

Legislative Assembly of New Brunswick

# Legislative Activities

# 2012





# Legislative Activities

2012



## New Brunswick

Prepared for The Honourable Dale Graham

Speaker of the Legislative Assembly

New Brunswick





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August 31, 2013

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-fourth annual report of *Legislative Activities*, for the year ended December 31, 2012.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Donald J. Forestell". The signature is fluid and cursive, with a large, stylized initial "D".

Donald J. Forestell  
Clerk of the Legislative Assembly

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# YEAR IN REVIEW

## *Clerk of the Legislative Assembly — Donald J. Forestell*

The 2012 calendar year was a productive one for the offices of the Legislative Assembly. The Second Session of the Fifty-Seventh Legislature concluded and the Third Session began. In 2012, the House sat 53 days, for a total of 275 hours. In addition, committees held a total of 72 meetings. The year saw a number of changes, including the resignation of a Member, a by-election, a cabinet shuffle and the change in status of one MLA.

The Office of the Clerk was marked with the retirement of the Clerk of the Legislative Assembly, Loredana Catali Sonier, Q.C., after 27 years of service at the Legislature. Donald J. Forestell was appointed Clerk effective September 1, 2012.

The Second Session of the Fifty-Seventh Legislature, which had adjourned on December 21, 2011, after 17 sitting days, resumed sitting on March 27, 2012. Hon. Blaine Higgs, Minister of Finance, delivered the government's second Budget. The Reply to the Budget Speech was delivered on March 29 by the Opposition Finance Critic, Donald Arseneault.

During the spring sitting, the House considered 49 bills and numerous resolutions. Among the resolutions passed was a motion pertaining to the Trans-Canada Highway in New Brunswick. The House unanimously agreed to support an initiative to officially name the Trans-Canada Highway (Route 2) as the Highway of Heroes. The Highway of Heroes pays tribute to all fallen peace keepers, soldiers, emergency responders, firefighters and law enforcement officers from or based in New Brunswick.

The House adjourned on June 13, 2012, for a total of 37 sitting days during the spring sitting. The Second Session was subsequently prorogued on the morning of November 27. A total of 69 Bills were introduced during the course of the Second Session, 58 of which received Royal Assent. The House sat for 55 days during the Second Session, for a total of 311 hours. This compares to 58 sitting days during the previous session, or 274 hours. During the Second Session, 46 hours were spent considering legislation in Committee of the Whole and 80 hours considering estimates in Committee of Supply.

Legislative Committees remained active during 2012. The Select Committee on the Revision of the *Official Languages Act* was mandated to oversee the examination of and consultation on the *Official Languages Act*. The Committee is chaired by Hon. Marie-Claude Blais, Q.C.. Mr. Hédard Albert serves as Vice-Chair. The Committee reviewed legal decisions, recommendations of the Office of the Commissioner of Official Languages, as well as suggestions and recommendations from civil society and New Brunswickers. On June 7, Premier David Alward and the Leader of the Official Opposition, Victor Boudreau, made statements in the House inviting New Brunswickers to take part in the Committee's consultation process. An Interim Report was filed with the House on June 28.

On May 25, Hon. Margaret-Ann Blaney resigned her seat as the Member for Rothesay and her position as Minister of Energy and Minister Responsible for the Status of Women. Ms. Blaney was first elected in 1999 as the Progressive Conservative Member for Saint John-Kings.

Hugh Flemming, Q.C., Progressive Conservative and descendent of two former New Brunswick Premiers, was elected in a June 25 by-election to fill the vacancy in Rothesay. The new Member was sworn in by Lieutenant-Governor Graydon Nicholas on July 17 at a ceremony held in the Legislative Assembly Chamber.



Several changes to Cabinet were announced on September 26. Four Members joined Cabinet: Hugh Flemming, Q.C. was appointed Minister of Health; Danny Soucy was appointed Minister of Post-Secondary Education, Training and Labour; Troy Lifford was appointed Minister of Human Resources and Dorothy Shephard was appointed Minister of the newly created Department of Healthy and Inclusive Communities. Madeleine Dubé moved from the Department of Health to Social Development and Sue Stultz moved from Social Development to Government Services. The four new Cabinet members were sworn into the Executive Council on October 9.

On September 21, it was announced that Dr. Jim Parrott would no longer sit as a member of the government caucus. Dr. Parrott subsequently announced that he would sit as an Independent-Progressive Conservative.

The Electoral Boundaries and Representation Commission, an independent body operating under the terms of New Brunswick's *Electoral Boundaries and Representation Act*, was tasked with redrawing the boundaries of New Brunswick's electoral ridings and replacing the current 55 ridings with 49 ridings to be implemented in the next provincial general election in 2014. New Brunswickers had the opportunity to provide their opinions on modifications to the provincial electoral districts through a series of public hearings. The Commission visited 13 communities in October and November 2012 to gather input in preparation for its preliminary report. The Commission will hold a second series of public meetings to receive feedback on its preliminary report.

The Third Session of the Fifty-Seventh Legislature opened at 2 p.m. on Tuesday, November 27, 2012. The Lieutenant-Governor delivered the Speech from the Throne outlining the government's legislative agenda. The Leader of the Official Opposition, Victor Boudreau, delivered the Reply to the Speech from the Throne on November 29.

The Capital Budget was tabled on December 11 and focused on projects already underway and on the maintenance of current assets. On December 19, the House unanimously adopted a motion in support of the construction of a west-east pipeline to bring western crude oil to the City of Saint John. During the fall session, a total of 26 Bills were introduced, 19 of which received Royal Assent.

The House adjourned on December 20, after sitting 15 days. The standings in the House at year end were 41 Progressive Conservatives, 13 Liberals and 1 Independent-Progressive Conservative.



## HIGHLIGHTS

### Retirement of Clerk

After 27 years of exemplary service to the Legislature and the Province of New Brunswick, Loredana Catalli Sonier, Q.C., retired from her position as Clerk of the Legislative Assembly on August 31. Mrs. Catalli Sonier began her career at the Legislature in 1985 as Clerk Assistant (Procedural) and was appointed Clerk of the Legislative Assembly by resolution of the House in 1993. The Speaker and the Members of the Legislative Assembly expressed their appreciation to Mrs. Catalli Sonier for her professionalism and dedication to the Legislature throughout her distinguished career.



*Loredana Catalli Sonier (second from left) with former Speakers Eugene McGinley, Shirley Dysart, Speaker Dale Graham and former Speaker Bev Harrison.*



During her tenure as Clerk, Mrs. Catalli Sonier was relied upon by Speakers and elected Members from all parties for her procedural advice and wise counsel. She took great pride in ensuring the Assembly as an institution was respected, and was passionate about protecting the rights of elected Members and the privileges of the House. One of her many accomplishments included the historic restoration of the legislative building. From the beautiful restoration of the copper dome and roof, exterior sandstone and granite masonry, sculpture

Britannia, library courtyard, and atrium entrance, to the renovation of the grand spiral staircase, Council Chamber and various offices, Mrs. Catalli Sonier ensured that the legislative building will continue to be an historic symbol for the Province of New Brunswick for generations to come.



## Lighting Ceremony

On June 13, Speaker Dale Graham held a reception in celebration of the Diamond Jubilee of Her Majesty Queen Elizabeth II, which was marked with the illumination of Parliament Square. Government Services Minister Craig Leonard and Official Opposition Leader Victor Boudreau narrated the outdoor ceremony. As the narrators presented a detailed history of the legislative buildings, the lights of Parliament Square were illuminated in sequence. First to be lit was the sculpture Britannia, followed by the Legislature's dome, the lantern of the dome, and the

pediment and roof of the building. Concluding the ceremony was the illumination of the main entrance.

The new lighting was installed as part of the Assembly's long term restoration plan. Work began in January, after consultation and design proposals with lighting specialist Guy Simard in the fall of 2011.

Walter Brown, former Chair of the Provincial Capital Commission and the individual who proposed the lighting project, was presented the Diamond Jubilee Medal for his efforts. The medal was created to mark the 2012 celebrations of the sixtieth anniversary of Her Majesty's accession to the Throne.

## 25 Years of Service

On July 26, the Speaker presided over a ceremony marking 25 years of service to the Legislative Assembly and the Province of New Brunswick for the following employees: Loredana Catalli Sonier, Q.C. (front right); second row: Rose-Marie Pinet, Rosanne Landry-Richard, Jean Weissenhorn-Delong, Sandra Colborne, and Alain Sauvageau; third row: Doreen Whelan, Janet McNeil, Jerry O'Donnell, Aurella Losier-Vienneau, and Tammy Young. The contributions and years of exemplary service by these dedicated employees were recognized by the Speaker with the presentation of the 25-year certificate of achievement. Linda Haché (pictured on right) was also presented the certificate in recognition of her 25 years of service in a separate ceremony.





# MEMBERS OF THE LEGISLATIVE ASSEMBLY



## ROLE OF SPEAKER

The Speaker of the Legislative Assembly is elected by secret ballot by all Members of the Legislative Assembly at the opening of a new Legislature, or when a vacancy occurs. The Speaker assumes the position of highest authority in the House. As the representative of the Legislative Assembly, the Speaker is the guardian of its privileges and its presiding officer.

To facilitate the orderly flow of business, the House observes certain parliamentary rules, both written and traditional. The Speaker must ensure that these rules of procedure are observed and must protect the rights and privileges of the Assembly and its Members. The Speaker maintains order, interprets the Standing Rules and calls on Members to speak, ensuring a fair representation of opinion. The Speaker presides over the debates of the House with impartiality. The Speaker does not participate in debate, and does not vote except in the case of a tie.

The Speaker is the head of the Office of the Legislative Assembly and is responsible for the services, staff and facilities directly related to the Legislative Assembly. The Speaker is president of the New Brunswick Branch of the Commonwealth Parliamentary Association and serves as the representative of the Legislative Assembly on ceremonial and official occasions.

In addition to these responsibilities, the Speaker remains a Member of the Legislative Assembly and is expected to carry out various duties on behalf of his or her constituents.



*Hon. Dale Graham  
Speaker of the Legislative Assembly*

## ROLE OF MEMBERS

The Parliament of New Brunswick, composed of the Crown and the elected Members, is constituted as the Legislative Assembly. The Queen of Canada, Her Majesty Queen Elizabeth II, is the official Head of State and is represented in New Brunswick by the Lieutenant-Governor. The primary function of the Legislature, making laws, is vested jointly in the Lieutenant-Governor and the Legislative Assembly, with the Assembly passing legislation and the Lieutenant-Governor assenting to it. This follows centuries-old British tradition in which the power of the state rests with the Crown, while the exercise of that power rests with elected Members.

