



# Legislative Assembly Office

## Annual Report 2001

& 2001 Annual Report of the Commonwealth  
Parliamentary Association

*Alberta Branch*



Legislative  
Assembly  
of Alberta



# Legislative Assembly of Alberta

The Legislative Assembly Office (LAO) is a nonpartisan organization that provides support to the Members of the Legislative Assembly.

## Office of the Speaker

(780) 427-2464  
325 Legislature Building  
10800-97 Avenue  
Edmonton, AB T5K 2B6

## Office of the Clerk

Management Services  
(780) 427-2478  
801 Legislature Annex  
9718-107 Street  
Edmonton, AB T5K 1E4

## House Services

### House and Committee Services

Clerk Assistant's Office  
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9718-107 Street  
Edmonton, AB T5K 1E4

### Parliamentary Counsel

(780) 422-4837  
801 Legislature Annex  
9718-107 Street  
Edmonton, AB T5K 1E4

## Visitor, Ceremonial and Security Services

Sergeant-at-Arms  
(780) 422-9259  
412 Legislature Building  
10800-97 Avenue  
Edmonton, AB T5K 2B6

## Visitor Services (Tour Info)

(780) 427-7362  
Pedway Mall, Government  
Centre  
10820-98 Avenue  
Edmonton, AB T5K 2N6

## Legislature Library

### Reference Desk

(780) 427-2473  
216 Legislature Building  
10800-97 Avenue  
Edmonton, AB T5K 2B6

### Legislature Library Support Services

(780) 427-3837  
801 Legislature Annex  
9718-107 Street  
Edmonton, AB T5K 1E4

## Information Systems Services

(780) 422-1680  
902 Legislature Annex  
9718-107 Street  
Edmonton, AB T5K 1E4

## Financial Management and Administrative Services

(780) 427-2477  
901 Legislature Annex  
9718-107 Street  
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## Human Resource Services

(780) 427-1364  
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9718-107 Street  
Edmonton, AB T5K 1E4

Assembly Web site: [www.assembly.ab.ca](http://www.assembly.ab.ca)



Legislative Assembly  
Alberta

April 7, 2003

To the Members of the Legislative Assembly of Alberta:

As required by Standing Order 109, I am pleased to submit the 13th annual report of the Legislative Assembly Office for the calendar year ending December 31, 2001, and the financial statements for the fiscal year ending March 31, 2001. This report describes the activities of the Legislative Assembly Office focusing on four key areas of responsibility in which support is provided to Members. Also presented are the audited financial statements for the 2000-2001 and 2001-2002 fiscal years and the fifth annual report of the Alberta Branch of the Commonwealth Parliamentary Association.

As host of the 40th Canadian Regional Conference of the Commonwealth Parliamentary Association in July 2001, the Legislative Assembly Office staff provided the same expertise, flexibility and professionalism they contribute to the Assembly year-round. As Speaker I am proud to lead this group of dedicated professionals.

I would like to thank those Members who so ably represented Alberta or presented papers at various interparliamentary conferences, and I thank all MLAs for supporting the work of the Legislative Assembly Office and the Commonwealth Parliamentary Association.

Respectfully submitted,

Hon. Ken Kowalski, MLA

Speaker of the Legislative Assembly



Legislative Assembly  
Alberta

April 7, 2003

To The Honourable Speaker of the Legislative Assembly of Alberta:

I am honoured to present to you the 13th annual report of the Legislative Assembly Office and the fifth annual report of the Alberta Branch of the Commonwealth Parliamentary Association. The Legislative Assembly Office report includes the audited financial statements regarding the operation of the Legislative Assembly Office for the 2000-2001 and 2001-2002 fiscal years. The Alberta Branch of the Commonwealth Parliamentary Association report outlines the various developmental opportunities afforded Members who attended interparliamentary conferences.

This Legislative Assembly Office report is a departure from previous reports. For this reporting period, managers were asked to report according to four key areas of responsibility in which their department provides support for Members. The result is a more succinct report focusing on results.

As in previous years, the report includes highlights of events and conferences undertaken to further educate the public about the institution of parliament on behalf of Members, as well as support an exchange of information and ideas among parliamentarians.

I am privileged to work with Legislative Assembly Office staff, who bring a high level of commitment, flexibility and professionalism to the work they do.

Respectfully submitted,

W. J. David McNeil

Clerk of the Legislative Assembly

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The Chamber during the first session of the 25th Legislative Assembly.

# Legislative Assembly Office

## 2001 Annual Report



Left: the Honourable Ken Kowalski, Speaker; reviews the Lord Strathcona's Horse (Royal Canadians) at the 40th Canadian Regional CPA Conference held in Edmonton.



Middle left: in the Spring of 2001, the Legislative Assembly of Alberta received two Court Dress Swords for use by the two Assistant Sergeants-at-arms in ceremonial duties.



Right: following the September 11, 2001, terrorist attack on the United States, books of condolence were set out in the Legislature Rotunda for the public to sign.

# An Introduction

## The Legislative Assembly Office: In Service to Alberta's Parliament

The origins of Alberta's Legislative Assembly Office (LAO) can be traced to 14th century England, when Parliament elected the first Speaker and appointed the first Clerk. Today the Speaker of the Legislative Assembly is the head of the LAO, and the Clerk is the Speaker's deputy. The Legislative Assembly Act of 1983 made the LAO's current name official.

The most common misconception about the LAO is that it is a branch of the government and that its staff are government employees. However, in the parliamentary system, the government is the executive branch, responsible for applying and enforcing laws; the Legislative Assembly is the legislative branch, responsible for establishing those laws. The Legislative Assembly Office provides various types of support to the entire Assembly — both members of government and opposition parties.

Although the LAO is sometimes called the Speaker's department, it is not a government department. The Speaker does not belong to the cabinet and cannot be asked questions during Oral Question Period or participate in the Assembly's debates. However, the Speaker does have administrative authority and responsibility similar to that of a minister of a government department. The Clerk is the Speaker's chief administrative deputy and has authority and responsibility similar to that of a deputy minister.

The Speaker has two distinct but related roles. In the Assembly, the Speaker maintains order and ensures that MLAs conduct their business according to the Standing Orders of the Assembly. Administratively, the Speaker is responsible for the Assembly's records and provides services to MLAs and the public.

The latter include financial administration, purchasing, human resources, office automation assistance, public education, library services, parliamentary counsel and House services.

The LAO as a whole has the same procedural and administrative roles. This is a unique characteristic and is evident throughout the office, particularly during session, when the normal duties, work hours and office locations of many staff change significantly.

The LAO's annual budget, as well as statutory provisions for financial and human resource administration, are under the purview of the Special Standing Committee on Members' Services. As an all-party committee of the Assembly, the Members' Services Committee regulates constituency office support and Members' pay, allowances, benefits and group insurance plans, all of which the LAO administers. Traditionally, the Speaker chairs the Members' Services Committee.

Each party of elected members, or caucus, is a branch of the Legislative Assembly Office. Although the Speaker technically has authority over the administration of each caucus office, for obvious reasons these branches operate with considerable autonomy. Therefore, the caucus branches are not part of this report; it only includes branches of the LAO under the Speaker's full control. However, since the caucuses receive financial, administrative and human resource services, as well as other support from other branches of the LAO, this report does comment on those services. In addition, the office's consolidated budget estimates and audited financial statements, which appear at the end of this report, include caucus finances.

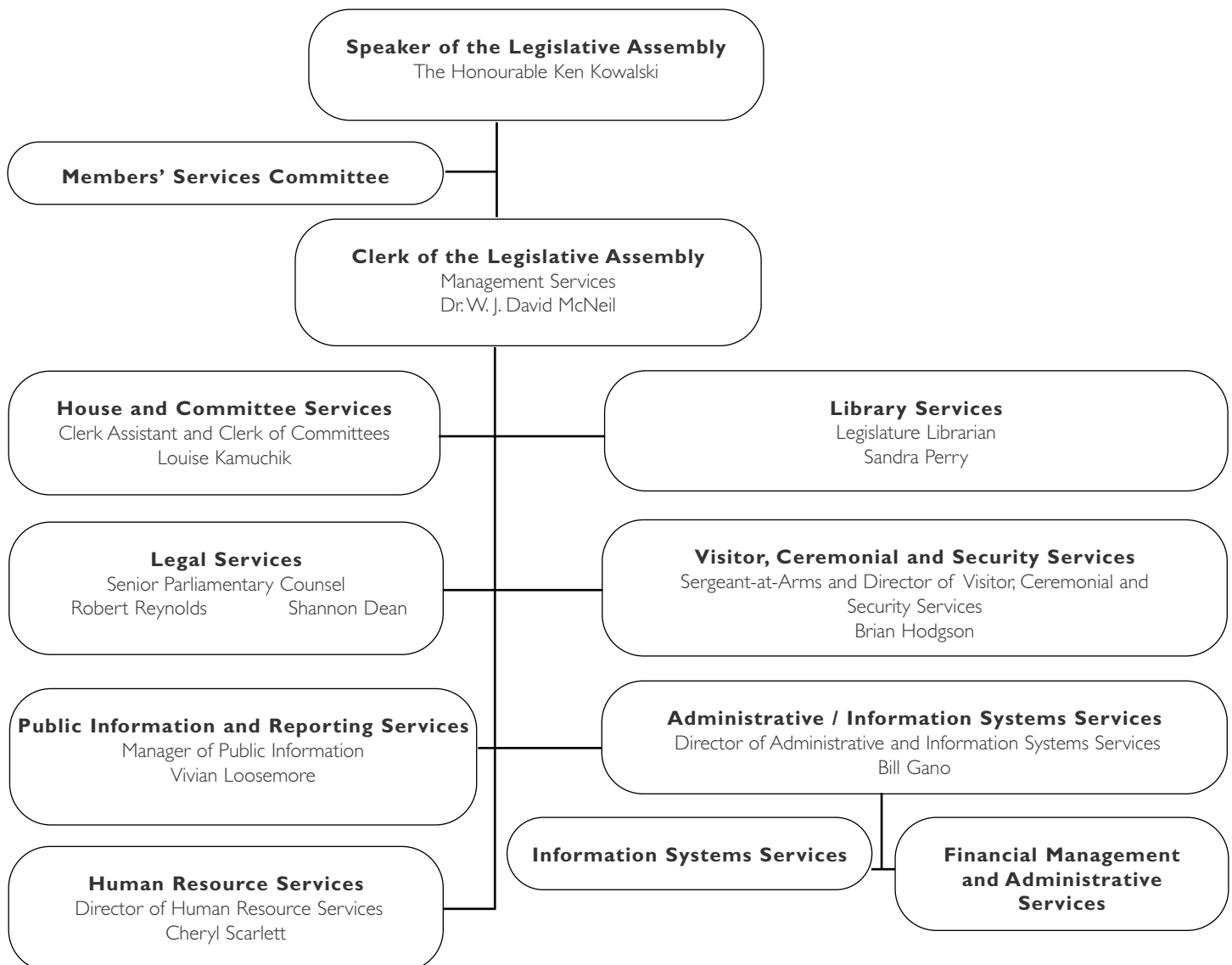


Speaker Ken Kowalski addressing the Legislative Assembly.

# Legislative Assembly Office

## Vision Statement

To be the best parliamentary support organization through a commitment to excellence.





## Services of the Legislative Assembly Office

### Financial Management and Administrative Services (FMAS)

Along with providing full accounting services such as budget preparation and monitoring, payment processing and financial reporting, FMAS provides administrative services including equipment and supplies procurement, telecommunications management, constituency office lease and credit card administration.

### Information Systems Services (ISS)

ISS handles all technological issues including installation and support of software and hardware, remote access and network infrastructure. ISS also assists with records management and handles the Freedom of Information and Protection of Privacy Act for the LAO.

### Human Resource Services (HRS)

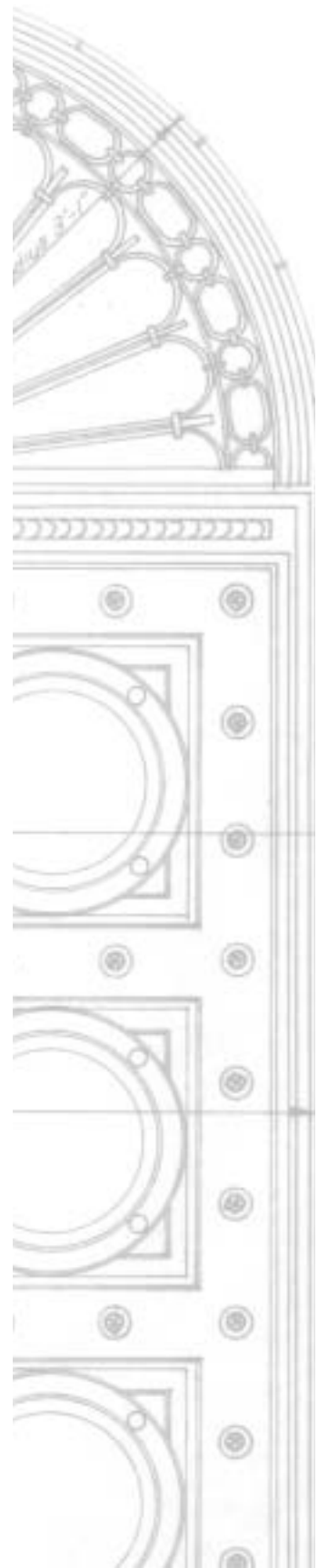
HRS provides support to Members and staff in all matters of human resource management. This includes contract administration, pay and benefits management, recruitment and job classification, employee relations, training and development and all issues related to occupational health and safety.

### Legal Services

Parliamentary Counsel provide legal advice on a wide range of matters including parliamentary procedure. They draft Private Members' Public Bills and Private Bills. Parliamentary Counsel serve as Table Officers in the House and advise the Speaker on points of order and questions of privilege.

### Library Services

Library Services provides information, news, reference and research services to the Members and their staff using current library and information technology. As well, Library Services provides training in the use of the electronic services that are delivered to the Members' desktops.





