes and procedures that

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are common to all government departments. The Legislative Assembly uses many of the same systems and infrastructure as government departments and a number of procedures and methods of carrying out responsibilities have changed and will continue to change as the Province moves to this model of internal services delivery to all departments. The Legislative Assembly office continues to be responsible for all financial, human resources and technology services to members and staff.

## I. Financial Services

### Overview

Financial Services include the following responsibilities:

- \* Payroll and Benefits (Ministers, Members, public service and casual employees)
  - Ensure timely and accurate payment of (and provision of information relating to) salaries and benefits.
- \* Members' and Committee Expenses
  - Ensure timely and accurate payment of expenses based on legislation and decisions of Legislative Administration Committee.
- \* Purchasing of and Payment for Goods and Services
  - Ensure compliance with the various Acts and Regulations of the Province. Ensure all transactions are properly recorded for financial statement presentation and safeguarding of assets. Ensure proper record keeping and storage for future reference purposes.
- \* Financial Analysis and Projections
  - Review financial position of the Office of the Legislative Assembly and the responsibility sections within the Legislative Assembly. Advise individual managers of changes in expenditure status using customized reports and specialized reports when required.
- \* Budget Process
  - Coordinate the budget process, prepare the budget submission and liaise with the related central agencies of the Province of New Brunswick.

### Financial Services Highlights

For the fiscal year ending March 31, 2010, the Legislative Assembly met budgetary objectives and maintained a reasonable level of services to Members and staff. The accompanying financial statement shows actual expenditure savings amounting to \$85,600 on a total budget of \$14,429,000 for the 2009-2010 fiscal year. This includes \$3,200 in the Members Allowances, Committees and Operations program, \$60,000 in the Office of the Legislative Assembly and \$22,400 in the Offices of Leaders and Members of Registered Political Parties.

The House sat a total of 99 days during the 2009-2010 fiscal year, compared to 61 during 2008-2009 and 79 in 2007-2008. The annual budget of the Legislative Assembly provides for expenses and allowances associated with approximately 40 sitting days during the fiscal year and thus additional funding was required for the 2009-2010 fiscal year. Supplementary Estimates in the amount of \$627,000 were approved to fund the additional sitting days for the 2009-2010 fiscal year. In addition to the \$2,704,000 original budget approved in the Capital Account of the Department of Supply and Services for the 2009-2010 fiscal year, an additional \$59,400 was approved to cover costs associated with the repair and restoration of the Legislative Assembly building.

The budgetary process for the Legislative Assembly's 2010-2011 fiscal year provided yet another challenge to achieve a 3% reduction in the operating budgets of the office of the Legislative Assembly and to obtain capital funding for the repair and restoration of the Legislative Assembly building. The Legislative Assembly faced challenges to maintain a reasonable level of services to the Members, legislative staff, and the public, as well as providing support services to the statutory officers reporting to the Assembly. In addition, expenses and the level of activities increased in areas such as translation and interpretation, televising and recording of House proceedings, and Legislative Committees. A total operating budget of \$13,587,000 was approved for the Legislative Assembly for the 2010-2011 fiscal year. A Capital Budget of \$2,704,000 to continue the restoration of the Legislative Assembly building was also approved and included in the 2010-2011 Capital Budget of the Department of Supply and Services.

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## II Human Resource Services

### Overview

Human Resource Services include the following responsibilities:

- \* Personnel Administration
  - Participate in recruitment process and ensure proper classification, compensation and benefits through maintenance of payroll and personnel records.
  - Update and communicate changes in the areas of policies and benefits to all elected Members and employees of the Legislative Assembly.
- \* Human Resource Development
  - Facilitate staff training to enable employees to develop professionally and use their capabilities to further both organizational and individual goals.
- \* Personnel Policies
  - Develop, maintain and document personnel policies in accordance with the Administration Manual of the Province, Legislative Administration Committee decisions and the unique environment of the Legislative Assembly. Ensure proper communication of personnel policies to all employees.

### Human Resource Service Highlights

Salaries of employees in the Legislative Assembly have not been adjusted for economic increases since October 2008. The same is true for employees in the public service of the province. In addition, the indemnities and salaries of Members and Ministers were frozen from January 1, 2009 to Dec 31, 2010. Normally, the indemnities and salaries of Members and Ministers would have increased by an index based on the three-year average increase in the wages of employees in the province.

During the 2010 calendar year, in addition to the retirement of two Members, the holding of a Provincial General Election, and the election of 26 new Members and the appointment of a new Cabinet, there was a large turnover of employees in the offices of the Members of the Legislative Assembly.

Finance and Human Resources staff processed the workload associated with the Members not re-elected

including finalizing their payroll, expenses and benefits as an elected Member, closing their constituency offices, and terminating constituency staff. In addition the staff administered the payroll, expenses and benefits of newly elected Members, as well as opening their constituency offices and commencing constituency staff. Subsequently the staff administered the changes in Members of the Executive Council (including Premier), Speaker, Deputy Speakers, Leader of Official Opposition, Caucus Chairs, Whips and House Leaders.

Staff continued to be responsible for updating and maintaining Infosource, the online government directory for most areas of the Legislative Assembly. The responsibilities include maintaining and updating the information, listings and database of Members and employees of the Legislative Assembly, to reflect the changes resulting from the general election. Much of the data is similar to that utilized for human resources and payroll purposes and must be disseminated in accordance with the *Protection of Personal Information Act*.

Finance and Human Resources section provides a payroll service for Private Members' constituency office staff whereby constituency office employees of Members are being paid bi-weekly using the Province of New Brunswick's Human Resources Information System. Staff are responsible for commencements, bi-weekly payments, terminations and related documentation, along with the subsequent financial chargebacks to the Constituency Office Allowances of the individual Members. During 2010 an average of thirty-eight constituency office staff were paid using this Payroll Service Program for Members.

A total of 28 students and other individuals were employed under the Student Employment and Experience Development (SEED) program and other programs administered by the Legislative Assembly. Responsibilities included coordination of the employment programs and the commencement (payroll setup and notices of hiring), payment (weekly time sheet input) and subsequent termination (removal from payroll and issuance of ROE) of each of the related employees. The students employed included 19 Pages for the 2009-2010 and 2010-2011 sessions.

