



2011



Legislative Activities

Legislative Assembly of New Brunswick

Legislative Activities

2011



New Brunswick

Prepared for The Honourable Dale Graham

Speaker of the Legislative Assembly

of New Brunswick

August 31, 2012

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-third annual report of
Legislative Activities, for the year ended December 31, 2011.

Respectfully submitted,



Loredana Catalli Sonier, Q.C.
Clerk of the Legislative Assembly

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Year in Review

Clerk of the Legislative Assembly — Loredana Catalli Sonier, Q.C.

The 2011 calendar year was a busy one for members and staff of the Legislative Assembly office. Staff continued to implement a number of planned initiatives and proceeded with the first full year of activities following the September 27, 2010, general election. During the course of the calendar year, the First Session of the Fifty-seventh Legislature concluded and the Second Session began.

Staff in every branch of the Legislative Assembly office met or exceeded the office's primary goal: to assist elected members in carrying out their parliamentary functions as legislators. The dedicated work of individual staff members contributed significantly in maintaining a high level of service to Members during a period of transition and activity following the 2010 general election and the first sitting of the House under a new government.

The First Session of the 57th Legislative Assembly, which opened November 23, 2010, resumed sitting on March 22, 2011. Finance Minister Blaine Higgs presented his government's first budget. The budget included a 2% reduction over all program areas. Given the province's fiscal situation, the Legislative Administration Committee agreed that the Legislative Assembly should participate in this cost-cutting exercise. From a procedural perspective, it was a relatively quiet session. The spring sitting lasted 40 days before adjourning on June 10, 2011.

MLA Pensions Review

The long-awaited report of an independent MLA Pensions Review Panel, appointed by the Legislative Administration Committee prior to the 2010 provincial election to review all aspects of MLA pensions including Members' re-establishment allowances, was filed with the Speaker on March 15, 2011, the week before the House resumed sitting. The report found that the 2008 increase in the annual MLA indemnity from \$45,347 to \$85,000 and increases in the salaries of ministers as recommended in a 2008 report resulted in a substantial increase in the MLA pension benefits, without any change being made by the Legislature to the pension legislation which governed those benefits. In comparison with pension benefits for MLAs in other Canadian jurisdictions, the Panel noted that New Brunswick pension benefits were much more generous than the norm.

The Panel's key recommendations were :

1. Reducing the benefit rate for the accrual of pension benefits from 4.5% to 3% per year of service to a maximum of 75% of the average annual indemnity for MLAs with a similar reduction and cap for salaries of ministers.
2. Changing the vesting requirement for MLA pension eligibility from 8 sessions of service to 6 years of service.
3. Eliminating the ability of an MLA or a minister to retire, with a reduced pension, before the age of 55.
4. Changing the maximum annual adjustment to a pension to account for inflation from 6% to 5%.
5. Reducing the transition allowance for all MLAs with a greater reduction for those MLAs who resign or MLAs who are immediately eligible to a pension.
6. Implementing the changes expeditiously and transparently.

After a period of review, amendments to the *Legislative Assembly Act* and to the *Members' Pension Act* and the *Members Superannuation act* were introduced in the House on June 7, 2011, to give effect to the Panel's recommendations. No changes were made in the vesting period for MLA pensions—it remains at 8 sessions of service. The amendments which saw pension benefits for all sitting MLAs clawed back by over 30% were made retroactive to April 1, 2008. Eleven retired MLAs who had benefited from the 2008 salary increases saw pension benefits reduced by the same amount on a go-forward basis.

Partnership of Parliaments

From May 21 to 27, the Assembly hosted a delegation of German parliamentarians from the state of Hesse. The business sessions focussed on educational programs and the education system within the province from early childhood to post-secondary education.

Review of Legislative Officers

Former Ombudsman and Child and Youth Advocate Bernard Richard led a review of the functions and operations of New Brunswick's eight legislative officers. The review was carried out at the request of the Legislative Administration Committee, and coincides with the Government Renewal Initiative. The review was intended to find ways in which the efficiency, effectiveness and accountability of

legislative officers can be enhanced without impairing their independence.

This is the first time that a comprehensive review of the legislative officers has been carried out. The report entitled *Fine-tuning Parliamentary Machinery: A Review of the Mandates and Operations of New Brunswick's Legislative Officers* was filed with the Speaker on December 14, 2011, and is currently under consideration by the Legislative Administration Committee.

The Report recommends, among other things, that provisions bearing on effectiveness be harmonized across the officer class, namely: i) recruitment and selection, ii) compensation under the Deputy Minister compensation and benefits plan, iii) removal from office, iv) immunity from prosecution and suit, and v) access to information, including access to privileged documents when warranted, as well as access to a dispute resolution mechanism in the event of disagreement.

The Report also recommends that the Clerk of the Legislative Assembly be formally designated as the accounting officer for the Legislative Assembly and that the Clerk manage and administer the legislative officers as a group.

Association of Clerks-at-the-Table in Canada

The Professional Development Seminar of the Association of Clerks-at-the-Table in Canada took place in Fredericton from August 2 to 6. Participants included table officers from the federal, provincial and territorial Parliaments, the United Kingdom Parliament, the Scottish Parliament and the Parliament of New South Wales. There was also representation from the American Society of Legislative Clerks and Secretaries. Topics discussed included: ethics for table officers; the law and limits of privilege; power to send for persons; presentations of petitions; and the concept of convention in a parliamentary context.

33rd CPA Canadian Regional Seminar

From November 3 to 6, the Assembly hosted the CPA Canadian Regional Seminar. The seminar went ahead as scheduled notwithstanding the notable absence of number of jurisdictions who could not attend because of intervening elections. Jurisdictions that could not attend included the Yukon, the Northwest Territories, Saskatchewan and Prince Edward Island. The business sessions were held in the Legislative Council Chamber

providing the right ambiance for the smaller group assembled. The business program included a session by Speaker Graham entitled *Managing a Legislature During Times of Fiscal Restraint*.

Conflict of Interest Commissioner

On November 10, Conflict of Interest Commissioner Patrick A. A. Ryan, submitted the first five-year report under the *Members' Conflict of Interest Act*. The *Quinquennium Report* contains a number of changes ranging from important to modernization to housekeeping. Among the important changes are recommendations concerning Deputy Ministers and an expansion of the meaning of what constitutes a conflict of interest. The Commissioner also recommended consideration of a Code of Conduct for Members of the Legislative Assembly as a useful tool in avoiding conflicts and evidencing transparency. In accordance with the provisions of the *Members' Conflict of Interest Act*, the Legislative Administration Committee must prepare and submit a report on its review, including any recommendations for amendments to the Act, to the Assembly within one year after the committee has received the Commissioner's report.

Building Restoration

The ongoing historic restoration of the Legislative Assembly Building and grounds continued during the summer and fall months. As recommended in the comprehensive Building Master Plan commissioned in 2005, restoration work during the first five years focused on the building envelope, including historic masonry restoration, new copper roofing and restoration of the dome of the Legislative Building. Late in 2011, the Assembly is on target in terms of capital project priorities. The final phase of the restoration will see the completion of current projects and will focus primarily on issues of life, safety and security for MLAs, staff and the visiting public. Upcoming projects include restoration of the grounds and upgrades to fire suppression systems within the legislative precincts.

Fall Sitting

The Legislative Assembly reconvened on the morning of Wednesday, November 23, for the purpose of proroguing the first session. The Second Session formally opened at 2 p.m. the same day with a Speech from the Throne, the second for the government of Premier David Alward.

Exploration and development of natural gas by fracking was one of the dominating issues during the fall sitting. A total of 60 petitions were presented, the majority of

them calling on the government to declare a moratorium on the exploration of natural gas.

A capital budget focussing on a three-year plan for capital projects was also introduced during the fall sitting. In an attempt to scale back capital spending and return to fiscal balance, the capital budget related in large part to projects already underway and for the maintenance of existing infrastructure.

Seventeen government Bills received Royal Assent prior to adjournment. One noteworthy piece of legislation passed during the fall sitting was *An Act to Amend the Representation and Electoral Boundaries Act* which requires that a Commission on Electoral Boundaries and Representation be established within 24 to 25 months before the scheduled general election to be held on the fourth Monday in September 2014 and within 24 to 25 months before every second scheduled general election thereafter. The redraw of the province's electoral map will see a reduction in the number of seats from 55 to 49.

The House adjourned on December 20 after sitting 17 days until March 27, 2012. In total in 2011, the House sat 57 days.

The standings in the House at year end were 42 Progressive Conservatives and 13 Liberals.

Three former Members passed away in 2011:

Henry Gilbert Irwin

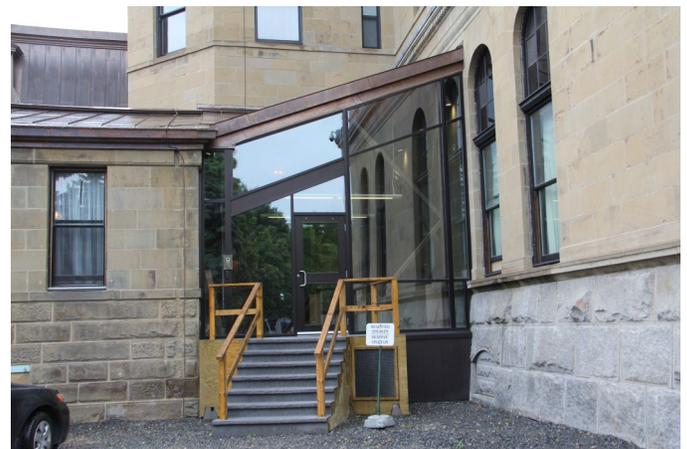
Henry Gilbert Irwin (Liberal) on January 31, 2011. Mr. Irwin was elected on June 27, 1960, to represent the multi-member electoral district of Charlotte County. He was re-elected in the general election of April 22, 1963.