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## Public Information and Reporting Services

Public Information Branch (PIB) is responsible for the recording and publication of print and electronic versions of *Alberta Hansard*, the official report of proceedings of the Legislative Assembly and its committees. PIB also administers a subscription service to *Alberta Hansard*, *Votes and Proceedings* and bills and distributes sessional publications in addition to operating a public information service and providing editing and proofreading services.

## Visitor, Ceremonial and Security Services (VCSS)

VCSS plans and executes ceremonial and special events such as Canada Day and seasonal celebrations, as well as the coordination of school and public outreach programs, tours of the facilities and the production of several educational and orientation materials. Maintaining security in the Chamber and precincts, providing security-related advice to constituency offices and managing the Alberta Legislative Assembly Page Program are also the responsibility of VCSS.

## House and Committee Services (HCS)

Along with producing the *Votes and Proceedings*, *Order Paper*, *Journals* and assisting in maintaining House records, such as bills and motions, HCS provides all the arrangements for the Assembly's Standing, Special Standing and Select Special Committee meetings. As well, HCS assists with expenses, budgets, historical records and transcripts relating to committees.

## Purpose Statement

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly Office will:

1. support the Speaker of the Legislative Assembly in carrying out the duties of office
2. support Members in carrying out their roles as elected representatives of the people of Alberta
3. record the proceedings and maintain and preserve the records of the Legislative Assembly
4. inform and educate the public on behalf of Members and the institution of Parliament
5. support the Assembly in protecting its institutions and privileges
6. support the exchange of ideas/information among legislatures throughout the world
7. provide services to external clients as required





## Strategic Goals 2001-2002

assist the Speaker in fulfilling the duties of office

assist Members in carrying out their roles as legislators within the parliamentary system and as representatives of their constituencies

meet and exceed the service expectations of the Members

respond to increased demands for technology-related services from Members, staff and the public

plan and manage the transition from the 24th to 25th Legislature and ensure the effective orientation of new Members and staff

provide Members with professional development opportunities and foster interparliamentary cooperation through participation in national and international parliamentary forums and exchange programs, including planning and hosting the 2001 Canadian Regional Commonwealth Parliamentary Association Conference

increase public awareness of the Legislative Assembly within Alberta's democratic parliamentary system through information and outreach programs

continue to foster understanding of the division of powers among the Legislative, Executive and Judicial branches of government

ensure that the Legislative Assembly Office (LAO) provides quality services in an increasingly competitive environment

ensure the continued development of the effectiveness and efficiency of the LAO workforce through the fostering and recognition of leadership and teamwork

develop plans for special centennial events and projects

# Annual Report Structure

The structure of this year's annual report highlights the accomplishments of the Legislative Assembly Office (LAO) holistically. All branch information has been integrated to emphasize how the branches work together to achieve common goals and support the mandate of the LAO.

The Mission of the LAO is to provide the best advice and a full range of quality services to Members as parliamentarians and support the preservation of the Assembly's history and maintain its accessibility to the public. Performance of the Assembly must therefore be measured according to how well the LAO performs the aforementioned tasks.

The Legislative Assembly Office has organized its results into four key responsibility areas (KRAs):

- 1 Provision of timely, professional, impartial, accurate information and advice to Members
- 2 Provision of services, equipment, supplies and facilities on a timely basis
- 3 Provision of an effective workplace to support Members
- 4 Provision of support to maintain and develop the parliamentary system in Alberta



Mr. Speaker's Alberta Youth Parliament.

## Key Responsibility Area I

Provision of timely, professional, impartial, accurate information and advice to Members

### Election and Transition Support

All branches of the Legislative Assembly Office (LAO) participated in dissolution and election planning relevant to their area. This involved providing information and procedural advice to 23 new Members and preparing material for orientation sessions held in Edmonton and Calgary for constituency office staff. LAO managers met with each new Member to provide an overview of the services provided by each branch.

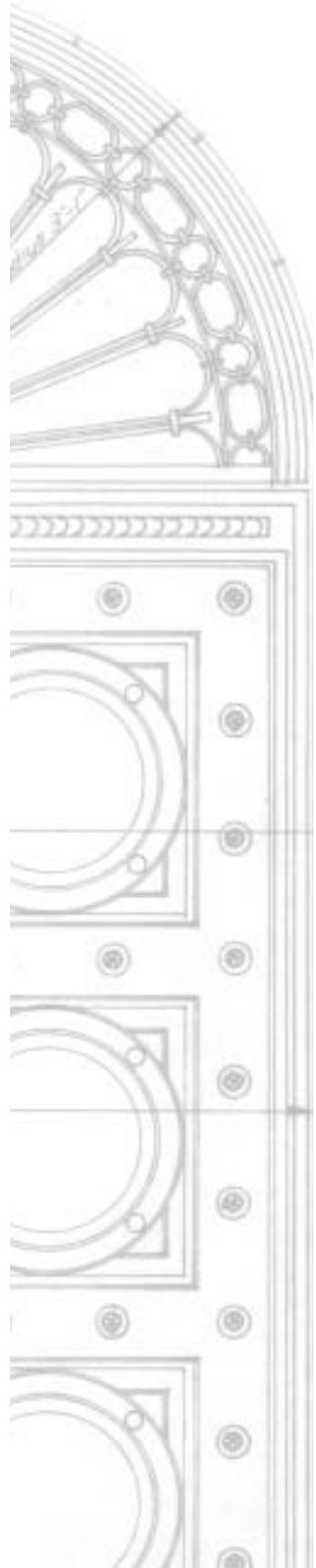
Human Resource Services (HRS) assisted Members of the 24th Legislature with issues related to dissolution of the Legislature, supported retiring and newly elected Members regarding pay, benefits and transition allowances and addressed individual issues related to caucus and constituency staff for new and returning Members.

House and Committee Services (HCS) revised and expanded the Procedural Orientation information binder for Members.

Financial Management and Administrative Services (FMAS) provided advice to new Members relating to constituency office accommodations and administration and assisted all Members with allowances, expenses and financial reporting. As well, FMAS assisted retiring Members in finalizing the transfer of constituency offices and telecommunications services and completing final allowance and expense claims.

Parliamentary Counsel provided legal services to the Chief Electoral Officer during all stages of the election. Following the 2001 election, counsel developed and participated in an orientation on legislative procedure and processes for caucus staff.

Library Services completed a nine-month research project on the electoral history of Alberta, and information relevant to each Member's constituency was included in his/her orientation package.





## Assembly and LAO Documents

HCS revised the *Practical Guide for Committees of the Alberta Legislative Assembly*, which provides committee chairs with information about their duties, committee procedures and issues. HCS also maintained the database of statistical and historical information on each aspect of House business, including such items as the *Journals*, Speaker's Rulings, Questions of Privilege, Oral Question Period and sitting day statistics.

In addition to providing Members and presiding officers with ongoing procedural and legal advice, Parliamentary Counsel provided procedural and drafting expertise in preparing significant amendments to the *Standing Orders of the Legislative Assembly of Alberta*. These were approved in the 2001 fall sitting and published the following February. Counsel also prepared the Annual List of Required Tablings twice in 2001, circulating it to Members and senior government officials. Following changes to the Standing Orders, counsel revised the *Guidelines for Petitioning the Legislative Assembly* and the *Petitioner's Guide to Private Bills: How to Petition the Alberta Legislature to Pass a Private Bill*. Both documents appear on the Assembly's Web site. During session, counsel also reviewed amendments to bills, private members' motions, motions for returns, written questions and petitions.

HRS produced the annual personalized Members' Benefits Statements and developed and produced benefit and entitlement information for Members and staff in addition to standard periodic reports. HRS also participated in several information sessions for constituency staff.

Public Information Branch (PIB) met their goal of posting Blues, the unofficial first draft of *Hansard*, on the Assembly network within one to one-and-a-half hours of the words being spoken approximately 80 per cent of the time, with the earlier proceedings of each sitting generally being available in under one hour. *Hansard* staff met the deadline for posting the final edition on the web and delivering it to the printer on all occasions except when the House sat for 21 hours and 18 minutes, from 8 p.m. on Monday, May 28, to 5:18 p.m. on Tuesday, May 29. As in the past, PIB continued to provide Members with speech reprints on request, as well as reprints of Recognitions and Members' Statements suitable for framing.

Committee transcripts were provided to Committee Clerks within 48 hours of each meeting. To provide more detailed access to the text, PIB began indexing standing and special committees of the Legislature, with indexes completed for the 1999 to 2001 meetings. Indexing of meetings prior to 1999 is proceeding as time permits.

The Publications Officer in the Clerk's Office began revising the *Members' Guide* with input from all LAO branches and produced a handbook titled *Biographies of Members: Legislative Assembly of Alberta, 25th Legislature*.

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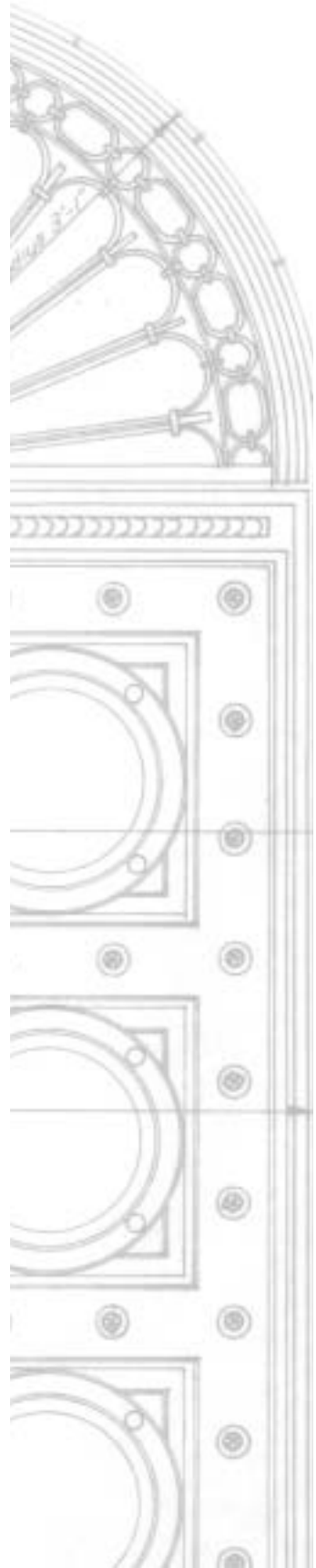
Visitor, Ceremonial and Security Services (VCSS) produced a new Legislative Assembly Gift Shop catalogue for Members.

The Sergeant-at-Arms or the Assistant Sergeant-at-Arms personally visited 51 constituency offices to provide advice on office and personal safety issues. A constituency office security brochure was developed and distributed to constituency staff at the post-election orientation seminar in Edmonton, at constituency office visits and following requests by Members or constituency staff.

At the Library's 3rd Annual Spring Tea and Open House, the Speaker introduced Library Services' new electronic customized news service, Alberta Daily News, which is available at the Members' desktops by 8:15 each morning. Prior to both the spring and fall sittings, Library Services provided a series of full-text bibliographies on several topics.

Library staff also completed developmental work on an Access database that can produce customized reports of information on Members. Data entry is already completed for 37 Members; eventually the database will have biographical information on the 736 Members who have served in the Assembly from 1905 to present.

As part of its commitment to microfilm weekly newspapers, Library Services completed microfilming the Okotoks and Didsbury papers. Older editions of 22 newspapers were donated to communities.





## Key Responsibility Area 2

Provision of services, equipment, supplies and facilities on a timely basis

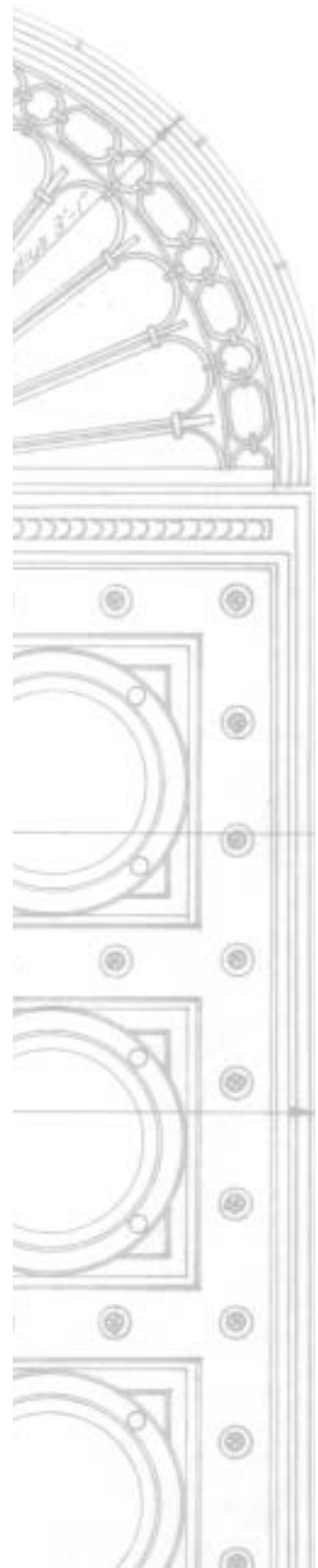
### Assembly Internet and Intranet Sites Important Communications Tools

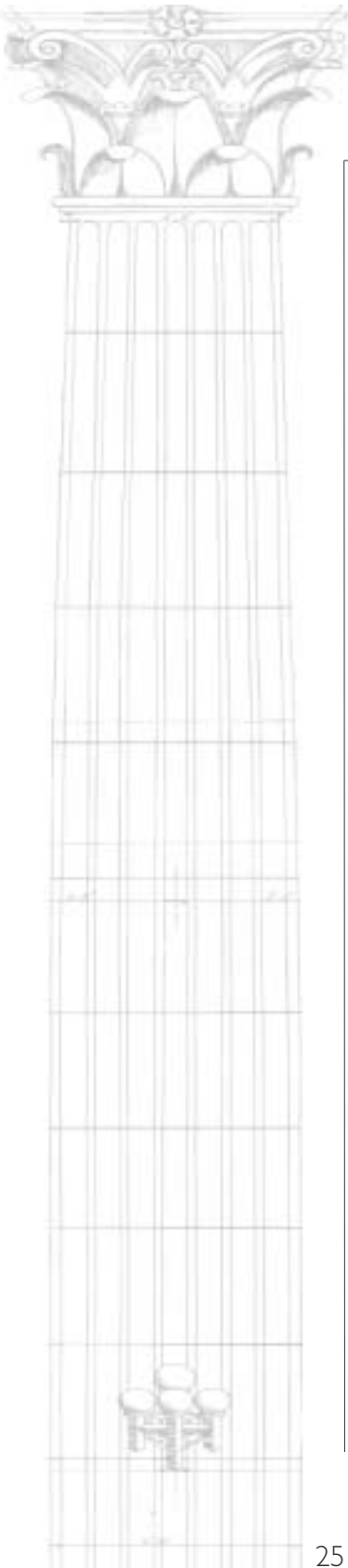
The Legislative Assembly's external and internal sites have become a key focus for the distribution of information about Members, Assembly events and House documents, to name a few. For this reason, the content on the Web site is continually being revised and upgraded. Site maintenance is shared among all of the branches of the Legislative Assembly Office through the Web Committee.