**Financial Summary — Legislative Assembly**  
**For the Year Ended March 31, 2010**  
*(in \$ 000s)*

	<i>Budget</i>	<i>Actual</i>
<b><i>Members' Allowances, Committees and Operations</i></b>		
Allowances to Members	8,885.0	9,054.4
Legislative Committees	270.0	97.4
Subtotal	9,155.0	9,151.8
<b><i>Office of the Legislative Assembly</i></b>		
Legislative Library	432.0	431.0
Office of the Clerk (includes Speaker's Office)	1,513.0	1,503.1
Office of the Conflict of Interest Commissioner	362.0	315.9
Hansard Office	589.0	582.4
Debates Translation	716.0	719.6
Subtotal	3,612.0	3,552.0
<b><i>Offices of the Members of Registered Political Parties</i></b>		
Office of Government Members	651.0	636.6
Office of the Official Opposition	1,011.0	1,003.0
Subtotal	1,662.0	1,639.6
<b><i>Total : Legislative Assembly</i></b>	<b>14,429.0</b>	<b>14,343.4</b>

**Human Resources Summary — Legislative Assembly**

	Permanent	Elected	Sessional	Wages	Payroll Services Program
<b><i>Office of the Clerk</i></b>					
House and Committee Support	5	0	0	0	0
General Administration	0	0	0	3	0
Finance and Human Resources	5	0	0	0	0
Technology	2	0	0	0	0
Sergeant-at-Arms and Security	3	0	7	10	0
Speaker's Office	2	0	0	0	0
<b><i>Office of the Conflict of Interest Commissioner</i></b>					
Commissioner	4	0	0	0	0
<b><i>Office of the Access to Information and Privacy Commissioner</i></b>					
Commissioner	4	0	0	0	0
<b><i>Legislative Library and Research Services</i></b>					
Services	7	0	0	1	0
<b><i>Hansard Office</i></b>					
Office	10	0	0	1	0
<b><i>Debates Translation</i></b>					
Office	11	0	0	0	0
<b><i>Office of Government Members</i></b>					
Office	8	0	0	1	0
<b><i>Office of the Official Opposition</i></b>					
Office	14	0	0	2	0
<b><i>Pages and Tour Guides (students)</i></b>					
Students	0	0	19	0	0
<b><i>Members</i></b>					
Members	0	55	0	0	38
<b><i>Total</i></b>	<b>75</b>	<b>55</b>	<b>26</b>	<b>18</b>	<b>38</b>

# Ceremonial, Security and Visitor Services

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## *Sergeant-at-Arms — Daniel Bussières*

The ongoing historic restoration of the Legislative Assembly Building continued during 2010. The completion of phase 4 and 5A of the restoration project included re-pointing the stone below ground level, the commencing of landscape work in front of the building, the installation of five new flag poles and associated stone work and lighting, the painting of a number of offices using historic colours, and the copper cladding of the Legislative Library's roof.

The main front doors of the Legislative Assembly Building were restored and restoration work was completed to the Speaker's office. Renovations were also carried out to the section of the main floor of the building which houses Clerk's office staff. This required the relocation of staff to other parts of the building while the work was being completed.

Following the adjournment of the House on April 16, 2010, the building was closed to the public for the ongoing restoration work. The building re-opened in time for the coverage of the general election held on September 27th. Both CBC television and Radio-Canada reported election results from the Legislative Assembly building, providing live coverage from the rotunda and the second-floor Legislative Council Chamber.

The 21st annual Student Legislative Seminar took place April 16, 17 and 18, 2010. A total of 53 students from various New Brunswick high schools participated. Students were able to ask questions to various guest speakers, including the Premier, Ministers and MLAs. The students participated in workshops, drafted legislation, motions and Member's statements. On the final day, students participated in a model parliament, complete with the Speaker in the Chair, the Clerk at the Table and the participation of the Sergeant-at-Arms, Hansard staff and interpreters. The program is opened to grade 11 and 12 students from all New Brunswick high schools.

On April 29, 2010, the Canadian Association of Sergeants-at-Arms was formally incorporated. The Association's membership consists of the Sergeants-at-Arms of every provincial and territorial Legislature, as well as the House of Commons and the Senate of Canada (the Usher of the Black Rod). The Association has met annually since 1981. The current Board of Directors is as follows: Brian Hodgson, Alberta, Chair; Daniel Bussières, New Brunswick; Pierre Duchaine,

Québec; and Kevin MacLeod, the Senate. The objects of the Association, achieved through regular discussion and communication between members, are as follows:

- To serve as a vehicle for its members to meet and discuss matters pertaining to their unique and vital role in parliamentary democracy;
- To promote knowledge of both traditional and contemporary roles of a Sergeant-at-Arms;
- To serve as a vehicle for its members to exchange best business practices in their roles as Sergeants-at-Arms, including, but not limited to, both ceremonial and security related duties; and
- To foster a working relationship among Canadian Sergeants-at-Arms and Sergeants-at-Arms in other Commonwealth jurisdictions.

The closing of the Legislative Assembly Building during the summer months affected the number of visitors to the building during the year. However, the number of visitors continued to go up during periods when the building was open, thanks in part to the Capital Encounters Program of the New Brunswick Provincial Capital Commission. With this program, which began in April 2009, school group visits increased by 25% to 50% over the same period in 2008. Many schools that were too far away to afford the trip to Fredericton are now able to enhance their curriculum with an instructive visit to the Legislative Assembly, as well as other local museums and art galleries.

On October 30, 2010, the Girl Guides of Canada in New Brunswick held its annual Canada Cord Ceremony in the Legislative Chamber. Thirty two girls from around the province received their Canada Cord from His Honour Lieutenant-Governor Graydon Nicholas. The New Brunswick Scouting Awards ceremony was held the following week, on November 6, 2010. The Lieutenant-Governor presented certificates and awards, including the Chief Scout Award, to Scouts Canada members in the province.

On November 9, 2010, Canada's new Governor General, His Excellency the Right Honourable David



*His Excellency the Right Honourable David Johnston greeting members of the IODE in the Rotunda.*

Johnston, and Her Excellency Sharon Johnston, C.C., made their first official visit to New Brunswick. The official welcoming ceremony took place at 3 p.m. on the front grounds of the Legislative Assembly. The Governor General received military honours, which included a 21-Gun Salute and the inspection of the guard of honour. The official party then proceeded to the Legislative Assembly Chamber where Premier David Alward introduced his Cabinet members to Their Excellencies. The Governor General then met with the Premier and Speaker Dale Graham in the Speaker's Office. Afterwards, a tea was held in the honour of the visit, with members of the Imperial Order of the Daughters of the Empire (IODE).



*His Excellency and Speaker Graham with members of the IODE.*

The annual Queen's Counsel Ceremony took place in the Assembly Chamber on November 27, 2010. To be eligible for Queen's counsel status, a lawyer must be a

member of the Law Society of New Brunswick and been practicing law for at least 15 years. The distinction of Queen's counsel is bestowed upon experienced lawyers in recognition of their commitment to the principles of the legal profession and contributions to their communities. Among those receiving the distinction was the Clerk of the Legislative Assembly, Loredana Catalli Sonier. Other recipients included: Mark A. Canty, Saint John; Guy J. Daigle, Fredericton; Luc Desjardins, Petit-Rocher; J. E. Britt Dysart, Fredericton; David Hitchcock, Fredericton; T. William Morrissy, Miramichi; Gregory E. Murphy, Moncton; David G. O'Brien, Saint John; Peter Seheult, Grand Falls; and Odette J. Snow, Moncton.

The annual Christmas Tree Lighting Ceremony was held on the front grounds of the Legislature on December 3, 2010. More than five hundred people took in the festivities despite the threat of wet weather. Among those participating were Lieutenant-Governor Graydon Nicholas and Her Honour Elizabeth Nicholas; Premier David Alward; Speaker Dale Graham; and the Legislative Assembly's chaplain, the Very Reverend Keith Joyce.