Lawrence Garvie

Lawrence Garvie (Progressive Conservative) on March 11, 2011. Mr. Garvie was elected on October 23, 1967, to represent the two-member electoral district of Fredericton City. He was re-elected on November 18, 1974, to represent the single member electoral district of Fredericton North.

Azor LeBlanc

Azor LeBlanc (Liberal) on July 31, 2011. Mr. LeBlanc was elected on November 18, 1974, to represent the electoral district of Shediac. He was re-elected in the general elections of October 23, 1978, October 12, 1982, and October 13, 1987.



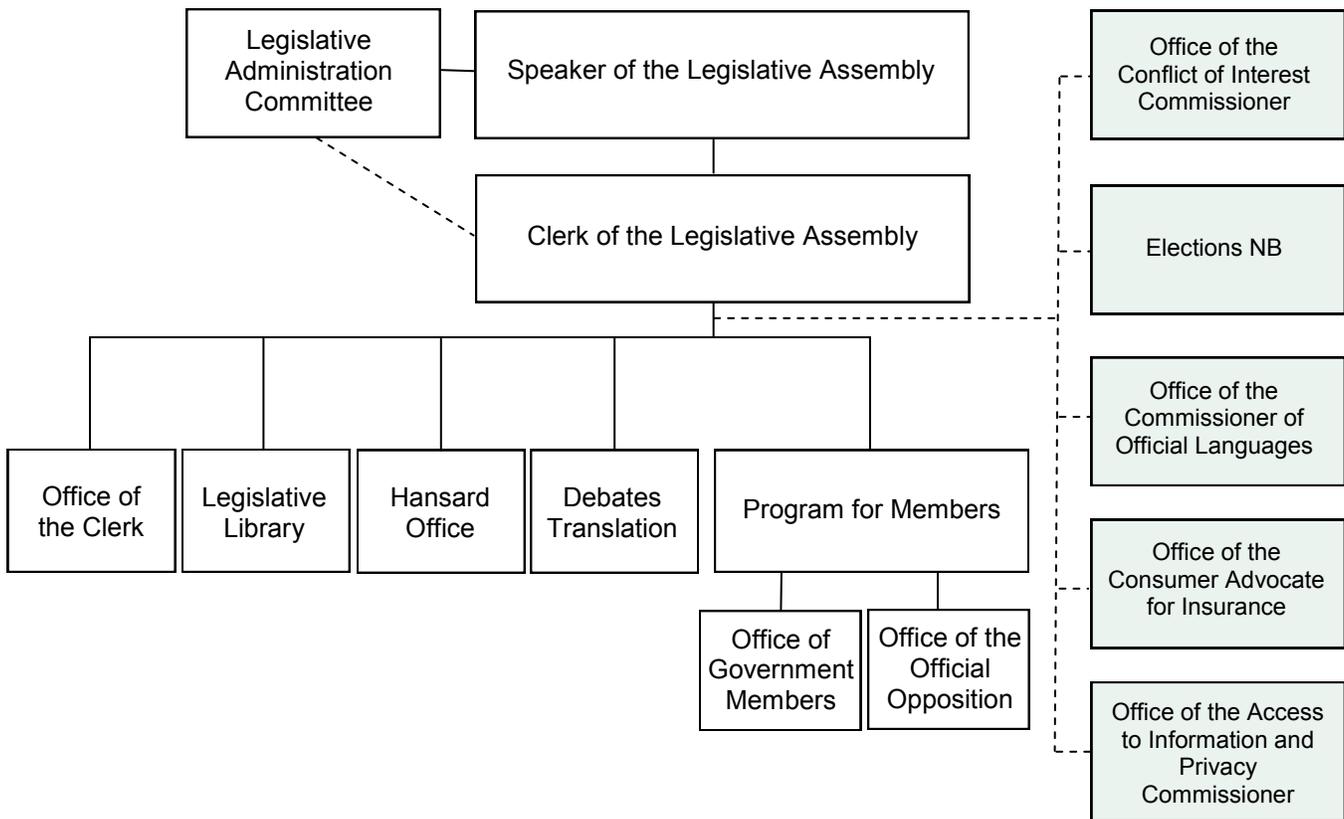
Above: The new southeast atrium entrance, completed in late fall of 2011. Photograph to the left is a view from the inside of the atrium.

Office of the Legislative Assembly

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



Functional Statements

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*

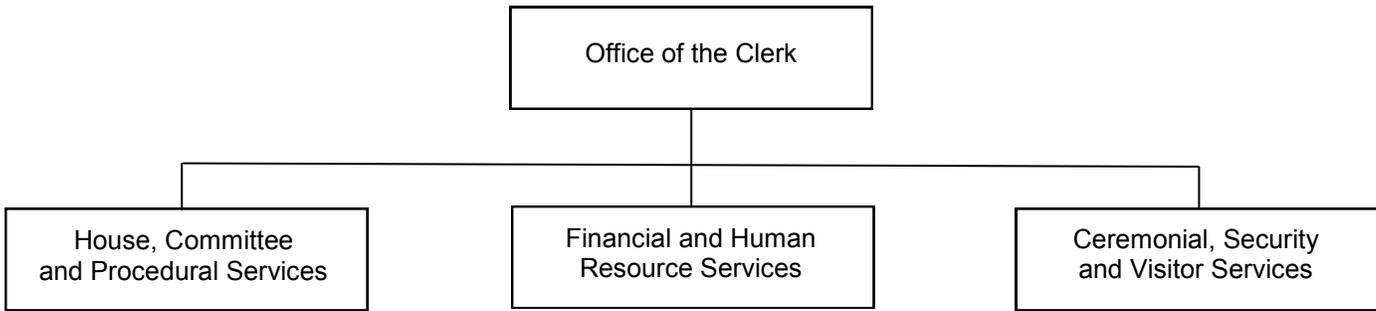
- Provides security services to the Legislative Assembly.
- Provides page and messenger services to the Assembly.
- Provides visitor information services to the public.
- Provides building maintenance and custodial services.

7. *Program for Members*

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

Office of the Clerk

Clerk Assistant and Clerk of Committees — Donald J. Forestell



House, Committee, and Procedural Services

During 2011, the Legislative Assembly and parliamentary committees placed a heavy demand for services on all branches of the Clerk's Office. The House sat for 57 days during the calendar year, with committees holding a total of 71 meetings.

The First Session of the Fifty-Seventh Legislature, which had adjourned on December 17, 2010, after seventeen sitting days, resumed sitting on March 22, 2011. Hon. Blaine Higgs, Minister of Finance, delivered the first Budget under the new government of Premier David Alward. The reply to the Budget Speech was delivered on March 24 by the Opposition Finance Critic, Donald Arseneault.

The First Session adjourned on June 10, 2011, and was subsequently prorogued on the morning of November 23, 2011. A total of 55 Bills were introduced during the session, 53 of which received Royal Assent. The House sat for 58 days during the First Session, for a total of 274.5 hours. This compares to 68 sitting days during the previous session, or 319 hours. A total of 29.5 hours were spent considering legislation in Committee of the Whole and 80 hours considering estimates in Committee of Supply.

The Second Session of the Fifty-Seventh Legislature opened at 2 o'clock p.m. on Wednesday, November 23, 2011, when His Honour Graydon Nicholas, the Lieutenant-Governor, delivered the Speech from the Throne. A total of 20 Bills were introduced during the fall session, prior to the adjournment of the House on December 21.

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 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.

The Machinery and Process of New Brunswick Government Seminar is a workshop designed to help public servants better understand how government works. Participants learn firsthand from Deputy Heads and senior officials the roles of the central agencies, the Legislative Assembly, the Cabinet and its committees. The seminar, organized by the provincial Office of Human Resources, was held at the Wu Conference Centre in Fredericton on May 10, 2011. The Clerk Assistant and Clerk of Committees attended on behalf of the Legislative Assembly, giving a detailed presentation on the role of the Legislative Branch, the functioning of the Legislative Assembly and the role of Members.

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 2011, the Clerks-at-the-Table responded to more than 50 inquiries posted to the CATS system. Topics canvassed during the year included such diverse matters as: amending legislation in Standing Committees; a code of conduct for Members; parliamentary broadcasting; use of the Royal Recommendation; production of documents; use of information and communication technologies; transfer or disposal of material by defeated Members; unelected cabinet ministers; summoning witnesses by subpoena; recognition of the Official Opposition; disclosure of MLA expenses; notice of motion in committees; heritage status of parliament buildings; training of committee chairs; composition of committees during a minority parliament; and use of social media.

Student Legislative Seminar

Clerk's Office staff organized the 22nd annual Student Legislative Seminar, held at the Legislative Assembly from April 1 to 3, 2011. 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 Dale Graham. On Friday evening, the students paid a visit to Old Government House and were hosted by Their Honours Graydon Nicholas, Lieutenant-Governor of New Brunswick, and Elizabeth Nicholas. Throughout the weekend, the students attended various lectures which focussed on the three branches of government: legislative, executive and judicial. Premier David Alward spoke on the role of the Premier and the challenges and responsibilities of that office. Hon. Jody Carr, Minister of Education and Early Childhood Development, spoke on the role of a Minister of the Crown and on the duties of an MLA. Hon. William McCarroll, Judge of the Provincial Court of New Brunswick, spoke on the role of the Judicial Branch. Loredana Catalli Sonier, Q.C., Clerk of the Legislative Assembly, outlined the role of the Legislative Branch and the functioning of the Legislative Assembly.