New Brunswick's system of government, like the federal system in Ottawa, is based on the British parliamentary system. Each of the 55 Members is individually elected to represent the voters in



one constituency. Although a Member need not be affiliated with an organized political party, this has generally been the tradition in New Brunswick.

The three main functions of the Legislature are law-making, surveillance and representation. The legislative process (law-making) claims a predominant share of the Assembly's sitting time.

Surveillance refers to holding the government accountable. The job of examining and criticizing the actions of government is primarily a task for the opposition. Oral Question period is the most visible means of surveillance.

Representation refers to serving and representing constituents. For many Members, the constituency is a defining characteristic of their job. Serving constituents is viewed by many Members as one of their primary roles and most spend a great deal of time and effort directed toward this end.

## HOUSE ACTIVITY

The term *Legislature* generally refers to the institution which exercises the legislative power. More specifically, the term is used by parliamentarians to refer to the period between two general elections. Each general election brings about a new Legislative Assembly.

The annual meeting of the Assembly is called a session. Under the *Constitution Act, 1867*, at least one session of the Legislature must be held each year. There may be any number of sessions during the life of a Legislature. The term *session* refers to the period of time between the opening of the Legislative Assembly, when the Lieutenant-Governor delivers the Throne Speech, and the prorogation of parliamentary work. Any business not completed before prorogation dies on the *Order and Notice Paper*. A session may also be ended by dissolution, in which case a general election would follow.

The daily meeting of the Assembly is called a sitting. A sitting is not necessarily synonymous with a calendar day. Some sittings are very brief and others have extended over more than one calendar day. A sitting is concluded by the adjournment of the House.

The ordinary sitting hours for the House are:

Tuesday	1:00 p.m. - 6:00 p.m.
Wednesday	10:00 a.m. - 12:30 p.m. 2:00 p.m. - 6:00 p.m.
Thursday	1:00 p.m. - 6:00 p.m.
Friday	10:00 a.m. - 12:30 p.m. 1:30 p.m. - 4:30 p.m.

The ordinary sitting hours are prescribed by the Standing Rules and may be varied on occasion to include evening sittings.

Each sitting day is divided into two parts: Routine Business and Orders of the Day.



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## **Routine Business**

Routine Business is devoted to both new business and to providing Members with an opportunity to bring a variety of matters to the attention of the House. The same items of business reappear daily and include:

### **Prayers**

The prayers consist of two separate invocations followed by the Lord's Prayer and are read partly in English and partly in French.

### **Condolences and Messages of Sympathy**

Members have an opportunity to present a message of condolence or sympathy.

### **Introduction of Guests**

Members have an opportunity to introduce persons from their constituency or other noteworthy individuals who are present in the House.

### **Messages of Congratulation and Recognition**

Members may extend congratulations or offer recognition to any person, group or association for noteworthy achievements.

### **Presentations of Petitions**

The public has the right to petition the Legislature, or government, to take certain action. Individuals or groups with petitions must enlist the aid of Members to have their petitions presented in the House.

### **Answers to Petitions and Written Questions**

A Minister, on behalf of government, may table with the House a response to any petition or written question previously presented in the House.

### **Presentations of Committee Reports**

Any information to be transmitted to the House from a committee is presented in the form of a committee report. Committees submit reports on a variety of subjects, including: bills, estimates, procedural matters, and subject-matter inquiries.

### **Tabling of Documents**

A Minister may table with the House any return, report or other paper within the administrative competence of the government. Many statutes require that certain reports and documents be laid before the House each session or year. Other documents may be tabled pursuant to a Standing Rule or resolution of the House.

### **Statements by Ministers**

A Minister may make a brief statement on, or explanation of, government policy or administration. Debate is not permitted on such a statement or explanation but a representative of each recognized party in opposition may comment briefly.



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## **Statements by Members**

Members who are not Ministers may be recognized to make a brief statement related to any matter of importance to the Member.

## **Oral Questions**

Each sitting day, 30 minutes is set aside for the purpose of asking oral questions. During Oral Questions, Members may ask concise and clear questions on matters of urgency addressed to Ministers. Ministers may respond, or take the matter under advisement.

## **Introduction of Bills**

Members and Ministers have an opportunity to introduce new bills in the House and give a brief explanation as to their purpose.

## **Notices of Motions**

In order for Members to be fully prepared when matters are called for debate in the House, two days' written notice is required for important House business. Members may give such notice under this item.

## **Notice of Opposition Members' Business**

Opposition Members' Business is taken up as the first order of business on Thursdays. An item of Opposition Members' Business may be considered in an order different from its order of priority or its order of presentation in the House provided that one day's notice has been given under this item.

## **Government Motions for the Ordering of the Business of the House**

Motions moved under this item are those relating to the business of the House and are moved by the government. The government will also announce the scheduling and order in which the daily business of the House will be considered.

## **Orders of the Day**

This item refers to the business that is to come before the House each day, as set out in the *Order and Notice Paper*. An item of business may include consideration of bills at various stages, estimates, or motions for which notice has already been given.



## 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>Second Session 2011 - 2012</i>
<i>Daily Sittings</i>				
Number of Sitting Days	65	68	58	55
Evening Sittings	0	0	11	11
<i>Government Bills</i>				
Introduced	74	44	54	59
Received Royal Assent	71	43	52	57
<i>Private Bills</i>				
Introduced	9	5	1	2
Received Royal Assent	8	5	1	1
<i>Private Members' Public Bills</i>				
Introduced	12	9	0	8
Received Royal Assent	1	1	0	0
<i>Government Motions</i>				
Total	14	3	11	14
Number debated	5	1	3	4
Number agreed to	14	3	11	14
Number withdrawn	0	0	0	0
<i>Private Members' Motions</i>				
Total	58	68	84	57
Number debated	14	19	17	15
Number agreed to	9	11	14	8
Number withdrawn	43	43	59	32
<i>Committee of Supply</i>				
In House (Days)	25	22	25	15
In Committee on Estimates	0	0	0	4
<i>Annual Reports Tabled</i>				
	70	56	90	75
<i>Petitions</i>				
	111	258	127	95
<i>Written Questions</i>				
	0	0	0	38

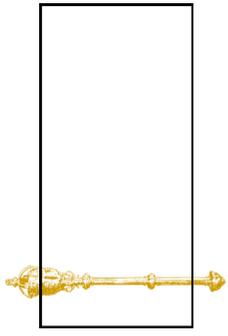


## MEMBERS OF THE LEGISLATIVE ASSEMBLY AS OF DECEMBER 31, 2012 Seating Arrangement

 <p><b>Brian Macdonald</b> Fredericton- Silverwood</p>	 <p><b>Sherry Wilson</b> Petitcodiac</p>	 <p><b>Claude Williams</b> Kent South Kent-Sud</p>	 <p><b>Bruce Fitch</b> Riverview</p>
 <p><b>Serge Robichaud</b> Miramichi Bay- Neguac / Baie-de- Miramichi—Neguac</p>	 <p><b>Ross Wetmore</b> Grand Lake- Gagetown</p>	 <p><b>Craig Leonard</b> Fredericton- Lincoln</p>	 <p><b>Blaine Higgs</b> Quispamsis</p>
 <p><b>Glen Tait</b> Saint John East Saint John-Est</p>	 <p><b>Wes McLean</b> Victoria-Tobique</p>	 <p><b>Dorothy Shephard</b> Saint John Lancaster</p>	 <p><b>David Alward</b> Woodstock</p>
 <p><b>Glen Savoie</b> Saint John- Fundy</p>	 <p><b>Carl Killen</b> Saint John Harbour</p>	 <p><b>Marie-Claude Blais</b> Moncton North Moncton-Nord</p>	 <p><b>Paul Robichaud</b> Lamèque- Shippagan-Miscou</p>
 <p><b>Yvon Bonenfant</b> Madawaska-les- Lacs</p>	 <p><b>Martine Coulombe</b> Restigouche-la- Vallée</p>	 <p><b>Hugh Flemming</b> Rothesay</p>	 <p><b>Madeleine Dubé</b> Edmundston— Saint-Basile</p>
 <p><b>Jake Stewart</b> Southwest Miramichi Miramichi-Sud- Ouest</p>	 <p><b>Kirk MacDonald</b> York North York-Nord</p>	 <p><b>Danny Soucy</b> Grand Falls— Drummond— Saint-André / Grand- Sault—Drummond— Saint-André</p>	 <p><b>Jody Carr</b> Oromocto</p>
	 <p><b>Ryan Riordon</b> Nepisiguit</p>	 <p><b>Troy Lifford</b> Fredericton- Nashwaaksis</p>	 <p><b>Trevor Holder</b> Saint John Portland</p>
	 <p><b>Pam Lynch</b> Fredericton- Fort Nashwaak</p>	 <p><b>Bruce Northrup</b> Kings East Kings-Est</p>	 <p><b>Sue Stultz</b> Moncton West Moncton-Ouest</p>
	 <p><b>Curtis Malloch</b> Charlotte- Campobello</p>	 <p><b>Wayne Steeves</b> Albert</p>	 <p><b>Michael Olscamp</b> Tantramar</p>
	 <p><b>Greg Davis</b> Campbellton- Restigouche Centre/ Campbellton— Restigouche-Centre</p>	 <p><b>Bev Harrison</b> Hampton-Kings</p>	 <p><b>Robert Trevors</b> Miramichi Centre Miramichi-Centre</p>



<p><b>Hon. Dale Graham</b> Speaker Carleton</p>		<p><b>L'hon. Dale Graham</b> président Carleton</p>
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Donald J. Forestell  
Clerk  
greffier

Shayne Davies  
Clerk Assistant  
greffier adjoint

Rose Campbell  
Clerk Assistant  
greffière adjointe

 <p><b>Donald Arseneault</b> Dalhousie- Restigouche East / Dalhousie— Restigouche-Est</p>	 <p><b>Rick Doucet</b> Charlotte-The Isles Charlotte-les-Îles</p>	 <p><b>Shawn Graham</b> Kent</p>
 <p><b>Hédard Albert</b> Caraquet</p>	 <p><b>Chris Collins</b> Moncton East Moncton-Est</p>	 <p><b>Bertrand LeBlanc</b> Rogersville- Kouchibouguac</p>
 <p><b>Victor Boudreau</b> Shediac— Cap-Pelé</p>	 <p><b>Brian Kenny</b> Bathurst</p>	 <p><b>Denis Landry</b> Centre- Péninsule— Saint-Sauveur</p>
 <p><b>Bill Fraser</b> Miramichi-Bay du Vin / Miramichi— Baie-du-Vin</p>	 <p><b>Roger Melanson</b> Dieppe Centre- Lewisville / Dieppe- Centre—Lewisville</p>	
 <p><b>Roland Haché</b> Nigadoo-Chaleur</p>	 <p><b>Bernard LeBlanc</b> Memramcook- Lakeville-Dieppe</p>	
 <p><b>John W. Betts</b> Moncton Crescent Moncton-Crescent</p>	 <p><b>Jack Carr</b> New Maryland- Sunbury West / New Maryland— Sunbury-Ouest</p>	 <p><b>Jim Parrott</b> Fundy- River Valley</p>
 <p><b>Claude Landry</b> Tracadie-Sheila</p>	 <p><b>Carl Urquhart</b> York</p>	