Notices of Assembly committee meetings are now posted by House and Committee Services (HCS) on both the Intranet and Internet. As well, transcripts of committee meetings, committee membership lists, special committee reports and discussion papers are available. Sessional documents, including *Votes and Proceedings*, the *Order Paper* and all House records continue to be posted on the external Web site approximately one hour following the evening adjournment. The Archived House Records have been updated to make them more accessible and readable. The Bill Status Report is available on the Web site and is updated within minutes of any bill activity. When the Legislature is in Session, a schedule of the projected Weekly House Business is also posted on the Web site for public access and is updated each Friday.

Public Information Branch (PIB) posted the order form for congratulatory scrolls on the Web site. Staff from Members' offices as well as the public can now send requests for scrolls electronically thereby expediting the process. *Hansard* for afternoon sittings continues to be posted by 10:30 p.m. the same day while evening proceedings are posted by noon the following day. Committee transcripts continue to be posted within 48 hours.

Library Services upgraded the Horizon integrated system and implemented an acquisitions module. The Library partnered with the University of Calgary to assist with the digitization of all bills introduced in the Alberta Legislature since 1905. This material will complement other electronic statutory services currently provided on the Assembly Web site. In cooperation with the Alberta Government Library (AGL) and The Alberta Library (TAL), the Legislature Library promoted access to government information in digital format. Through its membership in TAL, the Library saved 90 per cent of the projected cost of providing Members with network-wide access to specialized databases.





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The Wilson suite of fulltext databases, the Public Affairs Information Service (PAIS) and Boardwise, the electronic version of the Conference Board of Canada publications, were all added to the Library's electronic resources on the internal site.

In addition to providing a broad scope of financial and administrative services to Members and the LAO, FMAS along with ISS staff developed an on-line supplies ordering service that will eventually be available across the LAO.

ALADDIN (Alberta Legislative Assembly Data Distribution and Information Network)

Following a presentation by House of Commons Deputy Principal Clerk on PRISM—an integrated information system allowing users to create a number of documents based on one set of data—the LAO put together a team to develop a similar project. The team's first task was to prepare a business plan for evaluation and possible implementation.

#### Information Support

Parliamentary Counsel drafted 16 Private Members' Public Bills and four Private Bills. Additionally, counsel reviewed a wide range of contracts and agreements: licensing, lease, employment and fee-for-service contracts, as well as other service arrangements.

Library Services responded to all information and reference requests within a 48-hour period; the majority of these were completed within 24 hours. Ninety-four per cent of requests for material were met through the Library's in-house print and electronic resources.

Public Information Branch (PIB) coordinated the production of several documents for Members. Electoral scrolls were presented to each of the newly-elected MLAs. *Hansard* staff coordinated production of the 24th Legislature photo montage and distributed it to each Member of that Legislature. As usually occurs during an election year, the number of congratulatory scrolls issued by the branch was down slightly.

#### New Committee Rooms

While Information Systems Services (ISS) led the project, Committee Clerks, PIB, FMAS, and other Legislature staff assisted with the initial planning, construction, and furnishing of the new committee rooms on the fourth floor of the Legislature Annex. Committee Clerks are responsible for booking the rooms, notifying branches whose services may be required and contacting the building superintendent regarding room set-up.

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## Support Services

Information Systems Services (ISS) provided laptops to 73 Members, giving them remote and on-site access through their offices and the Legislature Chamber. Ninety-four per cent of constituency offices were provided with high-speed Internet access. The branch also created a focus group to better meet constituency office needs. Six constituency representatives from across the province will work with ISS to identify priorities and solutions for technological issues. ISS also implemented a new point-of-sale system in the Legislative Assembly Interpretive Centre and Gift Shop.

Human Resource Services (HRS) continued the enhancement of its services in regards to development of self service online personal payroll options and general Web services, implementation of autonomous banking and in-house printing services. HRS also introduced auto debit services.

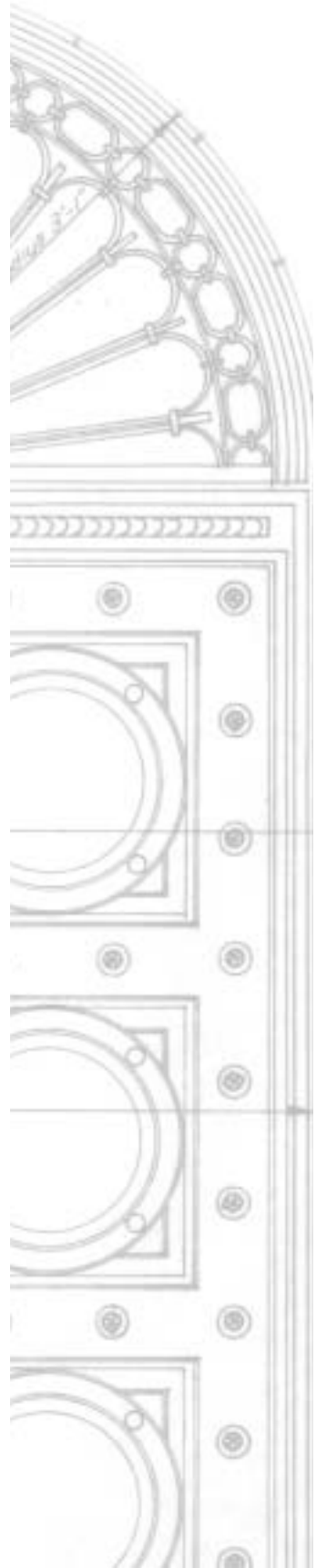
HRS continued to support constituency, caucus and LAO staff in regards to career training and counseling, first aid training, and ergonomics and wellness in the workplace.

## Security Issues

Security in the Legislature Building became a key issue following the events in the United States on September 11. The Sergeant-at-Arms worked closely with the Solicitor General Protection Services staff to improve security in and around the Legislature Building and Annex. Considerable work was also dedicated to an evacuation plan for both buildings, and information was circulated to make sure all were aware of the procedures. In April, the Speaker's Office and the Sergeant-at-Arms launched a new pass card system for the House and its precincts to keep the Members' and opposition Members' lounges secure and prevent delays for those entering.

The Sergeant-at-Arms chaired the Legislature Business Resumption Planning Committee, which meets to ensure continuity of Legislature operations if a catastrophic event affected its operation. In addition, the Sergeant-at-Arms continued to serve on the Security Coordination Committee, to discuss and coordinate security issues related to the Legislature Building and surrounding areas.

The Sergeant-at-Arms' Office coordinated the provision of alarm permits on behalf of constituency offices for both the Edmonton and Calgary police service alarm bylaw programs and provided security for Members and the almost 9,000 spectators that were present in the galleries during the 2001 sittings.



## Key Responsibility Area 3

### Provision of an effective workplace to support Members

LAO staff attended various developmental conferences throughout the year. These conferences provided opportunities to network with others in similar fields, gain fresh perspective on issues and ensure that LAO staff and services are on par with national and international standards.

Constituency Staff attended orientation seminars in Calgary and Edmonton to introduce them to LAO services.

#### Training and Courses

Several LAO staff participated in first aid training over a two-day period.

Three new *Hansard* input editors from the Public Information Branch (PIB) took part in an intense three week in-house training program for the spring and fall sittings, with four being recruited in December 2001 to train in January 2002.

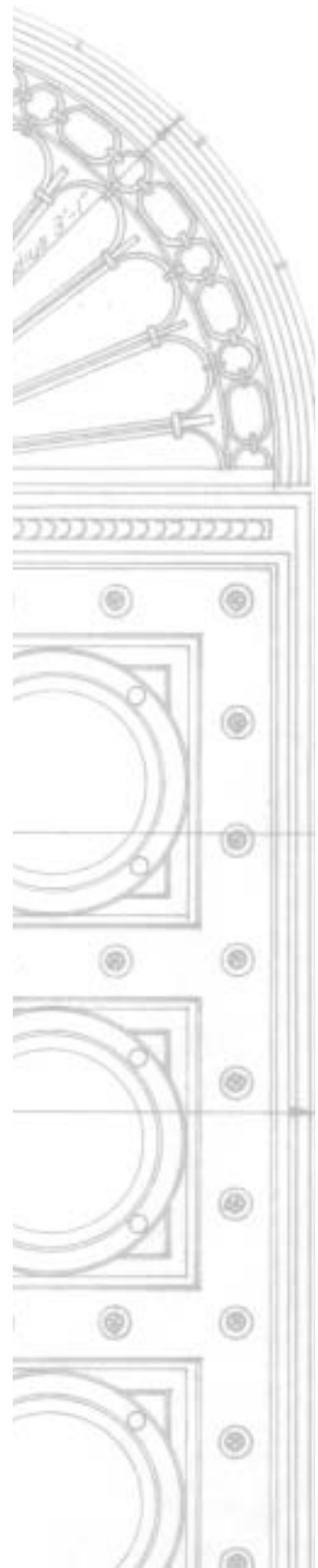
Library staff participated in several training programs, including sessions on Quicklaw, Infomart and Amicus. In addition, Legislature Library staff trained Members and their staff, as well as LAO staff, in the use of subscription databases and the use and evaluation of Internet resources.

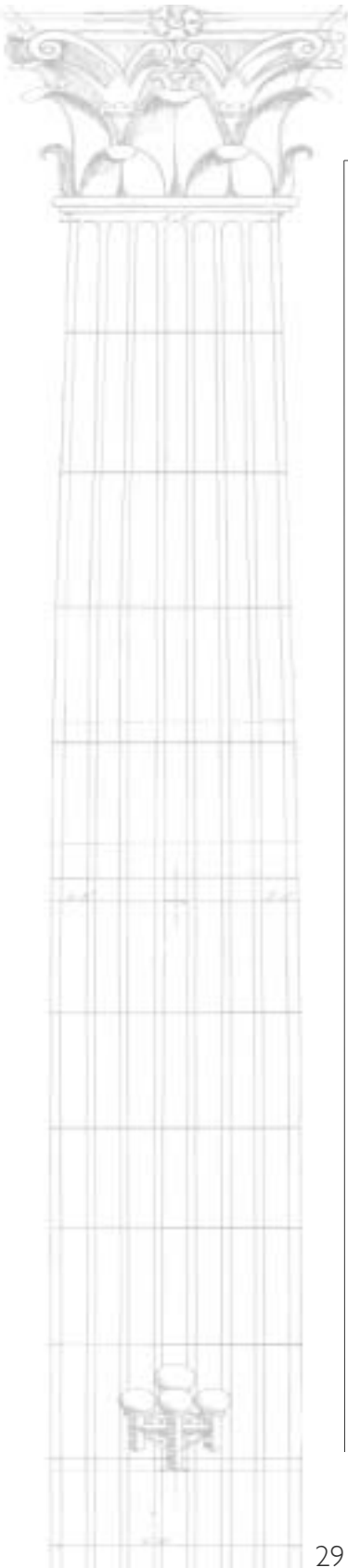
#### New Staff

Human Resource Services (HRS) assisted branch managers in recruiting both permanent and sessional staff: 42 new employees were hired throughout the year. Some of those hires are as follows:

On November 13, a new Committee Clerk joined House Services to replace the previous Committee Clerk who left to pursue another opportunity.

The Web Coordinator and Publications Officer were transferred to the Clerk's Office to lay the ground work for the development of a communications function.





The Legislature Library hired a number of staff to cover the positions of those who were on leave, had transferred to other positions in the Library, or left to pursue other opportunities. This affected the positions of Library Clerk, Librarian/Researcher, Serials Librarian, Systems Librarian and Government Documents Librarian. The Assistant Legislature Librarian managed the Library while the Legislature Librarian was on leave.

In conjunction with LAO reorganization, Public Information Branch (PIB) hired an Editorial Assistant, who trained and worked as an input editor for the fall session, then began training as a copy editor. Between sessions, this employee undertook a number of writing, proofreading and research projects.

Ten new Pages were hired through the Provincial Page Program.

#### Organizational Changes

The Visitor Services Branch was placed under the Sergeant-at-Arms to form a new branch called Visitor, Ceremonial and Security Services. An administrative assistant was seconded from Visitor Services to assist the Sergeant-at-Arms' Office with new branch responsibilities.

In response to the changing needs of the LAO and large projects on the horizon, ISS established two groups: Client and Network Services, which handles daily operation activities, technical support and network infrastructure, and Planning and Development, which manages long-term projects, planning and application development.