The students attended various 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 2011, 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 three Private Members' Public Bills were introduced by the Official Opposition during the fall sitting of the Second Session of the 57th Legislature.

Private Legislation

The Clerk's Office processed applications for Private Bills during the 2011 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 proper drafting and to ensure compliance with advertising requirements and other stipulations as set out in the

Standing Rules. One Private Bill was introduced during the spring sitting of the First session of the 57th Legislature.

Information Technology

During 2011, the Information Technology section continued implementing technology upgrades within the Legislative Assembly complex. The Assembly has been running a media server for the past number of years. A request from viewers of the parliamentary channel was to be able to differentiate between the live broadcast and the repeat broadcast, which is replayed one-half hour after the original. A programmer from Applied Electronics, who installed the original broadcast system, wrote the code needed to achieve this. Accordingly, when the repeated broadcast is played, a "Repeat" banner will now be shown in the corner to indicate the broadcast is a repeat.

The Legislative Assembly is constantly upgrading systems and communications to keep up with today's systems and user demands. Cisco switches, which were originally purchased back in 2003 and ran at 100MB, have been slowly replaced over the last few years. The last of the switches were upgraded during the fall of 2011 and now allow all users to communicate with each other and with all of the Legislative Assembly servers.

The Legislative Assembly began moving to a virtual environment a few years ago. The goal is to have 2 or 3 virtual hosts which will host most of the current servers housed in the Assembly server room using Microsoft's Hyper-V. The process is ongoing and should be completed within the next two years.

The Systems Center Configuration Manager (SCCM) server was brought in to full production last year. This allows the IT staff to push out software upgrades and new software without having to visit each computer. The upgrades can be sent over night or on weekends and the user does not lose any time while software is installed on his or her computer.

During 2011, a new wireless network was put in place, replacing older hardware that was breaking down frequently and running at slower speeds. The new network allows users to run within the GNB firewall without using Virtual Private Network (VPN), but still maintains the option to run outside the firewall if the user is granted access to sites not allowed within the firewall, such as Hotmail, YouTube or Gmail.

Journals and Publications

During 2011, the Researcher and Journals Clerk compiled 58 unrevised Journals making up the spring sitting of the First Session of the 57th Legislature (March 22 to November 23, 2011) or 41 daily sittings, and the Opening and fall sitting of the Second Session of the 57th Legislature (November 23 to December 21, 2011) 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 2008-2009 bound version of the *Journals of the Legislative Assembly, Third Session, Fifty-sixth Legislative Assembly*, was indexed, finalized, submitted for tender, and published.

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 2011 calendar year, 62 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 2011-2012 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 Web site.

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 Web site 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-second annual report of the Legislative Assembly, *Legislative Activities 2010*, was published, distributed and posted online. The Legislature's Calendar was updated to reflect Daily Sittings or Special Events. 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.

In consultation with government and the Official Opposition, departments and agencies of government began reducing the number of printed copies of annual reports and other documents they provide to the Legislative Assembly. Consequently, most annual reports and other documents tabled in the House or filed with the Clerk are no longer distributed to Members. The new policy does not apply to the Throne Speech, Budget documents such as the Main Estimates, Public Accounts and Auditor General's report, or to Bills, which will continue to be distributed to all Members. Members of committees will continue to receive copies of all relevant annual reports. Members can access tabled documents online on the Assembly's Web page and particular documents will be provided to Members if requested.

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*.

Under the auspices of the Partnership of Parliaments, the Legislative Assembly hosted a visit of the Special Parliamentary Committee on Education of the Parliament of the German State of Hesse from May 21 to 27, 2011. Officials from the Department of Education provided an overview of the education system in New Brunswick, including presentations on integrated service delivery, early childhood education initiatives, language acquisition in a bilingual province, and multiculturalism—challenges in schools. The parliamentarians visited George Street Middle School in Fredericton where they met with members of the Methods and Resource Team. They also met with officials of the University of New Brunswick Faculty of Education. The agenda also included a tour of the Hopewell Rocks, Fundy National Park and a day trip to Carleton County.

New Brunswick played host to the annual Professional Development Seminar of the Association of Clerks-at-the-Table in Canada. Clerks Office staff organized the business sessions and activity programme for the seminar which was held in Fredericton from August 2 to 6, 2011. Participants included Clerks of the federal, provincial and territorial Parliaments, the United Kingdom Parliament, the Scottish Parliament and the Parliament of New South Wales. There was also representation from the American Society of Legislative Clerks and Secretaries. Topics discussed included: Ethics for Table Officers; Petitions; The Law and Limits of Privilege; Power to Send for Persons; and The Concept of Convention in a Parliamentary

Context. Delegates visited the Ganong Chocolate factory as part of the Chocolate Festival Week in St. Stephen and toured the historic town of St. Andrews-by-the-Sea.

The Legislative Assembly of New Brunswick hosted the 33rd CPA Canadian Regional Seminar in Fredericton from November 3 to 6, 2011. Canada is one of the CPA's regions with 14 branches composed of the provincial and territorial legislatures, and the federal Parliament. Within the Canadian Region, there is an active program of exchanges, conferences and seminars for Canadian legislators. Topics considered during the 2011 seminar in Fredericton included: Decorum in the House; Political Parties and the Promotion of Democracy and Parliamentary Freedom of Expression; The Role of an Independent Member; and Managing the House in Fiscally Challenging Times.

Staffing

Diane Taylor Myles, Researcher and Journals Clerk, retired in 2011. Diane commenced work with the Legislative Assembly in 1984 and worked as a Hansard Editor, where her experience as an educator and her outstanding editing and English language skills proved indispensable. Diane subsequently joined the staff of the Clerk's Office and was instrumental in developing the Legislative Assembly Web site from its infancy to present day, ensuring the public had access to the on-line proceedings and decisions of the House. Under Diane's initiative, Oral Questions were archived online, allowing the public to view the daily Question Period either live or as video-on-demand webcasts. Diane was responsible for compiling and publishing the *Journals of the Legislative Assembly*, the official record of matters considered and decisions taken by the House. Diane ensured that the *Journals*, the Status of Legislation, the Biographies of Members and other parliamentary documents were updated and posted on-line and that changes to the Executive Council, the Shadow Cabinet, seating plans and other documents were produced and accessible to the public.

John-Patrick McCleave commenced work as a Research Assistant in the Office of the Clerk in November, 2011. The Research Assistant will provide research, operational and administrative support services to the House and legislative committees and will be responsible for the posting and updating of various parliamentary documents on the Assembly's Web page.

Activities of Standing and Select Committees

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 2011, the majority of committee work was undertaken by the Standing Committee on Public Accounts and the Standing Committee on Crown Corporations, which were busy reviewing annual reports, public accounts, and other matters referred to their respective committees. The House also appointed a Standing Committee on Health Care for the first time since 2005, which was active during the summer reviewing Regional Health Authority boundaries, regional health electoral boundaries, and election rules.

In total, 71 committee meetings were held during the year. The following chart presents a breakdown of the various committees and the number of days each

committee met during 2011:

COMMITTEE	NO. OF MEETINGS
Crown Corporations	19
Estimates	0
Health Care	11
Law Amendments	0
Legislative Administration	12
Legislative Officers	3
Point Lepreau	5
Private Bills	1
Privileges	0
Procedure	1
Public Accounts	19
Revision of the Official Languages Act	0
TOTAL	71

II. Standing Committees

Standing Committee on Crown Corporations

The Standing Committee on Crown Corporations, chaired by Jack Carr (New Maryland-Sunbury West), remained active with 19 committee meetings in 2011. On February 1, the Committee met in a joint session with the Standing Committee on Public Accounts to receive and review the 2010 *Report of the Auditor General of New Brunswick*, Volume 1 and 2. The Auditor General briefed Members on the nature of the work undertaken during the year and the contents and findings of the Report.

On February 3, the Committee held an orientation session with staff of the Office of the Auditor General. Members were briefed on various topics related to the Committee's mandate, including: the essential role of the Crown Corporations Committee; attributes of an effective Crown Corporations Committee; the role of the Office of the Auditor General; and Crown agency governance.

The Committee also met on February 1, 2, 3, 4, 8, 9, 10, 11, 22, 23, 24, 25, March 1, 2, November 1, 2, 3, and 4 to review the activities and financial statements of the following Crown corporations and agencies for the fiscal years ending March 31, 2009, 2010, and, in certain circumstances, 2011:

Ambulance New Brunswick;
Atlantic Lottery Corporation;
Collège communautaire du Nouveau-Brunswick;
Efficiency NB;
FacilicorpNB;
Horizon Health Network;
Kings Landing Corporation;
NB Power;
New Brunswick Community College;
New Brunswick Energy and Utilities Board;
New Brunswick Health Council;
New Brunswick Insurance Board;
New Brunswick Investment Management Corporation;
New Brunswick Legal Aid Services Commission;
New Brunswick Liquor Corporation;
New Brunswick Museum;
New Brunswick Research and Productivity Council;
New Brunswick Securities Commission;
New Brunswick System Operator;
Recycle NB;
Regional Development Corporation;
Service New Brunswick;
Vitalité Health Network;
WorkSafeNB.

The Committee presented its second report outlining its activities to the Legislature on June 8. On October 19, the Committee met in a joint session with the Standing Committee on Public Accounts to receive and review the 2011 *Report of the Auditor General of New Brunswick*, Volume 1. The Auditor General briefed Members on the nature of the work undertaken during the year and the contents and findings of the Report.