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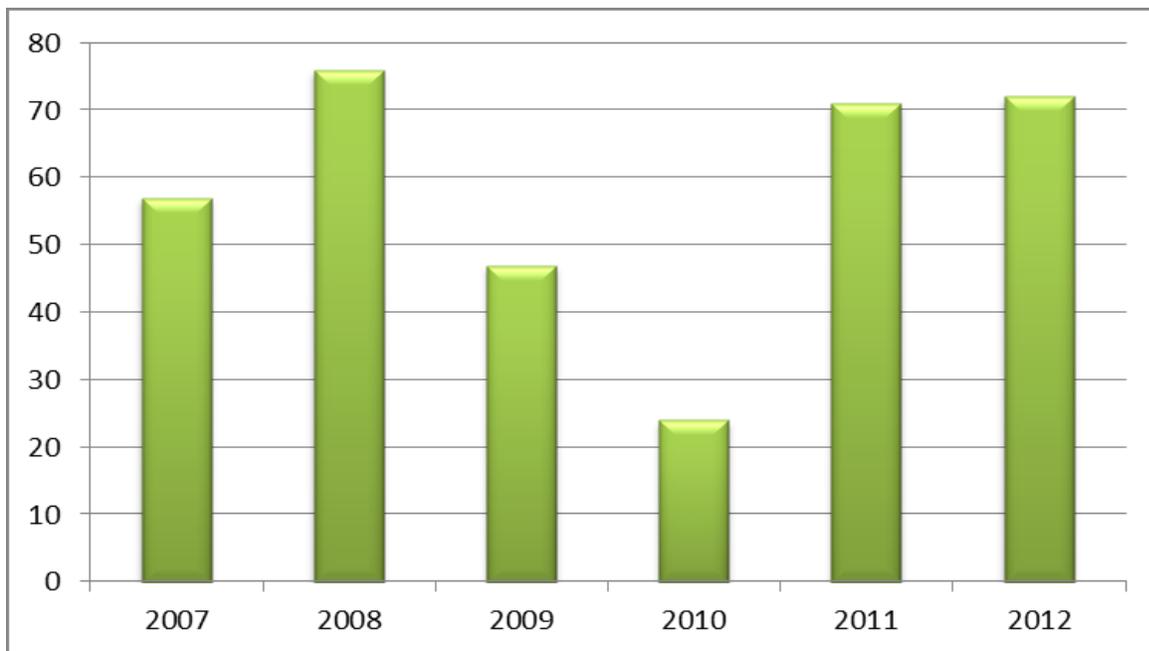


## COMMITTEE ACTIVITY



A significant amount of work is carried out by legislative committees. These committees are an extension of the House and undertake responsibilities that the Assembly as a whole would find difficult, if not impossible, to carry out. Committees exist to expedite the work of the House and to allow for more thorough study of complex or technical questions. Committees are also able to consult with the public on important matters, and travel when necessary, allowing Members to hear from people in all areas of the province.

In 2012, there were 10 standing committees and 3 select committees, which held a total of 72 meetings. Standing committees are appointed by the House and exist for the life of a Legislature. Select committees are appointed to examine specific issues and exist until the presentation of their final reports or until the dissolution of the House, whichever occurs first.



**Yearly Number of Committee Meetings**



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The following is a list of committees, their membership, mandate and activities, as of December 31, 2012.

## **STANDING COMMITTEES**

### **Legislative Administration Committee**

<b>Members</b>	Hon. Mr. D. Graham (C)	Mr. B. Macdonald
	Mr. Urquhart (VC)	Mr. Betts
	Mr. C. Landry	Mr. Fraser
	Hon. Mr. P. Robichaud	Mr. Collins
	Hon. Ms. Blais, Q.C.	Mr. Melanson

#### **Mandate**

The Committee is responsible for the administration and operation of the legislative buildings and grounds, and generally for all matters relating to the Legislative Assembly and its Members, including budgets, financial policies, allowances and expenses of Members, and terms and conditions of employment of officers and employees.

#### **Activities**

The Committee held 12 meetings, on January 26, February 16, April 4, May 9, June 13, July 5, August 16, and 28, September 20, October 24, December 7, and 20 to discuss various issues related to the operation and administration of the Legislature. The Committee presented a report to the House on June 7 expressing its appreciation to Loredana Catalli Sonier, Q.C., for her service to the Legislature, and recommending that Donald J. Forestell be appointed Clerk of the Legislative Assembly.

The Committee appointed a subcommittee to consider two independent reports pertaining to proposed amendments to the *Members' Conflict of Interest Act*, and to the functions and operations of New Brunswick's eight Legislative Officers. The subcommittee met 10 times, on March 13, and 21, July 4, August 2, September 12, and 25, October 2, 10, and 30, and November 20.

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### **Standing Committee on Crown Corporations**

<b>Members</b>	Mr. Jack Carr (C)	Mr. S. Robichaud
	Mr. Wetmore (VC)	Ms. Lynch
	Mr. Steeves	Mr. Melanson
	Mr. Killen	Mr. Bertrand LeBlanc
	Mr. Malloch	Mr. Fraser

#### **Mandate**

The Committee reviews the annual reports of provincial agencies, boards and commissions.

#### **Activities**

The Committee held nine meetings, on January 12, 13, 17, 18, 19, and 20, March 15, and 16, and December 4. The Committee reviewed the 2011 Report of the Auditor General, Vol. II and III and the 2012 Report of the Auditor General, Vol. I and II. The Committee also reviewed the annual reports of the New Brunswick Insurance Board, New Brunswick Forest Products Commission, Recycle NB, New Brunswick Internal Services Agency, New Brunswick Investment Management Corporation, Service NB, New Brunswick Energy and Utilities Board, New Brunswick Securities Commission, New Brunswick Farm Products Commission, Provincial Holdings Ltd., NB Power, Ambulance NB, and NB Liquor.



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## Standing Committee on Estimates

<b>Members</b>	Hon. Ms. Shephard (C)	Mr. Malloch
	Mr. Wetmore (VC)	Mr. Bertrand LeBlanc
	Hon. Mr. Lifford	Mr. D. Landry
	Mr. Davis	Mr. Doucet
	Mr. Riordon	

### Mandate

The Committee may be directed by the Legislature to review the main estimates of certain departments.

### Activities

The Committee held four meetings, on April 17, 18, 19 and 20 to review certain estimates. The Committee presented its report to the House on April 24.

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## Standing Committee on Health Care

<b>Members</b>	Hon. Ms. Dubé (C)	Mr. S. Robichaud
	Ms. Wilson (VC)	Hon. Mr. Lifford
	Mr. K. MacDonald	Mr. Fraser
	Mr. Riordon	Mr. Arseneault

### Mandate

The Committee may be directed by the Legislature to review certain issues related to the health care system in New Brunswick.

### Activities

The Committee did not meet in 2012.

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## Standing Committee on Law Amendments

<b>Members</b>	Hon. Ms. Blais, Q.C. (C)	Mr. Malloch
	Hon. Mr. Lifford (VC)	Mr. D. Landry
	Mr. Bonenfant	Mr. Kenny
	Ms. Lynch	

### Mandate

The Committee may be directed by the Legislature to review certain bills prior to second reading. This referral is often made to allow for public consultation.

### Activities

The Committee met on June 26, to consider Bill 64, *An Act Respecting the Selection of Senator Nominees*. The Committee agreed to solicit written briefs from the public.



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## Standing Committee on Legislative Officers

<b>Members</b>	Mr. Davis	Mr. S. Robichaud
	Mr. McLean	Ms. Lynch
	Mr. Tait	Mr. Kenny
	Mr. Wetmore	Mr. Arseneault

### Mandate

The Committee reviews reports to the House from the Legislative Officers, which includes the Access to Information and Privacy Commissioner; Auditor General; Chief Electoral Officer; Child and Youth Advocate; Commissioner of Official Languages; Conflict of Interest Commissioner; Consumer Advocate for Insurance; and Ombudsman.

### Activities

The Committee did not meet in 2012.

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## Standing Committee on Private Bills

<b>Members</b>	Mr. Killen (C)	Ms. Wilson
	Hon. Mr. Soucy (VC)	Mr. Bertrand LeBlanc
	Ms. Coulombe	Mr. Haché
	Mr. Stewart	

### Mandate

The Committee reviews all private bills prior to second reading. Any person affected by a private bill may appear before the Committee.

### Activities

The Committee held two meetings, on April 12 and December 13, to consider certain private legislation. The Committee presented reports to the House on both dates.

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## Standing Committee on Privileges

<b>Members</b>	Mr. Harrison (C)	Mr. McLean
	Mr. Steeves (VC)	Mr. Albert
	Mr. S. Robichaud	Mr. Bernard LeBlanc

### Mandate

The Committee may be directed by the Legislature to consider a matter or question of privilege concerning the House, a Committee or Member.

### Activities

The Committee did not meet in 2012.



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## Standing Committee on Procedure

<b>Members</b>	Mr. Urquhart (C)	Mr. Stewart
	Mr. C. Landry (VC)	Mr. Bernard LeBlanc
	Mr. Steeves	Mr. Albert
	Mr. Harrison	

### Mandate

All Standing Rules and practices of the House, together with any matter referred by the Speaker, stand permanently referred to the Committee.

### Activities

The Committee met on March 29 to elect the Chair and Vice Chair.

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## Standing Committee on Public Accounts

<b>Members</b>	Mr. Doucet (C)	Mr. Riordon
	Mr. Bonenfant (VC)	Mr. Savoie
	Mr. Tait	Mr. Stewart
	Ms. Coulombe	Mr. Bernard LeBlanc
	Mr. Betts	Mr. Arseneault

### Mandate

The Committee reviews Auditor General reports, Public Accounts, and annual reports of government departments.