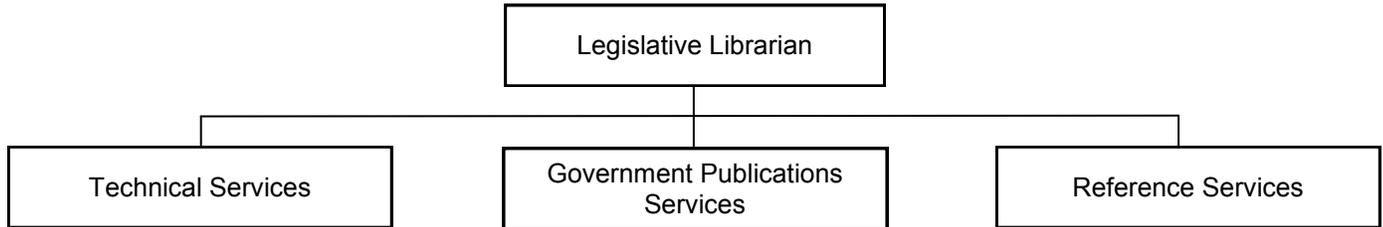
Musical entertainment was provided by the Chorale de l'école des Bâtisseurs, under the direction of Yolande Duguay, and the Sunset Church Choir, under the direction of Lacey Schwien. Hot apple cider and hot chocolate were prepared by volunteers Dianne MacKay and Judi Lutes and served by the Epsilon Y's Men's and Epsilon Y's Menette's. Fredericton-area girl guides distributed treats to the children. To the excitement of the many children present, Santa Claus also made an appearance. Following a countdown, the multi-colored lights on the beautiful 8-metre (26-foot) balsam fir tree were lit by Beatrice Devlin. The Christmas tree was donated by Alice and Richard Ness of Sussex.

The Legislative Assembly received a number of dignitaries during the year, including: M. Jean-Régis Borius, Préfet de Saint-Pierre-et-Miquelon and M. Gilles Courrègelongue, Consul Général de France in the Atlantic provinces on March 11; a delegation from Namibia, including two Members of Parliament, Hon. Hafeni Ludwigh Ndemula and Hon. Henock Sheya Ya Kasita, Ms. Auguste Shali, Committee Clerk and Ms. Julia Imene-Chanduro, the official ambassador, on October 27; and His Excellency Mr. Risto Piipponen, Ambassador of Finland to Canada and The Bahamas, and Mrs. Marjatta Piipponen, on November 4.

# Legislative Library

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*Legislative Librarian — Kenda Clark-Gorey*



## **Mandate**

According to the *Legislative Library Act*, the Legislative Library shall operate primarily for the use of the Members of the Legislative Assembly and the members of departments in order that they may better serve the people of New Brunswick. The Legislative Library may acquire by gift, bequest, loan or purchase any book, periodical, newspaper, film or any publication that may serve the Members of the Legislative Assembly or the departments in the performance of their duties.

The Legislative Library is designated as the official library for the deposit of New Brunswick government publications. The Queen’s Printer is required to deposit with the Legislative Library four copies of every government publication printed by that Office. Subject to the government publications deposited by the Queen’s Printer, all departments are required to deposit with the Legislative Library four copies of every government publication printed by it or under its authority within thirty days after its printing.

The Legislative Library has broadened its mandate to automatically receive all “online” or “born digital” New Brunswick government publications. An e-repository for New Brunswick electronic government publications has been established whereby selective publications will be downloaded for long-term preservation and better access. It should be noted that the library also still maintains a print collection of all government documents. A significant challenge over the past few years has been adapting to the increasing complexity of library work due to the rapid expansion of electronic information resources. As the official library for the deposit of New Brunswick government publications, the Legislative Library continues to stress the importance of producing print copies, as well as Internet versions of government publications. The Library advocates that print copies should continue to be made available for future generations and for today’s public that might not own a computer.

The Library strives to serve Members, staff, civil servants and the public in an efficient and accommodating manner. All requests for information are handled in confidence and in a non-partisan fashion. Twenty-four hour access is available through phone, e-mail and fax. The Library is open from 8:15 a.m. to 5:00 p.m., five days a week. When the House is in session, the Library remains open in the evening until the House rises.

## **Highlights**

2010 was a very busy and challenging year for the staff of the Legislative Library. The Legislative Assembly building remained closed to the public for the second summer in a row due to renovations. This meant that the Legislative Library was also closed to patrons. As a result a work area to accommodate researchers was set up across the street at the government documents branch. A workstation was installed as well as a microfilm reader. Library staff transported materials for patrons between the two buildings as requests were received. The middle of August brought new challenges to library staff as work on the library roof began. To protect the collections all stacks were covered in plastic as well as equipment and furniture. This resulted in staff working from their own offices outside the Library while monitoring phone calls and e-mails remotely. Since Library staff are located in three separate buildings this posed several difficulties. New policies and procedures had to be developed to ensure that library services were not impacted and that materials were properly and safely transported to the government documents building in all types of weather. The Legislative Assembly building opened to the public in September but the Library remained closed due to ongoing roof work until November 23rd, the day of the House opening.

## **Collection Development**

The Legislative Library is very receptive to suggestions regarding books and other materials that might be acquired to enhance its collections. During the past

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year, numerous acquisitions were made as a result of insightful suggestions from Members of the Legislative Assembly, departmental staff and the public.

The Legislative Library's New Brunswick Collection is an important part of New Brunswick's heritage and is an incredible resource for the province. In 2010, New Brunswick publishers were once again approached to donate their books, as were numerous authors of privately published material. In many instances, the Library was able to issue tax receipts for such donations. Several authors and publishers were receptive to the idea. Donations of books were also received from patrons of the library and from various associations.

The Legislative Library is grateful to the following government departments, individuals, publishers and associations who donated books during the past year:

#### ***Individuals***

Calvin Lee Craig  
Deny Dallaire  
Millie Gaudet  
John Oxner  
Carl Urquhart, MLA  
Jean Weissenhorn DeLong  
Ferne Wolstenholme

#### ***Publishers/Associates***

Department of Natural Resources  
Department of the Environment  
Fundy Guild Inc.  
Goose Lane Editions  
La Grande Marée  
Office of the Premier

The serials collection continues to be a heavily used collection of the library. Once again 2010 was a difficult year for newspaper and magazine publishers. Several titles ceased being printed and very few new ones were started. The following titles were added to the Library Collection; *Le Bon Vent*, *Bread 'n Molasses*, *River Region Reporter*, *Zoom N.B.*, and *Platinum*.

#### ***Reference***

During 2010, the reference team kept busy throughout the year answering questions, filling Hansard requests and helping patrons. Because of the closure of the library many questions that normally would have been researched by patrons themselves had to be researched by library staff.

As in the previous year, numerous requests were made by authors for help researching materials for upcoming books. Many of the resources used were from the library's New Brunswick Collection.

The library subscribes to a couple of electronic databases. *Infomart* has proven to be invaluable for finding specific newspaper articles for patrons. It is also useful in finding everything written on a particular topic in certain newspapers. The *Ebsco* database, *Political Science Complete*, which is a searchable full text periodical database is also very useful when doing topical searches for patrons on a specific subject or searching in a particular periodical title.

The databases that were created in-house continued to be used on a daily basis by library staff and patrons. These databases include MLA biographies, Women MLA biographies, Maiden Speeches, Election history, and reference questions.