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 its consideration. The Committee, chaired by Dorothy Shephard (Saint John Lancaster), did not meet in 2011.

Standing Committee on Health Care

For the first time since 2005, the Standing Committee on Health Care was appointed on June 7 to review the geographic areas assigned to Regional Health Authority A and B, their electoral boundaries, and the rules governing the election of individuals to the boards of each Regional Health Authority (RHA).

On June 30, the Committee met and elected Hon. Madeleine Dubé (Edmundston–Saint-Basile) Chair and

Sherry Wilson (Petitcodiac) Vice-Chair. The Committee met again on July 26 to review a draft discussion paper prepared by the Department of Health entitled *Regional Health Authorities Governance, Discussion Paper for the Standing Committee on Health Care, July 2011*. A further meeting was held on August 17 to receive input from Elections New Brunswick. Public hearings were held on August 19, 26, September 7, 8, 9, and 14 in Saint John, Moncton, Fredericton, Miramichi, Bathurst, and Campbellton. The Committee received 33 written submissions during the process.

The Committee held further deliberations on September 21 and October 6. The Committee filed its first report with the Clerk of the Legislative Assembly on November 21 and tabled the same report in the Legislature on November 30. In the report the Committee recommended that the present boundaries which delineate RHA A and B should not be altered; the essential nature and integrity of RHAs as regional entities should be respected; medical centres and local linguistic communities should remain attached to the RHA in which they are geographically located; each RHA should be divided into 8 sub-zones; eligibility to vote and to be a candidate in each of the sub-zones should be limited to persons whose primary residence is within that sub-zone; persons residing in zone 1 should be given the choice of RHA in which they cast their ballot; board members who transfer their primary residence outside their sub-zone should have their seats vacated; vacant seats should be filled by appointment of the Minister of Health; and certain individuals should not be permitted to be candidates for RHA boards.

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. The Committee, chaired by Hon. Marie-Claude Blais, Q.C. (Moncton North), did not meet in 2011.

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 2011, the Committee held 12 meetings on the following dates: January 11, February 3, March 1, 15, May 5, 13, 25, June 28, September 13, October 6, November 8, and December 14. Among the matters considered by the Committee were: administration of constituency office expenses, freeze of MLA indemnities and salaries of ministers, MLA pensions, re-establishment and career re-training allowances, review of legislative officers, fire suppression systems upgrades and other capital projects, and capital and operating budgets.

Standing Committee on Legislative Officers

The Standing Committee on Legislative Officers, chaired by Jake Stewart (Southwest Miramichi), held 3 meetings in 2011. The Committee met on June 28, 29, and 30 to review the activities and financial statements of the following Legislative Officers for the fiscal year ending March 31, 2010:

Chief Electoral Officer;
Child and Youth Advocate;
Commissioner of Official Languages;
Conflict of Interest Commissioner;
Consumer Advocate for Insurance;
Ombudsman;
Supervisor of Political Financing.

On June 28, the Committee also met with Bernard Richard, former Ombudsman and Child and Youth Advocate, to discuss his review of the mandates and operations of New Brunswick's Legislative Officers.

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. In 2011, the Committee, chaired by Carl Killen (Saint John Harbour), considered the following Private Bill:

Bill 15, *An Act to Amend An Act Respecting Building Officials and the New Brunswick Building Officials Association.*

The Committee met on May 31 and in a report to the House on the same day recommended Bill 15 to the favourable consideration of the House. The Bill received Royal Assent on June 10.

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. The Committee, chaired by Bev Harrison (Hampton-Kings), did not meet in 2011.

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.

The Committee, chaired by Sherry Wilson (Petitcodiac), met on June 2 to consider the issue of electronic petitions and whether they should be accepted by the House.

Standing Committee on Public Accounts

The Standing Committee on Public Accounts, chaired by Rick Doucet (Charlotte-The Isles), remained active with 19 meetings in 2011. On January 18, the Committee held an orientation session with staff of the Office of the Auditor General. Members were briefed on various topics related to the Committee's mandate, including: the essential role of the Public Accounts Committee; attributes of effective Public Accounts Committees; the role of the Office of the Auditor General; and approaching accountability through questioning.

On January 27, the Committee met with the Auditor General to review the 2009 Report of the Auditor

General of New Brunswick. On February 1, the Committee met in a joint session with the Standing Committee on Crown Corporations to receive and review the 2010 *Report of the Auditor General of New Brunswick*, Volume 1 and 2. The Auditor General briefed Members on the nature of the work undertaken during the year and the contents and findings of the Report.

The Committee also met on January 18, 19, 20, 21, 25, 26, 27, 28, February 15, 16, 17, 18, March 3, 4, October 25, 26, and 27 to review the annual reports and financial statements of the following government departments and offices for the fiscal years ending March 31, 2009 and 2010:

Aboriginal Affairs Secretariat;
Communications New Brunswick;
Department of Agriculture and Aquaculture;
Department of Business New Brunswick;
Department of Education;
Department of Energy;
Department of Environment;
Department of Finance;
Department of Fisheries;
Department of Health;
Department of Intergovernmental Affairs;
Department of Justice and Consumer Affairs;
Department of Local Government;
Department of Natural Resources;
Department of Post-Secondary Education, Training and Labour;
Department of Social Development;
Department of Supply and Services;
Department of Tourism and Parks;
Department of Transportation;
Department of Wellness, Culture and Sport;
Office of the Attorney General;

Office of the Comptroller;
Office of Human Resources.

The Committee presented its second report outlining its activities to the Legislature on June 8. On October 19, the Committee met in a joint session with the Standing Committee on Crown Corporations to receive and review the 2011 *Report of the Auditor General of New Brunswick*, Volume 1. The Auditor General briefed Members on the nature of the work undertaken during the year and the contents and findings of the Report.

III. Select Committees

Select Committee on Point Lepreau

The Select Committee on Point Lepreau, chaired by Kirk MacDonald (York North), was appointed on December 15, 2010, to examine the Point Lepreau refurbishment. On May 4, the Committee held an organizational meeting and, on May 9, the Committee toured the Point Lepreau Nuclear Generating Station. The Committee met with officials from NB Power on May 24; the Conservation Council of New Brunswick on June 7; and NB Power and Atomic Energy of Canada Ltd. on June 28.

Select Committee on the Revision of the Official Languages Act

The Select Committee on the Revision of the Official Languages Act was appointed on June 8 to oversee the examination of and consultation on the Act; to review legal decisions, recommendations of the Office of the Commissioner of Official Languages, as well as suggestions and recommendations from New Brunswickers; and to file with the Legislative Assembly an interim report and a final report with recommendations. The Committee did not meet in 2011.

House Statistics

	56th Legislature		57th Legislature
	<i>Third Session 2008 - 2009</i>	<i>Fourth Session 2009 - 2010</i>	<i>First Session 2010 - 2011</i>
<i>Daily Sittings</i>			
Number of Sitting Days	65	68	58
Evening Sittings	0	0	11
<i>Government Bills</i>			
Introduced	74	44	54
Received Royal Assent	71	43	52
<i>Private Bills</i>			
Introduced	9	5	1
Received Royal Assent	8	5	1
<i>Private Members' Public Bills</i>			
Introduced	12	9	0
Received Royal Assent	1	1	0
<i>Government Motions</i>			
Total	14	3	11
Number debated	5	1	3
Number agreed to	14	3	11
Number withdrawn	0	0	0
<i>Private Members' Motions</i>			
Total	58	68	84
Number debated	14	19	17
Number agreed to	9	11	14
Motions for returns	43	43	59
<i>Committee of Supply</i>			
In House (Days)	25	22	25
In Committee on Estimates	0	0	0
<i>Annual Reports Tabled</i>			
	70	56	90
<i>Petitions</i>			
	111	258	127
<i>Written Questions</i>			
	0	0	0

Financial and Human Resource Services

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 “Financial Management Transformation”, “Current Financial Situation in New Brunswick”, “Conflict Management Skills”, and “Working Together to Evolve New Brunswick’s Public Service”, that covered areas such as current issues in the area of financial management, human resources, and purchasing, protection of personnel information and financial planning and budgeting in government.

The provincial general election took place on September 27, 2010, and resulted in the election of 28 new Members of the Legislative Assembly, as well as a change in government and new members of the Executive Council. The Legislative Assembly Building has been under repair and restoration for a number of years and in November 2010, the finance and human resources staff moved to a new location in Jewett House, along with information technology and maintenance staff from the Office of the Clerk. Completing the workload associated with the 28 Members that were not re-elected, in addition to commencing 28 newly elected Members and establishing their respective constituency offices, as well as the changes in the Executive Council, while adjusting to new physical work facilities and location, provided a significant challenge for the finance and human resources staff during the 2011 year.

In February 2011, the Office of the Auditor General initiated an audit of the payments made to and on behalf of Members of the Legislative Assembly for constituency office related expenditures, by the Legislative Assembly and by departments (for ministers). Staff assisted in providing necessary documentation and responding to associated audit questions and requests for information. The Auditor General issued a final report in October 2011, which included a number of recommendations for improvements to constituency office administration as it relates to members of the Executive Council.

In May 2011, the Legislative Administration Committee approved the terms of reference for a Review of the Offices of the Legislative Assembly. Former Ombudsman and Child and Youth Advocate Bernard Richard was engaged to review the functions and operations of all legislative officers. The finance and human resources staff responded to numerous queries and information requests and the Director attended information sessions and meetings organized as part of the review. A report was issued in December 2011 containing 33 recommendations, which are currently under consideration by the Legislative Administration Committee.

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 was provided with finance and human resources administration support.