#### Organizational Events

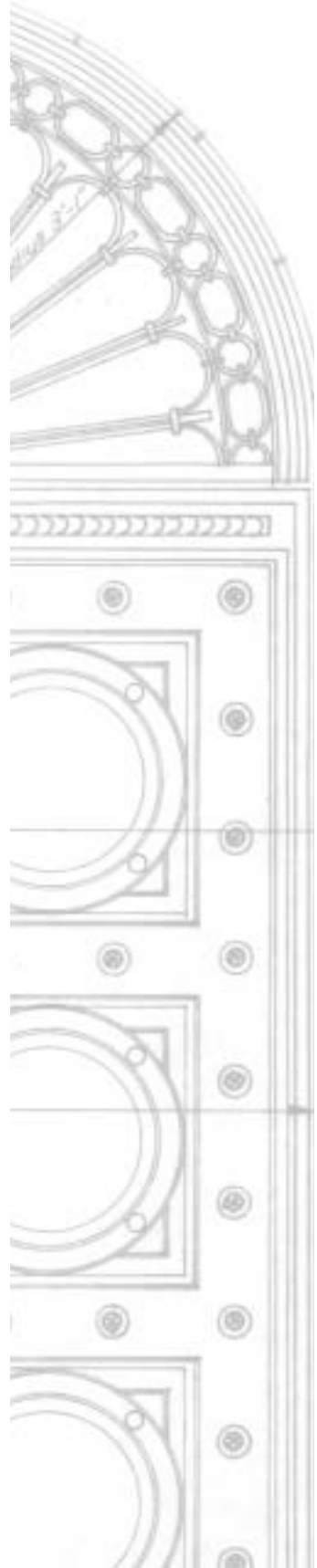
Annually, the Honourable Speaker Kowalski hosts a Staff Recognition Dinner. Staff from across the organization volunteered their time to plan and organize the festivities to ensure a successful event.

The Legislative Assembly supports its community by involvement with the United Way. LAO staff volunteered to be part of a committee that planned and participated in several fundraising events.

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## Professional Development and Training

The Clerk Assistant was appointed Vice-President of the Canadian Association of Clerks-at-the-Table, the Legislature Librarian served as Vice-President of the Association of Parliamentary Librarians in Canada (APLIC), the Digital Services Librarian served as Chair of the Alberta Government Libraries' Council Electronic Services Sub-Committee, and the Head of Visitor Services was appointed to the Board of Directors of the Canadian Capital Cities Organization (CCCO), which promotes tourism in Canada's capital cities. As well, the Director of Administrative and Information Systems Services served as Chair of the Canadian Association of Parliamentary Support Services (CAPSS), which provides a forum for knowledge sharing and development of contacts with participating parliaments.



## Key Responsibility Area 4

Provision of support to maintain and develop the parliamentary system in Alberta

### School Outreach Activities

Supporting the LAO's mandate to inform and educate the public on behalf of Members and the institution of Parliament, Visitor, Ceremonial and Security Services maintains several school programs. Two such programs are School-at-the-Legislature, which is targeted to Grade 6 students, and Mr. Speaker's Alberta Youth Parliament, which targets Grade 10 students.

#### School-at-the-Legislature

In June 2001, VCSS held a workshop in the School-at-the-Legislature classroom to prepare teachers for program participation. The School-at-the-Legislature Program involved 17 classes with a total of 464 students.

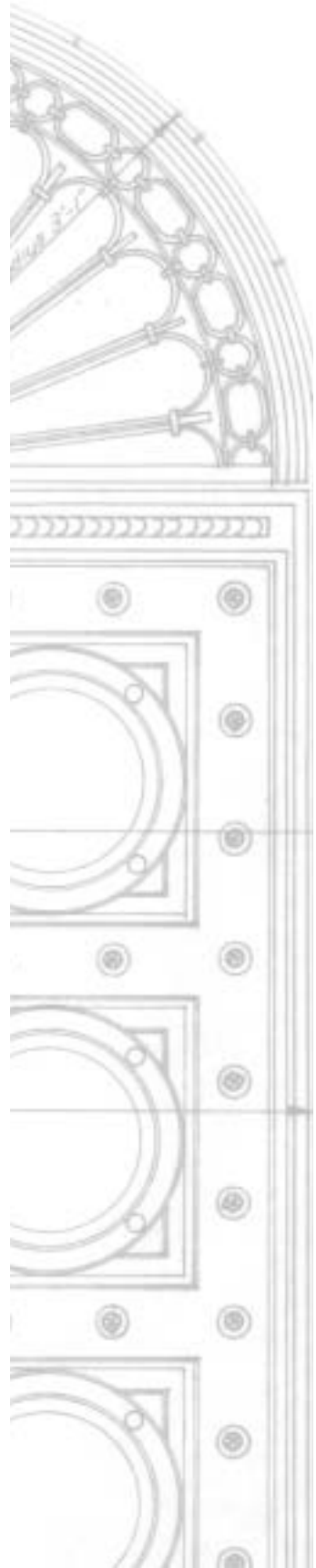
#### Mr. Speaker's Alberta Youth Parliament

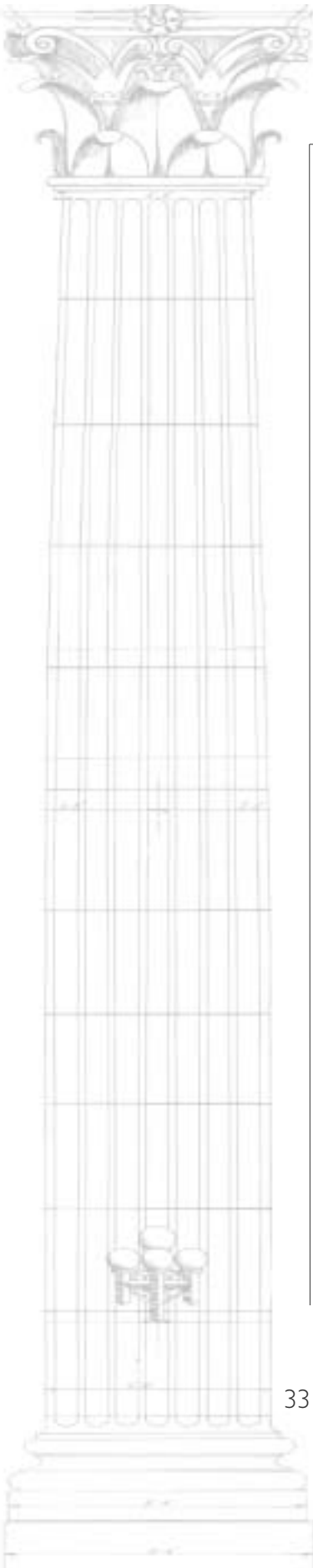
The Sergeant-at-Arms and the Procedural Clerk attended two Alberta teachers' conferences to promote the Mr. Speaker's Alberta Youth Parliament that was held April 5 and 6, 2001. The youth parliament was a collaborative effort: Table Officers worked as advisors to students and teachers who attended the parliament, and *Hansard* staff produced the transcript. Additionally, the Sergeant-at-Arms, in conjunction with the Speaker's Office, facilitated the use of the Chamber and precincts for five other model parliaments.

### Community Outreach Activities

Parliamentary Counsel remained the Alberta correspondent for two parliamentary publications: *Canadian Parliamentary Review* and the *Table Review*.

The Sergeant-at-Arms' Office produced a newsletter for Sergeants-at-Arms in Canada, which was also distributed to others in the Commonwealth. Throughout the year, the Sergeant-at-Arms spoke on security issues at the Strathcona Youth Justice Committee as well as other community organizations.





Public Information Branch (PIB) created a hands-on display for the Interpretive Centre that encourages visitors to sit at a computer station and transcribe portions of Members' speeches or complete a quiz.

The Library is gathering information from print and electronic sources and from a series of interviews with Speakers from 1963 to present to produce a book on the Speakers of Alberta.

#### Interparliamentary Relations

Headed by the Director of Human Resource Services and the Director of Administrative and Information Systems Services, LAO staff hosted the 40th Canadian Regional Conference of the Commonwealth Parliamentary Association. This conference welcomed delegates from across Canada and other Commonwealth countries.

The LAO formed the Canadian Association of Parliamentary Support Services (CAPSS). This group is comprised of human resource, finance, administration and information technology professionals from all legislatures across Canada. The first CAPSS conference was hosted in Edmonton. (See CPA section)

#### Ceremonial Events

Staff of House and Committee Services and Visitor, Ceremonial and Security Services provided extensive support to several ceremonial events over the year as outlined in the special events section of this report.





# Comparative Statistics

House and Committee Services

Information Systems Services

Public Information Branch

Financial Management and Administrative Services

Visitor, Ceremonial and Security Services

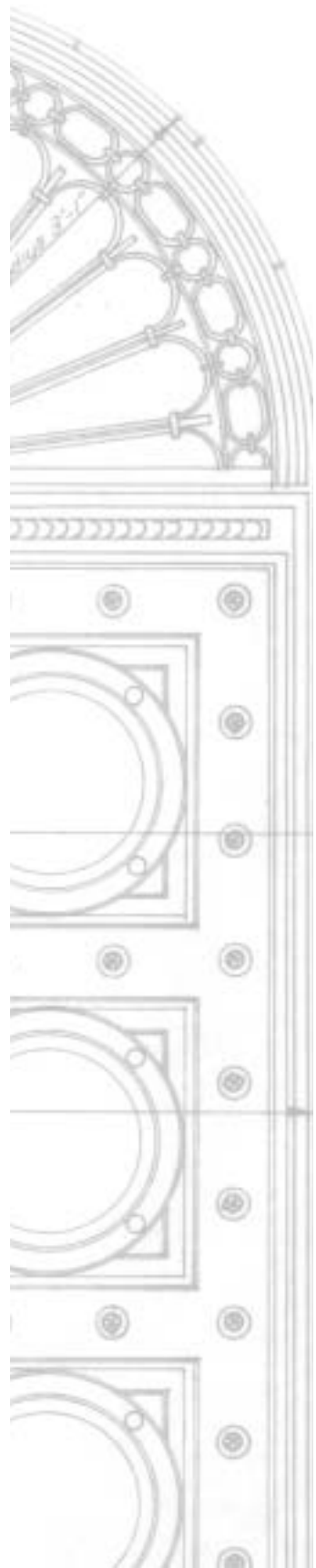
Library Services



Canada Day 2001, the Chamber was open to the public

## House and Committee Services

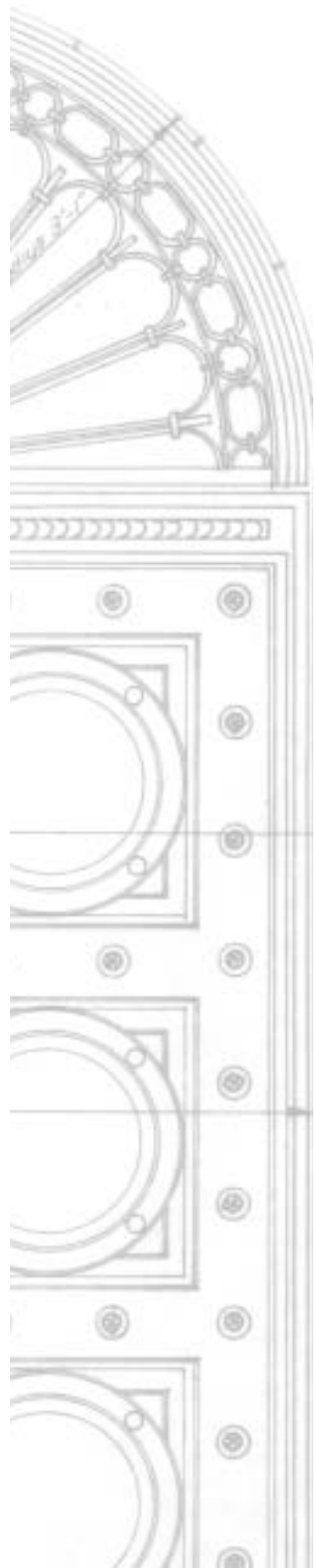
	<b>2001</b> First Session 25th Legislature	<b>2001</b> Fifth Session 24th Legislature	<b>2000</b> Fourth Session 24th Legislature
Day Sitzings (hours)			
Spring	25 (91)	1 (1)	47 (178)
Fall	11 (41)	0	9 (33)
Evening Sitzings (hours)			
Spring	17 (61)	0	34 (106)
Fall	8 (13)	0	7 (20)
Government Bills			
Introduced	31	0	29
Received Royal Assent	31	0	26
Private Bills			
Introduced	4	0	5
Received Royal Assent	4	0	5
Private Members Public Bills			
Introduced	16	0	19
Received Royal Assent	3	0	3
Government Motions			
Debated	22	0	26
Agreed to	21	0	25
Withdrawn	0	0	0
Private Members Motions			
Placed on Order Paper	52	0	67
Accepted	6	0	9
Rejected	2	0	5
Withdrawn	0	0	1



	<b>2001</b> First Session 25th Legislature	<b>2001</b> Fifth Session 24th Legislature	<b>2000</b> Fourth Session 24th Legislature
Written Questions			
Placed on Order Paper	7	0	37
Accepted	2	0	22
Rejected	4	0	3
Withdrawn	0	0	0
Motions for Returns			
Placed on Order Paper	18	0	58
Accepted	2	0	10
Rejected	15	0	40
Withdrawn	0	0	0
Committee of Supply (days)			
Main Estimates	15	0	20
Lottery Fund	1	0	2
Supplementary	2	0	3
Designated Supply Subcommittees (hours)	0	0	13.32
Tablings	613	0	1,322
Petitions (excluding Private Bills)			
Presented	42	0	431
Read and Received	23	0	355
Recognitions	110	0	154
Members Statements	71	0	80
Ministerial Statements	5	0	6
Pages Published	473	18	998
Journals	312	17	604
Votes and Proceedings	411	0	707
Order Paper			

## Meetings of Standing and Special Committees of the Legislature – 2001

Committee Name	Number of Meetings
Standing Committee on the Alberta Heritage Savings Trust Fund	4
Standing Committee on Legislative Offices	2
Special Standing Committee on Members Services	2
Standing Committee on Private Bills	4
Standing Committee on Public Accounts	8
Auditor General and Information and Privacy Commissioner Search Committee	1