#### ***Marketing/Outreach***

The Library has continued to work toward raising its profile and fostering closer relations with its most important clients, New Brunswick's 55 MLAs. Many Members regularly stop by in the morning to catch up with the newest issue of their local newspaper before the daily sitting. Others stop by briefly to borrow periodicals or other material. Numerous Members and staff have made use of the Library's reference service to assist them in their research on current issues before the House.

Even though the library was closed during and after the election, Library staff worked hard to meet new Members in information and training sessions, and in their offices. The new Members were signed up for library cards as well as given explanations of services the Library provides.

Over the past year, the Legislative Library mounted three different displays. Generally more are created throughout a year but due to the Legislative Assembly being closed to public access for several months there were fewer displays. The displays created included; Heritage Week – "the 50th anniversary of the Global Village", Women and Politics, and Social Media and Politics.

The library's published documents still remain one of the most used and effective methods of outreach. In terms of publishing, the Legislative Library has several

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publications it produces on a regular basis that are sent out to MLAs and other government employees.

The *Government Documents Checklist* is available in PDF format on the library's Web site at: <[http://www.gnb.ca/legis/leglibbib/Special\\_Projects/GovPubCheckListIndex.asp](http://www.gnb.ca/legis/leglibbib/Special_Projects/GovPubCheckListIndex.asp)>.

The *Selected Accessions List* is distributed to Members and the Clerk and Assistant Clerks in a paper copy format four times a year. Electronic copies of this list of new books are also provided by e-mail to all Legislative Assembly staff as well as New Brunswick government employees. These copies contain added notes or "updates" highlighting a particular service provided by the Legislative Library, reviews of selected books on the list, or some aspect of its collection (e.g. Multimedia and Politics). The quarterly list can be found on the library's Web site at: <[http://www.gnb.ca/legis/leglibbib/Special\\_Projects/saccessionsIndex.asp](http://www.gnb.ca/legis/leglibbib/Special_Projects/saccessionsIndex.asp)>.

The *Periodical Contents* publication is distributed to Members ten times a year. It includes a cover sheet specifying particular articles on the contents pages of its periodical collection, alerting the reader to the themes in the periodical literature. The feedback has been positive with many requests being made for the articles mentioned.

The Legislative Library's Web site includes a virtual bookshelf. Every month, new books are chosen to be on the bookshelf. The covers of these books are scanned onto the Web site. By running the cursor over a book cover a patron can see details about the book and link directly to the catalogue for more details and to request it, if desired.

### ***Government Documents***

The library continues to request that departments send the library the required number of copies as stated under the Legislative Library Act but it has become increasingly difficult for the library to obtain print copies of certain government documents as many departments are only publishing electronically. When a document is only available electronically the Library staff print a copy from the electronic file to include in the collection for historical purposes.

During 2010, 116 electronic copies of new New Brunswick government document monograph publications were added to the library's 'in house'

electronic repository. The e-repository was established in the summer of 2005. To date, e-versions of annual reports and other government e-serial publications, have not comprehensively been collected. However, some consideration is being given to future collecting, and adding of previous government serials to the electronic repository.

In February, the Library received 60 boxes of materials from the Department of Environment library that was being dismantled. A plan is being developed to determine how to incorporate the boxed materials into the Legislative Library's holdings. It will require a great deal of staff time as well as space.

The library's collection of federal material, since early 2005, continues to dwindle under careful weeding. Hundreds of items, have found a new home at the local university as a result of the weeding process. Federal royal commissions will be exempt from the weeding process.

The Legislative Library continues to ship two copies of every newly published, and printed, New Brunswick government document to the Legal Deposit Division of Library and Archives Canada in Ottawa. In most cases, these publications are in print format, but, frequently, there are also many 'science report' titles which are issued in CD-ROM format, or on DVD; two copies of those are forwarded, as well. In three shipments, over the course of 2010, the library provided Library and Archives Canada with a total of 853 New Brunswick government publications. In cases, where no print edition of a New Brunswick government document has been produced, a written note is sent to notify Library and Archives Canada, of the title's existence, file name and location.

The library continues to supply Micromedia ProQuest with one print copy of New Brunswick government document annual reports and monographs, only. During 2010, two shipments were sent which contained a total of 245 items. These items will be put on Microfiche. Once completed Micromedia ProQuest will return the print copies as well as send along the microfiche.

### ***Initiatives***

In the spring, the Library successfully completed a hardware upgrade of its Horizon catalogue server as support for the older hardware had ended. The

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transition went smoothly and when combined with the software update from the fall of 2009, provided a noticeable boost in performance.

Development also resumed on the Library's new Web site with a final design being decided upon after the GNB new Web site went live. The Library had decided to wait to see if any useful features could be incorporated into its own site. Backend tools that will be used by Library staff to manage the web site were completed and content for the databases that will be available through the site, such as the NB Elections Database, has been collected and entered. Launch of the new Web site is scheduled for late spring of 2011.

The Library's in-house database management and systems tool (DataBrowser) was migrated to a new software platform, allowing for a number of improvements to be made. One of the goals of the new version was to pull together as many of the tools used by Library staff as possible into a single, easy to navigate web application. Improved searching, editing and reporting features were implemented along with the addition of a new database focusing on women MLAs.

The Library became a participant in the APLIC Government Electronic Document Repository initiative as well as a member of the technical sub-committee. The project's goal is to offer a centralized, searchable repository of government published documents from across Canada. The repository is currently in the user evaluation and testing stage with an initial release date still to be decided upon. The Library will initially be contributing an estimated 700 electronic monographs to the repository.

In November staff decided to review the way statistics were collected for library usage and research. It was decided that the amount of time spent on individual questions was not being accurately recorded. On the existing stats sheet each question was counted as one and there was no way to indicate if a question took 15 minutes to answer or required several hours of research. To correct this, a statistics tracking component was developed and added to the Databrowser. A trial was set up to run in December with hopes that the

system would be ready to use at the start of the new year. In addition to tracking time the new statistics component also allows staff to track what types of questions are being asked (eg, research, legislation, Hansard, journal or newspaper articles, biographical or historical). This will enable staff to determine which resources money should be spent on.

### ***Space/Storage***

Accommodation of the collections continues to provide challenges especially in the main library. The Legislative Library continues to accept material from various departmental libraries and government agency libraries that are closing or weeding their collections.

### ***Staffing***

The Legislative Library has a staff of seven full-time permanent employees: Kenda Clark-Gorey, Legislative Librarian; Janet McNeil, Government Documents Librarian; Kathleen Gaudet, Reference and Outreach/Continuous Learning Librarian; Anthony Lovesey, Automation Specialist; Jonathan Bowie, Government Documents/ Reference Services Assistant; Tom Stillwell, Head of Circulation and Reference Services Assistant; Jean Weissenhorn Delong, Technical Services.

Peggy Goss was hired for a year as Acting Reference and Outreach/Continuous Learning Librarian starting in mid-April to cover a leave of absence.