The Province has implemented an Internal Services Agency (ISA), which has responsibility for finance, human resource, administration and information technology (IT) processes and procedures that are common to all government departments. However, the Legislative Assembly uses many of the same systems and infrastructure as the ISA and 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 will continue to provide all finance, human resources and IT services to various branches coming under the umbrella of the Legislative Assembly.

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

The House sat a total of 36 days during the 2010-2011 fiscal year, compared to 99 days during the 2009-2010 fiscal year, and 61 during 2008-2009. The annual budget of the Legislative Assembly provides for expenses and allowances associated with approximately 40 sitting days during the fiscal year and savings due to the reduced number of sitting days were used to fund additional expenditures associated with

the provincial general election. Supplementary Estimates in the amount of \$588,236 were approved to fund the expenditures associated principally with the results of the election for the 2010-2011 fiscal year.

For the fiscal year ending March 31, 2011, a 3% reduction in the operating budget of the Legislative Assembly, expenditures associated with the provincial general election on September 27, 2010, plus an in-year 1% expenditure reduction created challenges for the Legislative Assembly to meet budgetary objectives, as well as maintaining services to the Members and staff. The accompanying financial statement shows total actual expenditures of \$14,485,100 based on a total budget of \$14,503,000 for the 2010-2011 fiscal year. This compares with total actual expenditures of \$14,343,400 based on a budget of \$14,429,000 for the 2011-2012 fiscal year.

In addition to the \$2,704,000 original budget approved for the Legislative Assembly in the Capital Account of the Department of Supply and Services for the 2010-2011 fiscal year, an additional \$317,500 was approved to cover costs associated with the repair and restoration of the Legislative Assembly Building. Thus total expenditures for capital repair and restoration of the Legislative Assembly Building was \$3,021,500 for the 2010-2011 fiscal year.

The budgetary process for the Legislative Assembly's 2011-2012 fiscal year provided yet another challenge to achieve a 2% 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 \$13,339,000 was approved for the Legislative Assembly for the 2011-2012 fiscal year. A Capital Budget of \$1,000,000 to continue the repair and renovation of the Legislative Assembly building was also approved and included in the 2011-2012 Capital Account of the Department of Supply and Services.

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 Services Highlights

The workload in each of the Finance and Human Resource areas was significantly increased as a result of the general election held on September 27, 2010, and the resulting change in government. The general election resulted in the election of 28 new Members, the appointment of a new Cabinet, a new Speaker and Deputy Speakers, Leader of the Official Opposition, Caucus Chairs, Whips and House Leaders. In addition, during 2011, there were 9 changes in the staffing of the Members' offices due to the results of the election involving commencements, transfers and terminations. Changes in staffing also occurred throughout other offices of the Legislative Assembly (including statutory offices) during 2011, which included 3 secondments, 3 terminations and 6 employee commencements.

Finance and Human Resources staff processed the workload associated with the 26 Members that were not re-elected in the September 27, 2010, general election which included finalizing payroll, expenses and benefits as an elected Member, closing of constituency offices, and processing the terminations of constituency staff. In addition the staff administered the payroll, expenses and benefits of 28 newly elected

Members, as well as the opening of constituency offices and commencements of constituency staff of the members.

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 in an accurate and timely fashion, to reflect the changes to employees, titles and updates 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 *Right to Information and Protection of Privacy Act*. The posted data must be regularly monitored for information quality and is drawn upon to populate other areas of the government Web site as well as several corporate publications such as the Government of New Brunswick Telephone Directory. A payroll service is provided for the constituency office staff of Private Members whereby constituency office employees of Members are being paid bi-weekly using the Province's Human Resources Information System. The Finance and Human Resources section of the Clerk's Office is responsible for commencements, bi-weekly payments, terminations and related documentation, along with the subsequent financial chargebacks to the Constituency Office Allowances of individual Members. During 2011 an average of 45 constituency office staff were paid using this Payroll Service Program for Members.

A total of 41 students and other individuals were employed under various casual or term employment programs administered by the Finance and Human Resources section. 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 15 Pages for the 2010-2011 and 2011-2012 sessions.

In 2011, staff processed cost of living increases on April 1 and October 1, affecting a total of 91 positions. The indemnities and salaries of Members and Ministers have been frozen for the period from January 1, 2009 to December 31, 2011. Normally, the indemnities and salaries of Members and Ministers would have been increased by an index based on the three-year average increase in the wages of employees in New Brunswick.

Financial Summary — Legislative Assembly
For the Year Ended March 31, 2011
(in \$ 000s)

	<i>Budget</i>	<i>Actual</i>
<i>Members' Allowances, Committees and Operations</i>		
Allowances to Members	8,794.3	8,893.2
Legislative Committees	262.0	160.9
Subtotal	9,056.2	9,056.2
<i>Office of the Legislative Assembly</i>		
Legislative Library	419.0	414.3
Office of the Clerk (includes Speaker's Office)	1,468.0	1,445.0
Office of the Conflict of Interest Commissioner	678.8	714.6
Hansard Office	571.0	565.1
Debates Translation	695.0	692.3
Subtotal	3,831.8	3,831.3
<i>Offices of the Members of Registered Political Parties</i>		
Office of Government Members	712.4	705.2
Office of the Official Opposition	902.6	892.4
Subtotal	1,615.0	1,597.6
<i>Total : Legislative Assembly</i>	14,503.0	14,485.1

Human Resources Summary — Legislative Assembly

	Permanent	Elected	Sessional	Wages	Payroll Services Program
<i>Office of the Clerk</i>					
House and Committee Support	5	0	0	0	0
General Administration	3	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
<i>Office of the Conflict of Interest Commissioner</i>					
Commissioner	3	0	0	0	0
<i>Legislative Library</i>					
Library	7	0	0	1	0
<i>Hansard Office</i>					
Hansard Office	10	0	0	1	0
<i>Debates Translation</i>					
Debates Translation	11	0	0	0	0
<i>Office of Government Members</i>					
Office of Government Members	8	0	0	1	0
<i>Office of the Official Opposition</i>					
Office of the Official Opposition	14	0	0	2	0
<i>Pages and Tour Guides (students)</i>					
Pages and Tour Guides (students)	0	0	19	0	0
<i>Members</i>					
Members	0	55	0	0	45
<i>Total</i>	70	55	26	18	45

Ceremonial, Security and Visitor Services

Sergeant-at-Arms — Daniel Bussières



The new courtyard, with improved drainage and the staircase leading to the Library's basement storage.

The ongoing construction and historic restoration of the Legislative Assembly Building continued in 2011. Work on the Legislative Library's new copper roof was completed. The Library stairwell enclosure, which had been the source of water entry into the Library basement, was renovated and improved. The work allowed natural light to come in and improved the aesthetics of the stairwell. The addition of efficient drainage will help protect the Library's collection during extreme weather conditions. Work was also completed in the courtyard between the Library and the main Legislative Building. This small area contained ventilation equipment and was not easily accessible. A door was added, the equipment removed, and proper drainage and paving stones installed, making the view of the area, as one is ascending the grand spiral staircase, more appealing.

The new southeast atrium entrance re-opened for use in time for the opening of the second session on November 23. The old plexiglas atrium entrance, which was taken down in 2009, allowed water to enter, causing the floor and adjacent wheelchair ramp to rot, rendering it unsafe and unusable. The new copper roof on the northeast corner of the Library was extended in an upward angle over the new atrium entrance. A cedar tongue and groove ceiling was installed on the interior to improve the aesthetics of the space. Lighting was added to improve the safety for Members and staff. A solid cement floor and foundation were added and enclosed the staircase leading to the basement used mainly for deliveries.

Some minor work was performed in the Chamber, with the removal of the large camera lights used to televise

the proceedings of the Assembly. Cameras used today are more light sensitive and no longer require the intense lighting system. The removal of the lights, located on the upper walls and gallery columns, noticeably reduced the temperature in the Chamber.

In 2011, work continued on the lighting project proposed by Walter Brown, when he was Chair of the New Brunswick Provincial Capital Commission. Mr. Brown and the Board of Directors of the Commission believed that the evening lighting of the Legislative Assembly did not adequately highlight the beauty of the building. Mr. Brown approached the staff of the Assembly with an idea for a lighting project. He proposed that, after undergoing such extensive restoration, the Legislative Buildings should be showcased for the public and visitors. Mr. Brown was invited to make a formal presentation to the Legislative Administration Committee. Support for the project was made contingent on raising the necessary funds, which he was able to accomplish. Without the passion and efforts of Mr. Brown, the project would not have been initiated.

After the conceptual design for the lighting of Parliament Square was commissioned, the project began in earnest in the fall of 2011. Architect and Lighting Designer, Guy Simard, who was involved with the lighting of the National Assembly and Montmorency Falls in Quebec, developed the concept and design for the lighting project. Inspiration for the project was derived from the governance and legislative functions of the building. The expected completion date is April 1, 2012.



In September 2011, contractors proceeded with the removal of eight large fluorescent lights in the Legislative Chamber.

Due to a lack of funding, June 2011 marked the end of the Capital Encounters Program, which was administered by the New Brunswick Provincial Capital Commission. The program helped schools with the expense of traveling to the capital city. As a result, school visits to the Legislative Assembly decreased in the fall, with a total of 10 school visits, totaling 431 students and teachers. It is hopeful that the Capital Encounters Program will start again in 2012, to be administered by the Department of Education and Early Childhood Development.

Several events and ceremonies took place in 2011. The 22nd annual Student Legislative Seminar was held April 1 to 3. The New Brunswick Provincial Capital Commission funded the majority of this year's seminar. Students from both Francophone and Anglophone high schools in the province 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 open to grade 11 and 12 students from all New Brunswick high schools.