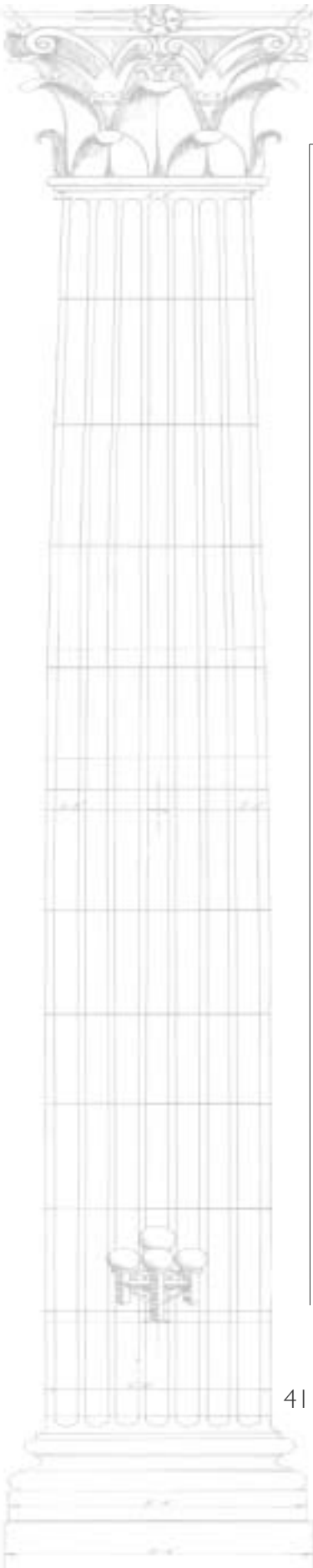


## Information Systems Services

	2001	2000	1999	1998
Equipment In Place				
Constituency work stations	109	106	117	108
Constituency printers	120	124	115	101
LAN work stations	188	173	171	154
LAN laser printers	45	45	56	56
Servers	16	18	20	20
Scanners	22	18	4	3
Notebook computers	143	98	98	78
Equipment Replaced				
Obsolete work stations	190	45	60	63
Obsolete laser printers	20	16	13	30
Obsolete laptop computers	30	0	6	2
Training				
Training days	118	34	86	164
Help Desk Calls				
Help calls logged	1,610	1,500	1,969	1,917

## Public Information Branch

	2001	2000
Public Information and Subscriptions		
Public Information calls	7,960	7,616
Congratulatory scrolls	2,500	2,615
Paid subscriptions		
Daily Hansard	203	283
Hansard bound volumes	48	35
Bills, Votes	310	274
Journals	310	274
Complimentary Issues		
Daily Hansard	329	269
Hansard bound volumes	101	102
Bills, Votes	457	432
Order Paper	384	384
Hansard Index and on-line Inquiries	43	44
Web site inquiries	54	81
Assembly Statistics		
Hansard pages	1,372	2,190
Standing and special committees		
Meetings reported	24	25
Meeting hours	33	34
Transcript pages	250	260
Commonwealth Parliamentary Association Canadian Regional Conference		
Meetings reported	4	0
Meeting hours	12	0
Transcript pages	198	0
Canadian Association of Parliamentary Support Services Conference		
Meetings reported	2	0
Meeting hours	7	0
Transcript pages	112	0
Total Hansard, committee and miscellaneous transcript pages	1,932	2,450



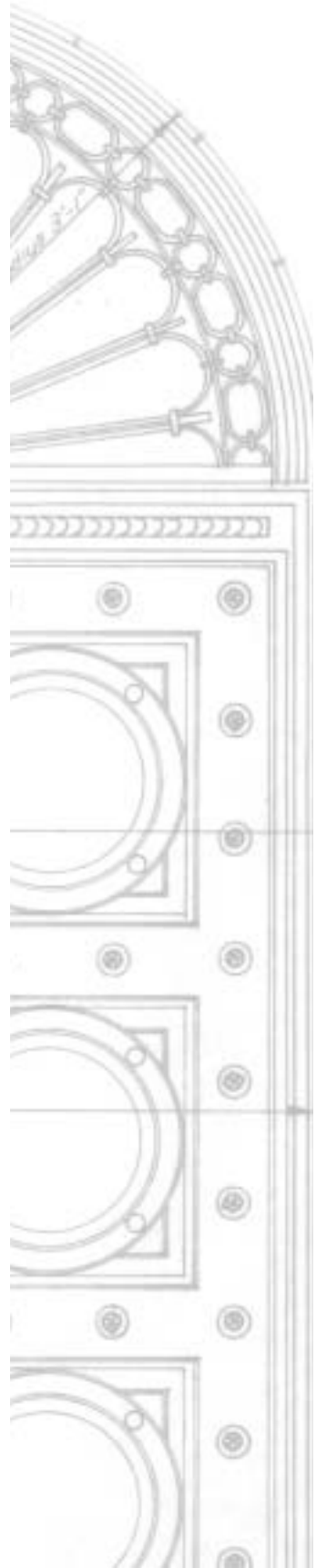
## Financial Management and Administrative Services

	2001	2000	1999
Administrative			
Constituency offices, moved	20	3	5
Constituency offices, new	0	0	0
Constituency offices, closed	0	0	0
Leases processed (new or renewals)	46	14	6
Telecommunications services installed or moved	71	4	5
Telecommunications services requests	406	117	105
Direct purchase orders issued	120	126	133
MLA purchase orders processed	5,400	6,650	4,975
Other requests processed	2,670	2,575	2,350
Special requests processed	320	275	263
Financial*			
Invoices coded and data entered	18,142	19,281	20,019
Payments issued	10,834	n/a	n/a

\* Note: Financial statistics are now based on the fiscal year. 2001 represents April 1, 2000, to March 31, 2001.

## Visitor, Ceremonial and Security Services

	2001	2000	1999
Visitors to Legislature and Interpretive Centre			
Visitors on tour	41,273	44,900	43356
Special events	50,573	39,806	36789
Casual	32,496	36,346	37435
Total visitors	130,772	132,952	119580
Tours and Programs			
Regular tours	2,846	2,945	2817
VIP tours	10	241	13
Educational programs	492	42	366
Public Service Orientation Tours	2	4	2
Gallery seats reserved	5,572	10,415	12,084
Volunteer hours	272.5	457	403
Gift Shop sales	\$ 97,015	\$ 88,646	\$ 85,325
MLA promotional items	\$ 220,466	\$ 231,883	\$ 177,767







## Library Services

	2001	2000	1999
Total number of volumes in the collection	334,407	316,165	304,830
Items borrowed for use outside the library	4,567	4,374	5,493
Items used on-site	3,472	3,314	n/a
Number of session papers added to the collection	613	1,355	1,181
Number of requests requiring less than 15 minutes to complete	4,284	4,639	6,419
Number of requests requiring 15 minutes to one hour to complete	663	803	536
Number of requests requiring more than one hour to complete	102	110	80
MLA/LAO usage of the Library's Internet site	12,457	6,814	n/a
Number of times the on-line catalogue was accessed remotely	8,019	4,025	5,090
Number of inter-library requests from Members and staff	275	520	288

## Annual Report Estimates Chart

	2001 2002	2000 2001
Human Resource Expenses		
Earnings management	\$ 1,123,000	\$ 976,148
Earnings non-management	5,696,000	5,325,347
Employer contributions	1,113,000	1,022,890
Allowances and supplementary benefits	221,000	189,975
Subtotal	8,153,000	7,514,360
Operational Expenses		
Travel	1,586,000	1,530,160
Advertising	122,000	123,001
Insurance	78,000	53,100
Postage and freight	152,000	150,872
Office equipment rental/purchase	950,000	466,654
Telecommunications	611,000	480,986
Equipment repairs and maintenance	59,000	55,125
Other labour and services	901,000	864,575
Data processing equipment and services	778,000	375,500
Hosting	304,000	111,853
Other administration/supplies	801,000	733,708
Rentals	3,000	2,040
Subtotal	6,345,000	4,947,574
Grants	4,000	3,460
Payments to Members of the Legislative Assembly	7,595,000	7,050,011
Members Services Allowances		
Constituency office allowances	3,851,000	3,702,630
Communication allowances	1,136,000	1,104,928
Promotion allowances	304,000	304,252
Subtotal	5,291,000	5,111,810
Revenues		
Fees and permits	0	0
Other revenue	167,000	182,600
Subtotal	(167,000)	(182,600)
Fiscal pressure contingency	350,000	0
Election contingency	0	2,100,000
Transition Allowance	2,100,000	0
Subtotal	2,450,000	2,100,000
Total	\$ 29,671,000	\$ 26,544,615

Note: These were the original estimates approved by the Legislative Assembly: the funds transferred from the Chief Electoral Officer's Office are not included here.

# Legislative Assembly Office

Financial Statements As at March 31, 2001

Auditor's Report

Statement of Financial Position

Statement of Changes in Net Liabilities

Statement of Operations

Statement of Cash Flows

Notes to the Financial Statements

Schedule 1 Expenses Detailed by Object

Schedule 2 Salary and Benefits Disclosure



The Royal Canadian Legion Full Colour Party at the Annual Poppy Presentation in the Legislature Rotunda.

## AUDITOR'S REPORT

To the Speaker of the Legislative Assembly

I have audited the statement of financial position of the Legislative Assembly Office at March 31, 2001 and the statements of changes in net liabilities, operations, and changes in cash flows for the year then ended. These financial statements are the responsibility of the Office's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Office as at March 31, 2001 and the results of its operations and the changes in its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Edmonton, Alberta  
December 21, 2001

Peter Valentine, FCA  
Auditor General

## Statement of Financial Position

As at March 31, 2001

	2001	2000
Assets		
Current assets		
Cash	\$ 4,719	\$ 6,169
Prepaid lease payment	80,000	
Accounts receivable and advances	204,454	306,004
Inventory held for sale	229,429	231,512
	518,602	543,685
Capital assets: (Note 4)	764,022	589,913
	\$ 1,282,624	\$1,133,598
Liabilities & net liabilities		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 716,965	\$ 728,289
Members transition allowance liability (Notes 5 & 6)	4,713,315	5,353,277
Vacation pay liability	632,013	632,682
	5,345,328	5,985,959
Net liabilities	(4,779,669)	(5,580,650)
	\$ 1,282,624	\$1,133,598

The accompanying notes and schedules are part of these financial statements.



## Statement of Changes in Net Liabilities

For the year ended March 31, 2001

	2001	2000
Net liabilities at beginning of year	\$ (5,580,650)	\$ (5,612,765)
Net operating results	(23,266,185)	(22,735,203)
Net transfer from general revenues	24,067,166	22,767,318
Net liabilities at end of year	\$ (4,779,669)	\$ (5,580,650)

The accompanying notes and schedules are part of these financial statements.

## Statement of Operations For the year ended March 31, 2001

	2001 Budget	2001 Actual	2000 Actual
Revenues:			
Gift Shop sales, services and fees	\$ 182,600	\$ 159,975	\$ 165,484
Other		55,227	
Contribution from Alberta Infrastructure (for accommodation costs provided at no charge)		599,060	505,328
	182,600	814,262	670,812
Expenses:			
Voted:			
Financial Management and administrative services	436,418	418,679	393,412
Government Members services	1,963,206	1,597,080	1,495,957
House services	1,466,348	1,414,612	1,257,462
Human Resource Services	528,247	499,183	475,027
Independent Members services	46,743	45,265	15,747
Information systems	1,148,814	1,552,746	1,214,984
Legislative committees	178,119	94,807	108,379
Legislature Library	1,149,933	1,177,280	1,000,905
MLA administration	16,299,764	14,415,097	12,942,114
New Democrat Opposition services	205,708	244,440	244,114
Office of the Speaker	314,403	320,322	291,651
Official Opposition services	1,116,432	1,081,273	1,098,153
Public Information Branch	1,826,337	1,436,893	1,478,071
Vacant electoral division	46,743		
	26,727,215	24,297,677	22,015,976
Valuation adjustments:			
Accommodation costs		599,060	505,328
Capitalization of assets expensed as supplies		(653,317)	(462,502)
Amortization of capital assets (Note 3(b))		479,208	436,469
(Reduction in) provision for Members transition allowance liability		(639,962)	870,525
(Reduction in) provision for vacation pay liability		(669)	43,045
Asset expensed as lease payment		(80,000)	
Provision for employee benefit liability		39,418	
Provision for doubtful accounts receivable		41,115	
Net consumption of inventory		(2,083)	(2,826)
		(217,230)	1,390,039
		24,080,447	23,406,015
Net operating results		\$ (23,266,185)	\$ (22,735,203)

The accompanying notes and schedules are part of these financial statements.

## Statement of Cash Flows

For the year ended March 31, 2001

	2001	2000
Operating transactions:		
Net operating results	\$ (23,266,185)	\$ (22,735,203)
Add non-cash charges		
Provision for doubtful accounts receivable	41,115	
Amortization of capital assets	479,208	436,469
(Decrease) increase in vacation pay liability	(669)	43,045
Increase in prepaid lease payment	(80,000)	
Decrease in accounts receivable and advances	60,435	19,016
Decrease (increase) in inventory	2,083	(2,826)
Decrease in accounts payable and accrued liabilities	(11,324)	(295,096)
Decrease (increase) in transition allowance	(639,962)	870,525
Decrease in long-term disability insurance liability		(14,197)
Decrease in pension liability		(622,580)
Cash used by operating transactions	(23,415,299)	(22,300,847)
Investing transactions:		
Acquisition of capital assets	(653,317)	(462,502)
Financing transactions:		
Net transfer from general revenues	24,067,166	22,767,318
Net cash provided (used)	(1,450)	3,969
Cash, beginning of year	6,169	2,200
Cash, end of year	\$ 4,719	\$ 6,169

The accompanying notes and schedules are part of these financial statements.