### Activities

The Committee held 14 meetings, on January 12, 17, and 31, February 1, 2, 3, 7, 8, 9, and 10, October 31, November 1, and 2, and December 4. The Committee reviewed the 2011 Report of the Auditor General, Vol. II and III and the 2012 Report of the Auditor General, Vol. I and II. The Committee also reviewed the annual reports of the following departments and offices: Finance; Justice and Consumer Affairs; Environment; Tourism and Parks; Wellness, Culture and Sport; Energy; Supply and Services; Business New Brunswick; Post-Secondary Education, Training and Labour; Public Safety; Transportation; Intergovernmental Affairs; Social Development; Health; Local Government; Comptroller; Attorney General; and Human Resources.

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## SELECT COMMITTEES

### Select Committee on the Revision of the *Official Languages Act*

<b>Members</b>	Hon. Ms. Blais, Q.C. (C)	Mr. Davis
	Mr. Albert (VC)	Mr. C. Landry
	Mr. Riordon	Mr. Killen
	Ms. Lynch	Mr. Collins
	Mr. McLean	Mr. Haché
	Mr. Bonenfant	

### Mandate

The Committee was appointed to oversee the examination of and consultation on the *Official Languages Act*, to review legal decisions, and to consider recommendations of the Office of the Commissioner of Official Languages as well as suggestions from New Brunswickers as to the revision of the Act.

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## Activities

The Committee held 19 meetings, on February 14, May 30, June 6, and 19, July 5, and 31, August 28, September 11, 18, 19, 20, 25, and 27, October 9, November 6, 8, 20, and 22, and December 4. The Committee met with several interest groups, experts, and individuals to receive input on possible revisions to the Act. To promote open and constructive debate, various questions were developed to guide reflection and solicit comments and suggestions from the public. The Committee filed an Interim Report on June 28.

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## Select Committee on Legislative Reform

<b>Members</b>	Mr. McLean (C)	Mr. Jack Carr
	Mr. Harrison (VC)	Mr. Fraser
	Mr. C. Landry	Mr. Melanson
	Hon. Ms. Shephard	

### Mandate

The Committee was appointed to review a report entitled *Proposals for Legislative Reform in New Brunswick* and to consider reforms of the current practices of the Legislative Assembly, to encourage greater participation and representation for New Brunswickers.

### Activities

The Committee did not meet in 2012.

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## Select Committee on Point Lepreau

<b>Members</b>	Mr. K. MacDonald (C)	Hon. Ms. Shephard
	Mr. Tait (VC)	Mr. Killen
	Hon. Mr. Lifford	Mr. Collins
	Mr. Savoie	Mr. Kenny

### Mandate

The Committee was appointed to examine the refurbishment of the Point Lepreau Generating Station and the issues related to cost overruns, to ensure New Brunswickers are aware of the current state of the project.

### Activities

The Committee did not meet in 2012.

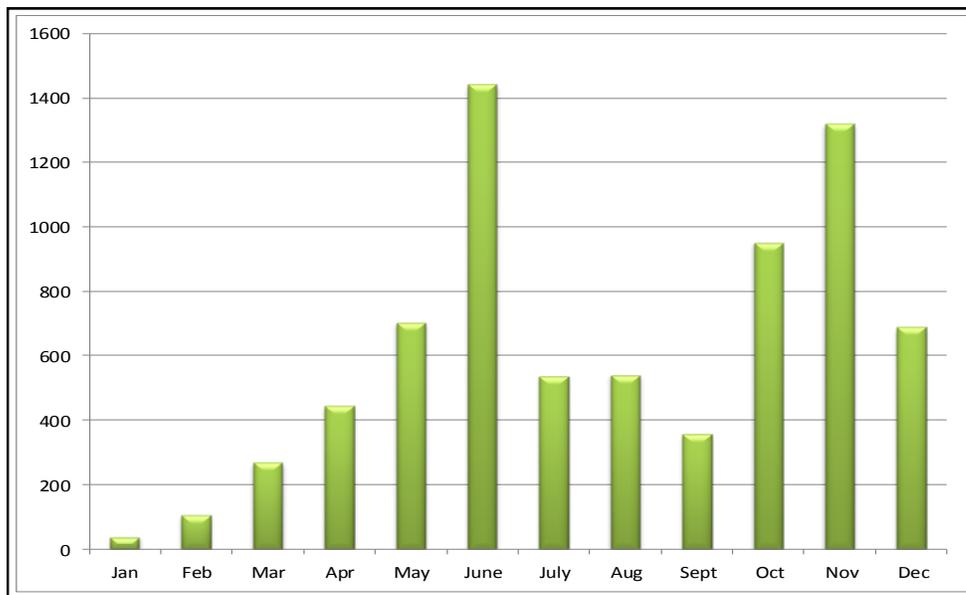


## CITIZEN ENGAGEMENT



## VISITORS AND TOURS

The number of visitors to the Legislative Assembly increased in 2012. In particular, school visits were on the rise as a result of a new subsidy program established by the Department of Education and Early Childhood Development to help schools defray the travel costs of visiting the Legislative Assembly. The Department made teachers aware of the program, which resulted in a significant increase in school visits during the year. In recognition of Take Our Kids to Work Day, the Departments of Finance and Justice and Consumer Affairs organized a visit to the Legislative Assembly by grade 9 students on November 7.



Monthly Visitor Numbers in 2012



## SPECIAL EVENTS AND CEREMONIES

In celebration of the Queen's Diamond Jubilee, a provincial flag raising ceremony took place at sunrise on February 6, the day of the Queen's accession to the Throne 60 years earlier. The Lieutenant-Governor of New Brunswick, His Honour Graydon Nicholas; the Speaker of the Legislative Assembly, Honourable Dale Graham; various Members of the Legislative Assembly; and representatives of the various Cadet corps from the greater Fredericton area were all in attendance. Closer to the anniversary date of Her Majesty's coronation of June 2, the Legislative Assembly held an Illumination of Parliament Square Ceremony on June 13.

As part of the Queen's Diamond Jubilee celebration in 2012, the Government of Manitoba gifted the Government of New Brunswick with several shrubs, named *Amber Jubilee Ninebark* in honour of Queen Elizabeth's Diamond Jubilee during Her Majesty's visit to Winnipeg in July 2010. These shrubs were divided between the Legislative Assembly and Government House; 13 were planted on the legislative grounds to mark this special jubilee year.

The Canadian Conflict of Interest Network held their annual general meeting in the Council Chamber of the Legislative Assembly from September 6 to 9. Deputy Speaker Carl Urquhart was pleased to host a dinner reception.

Various award ceremonies took place at the Legislative Assembly during 2012, including the Chief Scout and Queen's Venturers Awards Ceremony on November 3 and the Duke of Edinburgh Awards Ceremony on November 4.

The annual Provincial Christmas Tree Lighting Ceremony took place on November 30 in front of the Legislative Assembly building. Special guests included the Lieutenant-Governor of New Brunswick, His Honour Graydon Nicholas; the Minister of Energy and Mines and Member for Fredericton-Lincoln, Honourable Craig Leonard; the Speaker of the Legislative Assembly, Honourable Dale Graham; the Clerk of the Legislative Assembly, Donald Forestell; and the Chaplain of the Legislative Assembly, the Very Reverend Keith R. Joyce. Hot apple cider and hot chocolate was served to the public by Epsilon Y's Men and Epsilon Y's Menettes. The evening's entertainment was provided by the Connaught Street School Choir and by the Christ Church Cathedral Choir. Following the tree lighting, a procession led by Santa Claus and the Fredericton Concert and Marching Band proceeded along Queen Street to continue the festivities at Fredericton City Hall for the city's tree lighting ceremony.

The annual Queen's Counsel Ceremony took place in the Legislative Assembly Chamber on December 10. 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. Recipients this year were: Sheila J. Cameron, Moncton; J. William Collette, Moncton; Luc Labonté, Fredericton; Gerald M. Lawson, Saint John; James F. LeMesurier, Saint John; Thomas Maillet, Moncton; John P. McEvoy, Fredericton; Gary A. Miller, Upper Kingsclear; T. Gregory Riordon, Bathurst; Kathryn L. Stratton, Moncton; and Stephen L. Wilson, Woodstock.



**The lighting of the Legislative Assembly Building, on June 13, 2012, in honour of Her Majesty Queen Elizabeth II's Diamond Jubilee.**



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## STUDENT LEGISLATIVE SEMINAR

The 23rd Annual Student Legislative Seminar was held April 27 to 29. A total of 55 students from both Francophone and Anglophone high schools participated, representing all areas of the province. The seminar is a non-partisan program open to grade 11 and 12 students. The objectives of the seminar 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 councilors and teachers.

The students were welcomed to the Legislative Assembly by Speaker Dale Graham. On Friday evening, the students paid a visit to Government House and were hosted by His Honour Graydon Nicholas, Lieutenant-Governor of New Brunswick. Throughout the weekend, the students attended various lectures which focused 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 Cabinet. The Leader of the Official Opposition, Victor Boudreau, spoke on the role of the Opposition, and the Member for Dalhousie-Restigouche-East, Donald Arseneault, spoke on the role of an MLA. Hon. Julian A.G. Dickson, Judge of the Provincial Court of New Brunswick, spoke on the role of the judicial branch, and the province's Chief Electoral Officer, Michael P. Quinn, advised the students on the importance of exercising their right to vote in a democracy.

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.



**Participants of the 2012 Student Legislative Seminar**



## PAGE PROGRAM

A Page has a valued and integral role in the functioning of the Legislative Assembly. A prevalent belief is that Canada's use of Pages, which dates back to the mid-1800s, was based on the practice in the United States, where the word "runner" was in use as early as 1827. The designation of "House Page" first appeared in Canada in 1841. By the time of Confederation in 1867, the position of Page in Canadian legislative institutions was well established.

Today, Pages are young people selected to serve as messengers of the House and to perform various duties to assist Members and staff of the Legislative Assembly. Pages are chosen from university-aged students of high academic standing. They must be in full-time attendance at a post-secondary institution and be available for at least 12 hours each week while the House is in session, usually from November to June.

The presence of Pages in the New Brunswick Legislative Assembly is required for all regular sitting days, and for various meetings of select and standing committees. Prior to the commencement of proceedings, Pages distribute the daily *Order and Notice Paper* to Members and legislative staff. While the House is sitting, Pages deliver documents on behalf of Members and staff to the Speaker, the Clerks, and to other Members, as requested.