On October 15, Scouts Canada held its New Brunswick Council Awards Recognition Ceremony. The Duke of Edinburgh Silver Ceremony was held in the Chamber on November 5. Both ceremonies were well attended and presided over by His Honour the Lieutenant-Governor Graydon Nicholas.

On November 8, the Canadian Forces Liaison Council Recognition Ceremony, held in the Council Chamber, honoured the University of New Brunswick and the



*Christmas Tree Lighting Ceremony,
December 2, 2012*

Université de Moncton for their recent adoption of reservist-friendly policies at their institutions.

The annual Provincial Tree Lighting Ceremony was held on the evening of December 2. Between 600 and 800 people gathered in mild weather to enjoy musical entertainment, refreshments, and a visit from Santa Claus. Among those participating were Lieutenant-Governor Graydon Nicholas, Speaker Dale Graham, and Premier David Alward. Also present were Loredana Catalli Sonier, Q.C., Clerk of the Legislative Assembly, and the chaplain, the Very Reverend Keith Joyce.

Festivities began with entertainment by the Park Street School Senior Choir and the Stepping Stone Singers. Hot chocolate and mulled cider were served by Epsilon Y's Men and Epsilon Y's Menettes. Treats for the children were provided by Fredericton area Scouts. The 26-foot balsam fir tree was donated by Alice and Richard Ness of Sussex.

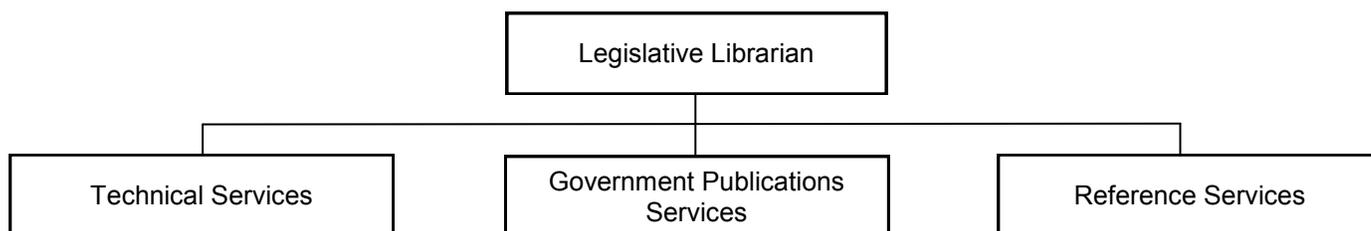
The annual Queen's Counsel Ceremony took place in the Chamber on December 12. The distinction of Queen's counsel is bestowed upon experienced lawyers in recognition of their commitment to the principles of the legal profession and contributions to their communities. The recipients this year were: Susan E. Burns, Fredericton; Barbara Hughes Campbell, Fredericton; David R. Colwell, Saint John; François T. Doucet, Campbellton; J. Charles Foster, Fredericton; Bernard Lord, Moncton; James R. McAvity, Saint John; James K. O'Connell, Saint John; Bernard Richard, Cap-Pelé; Marc L. Richard, Fredericton; and Ann Whiteway Brown, Woodstock.

The Legislative Assembly hosted several conferences in 2011. From May 22 to 26, the Partnership of Parliaments sent 8 German delegates, who were focused on learning about the education system in New Brunswick. From August 2 to 6, the Association of Clerks-at-the-Table in Canada held their Professional Development Seminar, with 53 delegates and 34 guests in attendance. From November 3 to 6, the 33rd Commonwealth Parliamentary Association (CPA) Regional Seminar took place, with 38 delegates and 8 guests in attendance.

Visits by various dignitaries included the Consul General of the United States on February 22, the Ambassador of Costa Rica on April 27, the Ambassador for South Korea on April 29, the Consul General of India on May 3, a delegation of 11 francophone Ambassadors on November 15 and the Ambassador of Croatia on November 18.

Legislative Library

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 staff of departments of government 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. In addition, 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 selected 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 electronic 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 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

2011 brought renovations once again to the Legislative Library. The copper roofing was finished and construction of the library courtyard was started. As a result of the construction there was no access to the Library basement from early June until December. This meant that Library staff did not have access to certain parts of the collection including microfilm, microfiche, serials, and sections of the Reference, New Brunswick and Main collections. The ceiling in the Legislative Librarian's office was also repaired.

On March 24th, the Library held its annual reception for Members and Legislative Assembly staff.

In April, Alberto Manguel, a well known Canadian author visited the Library when he was in the city to deliver a lecture at the Beaverbrook Art Gallery.

In July, the Library's new Web site was launched.

On September 22nd, the Library hosted the official launch of Jacques Poitras' book, *Imaginary Line: Life on an Unfinished Border*.

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 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 2011, 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

Gloria Beek
Shawn DeLong
Michael Gardner
Cheryl Hickey
Anne Huestis-Scott
Vetta LaPointe Faulds
Alvin and Ronald MacLean
Diane Mercier-Allain
Robert McKay
Jean-Paul Ouellet
April Vye

Publishers/Associates

Goose Lane Editions
La Grande Marée
Legislative Assembly of the Northwest Territories

The serials collection continues to be a regularly used collection of the Library. This year, difficult decisions had to be made as to which titles had to be cut in order to meet budget reductions. While there were some hard decisions, a few titles ceased being printed which helped the process.

Reference

During 2011, the reference team kept busy answering questions, filling Hansard requests and helping patrons. A new electronic statistic tracking system allowed staff to keep more detailed statistics including the number of requests received, from what type of patrons (eg. MLAs, Legislative Assembly staff, Departmental staff, public, other libraries), the type of information being requested as well as the time spent on more in-depth questions. The tracking tool also provides reporting tools that use graphic comparisons.

The Legislative Library belongs to the Association of Parliamentary Libraries of Canada (APLIC) listserv that all provincial and territorial libraries belong to. The listserv allows one jurisdiction to request information from all of the other jurisdictions. While this is useful in obtaining across Canada information it also adds a great deal of work to the reference staff. Numerous requests were received through the listserv.

The Library subscribes to *Infomart* which 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*, was cancelled this year due to budget cuts.

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 towards 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.

Personalized library tutorials were offered to Members as well as their staff in the spring. A number of topics were identified that could be offered in a tutorial and tailored to one's interest. Some of the topics included; overview of the Library, how to use Hansard console logs as a finding aid for transcripts, how to search the library catalogue, available collections and resources, and how to find credible, unbiased information on the Web.

Over the past year, the Legislative Library mounted multiple displays. The displays created included; obesity, Member's toolbox, biographies from the library's collection, materials concerning the New Brunswick-Maine border, and the works of John Leroux, a Fredericton architect and historian.

The Library's published documents still remain one of the most used and effective methods of outreach. The

Legislative Library has several publications it produces on a regular basis that are sent out to MLAs and other government employees. These publications can be found on the Library's Web site at : <<http://www1.gnb.ca/leglibbib/en/Publications.aspx/Index>>.

The *Government Documents Checklist* is available in PDF format on the Library's Web site.

The *Selected Accessions List* is distributed to Members, the Clerk and Clerks Assistant 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 e-mails contain added notes or "updates" highlighting a particular service provided by the Legislative Library, reviews of selected books on the list, or information on some aspect of its collection (e.g. Multimedia and Politics). The quarterly list can be found on the Library's Web site.

The *Periodical Contents* publication is distributed to Members ten times a year. It includes a cover sheet highlighting particular articles from the tables of contents from specific magazines. The feedback has been positive with many requests being made for the articles mentioned.

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 2011, 133 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 been comprehensively collected. However, over the past several months, it has become clear that these need to be collected and added to the repository. Once the best way to incorporate these e-serials into the repository has been determined, they will be added as they become available in the same manner as other government documents.

The Library's collection of federal material 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 are 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, although there are also many 'science report' titles which are issued on CD-ROM and DVD. Two copies of these are forwarded, as well to Libraries and Archives Canada. 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. These items are put on microfiche. Once completed, Micromedia ProQuest will return the print copies as well as send along the microfiche.

Initiatives

In July, the Legislative Library launched its new Web site. The new Web site was designed to better present updates of library news and content to users as well as to promote library materials. Backend tools were developed to permit library staff to easily add or modify any of the dynamic content on the Web site.

New features of the Web site include:

- A New Arrivals section that visually displays new books received by the Library in a "bookshelf" format.

- A browsable database of New Brunswick electronic government documents. In addition to accessing e-docs through the online catalogue, a separate electronic document repository page is now featured on the site. Patrons can peruse images of all e-doc titles which, when clicked, will take them directly to the corresponding online record.

- An enhanced *Selected Accessions List* area with direct request links to listed material as well as access to Google Books previews (when available).

- A searchable New Brunswick Elections database (1984-present), with the ability to browse results by

election or view the complete election history of a particular riding.

A browsable database of New Brunswick women MLAs. Each entry includes biographical information on each MLA including education, private and political careers, and involvement with Committees.

In September the Library launched a **Smarten Up!/ Allumez!** article series. The purpose of the series is to inform patrons about specific aspects of the Library and its services and collections, as well as focus on topics that will assist patrons in their work and research pursuits. Each article is promoted with an e-mail alert to all Members, Legislative Assembly staff and all government departmental staff. The e-mails contained a 'hook' to entice readers to link to the full text article on the Library page. New articles are posted, on average, every two weeks, with breaks for *Selected Accessions List* launches. Every article generated interest and reference questions, not only about the specific topic but about other topics as well. The articles also generated library card requests and book requests. Tracking the number of unique hits to the Web site indicates that several hundred patrons are reading the articles every time one is posted. Article subjects in the fall included reference services, government documents, electronic documents, interlibrary loans and the *Government Documents Checklist*.