# Notes to the Financial Statements

For the year ended March 31, 2001

## Note 1 Authority

The Legislative Assembly Office (the "Office") is operated under the authority of the Legislative Assembly Act. Annual operating budgets are approved by the Special Standing Committee on Members' Services.

## Note 2 Purpose

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly Office will:

1. Support Members in carrying out their roles as elected representatives of the people of Alberta.
2. Support the Speaker of the Legislative Assembly in carrying out the duties of the office.
3. Record the proceedings and maintain and preserve the records of the Legislative Assembly.
4. Inform and educate the public on behalf of Members and the institution of Parliament.
5. Support the Assembly in protecting its institutions and privileges.
6. Support the exchange of ideas and information among Legislatures throughout the world.
7. Provide services to external clients as required.

## Note 3 Summary of Significant Accounting Policies and Reporting Practices

These financial statements are prepared in accordance with the following accounting policies:

### a) Reporting Entity

The reporting entity is the Legislative Assembly Office for which the Clerk of the Legislative Assembly is responsible.

The Office operates within the General Revenue Fund (the "Fund"). The Fund is administered by the Provincial Treasurer. All receipts of the Office are deposited into the Fund and all disbursements made by the Office are paid from the Fund. The net transfer from the General Revenues is the difference between all cash receipts and all cash disbursements made.

### b) Basis of Financial Reporting

#### **Revenues**

All revenues are reported on the accrual basis of accounting.

#### **Expenses**

Expenses represent the costs of resources consumed during the year on the Office's operations.

Pension expense included as part of the employer's share of employee benefits, or as a valuation adjustment

to record the change in pension liability, comprises:

- (i) the cost of pension benefits earned by employees during the year,
- (ii) interest on the Office's share of the unfunded pension liability,
- (iii) amortization of deferred adjustments over the expected average remaining service life of employees,
- (iv) adjustments to the pension obligation in the event that there is reasonable assurance that a gain or loss has been realized, and
- (v) the effect of the change in the ratio used to allocate the plan's total unfunded liability to participating entities.

#### ***Valuation Adjustments***

Valuation adjustments include changes in the valuation allowances used to reflect assets at their net recoverable or other appropriate value. Valuation adjustments also represent the change in management's estimate of future payments arising from obligations relating to vacation pay and transition allowance. Furthermore, accommodation costs, provided by Alberta Infrastructure at no cost, are included in valuation adjustments so as to show the entire cost of the operation of the Office.

#### ***Assets***

Financial assets of the Office are limited to financial claims such as advances to and accounts receivable from other organizations, employers and other individuals.

Inventory held for sale is reported at the lower of cost and net realizable value.

Capital assets of the Office are recorded at historical cost and amortized on a straight-line basis, over the estimated useful lives of the assets, invoiced at \$2,500 or greater, as follows:

Computer hardware and software	3 years
Office equipment	5 years
Furniture	10 years

The Office follows government budgetary practices that allow funds from an operating budget to be used to purchase capital assets. These purchases are included in expenses on the statement of operations, but are then removed from expenses through a valuation adjustment and are capitalized and amortized over their useful lives.

The fair value of accounts receivable and advances are estimated to approximate their book values.

***Liabilities***

Liabilities include all financial claims payable by the Office at fiscal year-end.

The Members' Transition Allowance is estimated based on Members' years of service and their most recent indemnity and expense allowance amounts. The annual charge is the amount that is estimated to have been earned by Members during the year.


The fair values of accounts payable and accrued liabilities and vacation pay liability are estimated to approximate their book values.

***Net Liabilities***

Net liabilities represent the difference between the value of assets held by the Office and its liabilities.

**Note 4 Capital Assets**

	<b>2001</b>			<b>2000</b>
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office equipment	\$ 63,562	\$ 16,465	\$ 47,097	\$ 7,231
Furniture	361,946	70,001	291,945	190,432
Computer hardware and software	2,128,578	1,703,598	424,980	392,250
	\$ 2,554,086	\$ 1,790,064	\$ 764,022	\$ 589,913



#### **Note 5 Members' Transitional Allowance**

The Office implemented a Members' Transition Allowance on October 1, 1998. The provisions of the allowance were established in accordance with Members' Allowances Order (RMSC 1992, c. M-1, as amended, Section 9.)

A transition allowance is paid to every Member at the time of dissolution of the Legislature, unless they are re-elected in the next election. Members who resign their seats are also eligible for the allowance.

The allowance is calculated by multiplying the highest rate of a Member's monthly indemnity and expense allowances by one month for every year of service prior to March 20, 1989, and two months for every year of service from March 20, 1989, up to a maximum of 12 years. The most recent years of service are counted first, and there is no credit for years of service where the Member has previously received a payment under Section 9 or the predecessor Section. Eligible recipients may elect to be paid the allowance over a period of up to four years. (Note 6)

#### **Note 6 Subsequent Event**

On August 7, 2001, the Special Select Standing Committee of the Assembly on Members' Services passed the Members' Allowance Amendment Order (No. 8). Consequently, section 9 of the Members' Allowance Order was repealed and amended.

Under the amended section 9, the amount paid for service commencing on or after March 20, 1989, is determined by multiplying three months' salary, based on the average

monthly salary for the three calendar years in which the person received their highest salary, by the number of years the person served as a Member on or after March 20, 1989. For service periods prior to March 20, 1989, the allowance is still calculated by multiplying the highest rate of a Member's monthly indemnity and expense allowances, for one month for every year of service prior to March 20, 1989 with no year restrictions. There is no credit for years of service where the Member has previously received a payment under Section 9 or the predecessor section. Eligible recipients may elect to be paid the allowance over a period of up to four years.

In the event of death of an active Member, a transition allowance equivalent to the amount owed at passing is paid to the Member's estate.

The change in the calculation of the Members' transition allowance will be reported in the March 31, 2002 financial statements. The liability is estimated to be \$12 million for the year ended March 31, 2002, with the estimate based on the following assumptions:

1. The "average monthly salary for the three calendar years in which the person received their highest salary" is represented by remuneration received by Members in July, 2001.
2. Length of service is calculated assuming service ends on March 31, 2002.

#### **Note 7 Pension Liability**

The Office participates in the following multiemployer pension plans: Management Employees Pension Plan and Public Service Pension Plan. The Office also participates in

the multiemployer Supplementary Retirement Plan for Public Service Managers established by the government effective July 1, 1999. The expense for these pension plans is equivalent to the annual contributions of \$314,872 for the year ending March 31, 2001 (2000 - \$264,080).

At December 31, 2000, the Management Employees Pension Plan reported a surplus of \$104,658,000 (1999 - \$46,019,000) and the Public Service Pension Plan reported a surplus of \$635,084,000 (1999 - \$517,020,000). At December 31, 2000, the Supplementary Retirement Plan for Public Service Managers had a surplus of \$180,000 (2000-\$33,000).

#### **Note 8 Budget**

Expenses:	
2000-2001 budget <sup>(a)</sup>	\$ 26,727,215
2000-2001 actual expenses (excluding valuation adjustments)	(24,297,677)
2000-2001 unexpended (excluding valuation adjustments)	\$ 2,429,538

<sup>a)</sup> Legislative Assembly Estimates released on February 24, 2000.

#### **Note 9 Approval of Financial Statements**

These financial statements were approved by the Clerk of the Legislative Assembly.

Schedule I

## Expenses Detailed by Object

For the year ended March 31, 2001

	2001		2000
	Budget	Actual	Actual
Expenses:			
Salaries, wages and employer contributions			
Legislative Assembly Office Staff (Schedule 2)		\$ 4,719,376	\$4,122,962
Constituency Office, caucus, and other staff		4,871,597	4,937,213
	7,506,653	9,590,973	9,060,175
Supplies and services	10,505,884	6,894,083	6,540,670
Grants	3,460	1,800	5,100
Payments to MLAs and Executive Council	8,711,218	7,810,821	6,410,031
Total Expenses	\$ 26,727,215	\$ 24,297,677	\$ 22,015,976

Schedule 2

## Salary and Benefits Disclosure

For the year ended March 31, 2001

	2001			2000
	Salary <sup>(1)</sup>	Benefits & Allowances <sup>(2)</sup>	Total	Total
Senior Official Clerk of the Legislative Assembly <sup>(3)</sup>	\$ 132,611 <sup>(4)</sup>	\$ 33,682	\$ 166,293	\$ 148,289
Senior Management Team				
Senior Financial Officer	111,487 <sup>(4)</sup>	15,527	127,014	94,649
Senior Parliamentary Counsel	107,614 <sup>(4)</sup>	17,882	125,496	91,431
Senior Parliamentary Counsel	101,139	15,705	116,844	84,345
Director, Public Information Branch	55,508	15,140	70,648	78,720
Director, Human Resource Services	84,300 <sup>(4)</sup>	13,603	97,903	80,055
Legislature Librarian	75,422	12,284	87,706	76,057
Assistant Legislature Librarian	76,854 <sup>(4)</sup>	12,922	89,776	73,236
Clerk Assistant	80,600 <sup>(4)</sup>	13,199	93,799	76,717
Sergeant-At-Arms	76,213	12,892	89,105	69,575
Manager, Financial Management and Administrative Services	65,635	10,836	76,471	58,880
Other Managers	130,070 <sup>(4)</sup>	19,672	149,742	115,730
Manager Sub-total	964,842	159,662	1,124,504	899,395
Other salaried staff	2,338,006	355,028	2,693,034	2,390,825
Non-salaried staff <sup>(5)</sup>	689,603	45,942	735,545	684,453

<sup>(1)</sup> Salary includes regular base pay, bonuses, overtime, lump sum payments and any other direct cash remuneration.

<sup>(2)</sup> Benefits and allowances include the Legislative Assembly Office's share of all employee benefits and contributions made on behalf of employees including pension, health care, dental coverage, group life insurance, short and long-term disability plans.

<sup>(3)</sup> Automobile is provided, no dollar amount included in benefits and allowances figures.

<sup>(4)</sup> Includes vacation payout.

<sup>(5)</sup> Non-salaried staff includes all wage staff and others remunerated on an hourly basis with exception of salaries and benefits paid under the STEP program.



# Legislative Assembly Office

Financial Statements As at March 31, 2002

Auditor's Report

Statement of Financial Position

Statement of Changes in Net Liabilities

Statement of Operations

Statement of Cash Flows

Notes to the Financial Statements

Schedule 1 Expenses Detailed by Object

Schedule 2 Salary and Benefits Disclosure



Students participating in the School-at-the Legislature program learn about parliament and its key players in the Chamber.



## AUDITOR'S REPORT

To the Speaker of the Legislative Assembly

I have audited the statement of financial position of the Legislative Assembly Office at March 31, 2002 and the statements of operations, cash flows, and changes in net liabilities for the year then ended. These financial statements are the responsibility of the Office's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Legislative Assembly Office as at March 31, 2002 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Edmonton, Alberta  
August 2, 2002

Fred Dunn, CA  
Auditor General

## Statement of Financial Position

As at March 31, 2002

	2002	2001
Assets		
Current assets:		
Cash	\$ 6,469	\$ 4,719
Prepaid lease payment	21,038	80,000
Accounts receivable and advances	363,835	204,454
Inventory held for resale	239,665	229,429
	631,007	518,602
Capital assets (Note 4)	1,126,152	764,022
	\$ 1,757,159	\$ 1,282,624
Liabilities & net liabilities		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 1,052,807	\$716,965
Members transition allowance liability (Note 6)	11,714,289	4,713,315
Vacation pay	705,992	632,013
	12,420,281	5,345,328
Net liabilities	(11,715,929)	(4,779,669)
	\$ 1,757,159	\$ 1,282,624

The accompanying notes and schedules are part of these financial statements.



## Statement of Changes in Net Liabilities

For the year ended March 31, 2002

	2002	2001
Net liabilities at beginning of year	\$ (4,779,669)	\$ (5,580,650)
Net operating results	(33,609,136)	(23,266,185)
Net transfer from general revenues	26,672,876	24,067,166
Net liabilities at end of year	\$ (11,715,929)	\$ (4,779,669)

The accompanying notes and schedules are part of these financial statements.

## Statement of Operations For the year ended March 31, 2002

	2002 Budget	2002 Actual	2001 Actual
Revenues:	(Note 8)		
Gift Shop sales, services, and fees	\$ 167,000	\$287,607	\$ 159,975
Other	-	12,071	55,227
Contribution from Alberta Infrastructure for accommodation costs provided at no charge (Note 5)	-	1,286,882	599,060
	167,000	1,586,560	814,262
Expenses:			
Voted:			
Financial management and administrative services	482,000	464,419	418,679
Government Members' services	2,401,000	1,990,392	1,597,080
House services	1,773,000	2,674,041	1,414,612
Human resource services	559,000	511,274	499,183
Independent Members' services	-	-	45,265
Information systems	2,039,000	2,274,788	1,552,746
Legislative committees	211,000	150,365	94,807
Legislature Library	1,268,000	1,202,914	1,177,280
MLA administration	20,544,000	19,397,905	14,415,097
New Democrat Opposition services	263,000	289,757	244,440
Office of the Speaker	334,000	331,278	320,322
Official Opposition services	727,000	765,287	1,081,273
Public Information Branch	2,034,000	838,444	1,436,893
	\$ 32,635,000	30,890,864	24,297,677
Valuation adjustments:			
Accommodation costs (Note 5)		1,286,882	599,060
Capitalization of assets expensed as supplies		(1,429,608)	(653,317)
Amortization of capital assets (Note 4)		1,067,478	479,208
Provision for (reduction in) members transition allowance (Note 6)		3,277,375	(639,962)
Provision for (reduction in) vacation pay (Note 9)		53,979	(669)
Lease payment expensed (capitalized)		58,962	(80,000)
Provision for employee benefit liability		-	39,418
Provision for doubtful accounts receivable		-	41,115
Increase in inventory held		(10,236)	(2,083)
		4,304,832	(217,230)
		35,195,696	24,080,447
Net operating results		\$(33,609,136)	\$ (23,266,185)

The accompanying notes and schedules are part of these financial statements.