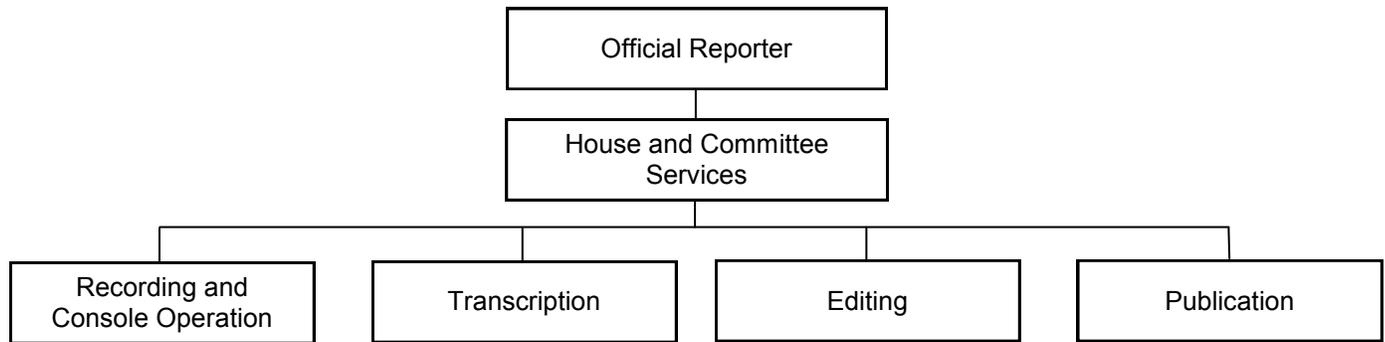
The Legislative Library also benefited this past summer from the work of a summer student, Kasie Wilcox. She worked on a variety of projects including: inputting information into new databases, inventory, newspaper clippings and shelf reading.

### ***Memberships***

Kenda Clark-Gorey is a member of the Atlantic Provinces Library Association, the Canadian Library Association, the Special Libraries Association and the Association of Parliamentary Libraries in Canada. Janet McNeil and Kenda Clark-Gorey are members of the Association des bibliothécaires professionnel(le)s du Nouveau-Brunswick/Association of Professional Librarians of New Brunswick.

# Hansard Office

Official Reporter — Linda Fahey



Hansard takes its name from Thomas Hansard, who was a printer and publisher of the Debates of the British Parliament in the early 1800s. Those debates were based, first, on press reports and, later, on the reports of Mr. Hansard’s staff. In time, Thomas Hansard added his name to the title page, and this name, “Hansard”, was later adopted by most jurisdictions in the British Commonwealth to refer to their own official reports.

The New Brunswick Hansard Office records and publishes print and electronic versions of the proceedings of the House in both official languages. The Hansard Office also records the proceedings of the committees of the Legislative Assembly and responds to related inquiries.

## **Recording and Console Operation**

VIQ Solutions Inc. hardware and software are used for the recording of all events held by the Legislative Assembly. Prior to an event, staff register its details in the primary and backup recording systems located in the Hansard Office and conduct equipment tests in the meeting room to ensure high-quality sound and recording. Test times are communicated to those organizations that provide broadcasts and webcasts of proceedings and also to colleagues whose responsibilities include the functionality of sound and recording equipment. The digital recordings, in the form of five-minute takes, are accessed for transcription through software that resides on Hansard Office computers.

The Hansard Office is responsible for the efficient operation of the sound console and all microphones during House and committee proceedings and other events. The console operator dubs the names of those speaking, provides additional commentary that would be helpful to staff when transcribing, and compiles electronic logs, which are posted on the Legislative

Assembly network. The console operator maintains contact with the Hansard Office through e-mail, and, with assistance from the pages, seeks information and collects documentation from the Members of the Legislative Assembly and visitors for use during transcript preparation.

Throughout 2010, 6.4 Hansard staff covered console operation for House and committee proceedings and for special events hosted by the Legislature. Staff recorded and logged 313 hours of House and committee proceedings: 306 hours during 65 sittings of the House and 7 hours during 5 committee meetings.

## **Transcript Production**

**During session.** To best serve the Legislative Assembly, Hansard staff first produce and post on the network the most highly sought-after transcripts and those transcripts that are anticipated to be required. The oral questions transcripts of each daily sitting always take first priority, followed by the transcripts of the message portions of the sitting. Should urgent requests for transcripts be received, priorities other than the oral questions transcripts are adjusted.

Five minutes after the first order of business is called by the Speaker, the Hansard staff begin the transcription, research, and editing required to produce the transcripts of the first portion of the sitting: condolences and messages of sympathy, introduction of guests, messages of congratulation and recognition and, often, the Speaker’s rulings, statements, and messages. Work on this segment of the sitting is paused for the completion of question period transcripts and is resumed immediately afterward.

Staff work nonstop on oral questions until their part of the full transcript has been completed. Throughout 2010, an electronic transcript for each of the 61 question periods was posted on the network and also

e-mailed to 455 individuals within three hours of the conclusion of question period. The distribution of hard copies of oral questions was altogether discontinued in 2010.

Upon completion of question period and message transcripts, staff work on transcript requests and on unfinished portions of the current session. Transcripts that have had one edit are called “blues”, and they are the first transcripts posted to the Legislative Assembly network. The blues transcripts are gradually replaced by the fully edited transcripts, as evidenced by the document extensions changing from “bl” to “c”.

When message and oral questions transcripts have been completed, staff work on unfinished portions of the daily sittings of the current session and post the transcripts, called “blues”, on Legisdoc. The blues are individual transcripts that have had only a first edit. These transcripts can be identified by their bl file extensions (.bl). A final edit is done later.

**Outside session.** Upon the adjournment of a session, staff complete the blues of the latest session and work on finalizing the transcripts of other recent sessions. Finalization involves a second listening to the takes to verify the content, compiling the transcripts of the entire sitting, creating and attaching the tables of contents and introductory pages, and proofreading the document for completeness and for stylistic, grammatical, procedural, and research accuracy. In 2010, the distribution of electronic copies of the daily sittings continued but the distribution of print copies was reduced to just the Legislative Library and the Debates Translation Office, thereby lowering copying costs and eliminating postage costs.

The dedicated effort of staff in the spring, summer, and fall of 2010 was on completing the transcription and editing of the current session and diminishing the backlog of transcription and finalization that had developed in the 1990s and continued to grow in the early 2000s. The backlog creates a full secondary workload for staff, affecting their ability to finalize immediately the current-session House and committee transcripts, which is the objective. Therefore, while the House was not sitting, staff dedicated enormous effort and made tremendous gains toward eliminating the backlog.

By the year’s end, Hansard staff had transcribed and edited in excess of 2.9 million words of House proceedings and finalized 117 daily sittings. Work completed is listed below.

- The following 60 current daily sittings had been both transcribed and blueed (first edit):  
First session, 57th legislature (2010-11), Daily Sittings 1-9  
Fourth session, 56th legislature (2009-10), Daily Sittings 17-68
- The following 45 daily sittings from earlier sessions had been transcribed:  
First session, 55th legislature (2003-04), Daily Sittings 11-55
- The following 117 current and past daily sittings had been finalized:  
Third session, 56th legislature (2008-09), Daily Sittings 1 to 65, completing that session  
Fifth session, 54 legislature (2002-03), Daily Sittings 2 and 4-14, 16-55

The statistical table below covers the past five sessions and the 2010 portion of the 2010-11 session.