To serve as a Page offers an opportunity to learn about the political and legislative processes. Persons interested in working as a Page may download an application form from the Legislative Assembly website at <<http://www.gnb.ca/legis/education/page/page-e.asp>>.



In 2012, the following individuals served as a Page during the spring sitting: (first row) Andrew MacDougall, Karina Kierstead, Alicia Del Frate (Head Page), Dan Bussi eres (Sergeant-at-Arms), Serena Smith and Brigid Wheaton. In the second row: Conrad Fox, Ryan O'Donnell, Randy Kay, Kyle Davenport, and Keenan Cook.

Pages that served during the fall sitting were Keenan Cook (Head Page), Brian Cooke, Kyle Davenport, Christopher Davis, Julie Frigault, Thomas (Ben) Graham, David Kerr, Danielle LaPointe, Andrew MacDougall, Caleb Nunn, Jack Simpson, Samuel Titus, and Brigid Wheaton.



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## BROADCASTING AND WEBCASTING

The Legislative Assembly of New Brunswick has been televising its legislative proceedings since 1988. New Brunswick was among the first Canadian provinces to bring video cameras into its Legislature. In 1988, the Legislature televised the previously recorded Routine Proceedings of each sitting day on the community-access cable television channel 10. Coverage of the proceedings of the Legislature went live in 1989.

In the 1990s, the live coverage on channel 10, or channel 9 in some communities, was expanded to include almost an entire sitting day. In 2005, a committee of the Legislative Assembly resolved to launch the Legislative Assembly of New Brunswick Television Service on a channel dedicated solely to the broadcast of legislative proceedings. The channel would provide gavel-to-gavel television coverage of all sitting days while the Legislature was in session. On March 28, 2006, the first broadcast took place on the dedicated channel.

The Legislative Assembly of New Brunswick Television Service broadcasts the daily proceedings each sitting day in both official languages. In 2012, the proceedings were broadcast on Rogers Cable channel 70 in select New Brunswick communities served by the cable television company. On channel 70 in Fredericton, Moncton, Saint John, Miramichi, and surrounding communities, English, whether spoken on the floor of the House or translated from French, was the primary audio feed. On channel 70 in Bathurst, Edmundston and surrounding communities, French was the primary audio feed. The Legislative Assembly of New Brunswick Television Service was also provided on digital cable television channel 199 (in English) and on channel 656 (in French), with the availability of each channel varying from place to place.

In 2012, Rogers TV continued to televise, at a designated time each sitting day, daily Question Period on various community channels. In addition, the Legislative Assembly of New Brunswick Television Service continued to televise repeats of the daily proceedings of the Legislature, usually commencing within 30 minutes after the adjournment of the House each sitting day.

In 2012, the video and audio of the proceedings of the Legislative Assembly continued to be streamed live on the Internet for webcasting purposes in both official languages. In addition, the audio of meetings of the Standing Committee on Public Accounts and the Standing Committee on Crown Corporations was streamed live on the Internet.

When the Legislature was not in session, a graphics computer generated a rotating sequence of textual messages pertaining to the following: next scheduled sitting of the House; regular Tuesday-to-Friday sitting schedule; particulars of the channel's distribution; tour information; upcoming Legislature events, including committee meetings; and several specially produced sequences on the Legislature's function, history, traditions, and other subjects of interest to the public within the mandate of the channel. Photographs of all 55 Members continued to be shown with accompanying information on party affiliation, ministerial portfolio (where applicable), riding, and contact information.

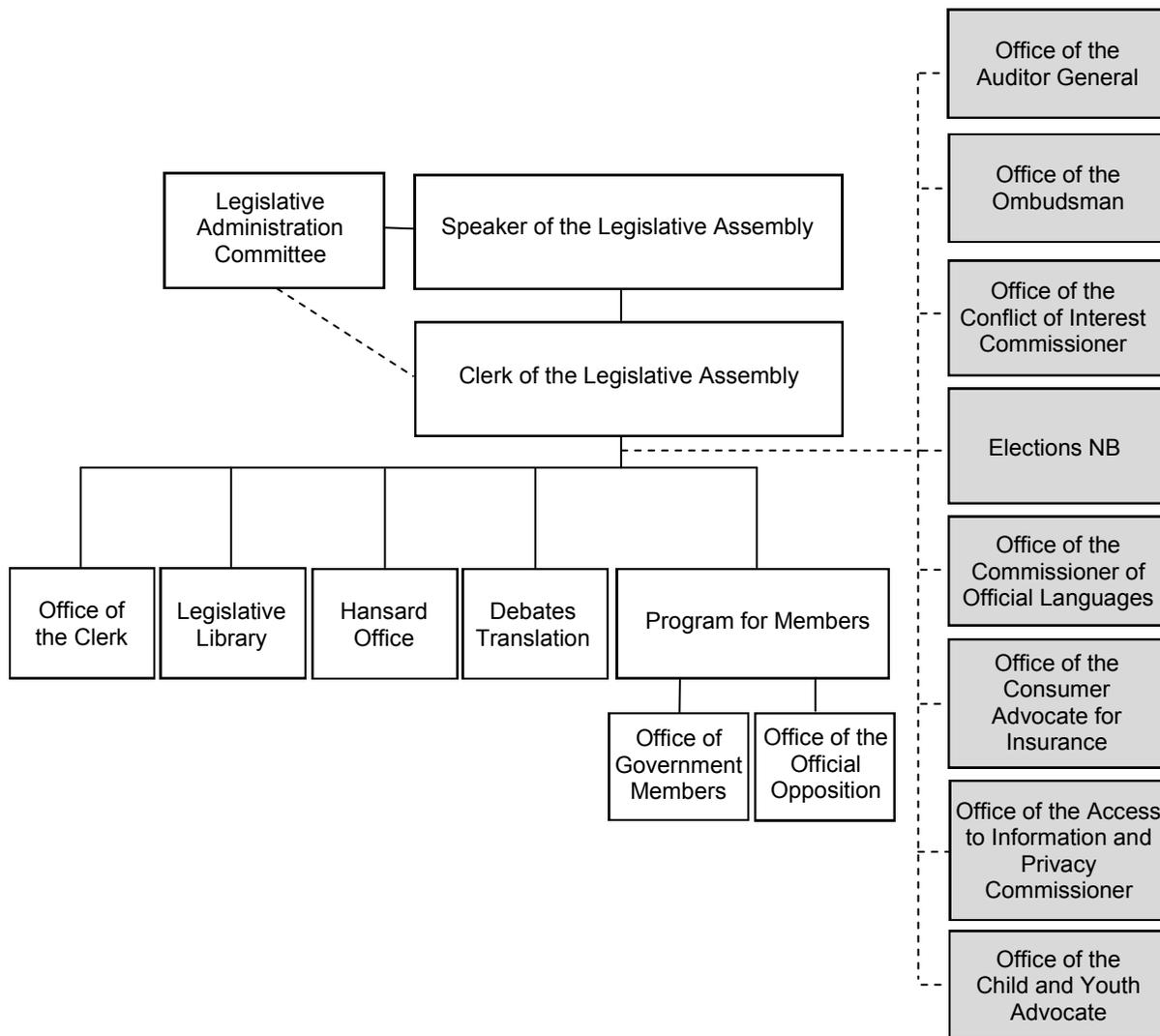


# OFFICE OF THE LEGISLATIVE ASSEMBLY

## MISSION STATEMENT

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

## ORGANIZATIONAL CHART





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## FUNCTIONAL STATEMENTS

### 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.

### 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 Auditor General, the Office of the Ombudsman, the Office of the Conflict of Interest Commissioner, the Office of the Commissioner of Official Languages for New Brunswick, Elections New Brunswick, the Office of the Consumer Advocate for Insurance, the Office of the Access to Information and Privacy Commissioner, and the Office of the Child and Youth Advocate.

### Legislative Library

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

### 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.

### 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.

### 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.

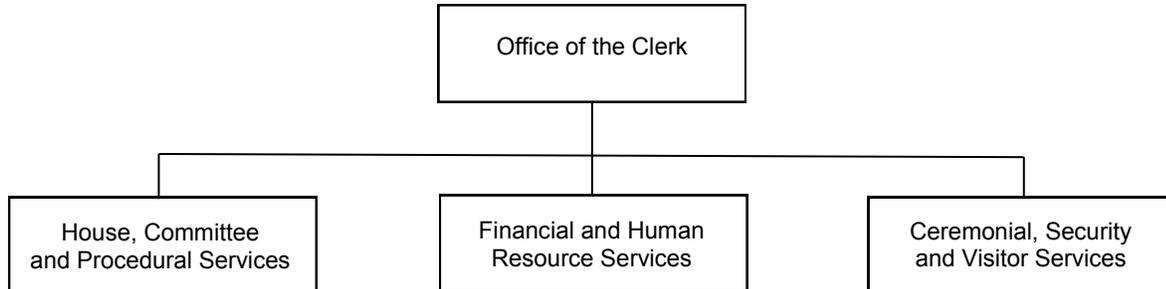
### Program for Members

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



## OFFICE OF THE CLERK

*Clerk Assistant and Clerk of Committees — Shayne Davies*



The 2012 calendar year was a busy one for Members and staff of the Office of the Clerk. 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 the staff contributed significantly to maintaining a high level of service to Members.

### Procedural Services

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 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, and in the drafting and review of floor amendments, private Member's public bills and private legislation.

During the course of the year, the Clerk and Clerks Assistant 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 committee Chairs to advise on committee procedure, arrange meetings and public hearings, and prepare documentation and reports to the House.

### Building Restoration

The ongoing historic restoration of the Legislative Assembly Building and grounds continued in 2012. 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. The final phase of the



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restoration will see the completion of current projects and will focus primarily on issues of life, safety and security for Members, staff and the visiting public. In 2012, most of the restoration work centered around the outdoor lighting of the building, which culminated with the lighting ceremony on June 13. A fire suppression system was also upgraded, which included the installation of a fire pump and new sprinkler lines for the attic.

## **Journals and Publications**

During 2012, the Researcher and Journals Clerk compiled 53 unrevised Journals making up the spring sitting of the Second Session and the opening and fall sitting of the Third Session. 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. The 2009-2010 and 2010-2011 bound versions of the *Journals of the Legislative Assembly* were published in 2012.

First reading bills continued to be published online in PDF format. Since 2004, the online PDF version of a first reading bill has been the official version. During the 2012 calendar year, 75 bills were introduced. The online status of legislation, which tracks the progress of bills as they proceed through various stages in the House, was produced and regularly updated.