## Statement of Cash Flows

For the year ended March 31, 2002

	2002	2001
Operating Transactions:		
Net operating results	\$ (33,609,136)	\$ (23,266,185)
Add non-cash charges:		
Provision for doubtful accounts receivable	-	41,115
Amortization of capital assets	1,067,478	479,208
Increase (decrease) in vacation pay	73,979	(669)
Decrease (Increase) in prepaid lease payment	58,962	(80,000)
Increase (decrease) in accounts receivable and advances	(159,381)	60,435
(Increase) Decrease in inventory	(10,236)	2,083
Increase (decrease) in accounts payable and accrued liabilities	335,842	(11,324)
Increase (decrease) in transition allowance	7,000,974	639,962
Cash used by operating transactions	(25,241,518)	(23,415,299)
Investing transactions:		
Acquisition of capital assets	(1,429,608)	(653,317)
Financing transactions:		
Net transfer from general revenues	26,672,876	24,067,166
Net cash provided (used)	1,750	(1,450)
Cash, beginning of year	4,719	6,169
Cash, end of year	\$ 6,469	\$ 4,719

The accompanying notes and schedules are part of these financial statements.

# Notes to the Financial Statements

For the year ended March 31, 2002

## Note 1 Authority

The Legislative Assembly Office (the "Office") is operated under the authority of the Legislative Assembly Act. Annual operating budgets are approved by the Special Standing Committee on Members' Services.

## Note 2 Purpose

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly Office will:

1. Support Members in carrying out their roles as elected representatives of the people of Alberta.
2. Support the Speaker of the Legislative Assembly in carrying out the duties of the Office.
3. Record the proceedings and maintain and preserve the records of the Legislative Assembly.
4. Inform and educate the public on behalf of Members and the institution of Parliament.
5. Support the Assembly in protecting its institutions and privileges.
6. Support the exchange of ideas and information among Legislatures throughout the world.
7. Provide services to external clients as required.

## Note 3 Summary of Significant Accounting Policies and Reporting Practices

These financial statements are prepared in accordance with the following accounting policies:

### a) Reporting Entity

The reporting entity is the Legislative Assembly Office for which the Clerk of the Legislative Assembly is responsible.

The Office operates within the General Revenue Fund (the "Fund"). The Fund is administered by the Minister of Finance. All receipts of the Office are deposited into the Fund and all disbursements made by the Office are paid from the Fund. The net transfer from the General Revenues is the difference between all cash receipts and all cash disbursements made.

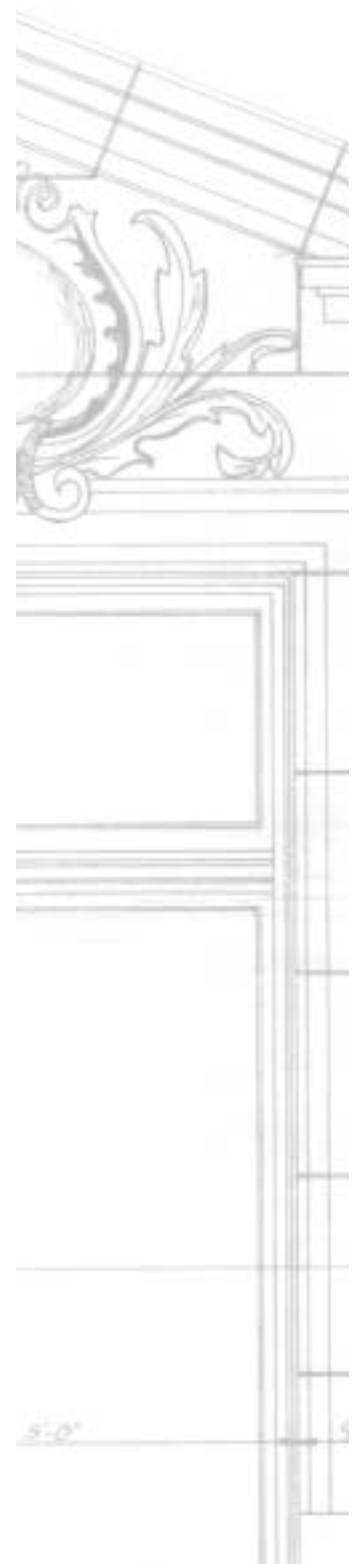
### b) Basis of Financial Reporting

#### **Revenues**

All revenues are reported on the accrual basis of accounting.

#### **Expenses**

Expenses represent the costs of resources consumed during the year on the Office's operations.



### ***Valuation Adjustments***

Valuation adjustments include changes in the valuation allowances used to reflect assets at their net recoverable or other appropriate value. Valuation adjustments also represent the change in management's estimate of future payments arising from obligations relating to vacation pay and transition allowance. Furthermore, accommodation costs, provided by Alberta Infrastructure at no cost, are included in valuation adjustments so as to show the entire cost of the operation of the Office.

### ***Assets***

Financial assets of the Office are limited to financial claims such as cash, advances to and accounts receivable from other organizations, employers and other individuals.

Inventory held for sale is reported at the lower of cost and net realizable value.

Capital assets of the Office are recorded at historical cost and amortized on a straight-line basis, over the estimated useful lives of the assets, invoiced at \$2,500 or greater, as follows:

Computer hardware and software	2 years
Office equipment	5 years
Furniture	10 years

The Office follows government budgetary practices that allow funds

from an operating budget to be used to purchase capital assets. These purchases are included in expenses on the statement of operations, but are then removed from expenses through a valuation adjustment and are capitalized and amortized over their useful lives.

The fair value of cash accounts receivable, and advances are estimated to approximate their book values.

### ***Liabilities***

Liabilities include all financial claims payable by the Office at fiscal year end.

The Members' Transition Allowance is estimated based on Members' years of service and their most recent remuneration amounts. The annual charge is the amount that is estimated to have been earned by Members during the year.

The fair values of accounts payable and accrued liabilities and vacation pay liability are estimated to approximate their book values.

### ***Net Liabilities***

Net liabilities represent the difference between the value of assets held by the Office and its liabilities.

**Note 4 Capital Assets**

	<b>2002</b>			<b>2001</b>
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office equipment	\$ 80,439	\$32,552	\$47,887	\$ 47,097
Furniture	652,321	135,234	517,087	291,945
Computer hardware and software	3,250,935	2,689,757	561,178	424,980
	\$3,983,695	\$2,857,543	\$1,126,152	\$ 764,022

At the recommendation of the Legislative Assembly Technology Management Committee, the Members' Services Committee approved a change in the upgrade policy for computer hardware and software from three years to two years effective 2001-2002.

This change in policy has resulted in a significant increase in amortization taken in the current year.





#### **Note 5 contribution from Alberta Infrastructure**

Included in the \$1,286,882 contribution from Alberta Infrastructure is \$851,227 for the construction of the new committee rooms in the Legislature Annex.

#### **Note 6 Members' Transition Allowance**

The Office implemented a Members' Transition Allowance on October 1, 1998.

The provisions of the allowance were established in accordance with Members' Allowances Order (RMSC 1992, c. M-1, as amended, Section 9.)

A transition allowance is paid to every Member at the time of dissolution of the Legislature unless they are re-elected in the next election. Members who resign their seats are also eligible for the allowance.

On August 7, 2001, the Special Select Standing Committee of the Assembly on Members' Services passed the Members' Allowance Amendment Order (No. 8). Consequently, section 9 of the Members' Allowance Order was repealed and amended.

Under the amended section 9, the amount paid for service commencing on or after March 20, 1989, is determined by multiplying three months' salary, based on the average monthly salary for the three calendar years in which the person received their highest salary, by the number of years the person served as a Member on or after March 20, 1989. "Salary" includes the MLA indemnity and expense allowance and remuneration for a Member of Executive Council, the Speaker, the Deputy Speaker, the Deputy Chairman of

Committees, the Leader of the Official Opposition, the leader of a recognized opposition party, or a Member holding a position described in section 3(2) of the Members' Allowances Order (RMSC 1992, c. M-1, as amended) For service periods prior to March 20, 1989, the allowance is still calculated by multiplying the highest rate of a Member's monthly indemnity and expense allowances, for one month for every year of service prior to March 20, 1989 with no year restrictions. There is no credit for years of service where the Member has previously received a payment under Section 9 or the predecessor section. Eligible recipients may elect to be paid the allowance over a period of up to four years.

In the event of death of an active Member, a transition allowance equivalent to the amount owed at passing is paid to the Member's estate.

A portion of the increase in the liability is now being treated as a voted expense as directed by Alberta Finance. This voted expense component is equal to the amount approved by the Members' Services Committee. The difference in the increase in the liability and the amount treated as a voted expense will continue to be a valuation adjustment. As a result, \$4,200,000 has been treated as a voted expense for this fiscal period.

#### **Note 7 Defined Benefit Plans**

The Office participates in the following multi-employer pension plans: Management Employees Pension Plan and Public Service Pension Plan. The Office also participates in the multi-employer Supplementary Retirement Plan for Public Service Managers established by the government effective July 1, 1999.

The expense for these pension plans is equivalent to the annual contributions of \$367,337 for the year ending March 31, 2002 (2001 - \$314,872).

At December 31, 2001, the Management Employees Pension Plan reported a surplus of \$5,338,000 (2000 - \$170,858,000) and the Public Service Pension Plan reported a surplus of \$320,487,000 (2000 - \$635,084,000).

At December 31, 2001, the Supplementary Retirement Plan for Public Service Managers had a deficiency of \$399,000 (2000-surplus \$180,000).

The Office also participates in a multi-employer Long Term Disability Continuance Plan. At March 31, 2002, the Management, Opted Out and Excluded Plan reported an actuarial deficiency of \$2,656,000 (2001-\$4,583,000). The expense for this plan is limited to employer's annual contributions for the year.

#### Note 8 Budget

Expenses:	
2001-2002 budget <sup>(a)</sup>	\$ 29,838,000
2001-2002 supplementary estimate <sup>(b)</sup>	2,797,000
2001-2002 total budget	32,635,000
2001-2002 actual expenses (excluding valuation adjustments)	(30,890,864)
2001-2002 unexpended (excluding valuation adjustments)	\$1,744,136

<sup>(a)</sup> Office of the Legislative Assembly Estimates released on April 24, 2001.

<sup>(b)</sup> Supplementary Estimates - General Revenue Fund released in Fall Session, 2001.

#### Note 9 Approval of Financial Statements

These financial statements were approved by the Clerk of the Legislative Assembly.

Schedule I

## Expenses Detailed by Object

For the year ended March 31, 2002

	2002		2001
	Budget	Actual	Actual
Expenses:			
Salaries, wages and employer contributions	\$ 8,410,863	\$ 10,530,020	\$ 9,590,973
Supplies and services	12,277,437	8,649,386	6,894,083
Grants	3,000	-	1,800
Payments to MLAs and Executive Council	11,943,700	11,711,458	7,810,821
Total Expenses	\$ 32,635,000	\$ 30,890,864	\$ 24,297,677

Schedule 2

## Salary and Benefits Disclosure

For the year ended March 31, 2002

	2002			2001
	Salary <sup>(1)</sup>	Benefits & Allowances <sup>(2)</sup>	Total	Total
Senior Official Clerk of the Legislative Assembly <sup>(3)</sup>	\$ 155,360 <sup>(4)</sup>	\$ 36,482	\$ 191,842	\$ 166,293
Senior Management Team				
Senior Financial Officer	95,302 <sup>(4)</sup>	16,745	112,047	127,014
Senior Parliamentary Counsel	99,467 <sup>(4)</sup>	19,734	119,201	125,496
Senior Parliamentary Counsel	93,009	17,280	110,289	116,844
Director, Human Resource Services	76,598 <sup>(4)</sup>	13,343	89,941	97,903
Legislature Librarian	66,264 <sup>(4)</sup>	12,571	78,835	87,706
Clerk Assistant	73,226 <sup>(4)</sup>	12,953	86,179	93,799
Director of Visitor, Ceremonial, & Security Services and Sergeant-At-Arms	72,252 <sup>(4)</sup>	12,840	85,092	89,105
Manager Sub-total	576,118	105,466	681,584	737,867
	\$ 731,478	\$ 141,948	\$ 873,426	\$ 904,160

<sup>(1)</sup> Salary includes regular base pay, bonuses, vacation payouts, overtime and lump sum payments.

<sup>(2)</sup> Benefits and allowances include the Legislative Assembly Office's share of all employee benefits and contributions made on behalf of employees including pension, health care, dental coverage, group life insurance, short and long-term disability plans and WCB premiums.

<sup>(3)</sup> Automobile is provided; no dollar amount included in benefits and allowances figures.

<sup>(4)</sup> Salary includes the following vacation payouts: Clerk of the Legislative Assembly \$4,787 (2001 Nil); Senior Financial Officer \$3,418 (2001 \$3,255); Senior Parliamentary Counsel \$735 (2002 Nil); Director Human Resource Services \$2,747 (2001 \$2,616); Legislature Librarian \$1,305 (2001 Nil); Clerk Assistant \$2,626 (2001 \$2,501); Director of Visitor, Ceremonial & Security Services and Sergeant-At-Arms \$2,591 (2001 Nil).

# Special Events 2001

## Family Day

On February 18, the Legislature pedway was full of family activities and entertainment. Highlights of the event were a children's carnival, a traveling zoo, hot chocolate and Legislature tours. Over 5,100 visitors attended the event.

## Eid-ul-Adha

On March 15, a celebration to recognize the Muslim festival of Eid-ul-Adha was held in the Legislature Rotunda. This festival celebrates the end of the annual pilgrimage (Hajj) to Mecca. The Ismaili Council for Edmonton made a presentation on behalf of Muslims in Edmonton to the Alberta School for the Deaf.