<b>House Transcription Word Counts</b>			
<b>Session</b>	<b>English</b>	<b>French</b>	<b>Total</b>
55-3 (2005-06: 54 days, 310 hours*)	1 494 012 (74 %)	527 383 (26 %)	2 021 385
56-1 (2007: 79 days, 477 hours)	2 524 185 (73 %)	929 210 (27 %)	3 453 395
56-2 (2007-08: 64 days, 363 hours)	1 978 333 (70 %)	847 493 (30 %)	2 825 826
56-3 (2008-09: 65 days, 324 hours)	1 918 890 (81 %)	455 111 (19 %)	2 374 001
56-4 (2009-2010: 68 days, 319 hours)	1 339 036 (75 %)	458 823 (25 %)	1 797 859
57-1 (2010 portion: 17 days, 62 hours)	345 561 (69%)	153 980 (31%)	499 541

\* Includes 22.75 hours and 283 five-minute takes of the Standing Committee on Estimates, June 2006. Standing Committee on Estimates transcripts were appended to House transcripts in 2005-06.

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### ***Request Transcripts***

The Hansard Office responded in a timely fashion to transcript requests and posted transcripts on the Legislative Assembly network in order to provide a means for independent retrieval of transcripts. In 2010, the office again partnered with the Legislative Library on the handling of transcript requests, with library staff retrieving transcripts from the network and contacting the Hansard Office for only those transcripts not posted. Throughout 2010, the Hansard Office responded to 252 transcript requests. The average turnaround time was one day, with 146 transcripts (58%) being provided on the day requested.

### ***Research and Resources***

To ensure the integrity of the transcripts, staff undertake extensive research, which is documented and then filed in the daily sitting folders. Although staff have numerous resources for independent research, often, they must contact others for assistance. Hansard staff are most appreciative of the documentation and information so readily supplied by Members of the Legislative Assembly, colleagues in other Legislative Assembly offices, and others who are called upon for assistance.

### ***Records, Reports, and Manuals***

Further technology was introduced into the workplace in 2010 through database systems, which were developed with the assistance of Anthony Lovesay, Automation Specialist at the Legislative Library. These systems were designed to meet the challenge of effectively reducing the time spent storing, compiling, and retrieving statistics that are ordinarily kept by the Hansard Office and those statistics that are sometimes requested by others. The databases contain full and accurate records of workflow and statistics and provide an ease of reporting that frees all staff to devote more time toward transcript production.

***Sign-out records database.*** In November 2010, staff began exclusive use of this database, without the paper backup, to record transcript and sitting statistics and to compile, quickly and efficiently, statistical reports for daily sittings, sessions, and specific time periods.

***Request transcript database.*** Refinements were completed on this database in 2010 to eliminate any repetition of data entry as request transcripts moved through three stages: wait-listed, prioritized, and archived. The modifications further enhanced the

efficiency of this database as a recording, communications, and reporting tool.

***Staff production database.*** In 2010, this database was completed and put into operation. It replaced the monthly transcription work logs, production reports, and performance feedback forms and eliminated all manual calculations as well as the printing, photocopying, and exchanging of forms. This database reduced the time spent by all staff on production reporting and increased significantly the accuracy of the reports.

***Other records.*** Staff maintained in-house records to assist transcript research and production. Records kept included details of bills, motions, petitions, throne and budget speeches, and capital estimates. Detailed records on departmental appearances during main estimates were kept up to date and were made available on the Legislative Assembly network and upon request.

***Manuals.*** In-house office procedures manuals and transcript precedents manuals were updated throughout the year, as were the word lists.

### ***Human Resources***

Throughout 2010, the Hansard Office was comprised of 9 full-time staff, 3 part-time outsourced professionals, and 1.4 casual staff.

Staff devoted time toward preparing and delivering training for the sessional staff on console operation; transcription, editing, and research techniques; and office procedures and continued to be available as advisors once formal training and editing meetings were completed. Ongoing development came in the form of revised daily sittings being circulated among all staff to augment editing skills and to stimulate questions and discussion.

Full staff meetings were held weekly to exchange information and to plan for and apprise staff of upcoming sittings and events. Staff discussed the status of Hansard production and informed colleagues of the progress being made on their particular segment of the work.

In order to provide timely service and support to the Legislative Assembly throughout the session, the working hours for the Hansard staff were extended, with a typical workday ending at 6 p.m., when the

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House rose. Staff provided console operation during all weekend events and, on occasion, rearranged their work schedules to assist Clerk's Office staff.

### ***Special Events***

Besides House and committee events, Hansard staff operated the console equipment for the three-day Student Legislative Seminar, the Canadian Association of Parliamentary Administration conference, the ceremonies held to swear in Members of the Legislative Assembly and ministers; the Queen's Counsel ceremony, the Silver Ceremony of the New

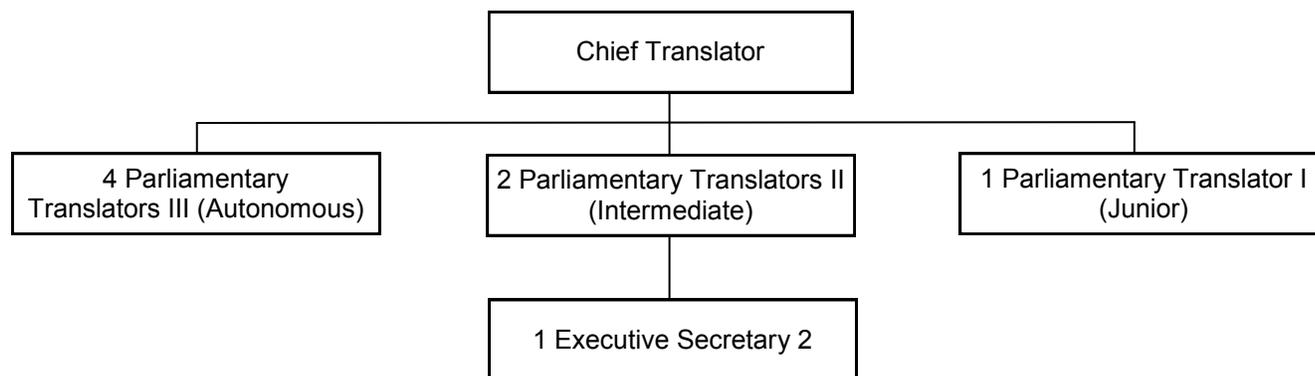
Brunswick Duke of Edinburgh Program, the Canada Cord ceremony, the 2010 New Brunswick Awards ceremony, as well as a book launch.

### ***Hansard Association of Canada***

New Brunswick Hansard remained active in the Hansard Association of Canada by contributing an article to its annual newsletter, responding to queries from other jurisdictions, and participating in its conference. Other jurisdictions provided useful information requested by New Brunswick Hansard regarding procedure and new technology.

# Debates Translation

Chief Translator — Aurella Losier-Vienneau



## Mandate

Under section 8 of the *Official Languages Act* of New Brunswick, “The records, journals and reports of the Legislative Assembly and its committees shall be printed and published in English and French”. This requirement is enshrined in subsection 18(2) of the *Constitution Act, 1982*: “The statutes, records and journals of the legislature of New Brunswick shall be printed and published in English and French and both language versions are equally authoritative.”