The Legislative Library's Web site includes a virtual bookshelf. A couple of times a month, new books are chosen to be on the bookshelf that will be on upcoming *Selected Accessions List*. 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 request it, if desired. A new bookshelf is created each time a new "Smarten Up" article is posted. The pairing of these two initiatives has proven very successful.

The Library continued participating in the APLIC Government Electronic Document Repository initiative as well as being a member of the technical sub-committee. Final work is being done before the repository can be launched nationally. The project's goal is to offer a centralized, searchable repository of government published documents from across Canada. The Library will initially be contributing an estimated 700 electronic monographs to the repository. The depository currently has 100,000 documents in it.

In December, Library staff completed the first phase of a Private Acts project. Throughout the summer and fall, staff entered over 4500 acts into a newly developed searchable

database (1894-present). The next phase of the project will include linking related acts together to build "histories" as well as adding further meta-data (e.g. subjects). Scanning and linking copies of the acts' pages is also being investigated.

The Library began investigating alternatives to its current Integrated Library System (ILS). Due to increased maintenance/support costs, the Library will be migrating away from its current system to an open source ILS next summer. Evaluations of two systems were completed, which included assessing feature parity and ease of data migration. Prototype tools were built to test exporting/processing/importing of MARC records, holdings and patron data into both systems.

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 and government agency libraries that are closing or weeding their collections. In March, the Library received 15 boxes of material from the office of the Advisory Council on the Status of Women.

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.

The Legislative Library benefited this past fall from the volunteer work of Anne McCluskey and Milena Suter, an exchange student from Switzerland. Without the help of these volunteers, several projects would not have been able to move forward.

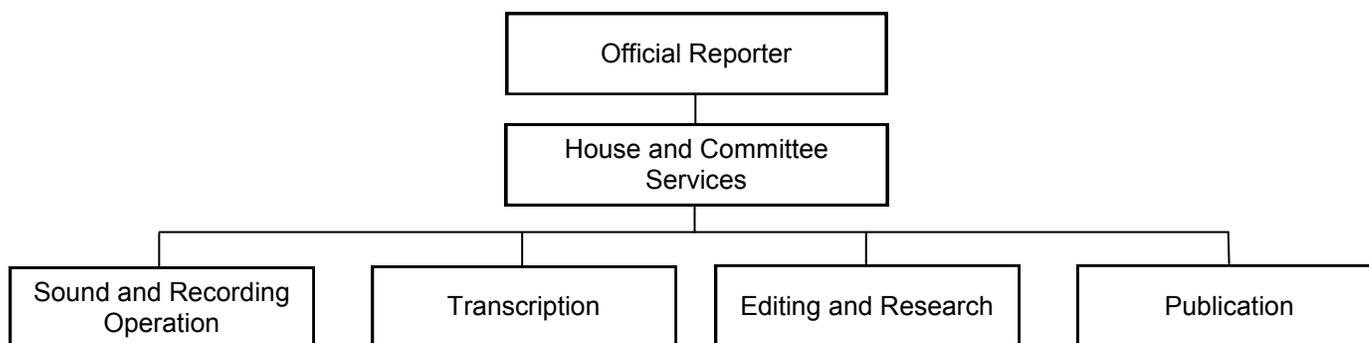
Memberships

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



As a printer and publisher of the Debates of the British Parliament in the early 1800s, Thomas Hansard first based the debates on press reports and then on the reports of his staff. In time, he added his name to the title page of the debates, and this name, “Hansard”, was eventually adopted by most jurisdictions in the British Commonwealth to refer to their official reports.

New Brunswick Hansard records and publishes print and electronic versions of the proceedings of the House in both official languages and records and distributes transcripts of the standing and select committees of the Legislative Assembly.

Recording and Console Operation

The Hansard Office uses digital software to record all House and committee sittings as well as other events. Prior to each event, staff register details in the primary and backup recording systems, which are situated in the Hansard Office, and conduct audio and recording tests to ensure high-quality sound and recording production. Test times are coordinated with those who provide broadcasts and webcasts and with those who maintain the equipment. The resulting digital recordings, in the form of five-minute takes, are accessed for transcription and editing through software that resides on the office computers.

Hansard staff are present at the sound console during House and committee sittings. These staff open and close microphones at the direction of the Speaker or chairman, dub the names of those speaking and provide other useful commentary, and compile electronic logs of the proceedings, which they post on the Legislative Assembly network. Throughout their console shifts, staff maintain e-mail contact with the Hansard Office and, with the assistance of the pages, obtain information and documentation from the Members of the Legislative Assembly, visitors, and others. The dubbing, posting of console notes, and procuring of

documents and information contribute to timely transcript production. Staff throughout the Legislative Assembly also access the console notes for information and research purposes.

In 2011, 5.4 Hansard staff covered console operation. Staff recorded and logged 454 hours of House and committee proceedings: 294 hours during 58 sittings of the House and 160 hours during 52 committee meetings.

Transcript Production

During session. To best support the Legislative Assembly, Hansard staff first produce and post on the network the most highly sought-after transcripts. Question period transcripts take first priority, and other priorities are adjusted as sittings proceed and transcript requests are received. Each sitting day, Hansard staff complete the transcription, research, and editing required to produce the transcripts of the first portion of that sitting, pausing temporarily to produce and distribute question period transcripts.

Throughout 2011, an electronic transcript for each of the 51 question periods was posted on the network and e-mailed to 439 individuals within three hours of question period ending.

Staff also work on the completion of daily sittings and requested transcripts of the current session. Transcripts are first posted on the network as blues, which are those that have undergone research and a first edit.

Outside session. When the House rises, staff complete the blues of the latest session and finalize the full daily sittings of current and previous sessions. Blues of daily sittings are gradually replaced by fully edited, finalized transcripts that include tables of contents and introductory pages.

In 2011, staff focused on completing the transcription of the 2010-11 and 2011-12 sessions, finalizing the 2009-10 and 2010-11 sessions and the 2002-03 and 2003-04 backlog sessions, and transcribing committee requests. By year's end, staff had transcribed and edited in excess of 2.5 million words of House and committee proceedings. Overall, 63 daily sittings were

transcribed and blueed, 111 daily sittings were finalized, and committee requests were fulfilled. The transcription of the 2010-11 session was completed, as was the finalization of the 2002-03 and 2009-10 sessions. Significant progress was made on the transcription of the 2011-12 session and on the finalization of the 2003-04 and 2010-11 sessions.

Table 1 displays the transcription completed during 2011. Table 2 displays the word counts of the past five sessions and the 2011 portion of the 2011-12 session.

Table 1 TRANSCRIPTION COMPLETED January 1 to December 31, 2011			
TRANSCRIPTS	ENGLISH	FRENCH	TOTAL
House Word Counts	1 411 758 (67%)	688 690 (33%)	2 100 448
Committee Word Counts	383 891 (79%)	104 068 (21%)	487 959

Table 2 HOUSE TRANSCRIPTION WORD COUNTS by Session			
Session	English	French	Total
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 (2009-10: 68 days, 319 hours)	1 339 036 (75 %)	458 823 (25 %)	1 797 859
57-1 (2010-11: 58 days, 274 hours)	1 364 528 (67%)	669 083 (33%)	2 033 611
57-2 (2011-12: first 17 days, 82 hours)	249 029 (72%)	98 595 (28%)	347 624

Transcript Requests

Throughout 2011, the Hansard Office responded to 281 transcript requests: 233 House requests and 48 committee requests. The average turnaround time for House requests was less than 24 hours, and 61% of the transcripts were provided on the day requested. Committee transcript requests were addressed upon the completion of House transcripts. The average turnaround

for committee requests was 6.25 days, and 27% of the transcripts were provided on the day requested.

The Legislative Library staff continued to provide clients with transcripts and contacted the Hansard Office for only those transcripts not yet posted on the network.

Research and Resources

To ensure the integrity of the transcripts, staff undertake extensive research, which they document and file. In 2011, the Hansard Office sought and received data, mostly in electronic form, which enabled staff to produce transcripts quickly. Hansard staff are appreciative of the documentation and information that continues to be so readily supplied by Members of the Legislative Assembly, Legislative Assembly staff, department staff, and others.

As well as routinely updating the in-house reference manuals, staff revived and updated the electronic word list, which continues to expand as new terms and phrases are encountered and researched. This extensive list has proven to be a valuable, time-saving resource.

Human Resources

In 2011, the Hansard Office was comprised of 9 full-time staff, 1 full-time casual staff, and 2 part-time outsourced professionals.

Staff devoted time to advising newer employees on console operation; transcription, editing, and research techniques; and office procedures. Transcribing, editing, and research feedback was provided to staff through transcript revision and the circulation of revised daily sittings.

Weekly staff meetings were held to exchange information and to plan for and apprise staff of upcoming sittings and events. Colleagues were informed of the progress being made on all segments of Hansard production.

Throughout the session, office hours were extended, with a typical sitting day ending at 6 p.m., when the House rose. Staff worked during several weekend events and during the offsite meetings of the Standing Committee on Health Care, which met in various locations throughout the province.

Special Events

The Hansard staff took part in ceremonies, conferences, and special meetings and events hosted by the Legislative Assembly, including the Student Legislative Seminar, the Canadian Parliamentary Association conference, the Queen's Counsel ceremony, the Duke of Edinburgh's Award ceremony, the Canada Cord ceremony, and the Scouts Canada Awards ceremony.