The Assembly continued to archive online proceedings. The 2012-2013 Budget Speech and reply thereto, the Premier's closure of the budget debate, the November 27 Throne Speech and reply thereto, and the Premier's closure of the Throne Speech debate were all archived to the Web site. With the assistance of Government Services, 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 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 2012, a new legislative committee Web site was under construction to better inform the public on committee activity and membership. The site is expected to be launched in early 2013.

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

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



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## 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 objective of the Association is 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. This is achieved through the sharing of professional experiences and the discussion of subjects of common interest.

The Association of Clerks-at-the-Table list server (CATS) was launched in 1998, to allow an open exchange of ideas and information. CATS is used by members of the Association to contribute information, pose questions, conduct surveys and 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 2012, the Clerks responded to numerous inquiries posted to the CATS system. Topics canvassed during the year included such diverse matters as: remote committee meetings; use of electronic devices in the House; access to online Hansard; employment practices of Members; oaths of allegiance; appointments of independent officers; parliamentary review of government regulations; committee room access; caucus resources; precinct security; code of conduct; and resignations from caucus.

### ***Canadian Parliamentary Review***

The Clerk's Office staff 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. In 2012, the Office of the Clerk ensured that a summary of legislative activities in New Brunswick was included in each edition under the "Legislative Reports" section.

### **Tributes**

Two former Members passed away in 2012:

**Clarence Cormier** (Progressive Conservative) on April 26. Mr. Cormier was elected on October 12, 1982, to represent the riding of Memramcook. He served one term. During his time at the Legislature he served as Minister of Education.

**Bernard Jean** (Liberal) on June 4. Mr. Jean was elected on June 27, 1960, to represent the County of Gloucester. He was re-elected in 1963, 1967, and 1970. During his time at the Legislature he served as Speaker of the House, Attorney General, Minister of Justice, and Minister of Education.



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## FINANCIAL AND HUMAN RESOURCE SERVICES

### *Director, Finance and Human Resources — Peter Wolters, C.A.*

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.
- Second Language Training program administered by ATHENE to facilitate financial and human resources services in both official languages.
- Professional development seminars entitled “Strategic Procurement”, “Sustainability in the Public Sector”, “Managing in times of Constraint”, and “Auditing in the Public Sector”, that covered areas such as current issues in the area of financial management, human resources, and purchasing, and financial planning and auditing in government.

In 2011, the Legislative Administration Committee approved the terms of reference for a Review of the Offices of the Legislative Assembly and engaged former Ombudsman and Child and Youth Advocate Bernard Richard to complete a review of the functions and operations of all legislative officers. A report was issued in December 2011 containing 33 recommendations and the Committee approved in principle the recommendation that administrative and other services be provided to legislative officers through the Office of the Clerk.

Pursuant to this recommendation, effective September 1, 2012 financial and human resource support services are now being provided to the Office of the Ombudsman and to the Office of the Child and Youth Advocate. Preparatory work for this transition included developing and documenting an organization chart for the Committee’s approval along with the supporting position descriptions, classification and personnel policies. Administrative support services now provided include payroll, employee benefits, ordering of goods and services, vendor payments, budgeting, and expenditure monitoring.

Pursuant to the *Auditor General Act*, a qualified auditor is appointed annually by the Speaker of the Legislative Assembly to audit the accounts of the Office of the Auditor General. Finance and Human Resources staff facilitated this process for the financial statements of the 2011-2012 fiscal year including inviting and reviewing proposals from accounting firms, coordinating the audit process with the auditor and officials from the Office of the Auditor General, and ensuring receipt of the auditor’s report by the Speaker.

Financial and human resources administration support continued to be provided 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 Access to Information and Privacy Commissioner, Office of the Ombudsman, Office of the Child and Youth Advocate, Office of the Auditor General and the Elections New Brunswick office. As part of this support, the Finance and Human Resources section coordinated and facilitated a Professional Development Day for all employees of the Legislative Assembly including the employees of the statutory offices. The September 19, 2012 event entitled “WOW! Your Life” was facilitated by Janice Butler of Creative Breeze Learning Inc. and over 100 employees from all of the areas of the Legislative Assembly attended the event.



## 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 54 days during the 2011-2012 fiscal year, compared to 32 days during the 2010-2011 fiscal year, and 99 during 2009-2010. The annual budget of the Legislative Assembly provides for expenses and allowances associated with approximately 40 sitting days during the fiscal year and thus additional funding was required for the 2011-2012 fiscal year. In total, supplementary estimates in the amount of \$474,740 were approved to fund expenditures associated with the additional sitting days and the increase in the number of Private Members due to the decrease in the number of Members of the Executive Council.

For the fiscal year ending March 31, 2012, a one percent in year expenditure budget reduction of approximately \$117,000 created challenges for the Legislative Assembly to meet operating objectives, as well as maintaining services to the Members and staff. The accompanying financial statement shows total actual expenditures of \$13,942,800 based on a revised total budget of \$13,975,500 for the 2011-2012 fiscal year. This compares with total actual expenditures of \$14,485,100 based on a budget of \$14,503,000 for the 2010-2011 fiscal year.

In addition to the \$1,000,000 original budget approved for the Legislative Assembly in the Capital Account of the Department of Supply and Services for the 2011-2012 fiscal year, an additional \$512,000 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 \$1,512,000 for the 2011-2012 fiscal year.

The budgetary process for the Legislative Assembly's 2012-2013 fiscal year provided yet another challenge to achieve a \$43,000 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 \$13,756,000 was approved



for the Legislative Assembly for the 2012-2013 fiscal year. A reduced Capital Budget of \$400,000 to continue the repair and renovation of the Legislative Assembly Building was also approved and included in the 2012-2013 Capital Account of the Department of Supply and Services.

**Financial Summary — Legislative Assembly**  
**For the Year Ended March 31, 2012**  
**(in \$ 000s)**

	<i>Budget</i>	<i>Actual</i>
<i>Members' Allowances, Committees and Operations</i>		
Allowances to Members	8 705.4	8 728.8
Legislative Committees	310.2	286.8
Subtotal	<u>9 015.6</u>	<u>9 015.6</u>
<i>Office of the Legislative Assembly</i>		
Legislative Library	416.6	416.4
Office of the Clerk (includes Speaker's Office)	1 463.8	1 454.4
Office of the Conflict of Interest Commissioner	237.0	267.8
Hansard Office	567.9	554.4
Debates Translation	691.1	683.4
Subtotal	<u>3 376.4</u>	<u>3 376.4</u>
<i>Offices of the Members of Registered Political Parties</i>		
Office of Government Members	657.5	639.1
Office of the Official Opposition	926.0	911.7
Subtotal	<u>1 583.5</u>	<u>1 550.8</u>
<i>Total : Legislative Assembly</i>	13 975.5	13 942.8



## 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

Twelve employees of the Legislative Assembly were honored at a ceremony marking 25 years of service to the Legislative Assembly and the Province of New Brunswick. The Speaker of the Legislative Assembly hosted the ceremony and presented each of the employees with a signed certificate of achievement along with a photo commemorating the event.

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 2012 an average of 56 constituency office staff were paid using this Payroll Service Program for Members, but there was significant turnover of employees with 25 new commencements and 17 terminations of employees during the year.

A total of 35 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 2011-2012 and 2012-2013 sessions.

In 2012, staff processed cost of living increases effective April 1, 2012 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 Dec 31, 2012. 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. Staff also coordinated and participated in the recruitment process for a Translator for the Debates Translation office and a Parliamentary Editor for the Hansard Office. In total, staff administered the commencement of 14 employees and the termination arrangements and details for 16 employees who retired, resigned or otherwise ceased to be employees of the Legislative Assembly. In addition, staff administered all termination details for one MLA who resigned on May 16, 2012 and also the commencement arrangements for the incoming MLA elected in a subsequent by-election on June 25, 2012.



Staff continue to have responsibility for information in GNB Infosource, the online government directory, for most areas of the Legislative Assembly. The information, listings and database of Members and employees of the Legislative Assembly must be updated in an accurate and timely fashion, to reflect the changes to employees, titles and updates resulting from various elections. 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 website as well as several corporate publications such as the Government of New Brunswick Telephone Directory.

### Human Resources Summary — Legislative Assembly

	<i>Permanent</i>	<i>Elected</i>	<i>Sessional</i>	<i>Wages</i>	<i>Payroll Services Program</i>
<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	3	0	7	10	0
Speaker's Office	2	0	0	0	0
<i>Office of the Conflict of Interest</i>					
Commissioner	2	0	0	0	0
Legislative Library	7	0	0	1	0
Hansard Office	10	0	0	1	0
Debates Translation	11	0	0	0	0
Office of Government Members	8	0	0	0	0
Office of the Official Opposition	14	0	0	0	0
Pages and Tour Guides (students)	0	0	19	0	0
Members	0	55	0	0	45
<i>Total</i>	72	55	26	15	45



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## LEGISLATIVE LIBRARY

### *Legislative Librarian — Kenda Clark-Gorey*

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, each department is required to deposit with the Legislative Library four copies of every government publication issued under its authority within 30 days of its printing date.

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.

### **Events in the Library**

For a second year in a row, CBC radio broadcasted live from the Legislative Library on budget day, March 27.

On April 12, the Legislative Library hosted a book launch for *Madman and Master*, a Goose Lane Editions book.

In the fall, the Library was contacted by the provincial Child and Youth Advocate (CYA) about working together to create and host a book club for members of the civil service interested in children's rights and well-being. An English and French book club was created. Each group will meet five times a year in the Legislative Library; the meetings are being moderated by the CYA Officer. During the week of November 18, the first meeting of each group was held in celebration of National Children's Rights Awareness Week.

### **Collection Development**

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 2012, many publishers, associations, groups and individuals donated materials to the Library.