More specifically, Debates Translation translates statements and speeches delivered by members in the House, the daily Journal, the proceedings of the House (“Hansard”), committee reports, and other material for the Office of the Legislative Assembly.

## Calendar Year 2010

### Highlights

- A promotion was granted to a deserving staff member during the year.
- There were 65 daily sittings in 2010, including 48 daily sittings in the fourth session of the 56th legislature and 17 daily sittings in the first session of the 57th legislature.
- The Chief Translator spent June revising and editing the book by James Macnutt entitled *Building for Democracy: The History and Architecture of the Legislative Buildings of Nova Scotia, Prince Edward Island and New Brunswick*, translated by Alayn Noël. The book received the support of the legislative assemblies of the three Maritime Provinces. July was spent on proofreading.

- In the fall, a revised version of the Debates Translation guidelines was prepared and circulated to clients. These guidelines deal with services provided, the kinds of documents that are translated, requirements regarding formatting and electronic documents, turnaround times, etc.
- During 2010, production reached more than 2 million words, which represents an increase of 1.6% over the preceding year.
- During the year, more than 1 026 translation requests were processed, not including countless requests for prompt translation made by telephone or e-mail.

### House

Objective: to translate the records and journals of Legislative Assembly proceedings (Hansard and Journal), as well as motions introduced in the House, the *Order and Notice Paper*, Speaker’s rulings, and other documents.

Translation of Hansard accounted for close to 65% of the workload, 5% more than in 2009. Almost 30% of Hansard translation was into English.

Table 2 provides comparative statistics on the number of words for the past five sessions.

In 2010, the translation of the daily Journal represented more than 4% of the workload, a decrease of 47% compared to 2009; translation is usually completed shortly after the session ends. The Order Paper and notices of motion accounted for more than 14% of the workload; they are translated the same day.

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### ***Members of the Legislative Assembly***

Objective: to translate, as resources allow, statements and speeches delivered in the House by members, including Cabinet ministers and opposition members. The material translated includes messages of condolence, congratulations, and the introduction of guests, statements by ministers and members, the introduction of bills and speeches on second reading, speeches related to debatable motions, speeches on the tabling of special documents, as well, of course, as the speech from the throne, speeches related to the debate on the speech from the throne, and the closure of the debate, and the budget speech, speeches related to the budget debate, and the closure of the debate. Speeches on budget estimates for the various departments are also translated.

Translation for members of the Legislative Assembly accounted for almost 9% of the total workload. The number of words translated decreased by 35% from the previous year.

During the 65 sitting days of the year under review, 320 requests for translation of speeches and statements were processed, representing 830 pages. These included the speech from the throne for the first session of the 57th legislature and the 2011-12 capital budget speech, as well as 257 statements and 61 speeches given in the House by ministers or private members. The average speech length was 7 pages. Translation for Cabinet ministers accounted for 89% of the workload. Approximately 95% of translation was into French.

During the intersession, written translation services provided for both government and opposition members included correspondence and press releases. During the intersession period, the Office of the Official Opposition was the main client, accounting for 94% of the workload. The Office of Government Members accounted for 6% of the workload. Translation requests by members of the Legislative Assembly usually receive same-day or next-day service, as resources allow.

### ***Committees***

Objective: to translate reports, agendas, and notices of meetings for standing and select committees of the Legislative Assembly.

Since there were not many committee meetings in 2010, the translation for committees represented less than 1% of the total workload.

### ***Office of the Legislative Assembly***

Objective: to translate material of a procedural and administrative nature for the Speaker's Office, the Clerk's Office, the Hansard Office, and the Legislative Library, as well as correspondence and reports for the Office of the Conflict of Interest Commissioner.

Translation for the Office of the Legislative Assembly represented more than 8% of the total workload. The number of words translated increased by 64% over 2009.

**Table 1: Debates Translation Output, in words  
2009 Calendar Year  
(rounded figures)**

<b>HOUSE</b>	
Notices of Motions and Order Paper	292 000
Journal	88 000
Hansard <sup>1</sup>	1 323 000
<b>MEMBERS</b>	
Speeches and Statements	155 000
Correspondence and press releases	24 000
<b>COMMITTEES</b>	3 000
<b>OFFICE OF THE LEGISLATIVE ASSEMBLY</b>	146 000
<b>TOTAL<sup>2</sup></b>	<b>2 031 000</b>

- 1 Includes a carryover of about 1.3 million words (27% of 2001-02 Hansard and Sittings 1 to 16 of 2002-03 Hansard, and Sitting 4 of 2010-11 Hansard) from the previous year.
- 2 Excludes a carryover of approximately 20.6 million words (86% of 2002-03 Hansard, 100% of 2003-04 Hansard, 100% of 2004-05 Hansard, 100% of 2005-06 Hansard, 100% of 2007 Hansard, 100% of 2007-08 Hansard, 100% of 2008-09 Hansard, 100% of 2009-10 Hansard, and Sittings 1 to 17 of 2010-11 Hansard) into the next year.

**Table 2: Comparative Statistics for Sessions**

	2005-06	2007	2007-08	2008-09	2009-10
Days	54	79	64	65	68
Words	2 021 385	3 453 395	2 827 411	2 372 004	1 797 859

# Special Project

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## *Special Project Officer — Valmond LeBlanc*

### **Background**

When Debates Translation was established in 1977, its mandate was to translate House proceedings (“Hansard”) before the next session. This differs from other legislatures in Canada, where proceedings are usually made available within 24 to 48 hours. A translation backlog of Hansard developed in the early nineties, and the Legislative Administration Committee approved in September 1997 a strategy to address the issue. This strategy had three components.

The first component was to seek outside funding to assist catch-up efforts. During the year in review, no outside funding for translation outsourcing was received.

The second component was internal funding for translation outsourcing. During the year in review, \$11 821 was spent from the Debates Translation budget for outsourcing.

The third component was designation of a senior staff member as Special Project Officer, reporting to the Clerk of the Legislative Assembly, to focus full-time on reducing the translation backlog. Duties also included updating the *Directory of New Brunswick and National Organizations* and leadership in setting standards and quality control.

The special project has three objectives.

### **Objective 1: Maintain the Hansard translation workflow.**

#### **Results**

- Hansard translation demand was 2.30 million words, compared to 2.48 million words in the previous year, a decrease of 8%.
- Hansard translation output totaled 1.32 million words, compared to 1.26 million words in the previous year, an increase of 5%.
- During the year in review, demand exceeded output by 0.98 million words, compared to 1.22 million words in the previous year. Over the past four years, demand has exceeded output by an average 1.80 million words per year.

### **Objective 2: Provide translation of daily sittings at an earlier date.**

#### **Results**

- Online translation of Hansard dailies was made available on the Legislative Assembly network 14.08 years earlier

than the published volumes.

- At year’s end, translation of dailies up to November 26, 2002, was posted on the internal network of the Legislative Assembly.
- A total of 489 Hansard dailies in dual-column, PDF format are available for the 1993 to 2002-03 sessions. These finalized, translated dailies can be viewed, printed, and are fully searchable electronically.