Staff participated in the orientation session that was held for pages prior to the fall sitting. Staff also conducted an office tour for community college students and spoke to them about the work undertaken by Hansard staff and the skills required. Similarly, the Hansard Office welcomed a student visitor during Take Your Child to Work Day.

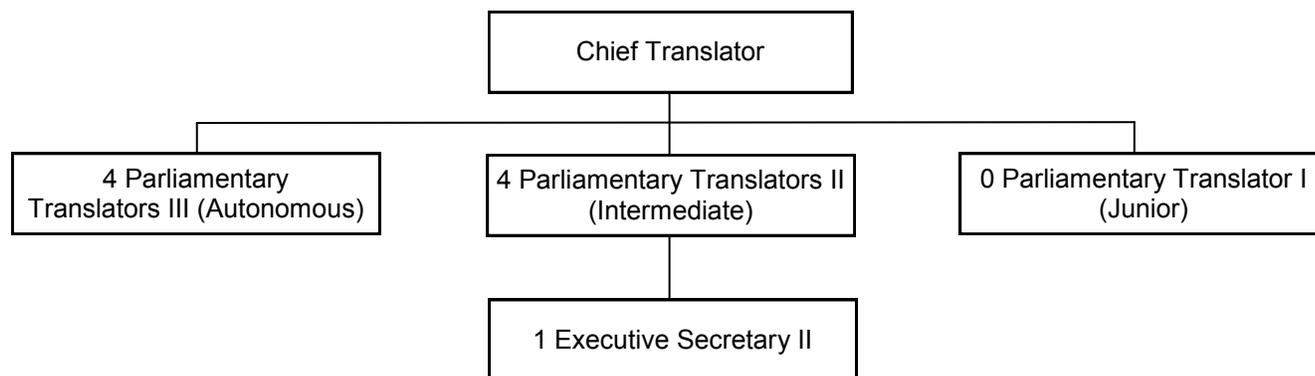
Professional Activities

The Official Reporter presented the jurisdiction report on behalf of the Canadian delegates at the Commonwealth Hansard Editors Association triennial conference in 2011. The theme of the conference, *e-volving Parliaments: Hansard—Meeting the Challenge*, focused on technology that is being developed and used in Hansard offices. Presentations were given by delegates, industry representatives, and political leaders.

New Brunswick Hansard remained active in the Hansard Association of Canada by contributing to its annual newsletter, responding to queries and surveys from other jurisdictions, and participating in its conference. Other jurisdictions continued to provide New Brunswick Hansard with useful information regarding procedure, technology, and resources. New Brunswick's Official Reporter was elected President of the Hansard Association of Canada in August 2011.

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.

2011 Calendar Year

Highlights

- There were 58 daily sittings in 2011, including 41 daily sittings in the first session of the 57th legislature and 17 daily sittings in the second session.
- In January and March, staff had an opportunity to attend workshops offered by the New Brunswick Translation Bureau thanks to the Ottawa Translation Bureau. The workshops focused on idiomatic administrative translation.
- A promotion was granted to a deserving staff member during the year.
- In April, the Clerk and the Director of Finances and Human Resources met with staff to explain changes relating to the budget and certain

benefits. The staff, who missed the special information meeting in this regard for work-related reasons, thanked them for coming over.

- In the fall, repairs to the roofing of Edgcombe House, which were supposed to last three weeks, went on for six weeks due to bad weather and the poor condition of the roof.
- In December, Josée Bourque resigned for personal reasons. We thank her for her good work.
- During 2011, production reached almost 1.7 million words, which represents a 17% reduction over the preceding year, partly due to the half-year absence of one staff member.
- During the year, more than 1 030 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 54% of the workload, a 31% reduction over 2010. Almost 29% of Hansard translation was into English.

The decrease is due, on the one hand, to the half-year absence of a staff member, and, on the other, to the translation of several large reports.

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

In 2011, the translation of the daily Journal represented more than 6% of the workload, a 13% increase over 2010; translation is usually completed shortly after the session ends. The Order Paper and notices of motion accounted for more than 15% of the workload; they are translated the same day.

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 over 13% of the total workload. The number of words translated increased by 28% from the previous year.

During the 58 sitting days of the year under review, 405 requests for translation of speeches and statements were processed, for a total of 1 316 pages. This represents a 27% increase over 2010 in the number of requests. These included the budget speech for the first session of the 57th legislature, the throne speech for the second session, and the 2012-13 capital budget speech, as well as 297 statements and 106 speeches given in the House by ministers or private members. The average speech length was 8 pages. Translation for Cabinet ministers accounted for 92% of the workload. Approximately 98% 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, neither the Office of the Official Opposition nor the Office of Government Members made any translation requests. The number of words indicated in Table 1 represents translation of press releases related to the budget speech and throne speech.

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.

Translation for committees represented over 2% of the total workload, which is a 130% increase over 2010. This increase was due to the translation of the *First Report of the Standing Committee on Health Care*, dealing with Regional Health Authority boundaries, regional health electoral boundaries, and election rules, and of the *Report of the MLA Pensions Review Panel*, presented to the Legislative Administration Committee.

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 almost 8% of the total workload. The number of words translated increased by 8% over 2010. Reports translated during the year included the annual and quinquennium reports of the Conflict of Interest Commissioner and the Review of the Legislative Officers of New Brunswick report.

**Table 1: Debates Translation Output, in words
2011 Calendar Year
(rounded figures)**

HOUSE	
Notices of Motions and Order Paper	255 000
Journal	99 000
Hansard ¹	914 000
MEMBERS	
Speeches and Statements	226 000
Correspondence and press releases	3 000
COMMITTEES	40 000
OFFICE OF THE LEGISLATIVE ASSEMBLY	157 000
TOTAL²	1 694 000

- 1 Includes a carryover of approximately 0.9 million words (33% of 2002-03 Hansard as well as Sitting 20 of 2010-11 Hansard and Sitting 3 of 2011-12 Hansard) from the previous year.
- 2 Excludes a carryover of approximately 21.2 million words (50% 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, 100% of 2010-2011 Hansard, and Sittings 1 to 17 of 2011-12 Hansard) into the next year.

Table 2: Comparative Statistics for Sessions

	2007	2007-08	2008-09	2009-10	2010-11
Days	79	64	65	68	58
Words	3 453 395*	2 827 411*	2 372 004*	1 797 859*	2 031 901*

* Estimate

Special Project

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 available.

The second component was internal funding for translation outsourcing. During the year in review, no internal funding for outsourcing was available.

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 1.45 million words, compared to 2.30 million words in the previous year, a decrease of 37%.
- Hansard translation output totaled 0.94 million words, compared to 1.32 million words in the previous year, a decrease of 29%.
- During the year in review, demand exceeded output by 0.51 million words, compared to 0.98 million words in the previous year. Over the past five years, demand has exceeded output by an average 1.55 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 more than 15 years earlier than the published volumes.

- At year’s end, translation of dailies up to February 4, 2003, was posted on the internal network of the Legislative Assembly.
- A total of 525 Hansard dailies in dual-column PDF format are available for the 1993 to 2002-03 sessions, including 17 replies to the throne speech and budget speech up to November 2011. 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 0.54 million words, compared to 0.98 million words during the previous year, an improvement of 55%.
- During the year in review, 58 new daily sittings occurred, while translation of 23 sitting days was completed, for a net backlog increase of 35 sitting days, compared to an increase of 23 sitting days in the previous year.
- Hansard translation was trailing by 106 months (or 537 dailies), compared to 96 months (or 502 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 44 500 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.

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 eight other parliamentary translators and the executive secretary at Debates Translation, 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

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.

Publications and Electronic Resources

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 2011:

Journal of Debates (Hansard), finalized form:
Fifth session, 54th legislature (2002-03), Daily Sittings 56-68, completing session
First session, 55th legislature (2003-04), Daily Sittings 1-2, 4-14
Fourth session, 56th legislature (2009-10), Daily Sittings 1-2, 4-10, 12-68, completing session
First session, 57th legislature (2010-11), Daily Sittings 1-3, 5-18
Second session, 57th legislature (2011-12), Daily Sittings 1, 3

Journal of Debates (Hansard), blues form:
First session, 57th legislature (2010-11), Daily Sittings 10 to 58
Second session, 57th legislature (2011-12), Daily Sittings 1 to 8

Console Logs

First Session, 57th legislature, March 22 to November 23, 2011, 25 logs
Second Session, 57th legislature, November 23 to December 21, 2011, 17 logs
Committee meetings, 52 logs

Statistics, Committee of Supply

First Session, 57th legislature, 2010-11.

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).**

Office of the Clerk

Legislative Activities 2010

*Journals (Unrevised): Legislative Assembly: Province of New Brunswick, First Session, Fifty-seventh Legislature (41 issues).**

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

Bound Volumes of *Journals of the Legislative Assembly of the Province of New Brunswick, Third and Fourth Sessions of the Fifty-sixth Legislative Assembly, Fredericton, N.B., 2007-2008 and 2008-2009.*

*Order and Notice Paper, March 22, 2011 to November 23, 2011, 41 issues.**

*Order and Notice Paper, November 23, 2011 to December 21, 2011, 17 issues.**

Seating Arrangement, First Session, 57th Legislature.

Seating Arrangement, Second Session, 57th Legislature.

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

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

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

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

Quarterly Jurisdictional Reports, *Canadian Parliamentary Review*, 2011.

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>.

———. *Parliamentary Stylebook* [online in PDF, updated regularly]. 2001-, <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>.

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

** Available on Legislative Assembly intranet.