The Legislative Library is grateful to the following who donated books during the past year:

### **Publishers/Associations/Groups**

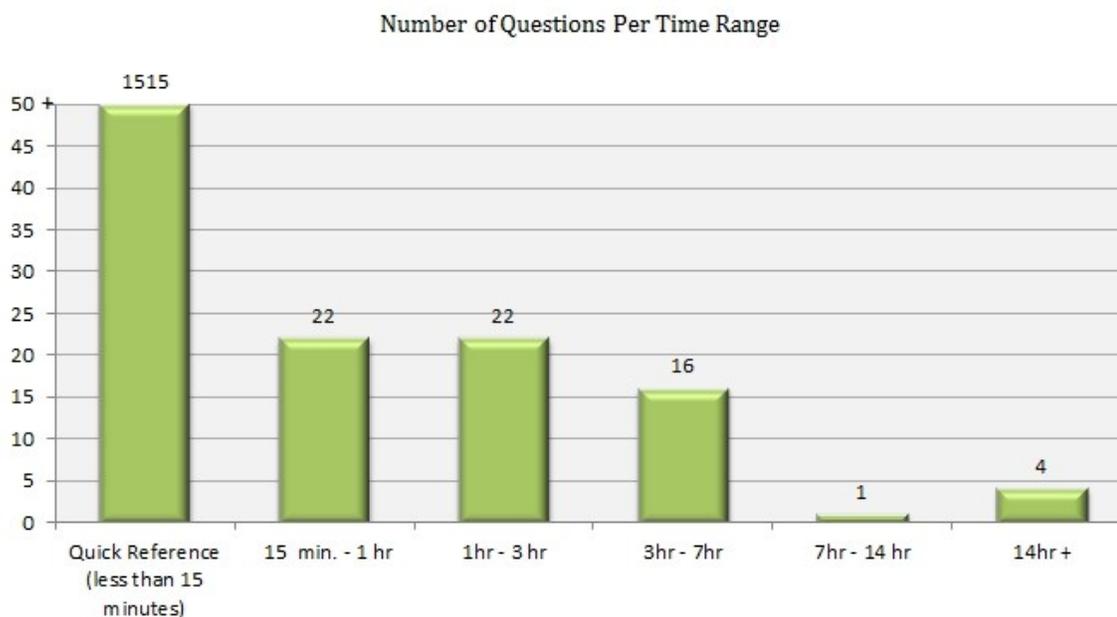
Sam Arnold, The Sustainable Energy Group, Carleton County; Maurice Basque, Institut d'études acadiennes; Bouton d'or Acadie; Brunswick Press; Centre for Study of Living Standards; École Camille-Vautour; Goose Lane Editions; La Grande Marée; New Brunswick Council of Hospital Unions; New Brunswick Provincial Capital Commission; and Tantramar Heritage Trust.

### **Individuals**

Brent Bishop; Peggy Goss; Dawn Logan; Gail MacMillan; Paul McAllister; Diane Mercier-Allain; Inka Milewski; Margie Pacey; Flemming Nielsen; Stephen C. Porter; Ken Smith; Donna Sullivan; and Thomas Vincent.

### **Reference**

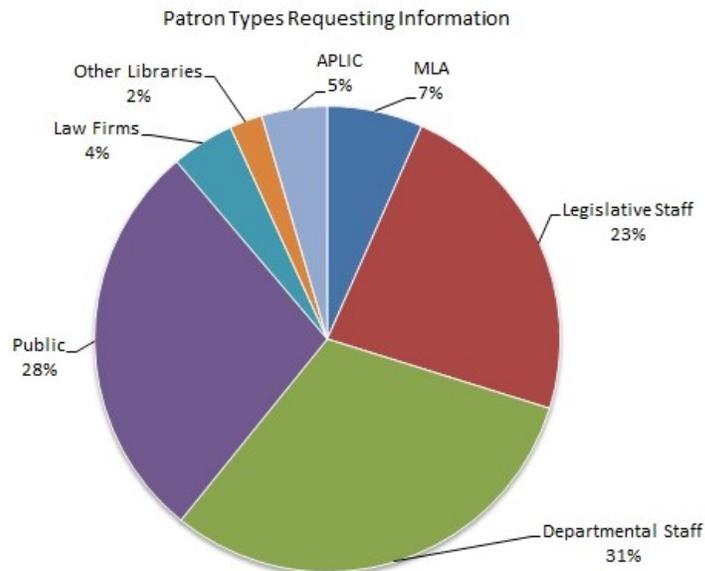
The Library reference staff was very busy this past year. There was a 5.5% increase in reference questions from the previous year. According to Library statistics, there were 1,580 requests in 2012. Several of these were large research questions which took numerous hours to answer. The Library's statistic reporting system allows staff to record the amount of time spent to answer each question. The following graph shows the number of questions corresponding to the time ranges.



The Library saw an increase in the number of researchers coming to the Library to use research materials. The in-house usage of most materials was up considerably which includes books (+69%), periodicals/journals (+70%), government documents (+98%), and databases (+200%).



The Library serves many users. The following is a breakdown of the types of patrons requesting information from the Library in person or otherwise in 2012.



## Government Documents

The New Brunswick Government Publications collection is housed separately in a small office building located across the street from the Main Library. Documents staff manage a physical collection of catalogued print items numbering 8,000. Staff is responsible for a huge uncatalogued print collection of New Brunswick duplicate copies, gift copies, and large collections of documents received following the closure of several departmental libraries during the past decade. In addition, staff also manages an electronic repository of New Brunswick documents.

During 2012, a total of 559 electronic government documents were added to the electronic repository. Of the 559 documents; 114 were monographs, and 445 were annual reports.

Library staff was notified by Library and Archives Canada (LAC) in the fall that the Library would no longer be required to send two copies of every New Brunswick publication to Ottawa since LAC would no longer be collecting provincial and territorial documents. In fact, LAC was weeding 1 copy of every document that had been sent to them. The Legislative Library was offered first choice on any of the documents. It was decided that the Library would accept all of the documents pre 1983. After 1983 it was felt that the Library's collection was strong and that there was no need for these documents to fill holes in the collection. Shipment of close to two hundred boxes will arrive in early 2013.

Weeding of the Library's huge, defunct, collection of Canadian Federal Government Documents continued into its seventh year. The libraries of the UNB library system are the main beneficiaries of our weeding. Over the course of the years, hundreds of our Federal documents have slowly made their way to the Government Documents department of the UNB library. Those documents have served various purposes there: filling gaps or augmenting serial runs; replacing missing or lost issues of documents; providing print copies of documents where only microform format was available; making available extra copies of important reference document materials; and making available copies of older, rare titles not in the UNB document collection.

In the spring of 2012, with the help of a student volunteer, the Legislative Library was able to



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accomplish most of the sorting and shelving associated with nearly 70 archival boxes of documents, which were received in early 2010, following the closure of the New Brunswick Department of Environment Library.

## **Initiatives**

During the summer, the Library successfully completed the transition from its previous online cataloging system, Sirsi Dynix's Horizon, to the free Open Source Koha Integrated Library System (ILS) platform. The Library had made the decision to move away from the previous system due to increasing yearly software and hardware maintenance fees. The changeover was completed using in-house expertise and resources, avoiding the further costs of hiring a migration consulting firm. This included creating custom tools to import/export records, providing training for Library staff and overcoming a number of specific technical challenges. The new system launched in September and has proven to be a good alternative to other more expensive ILS options.

The Library has also continued to make progress with its Private Acts database. After the basic information for all the acts was finished being entered early in the year, the second phase of the project was started to digitize the physical acts pages. Currently, just under half of the 110 years' worth of acts have had their pages scanned and linked to their database entries. For those acts, Library staff are able to search and view their corresponding electronic versions, helping to cut down on the wear and tear of the physical volumes. Plans have been made to complete this conversion process in 2013.

After numerous requests for annual reports, it was decided that the Library would undertake a project to add annual reports to the e-repository. As a new addition to the Library's digital management tools, staff are now able to browse and download the yearly listings of these annual reports, grouped by their respective authors (dept., agency, etc.). Eventually, this feature will be made publically available through the Library's Web site.

In late fall, work was started to update the Library's custom in-house database and information management tools as well as adding a number of new features to the Library's current Web site. These changes are intended to be completed in spring 2013.

## **Human Resources**

Andrew Lockhart, a co-op student from the Masters of Information Sciences program, at the University of Western Ontario, worked at the Library from May until December. He took over several of the Outreach / Continuous Learning Librarian's responsibilities as well as worked on other projects including an internal reference wiki for Library staff.

The Legislative Library benefited this past year from the volunteer work of Anne McCluskey and Milena Suter.



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## HANSARD OFFICE

### *Official Reporter — Linda Fahey*

Thomas Hansard, who was a printer and publisher of the Debates of the British Parliament in the early 1800s, initially based the debates on press reports and then on the reports of his staff. In time, he added his own surname 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.

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

### **Recording and Console Operation**

The Hansard Office continued to use VIQ Solutions Inc. digital software to record House and committee sittings and special events hosted by the Legislative Assembly. In early 2012, the Official Reporter previewed and tested the new digital software product that VIQ plans to release in spring 2013 to replace the existing system.

Hansard staff attend all legislative events to operate the sound and recording console, at which staff open and close microphones at the direction of the presiding officer. Prior to each event, details are registered in primary and backup recording systems situated in the Hansard Office, and the resulting digital recordings, in the form of five-minute takes, are accessed by staff through software that resides on their computers.

Console staff dub the identification of speakers and other useful information and assemble logs of proceedings, which are accessible to others through the Legislative Assembly network. With the assistance of the Pages, console staff procure any information and documentation needed for transcript production, thus eliminating the need for further research work by transcribing and editing staff. In 2012, a scanner was purchased that allowed console staff to scan procured documents so that the retyping requirement could be eliminated.

As staff in the office produce transcripts, they utilize the dubbing channel and the console logs and inspect the electronic and paper files for documents and information that had been gathered by the console staff. Support staff throughout the Legislative Assembly complex also make extensive use of the console logs when undertaking research.

In 2012, the 4.7 Hansard staff who covered console operation recorded and logged 406 hours of House and committee proceedings: 275 hours during 53 sittings of the House and 131 hours during 46 committee meetings.

### **Transcript Production**

Throughout 2012, Hansard staff focused on transcribing the 2011-12 and 2012-13 daily sittings, finalizing the blues transcripts—those transcripts that have undergone a first-level edit—of the 2010-11 and 2011-12 sessions, and completing committee transcripts. By year’s end, staff had transcribed and edited 2.9 million words of House and committee proceedings and produced 90 finalized daily sittings: 41 from 2010-11, completing that session, 48 from 2011-12, and 1 from 2012-13. The distribution of hard copies of daily sitting transcripts was again reduced in 2012 so that only four copies of each transcript are printed.



During each sitting day, the transcription, research, and editing work to complete full daily sittings is paused while staff produce transcripts of question period and the messages segment as well as requested excerpts. The question period transcripts, which always take first priority, are completed, posted to the network, and e-mailed to a large distribution list of recipients within three hours of question period ending. In 2012, staff issued 46 fully edited question period transcripts, completed all message transcripts, and delivered 254 requested transcripts. Additionally, staff made much progress on the completion of select and standing committee transcripts. All committee transcription requests were completed, 98% of 2012 committee meetings were transcribed, and work was also completed on the previous year's transcripts.