### **Objective 3: Reduce the Hansard translation backlog to 12 months.**

#### **Results**

- The Hansard translation backlog rose by 0.98 million words, compared to 1.22 million words during the previous year, a decrease of 25%.
- During the year in review, 65 new daily sittings occurred, while translation of 42 sitting days was completed, for a net backlog increase of 23 sitting days, compared to an increase of 38 sitting days in the previous year.
- Hansard translation was trailing by 96 months (or 502 dailies), compared to 92 months (or 479 dailies) at the end of the previous year.

#### **Quality Control**

The *Directory of New Brunswick and National Organizations* was updated on a more or less monthly basis during the year. It serves as a repository of over 37 000 research findings that pertain mostly to national and provincial organizations and programs. All entries are fully referenced, and some provide hyperlinks. The *Parliamentary Stylebook* was also updated four times.

Both the stylebook and directory are available for consultation and download at <<http://www.gnb.ca/legis/publications/publications-e.asp>>.

#### **Conclusion**

Translation of House proceedings is conducted in concert with the 9 other parliamentary translators and the executive secretary at Debates Translation as well as 3 professional translators in the private sector, in close cooperation with staff at the Hansard Office. Efforts will continue to offer a product that not only meets high-quality standards but that is also provided on a more timely basis for members and staff of the Legislative Assembly, government departments, and New Brunswickers.

# Program for Members

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## *Program for Members*

The other components or branches of the Legislative Assembly Office are the Government Members' Office and the Office of the Official Opposition.

Each party grouping or caucus of elected Members is a branch of the Legislative Assembly Office. The Speaker has authority over the administration of each caucus office; however, for obvious reasons, these branches operate with considerable autonomy.

Both branches received financial, administrative and personnel services, as well as other support services from other branches of the Legislative Assembly Office under the direction of the Clerk.

## *Funding*

Under the Program for Members, the Private Members of the Legislative Assembly are provided with furnished offices in the Legislative Complex in Fredericton.

Under the authority of subsection 29(5) of the *Legislative Assembly Act*, the Legislative Administration Committee approves annual funding for Private Members for secretarial, research and other assistance incidental to the performance of their duties. Members of each political party combine this funding to obtain and share research, secretarial and receptionist personnel.

Under subsections 29(1) and (3) of the Act, funding is approved annually for the leaders of registered political parties represented in the House (Leader of the Opposition and third party leaders) to be used for

salaries of staff, salary and expenses of the leaders, and other expenses related to the operation of the respective Offices.

## *Research and Administrative Support*

The staff of each office provides primary and secondary research support with respect to topics and issues of interest to the Members. The Office helps handle correspondence relating to Members' legislative and public duties and provides many other support functions.

## *Office of Government Members*

The eight permanent staff of this office report to a Chief of Staff who is responsible for all communications, research, secretarial and receptionist duties required to support the elected Members of the Government Caucus.

Members and staff of this Office occupy the second and third floors of the Departmental Building (West Block).

## *Office of the Official Opposition*

The staff of this office is comprised of 14 permanent positions and includes a Chief of Staff who is responsible for all communications, research, policy development, secretarial and receptionist duties in support of the elected Members of the Official Opposition Caucus.

The offices of the Members and staff of the Official Opposition are located in the Old Education Building and in the Jewett House.

# Publications and Electronic Resources

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## Debates Translation

*Listing of Definitions in Legislation, 1993- / Recueil de définitions législatives, 1993*

Sauvageau, Alain. *Parliamentary Translation Forms, 1995- / Formules pour la traduction parlementaire, 1995-*

## Hansard Office

The following documents were made available on the Legislative Assembly intranet in 2010:

Finalized daily sittings:

*Journal of Debates (Hansard)*. Third Session, 56th Legislature, 2008-09, Daily Sittings 1 to 65, completing the session.

*Journal of Debates (Hansard)*. Fifth Session, 54th Legislature, 2002-03, Daily Sittings 2, 4-14, 16-55.

Daily Sittings in unrevised (blues) format:

*Journal of Debates (Hansard)*. Fourth Session, 56th Legislature, 2009-10, Daily Sittings 17 to 68.

*Journal of Debates (Hansard)*. First Session, 55th Legislature, 2003-04, Daily Sittings 11 to 55.

## Console Notes

Fourth Session, 56th Legislature, January 12 to April 16, 2010, 48 logs.

First Session, 57th Legislature, October 27 to December 17, 2010, 17 logs.

## Statistics, Committee of Supply

Fourth Session, 56th Legislature, 2009-10.

**Note: All of the following are available on the Legislative Assembly intranet under the Legisdoc directory.**

## Legislative Library

*The Development of the New Brunswick Legislative Library, 1841-1991.*

*Elections in New Brunswick, 1784-1984.*

*Index to the Private Acts of New Brunswick, 1929-2006.\*\**

*Locating Maiden Speeches by Party, Member, or Constituency, 1834 / 35-1837, 1850-1861, 1882-2006.*

*NB Government Periodical Titles.*

*New Brunswick Government Documents Annual Catalogue.\**

*New Brunswick Legislative Library Handbook, 1999.*

*Periodicals Contents (monthly).*

*Selected Accessions (quarterly).\**

\* Internet: <<http://www.gnb.ca/legis>>

\*\* Available on Legislative Assembly intranet.

## Office of the Clerk

*Legislative Activities 2010*

*Journals (Unrevised): Legislative Assembly: Province of New Brunswick, Fourth Session, Fifty-sixth Legislature (48 issues).\**

*Journals (Unrevised): Legislative Assembly Province of New Brunswick: First Session, Fifty-seventh Legislature (17 issues).\**

Bound Volume of *Journals of the Legislative Assembly of the Province of New Brunswick, Second Session of the Fifty-sixth Legislative Assembly, Fredericton, N.B., 2007-2008.*

*Order and Notice Paper, January 12, 2010 to April 16, 2010, 48 issues.\**

*Order and Notice Paper, October 27, 2010 to December 17, 2010, 17 issues.\**

*Seating Arrangement, Fourth Session, 56th Legislature.*

*Seating Arrangement, First Session, 57th Legislature.*

*Status of Legislation Introduced during the Fourth Session of the Fifty-sixth Legislative Assembly.\**

*Status of Legislation Introduced during the First Session of the Fifty-seventh Legislative Assembly.\**

Documents Filed / Tabled, Fourth Session of the Fifty-sixth Legislative Assembly.\*

Documents Filed / Tabled, First Session of the Fifty-seventh Legislative Assembly.\*

Quarterly Jurisdictional Reports, *Canadian Parliamentary Review*, 2010.

\* Internet: <<http://www.gnb.ca/legis>>

## Special Project

LeBlanc, Valmond. *Directory of New Brunswick and National Organizations* [online in PDF, updated regularly]. 1979-, <[http://www.gnb.ca/legis/publications/publications\\_e.asp](http://www.gnb.ca/legis/publications/publications_e.asp)>.

———. *Parliamentary Stylebook* [online in PDF, updated regularly]. 2001-, <[http://www.gnb.ca/legis/publications/publications\\_e.asp](http://www.gnb.ca/legis/publications/publications_e.asp)>.

———. *Parliamentary Translation in New Brunswick: An Inside Look*. Conference given on November 1, 2003, <[http://www.gnb.ca/legis/publications/publications\\_e.asp](http://www.gnb.ca/legis/publications/publications_e.asp)>.