<b>Table 1</b> <b>TRANSCRIPTION COMPLETED</b> January 1, 2012, to December 31, 2012			
<b>TRANSCRIPTS</b>	<b>ENGLISH</b>	<b>FRENCH</b>	<b>TOTAL</b>
House Word Counts	1 413 236 (71%)	575 923 (29%)	1 989 159
Committee Word Counts	766 773 (81%)	179 567 (19%)	946 340

<b>Table 2</b> <b>HOUSE TRANSCRIPTION WORD COUNTS</b> by Session			
<b>SESSION</b>	<b>ENGLISH</b>	<b>FRENCH</b>	<b>TOTAL</b>
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: 55 days, 311 hours)	1 441 708 (71%)	599 399 (29%)	2 041 107
57-3 (2012-13: 15 days, 62 hours)	224 396 (76%)	71 500 (24%)	295 896

Table 1 displays the transcription completed during 2012. Table 2 displays the word counts of the past five sessions of the Legislative Assembly and the fall portion of 2012-13 session.

Throughout 2012, the Hansard Office responded to 185 requests for legislative transcripts, of which 56% were provided on the day requested, and 69 requests for committee transcripts, of which 47% were provided on the day requested. Requests come into the Hansard Office either directly or through the Legislative Library, whose staff continue to assist in the distribution of transcripts by providing clients with transcripts from the Legislative Assembly network and contacting the Hansard Office for only those transcripts requested but not yet posted on the network. The Hansard Office maintains a database to track requests and provides requested transcripts through e-mail.



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## Written Questions and Answers

Throughout the year, staff registered the written questions and answers as they were received from the Clerk's Office. These documents will be appended to the last volume of the session.

## Bound Volumes

In 2012, the publication of the bound volumes was resumed. Two volumes containing 14 daily sittings were completed. Work continued on preparing material for further volumes to be published in the next fiscal year. The number of volumes published has been reduced to two archival copies, with one being housed in the Legislative Library and the other remaining in the Hansard Office.

## Research

To ensure the integrity of the transcripts, staff undertake extensive research and persistently seek data, which they document and file. In 2012, there was a significant increase in the number of electronic documents received by the Hansard Office. The electronic research documents shortened the transcript production time by eliminating retyping and reducing the fatigue and strain associated with repetitive typing. Some hard-copy documents received were scanned into electronic format so that staff could also cut and paste from them into their transcripts. All electronic documents were filed on the network for future reference. Once the Hansard transcripts of a session have been finalized, the complete file folders are made available to the Debates Translation Office staff, who may benefit from the research undertaken and other contents when they are translating the daily sitting transcripts.

## Human Resources

In 2012, the Hansard Office was comprised of 7.6 full-time staff, 1 full-time casual staff, and 2 part-time outsourced professionals. A parliamentary editor competition was held in the fall, and after testing and interviews were held, two candidates were offered full-time positions that would commence in the new year.

Staff continued to devote time to advising newer employees on transcription, editing, research techniques, and office procedures. Instructional and resource materials were updated and developed on various office procedures, and feedback was provided to staff through transcript revision and the circulation of revised daily sittings. Staff updated the in-house reference manuals, the electronic word list, and the Hansard record of House business, all of which are used extensively during transcript production.

Staff met regularly to plan for upcoming sittings and events. Colleagues were informed of the progress being made on all segments of Hansard production, and work systems were implemented and adjusted.

## Professional Activities—Hansard Association of Canada

The role of the Hansard Association of Canada is to enhance the expertise of those who produce Hansard, to serve as a channel of communication among reporting services across Canada and the Commonwealth, to provide assistance regarding Hansard production, and to inform and educate others about Hansard. The New Brunswick Hansard Office remained active in the



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association throughout 2012 by contributing to the annual newsletter, responding to queries and surveys through the Listserv, and participating in the annual conference. Other jurisdictions, in turn, provided New Brunswick Hansard with useful information regarding technology and resources. New Brunswick's Official Reporter continued to serve as President of the Hansard Association of Canada.

### **The Year Ahead**

Staff will continue to make strides toward reducing the backlog of transcripts that developed in the early 1990s. Year over year, staff have been working diligently to finalize the Hansard transcripts of current as well as backlogged sessions. Staff have now trimmed the backlog to a partial session, 2003-04. Planning has been under way throughout 2012 to upgrade word processing software and computer equipment to aid staff in the production of transcripts and, consequently, contribute to the heightened accessibility of transcripts.



## DEBATES TRANSLATION

### *Chief Translator — Aurella Losier-Vienneau*

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.

There were 53 daily sittings in 2012, including 38 daily sittings in the second session of the 57th legislature and 15 daily sittings in the third session, compared to 58 daily sittings in 2011.

### 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*, written questions, Speaker’s rulings, and other documents.

Translation of Hansard accounted for more than 56% of the workload, representing a 1% reduction in comparison with 2011. Hansard translation into English accounts for 30% of this figure.

	2007-08	2008-09	2009-10	2010-11	2011-12
Days	64	65	68	58	55
Words	2 827 411*	2 372 004*	1 797 859*	2 031 901*	2 204 380*

Table 1 provides comparative statistics on the number of words for the past five sessions.

\* Estimates

In 2012, the translation of the daily Journal represented more than 4% of the workload, a 30% reduction from 2011; translation is usually completed shortly after the session ends. The decrease is due to fewer daily sittings and fewer committee reports tabled. The Order Paper, notices of motion, and written questions accounted for more than 13.5% 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, and, of course, the Speech from the Throne, speeches related to the debate on the Speech from the Throne, and the closure of the debate, as well as the budget speech, speeches related to the budget debate, and the closure of the debate. Speeches on budget estimates for the various departments are also translated.



Translation for Members of the Legislative Assembly accounted for almost 11.5% of the total workload. The number of words translated decreased by 20% from the previous year.

During the 53 daily sittings in 2012, 299 requests for translation of speeches and statements were processed, for a total of 835 pages. This represents a 37% decrease in the number of requests compared to 2011. Documents translated included the budget speech for the second session of the 57th legislature, the Speech from the Throne for the third session, and the 2013-14 capital budget speech, as well as 232 statements and 64 speeches given in the House by ministers or private members. The average speech length was 7.6 pages. Translation for Cabinet ministers accounted for 90% of the workload. Approximately 96% of the translation was into French.

During the intersession, written translation services provided for both government and opposition members include correspondence and press releases. The number of words indicated in Table 2 represents the translation of press releases related to the budget speech and throne speech, as well as requests from Members' offices.

HOUSE	
Notices of Motions and Order Paper	220 000
Journal	69 000
Hansard <sup>1</sup>	912 000
MEMBERS	
Speeches and Statements	180 000
Correspondence and press releases	4 000
COMMITTEES	102 000
OFFICE OF THE LEGISLATIVE ASSEMBLY	128 000
TOTAL <sup>2</sup>	1 615 000

<sup>1</sup> Includes a carryover of approximately 0.91 million words (33% of 2002-03 Hansard, as well as Sitting 20 of 2011-12 and Sitting 3 of 2012-13) from the previous year.

<sup>2</sup> Excludes a carryover of approximately 22.5 million words (17% 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 2010-11 Hansard, 100% of 2011-12 Hansard, and Sittings 1 to 15 of 2012-13) into the next year.

Translation for Members of the Legislative Assembly is usually done on the same day or the day after, 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 6% of the total workload, which is a 155% increase over 2011. This increase was mainly due to the translation of the report on the response and recommendations of the Legislative Administration Committee with regard to the report entitled *Fine-tuning Parliamentary Machinery: A Review of the Mandates and Operations of New Brunswick's Legislative Officers*, as well as the translation of the interim report, written submissions, and minutes for the Select Committee on the Revision of the *Official Languages Act*.

## **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, the Legislative Library, Finance and Human Resource Services, and the Sergeant-at-Arms, as well as correspondence, disclosure statements, and reports for the Office of the Conflict of Interest Commissioner.

Translation for the Office of the Legislative Assembly represented 8% of the total workload. The number of words translated decreased by 18% from 2011. Reports translated during the year included the Legislative Assembly's annual report, as well as the annual report and a major report on an investigation and inquiry by the Conflict of Interest Commissioner.

## **Human Resources**

In January, a competition was held to fill the position of a staff member who resigned in December. The examination was held on February 18. Because of the time required to review the examinations and the session resuming, interviews were held on April 27. The successful applicant, began work on June 4.

Early in the year, Lynn Lefebvre successfully completed a mentorship under the direction of Rebecca Colborne, C.T., for certification in translation in the French-English language combination. She was awarded the title of certified translator by the Corporation of Translators, Terminologists and Interpreters of New Brunswick on behalf of the Canadian Translators, Terminologists and Interpreters Council.

## **Conclusion**

During 2012, production was slightly over 1.6 million words, which represents a 5% reduction compared to the previous year, partly due to the staff reduction for half of the year. In addition, more than 936 translation requests were processed, not including the requests for prompt translation made by telephone or e-mail.



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## SPECIAL PROJECT

### *Special Project Officer — Valmond LeBlanc*

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 2.11 million words, compared to 1.45 million words in the previous year, an increase of 46%.
- Hansard translation output totaled 0.91 million words, compared to 0.94 million words in the previous year, a decrease of 3%.
- During the year in review, demand exceeded output by 1.20 million words, compared to 0.51 million words in the previous year. Over the past five years, demand has exceeded output by an average 1.16 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 16 years earlier than the published volumes.
- At year's end, translation of dailies up to March 25, 2003, was posted on the internal network of the Legislative Assembly.
- A total of 547 Hansard dailies in dual-column PDF format are available for the 1993 to 2002-03 sessions, including 19 replies to the throne speech and budget speech up to November 2012. These finalized, translated dailies can be viewed, printed, and are fully searchable electronically.



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

### **Results**

- The Hansard translation backlog rose by 1.20 million words, compared to 0.54 million words during the previous year, an increase of 122%.
- During the year in review, 53 daily sittings occurred, while translation of 22 sitting days was completed, for a net backlog increase of 31 sitting days, compared to 35 sitting days in the previous year.
- Hansard translation was trailing by 117 months (or 568 dailies), compared to 106 months (or 537 dailies) at the end of the previous year.

### **Quality Control**

The *Directory of New Brunswick and National Organizations* was updated monthly during the year. It serves as a repository of over 47 300 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 three times.

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



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## **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.

### **Office of the Independent PC Member**

This office provides budgetary resources for communications, research, policy development and secretarial duties in support of the Independent PC Member. The Office of the Independent PC Member is located in Jewett House.