## The 75th Anniversary of l'Association canadienne-française de l'Alberta

On March 29, Speaker Kowalski hosted a ceremony to commemorate the 75th anniversary of l'Association canadienne-française de l'Alberta which included remarks from Speaker Kowalski, Premier Klein, Dr. Nicol, Dr. Pannu, Mr. Denis Ducharme and a representative from the Canadian Francophone Association of Alberta.

## Mr. Speaker's Alberta Youth Parliament

The third annual Mr. Speaker's Alberta Youth Parliament was held on April 5 and 6. Eighty-three Grade 10 students represented their constituencies during the program sponsored by the Alberta-Northwest Territories Command of the Royal Canadian Legion. The program involved eight teachers from across the province.

## Edmonton Regional Heritage Fair

On May 11 and 12, the 6th annual Edmonton Regional Heritage Fair was hosted in the Legislature pedway. The fair displayed 229 Canadian Heritage projects by 365 students from 17 schools.

## Legislative Assembly Page Speech Competition

The 7th annual provincial page speech competition, sponsored by TransAlta, was held on June 5, 2001. Deputy Speaker Don Tannas judged the competition along with representatives from TransAlta and the coordinator of the Alberta Debate and Speech Association. Last year's winners were Baldip Sihota, first place; Laura Gill, second place; and Tim Jolly, third place.

## Canada Day

On Canada Day the floor of the Legislature Chamber was open to the public. The event attracted a record of over 12,500 visitors to the building and grounds. The event also featured a 21 gun salute, a military display, the ERIC Criterion bike race, a children's carnival and entertainment.

## Book of Condolence

September 12-14, the public was invited to the Legislature Rotunda to express condolences to the friends, families and colleagues of the victims of the September 11 Terrorist Attack. These books were forwarded to the Consul General of the United States.



The Honourable Ken Kowalski, Speaker, with the University of Alberta Mixed Chorus, at the Christmas Light up.



### **Poppy Presentation**

The Royal Canadian Legion launched its national poppy campaign at the Alberta Legislature on October 25. The Alberta-Northwest Territories Command presented poppies to Her Honour the Honourable Lois Hole, Lieutenant Governor; Speaker Kowalski; Mrs. Mary O'Neill, MLA for St. Albert, representing the Government of Alberta; Dr. Ken Nicol, MLA, Leader of Her Majesty's Loyal Opposition; Dr. Raj Pannu, MLA, Leader of the New Democrat Opposition, and other attending MLAs.

### **Remembrance Service**

On November 8 Speaker Kowalski, along with the Honourable Dave Hancock, Minister of Justice and Attorney General and Dr. Ken Nicol, MLA, Leader of Her Majesty's Loyal Opposition, laid wreaths in the Legislature Rotunda in memory of Albertans who gave their lives to World War I and II, the Korean War and many peacekeeping missions. The Royal Canadian Legion, the Canadian Corps of Commissionaires, the Alberta Union of Public Employees and the Youth of Alberta also laid wreaths. Alex Young read his Remembrance Day poem. Young was the Royal Canadian Legion's 2001 junior poetry winner.

### **Christmas at the Legislature**

On December 3, Premier Klein and Speaker Kowalski launched the holiday festivities by switching on the Christmas lights at the Legislature Grounds. Celebrate the Season events continued throughout December and attracted over 11,400 visitors to listen to choir and carillon in the rotunda. The pedway was filled with trees and gingerbread houses, decorated by schools.

### **Employee Recognition Dinner**

Speaker Kowalski hosted the annual Legislative Assembly Office and Constituency Office staff recognition dinner on December 6 to celebrate the past year's accomplishments. Awards were presented to staff with 5, 10, 15, 25 and 30 years of service.

# Former Members of the Legislative Assembly

## **William Kenneth Ure**

December 22, 1913-February 4, 2001

Mr. Ure was first elected to the Alberta Legislature in the general election of June 18, 1959, and represented the constituency of Red Deer for the Social Credit governing party until August 30, 1971.

During his years in the Legislature, Mr. Ure served on the Special Committee of Commercial Fisheries and Electoral Boundaries. He also served on the Select Standing Committees of Agriculture, Colonization, Immigration and Education; Municipal Law ; Law Amendments; Private Bills; Public Accounts; Public Affairs; and Railways, Telephones and Irrigation.

## **Galen Norris**

November 7, 1915-August 10, 2001

Mr. Norris was first elected to the Alberta Legislature in the general election of November 15, 1956, and represented the constituency of Stettler for the Social Credit governing party until August 20, 1971.

During his years in the Legislature, Mr. Norris served on the Standing Committee for Public Affairs. He also served on the Select Standing Committees of Municipal Law; Privileges and Elections, Standing Orders and Printing; Public Accounts; Agriculture, Colonization, Immigration and Education.

## **Donald Fleming**

March 23, 1913-September 12, 2001

Mr. Donald Fleming was first elected to the Alberta Legislature in the general election of June 18, 1959, and served until May 23, 1967. During his years of service he represented the constituency of Calgary West for the Social Credit governing Party.

During his years in the Legislature Mr. Fleming served on the Select Standing Committees on Agriculture, Colonization, Immigration and Education; Railways, Telephones and Irrigation; Public Affairs; Private Bills; and Public Accounts.

## **Bettie Hewes**

March 12, 1924-November 6, 2001

Mrs. Bettie Hewes was first elected to represent the constituency of Edmonton-Gold Bar in the general election on May 8, 1986 for the Liberal party until March 11, 1997. Mrs. Hewes also served as Interim Liberal Leader, Deputy House Leader and Party Whip.

During her years in the Legislature Mrs. Hewes served on the Select Standing Committees of Law and Regulations; Private Bills; Privileges and Elections, Standing Orders and Printing; and Public Affairs. She also served on the Select Special Committee on Parliamentary Reform.



The 24th Legislative Assembly.

# Commonwealth Parliamentary Association

## Overview

The Commonwealth Parliamentary Association (CPA) consists of members of Commonwealth parliaments who, irrespective of race, religion, or culture, are united by community of interest, respect for the rule of law and individual rights and freedoms, and pursuit of the positive ideals of parliamentary democracy. Canada was one of six original member countries of the CPA when it was formed in 1911 under the name Empire Parliamentary Association.

Association branches now exist in 134 national, state, provincial, and territorial parliaments with a total membership of over 14,000 parliamentarians. Each provincial and territorial Legislative Assembly in Canada as well as the federal Parliament comprises a branch of the CPA. All Members of the Legislative Assembly of Alberta are members of the Alberta branch of the CPA.



The Lord Strathcona's Horse Ceremonial Mounted Troops Musical Ride.

## President's Report

Speaker Ken Kowalski of the Alberta Branch of the CPA

*The Future of Canadian Parliamentary Democracy* remains strong and evolutionary, as was evident through the thought-provoking discussions centering around the theme of the same name during the Canadian Parliamentary Association's (CPA) 40th Canadian Regional Conference, July 17 to 22, 2001.

We were proud to host the conference in Alberta and, as always, welcomed the opportunity for the free exchange of ideas among fellow parliamentarians on the common issues and challenges faced nationwide.

Discussions were broken into eight business sessions:

- Future Challenges to Parliamentary Procedure
- Future of Electoral Systems
- Impact of Globalization and Information

Technologies on Canadian Federalism  
e-Government: How Legislatures and Governments Inform Citizens  
Impact of Demographics on Services/Voting Trends  
The Virtual Assembly  
Citizens and Their Representatives  
The Informed Member

Each of these sessions provided delegates with tremendous learning opportunities borne of the wide-ranging views, backgrounds and experiences of the more than 100 parliamentarians and parliamentary officials who participated in the regional conference.

While the specific expectations placed upon individual parliaments by their publics may differ greatly, the essential issues tend to transcend geographical boundaries.





It is through the CPA that we are afforded the opportunity to discuss these issues in hopes of learning from the experiences of those who have travelled the path before.

There is no doubt that the social, economic, technological and legislative issues that shape each parliament will continue to change in adaptation to public needs. As effective parliamentarians, our goal is to continually rise to the challenge of meeting these needs in a responsive and responsible manner.

It is our greatest hope that through open discussions, we are able to gain focus on the impact local issues have on global priorities. That hope was realized both through the success of the 40th Canadian Regional Conference and the accomplishments of the many other CPA activities that Alberta had the fortune of attending in 2001.

Just as we take away many valuable lessons from our colleagues, we hope that they too benefit from our experience and that these exchanges continue to enhance our parliaments.

## Secretary's Report

W.J. David McNeil, Secretary of the Alberta Branch of the CPA and Clerk of the Legislative Assembly

The Commonwealth Parliamentary Association's 40th Canadian Regional Conference was held in Edmonton, Alberta, in July of 2001. The event was well attended with 95 participants attending from 16 different jurisdictions, including the United Kingdom and CPA headquarters. The theme of the 2001 business sessions was *The Future of Canadian Parliamentary Democracy*.

The fundamental relationship in Canadian parliamentary democracy between those who govern and the governed is changing dramatically due to innovations in technology, the trend towards globalization and the changing demographics of the population. These changes affect every aspect of the way legislators and governments do business, including the operation of the institutions established to give effect to governing in Canada. The conference provided delegates with an opportunity to examine the changes and the impact of those changes on the way the people's business is done. In addition to the business sessions, social activities for the

delegates, their guests and families provided many opportunities to re-establish previous relationships and form new friendships.

In addition to hosting the 40th Canadian Regional Conference, the Alberta branch of the CPA participated in a number of interparliamentary activities. Among those activities, I had the great fortune of taking part in the CPA's 47th annual conference in Australia.

Staff of the Legislative Assembly Office continued to represent Alberta well in interparliamentary activities at the staff level. In 2001 a new organization of parliamentary administrators was formed, and the first meeting of the Canadian Association of Parliamentary Support Services (CAPSS) was held in Edmonton (this organization has subsequently been renamed the Canadian Association of Parliamentary Administration). This new organization has already served well to provide a forum for knowledge sharing and to develop contacts with all participating parliaments.

## 18th Canadian Presiding Officers Conference

Fredericton, New Brunswick, January 25-28, 2001

### Agenda

- 1 Opening Remarks
- 2 Changing Procedural Authorities
- 3 The Functioning of Boards of Internal Economy
- 4 Declaration of Outside Interests
- 5 Round Table: Developments in Jurisdictions
- 6 A Speaker's Alternative to Findings of Privilege
- 7 Does Imposing the Rule Limiting Debate during Consideration of a Bill Threaten Parliamentary Democracy?
- 8 Round Table: Developments in Jurisdictions

### Alberta Delegation

The Honourable Ken Kowalski, Speaker      Mr. Don Tannas, Deputy Speaker  
Dr. W.J. David McNeil, Clerk

### Delegate's Report (Edited for length)

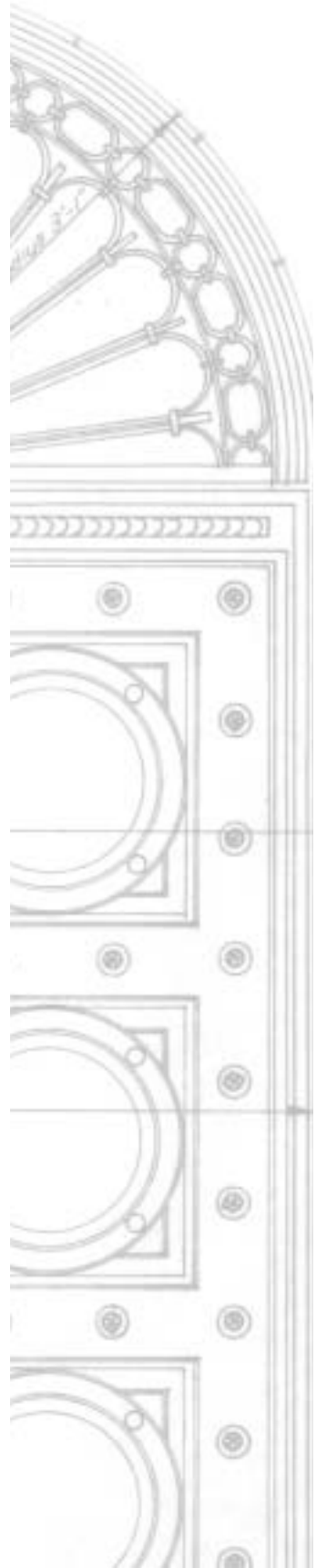
In our first session, Deputy Clerk Bev Bosiak of Manitoba outlined her investigation into the growing use of the *House of Commons Procedure and Practice* as additional reference for rulings in Canadian Legislatures. A lively discussion followed.

In the second session, Speaker Mildred Dover reviewed the Function of the Board of Internal Economy in PEI. I was surprised to learn that the Treasury Board treated the Legislative Assembly as a "department of government". The discussion that followed revealed a wide range of control over the financial states of the Legislatures: from dependency on government to being, like Alberta, masters of their own financial affairs.

During the fourth session Round, seven Legislatures gave reports on their Assemblies for the past year. Many of the Legislatures highlighted similar problems.

This was a most worthwhile, informational and thought-provoking conference.

Don Tannas





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## **Council of State Governments-West (CSG-WEST) Pacific Northwest Economic Region (PNWER) Annual Meeting**

Whistler, British Columbia, July 25-29, 2001

### **Agenda**

- 1 Future of the North American West: Three Nations, One Region
- 2 NAFTA and the New Economy
- 3 Health Care Quality and Access in the 21st Century: U.S. and Canadian Perspectives
- 4 Free Trade in the Americas: A Congressional Perspective
- 5 Legislating in a Parliamentary System: Differences and Similarities with the State Experience
- 6 Powering Up: A New Era of Energy Reliability and Efficiency
- 7 North American Intellectual Exchanges: Perspectives on Higher Education

### **Alberta Delegation**

The Honourable Ken Kowalski, Speaker  
The Honourable David Coutts  
Mr. Richard Marz, MLA  
Mr. Ivan Strang, MLA  
Ms Alana DeLong, MLA  
Mr. Mel Knight, MLA

The Honourable Halvar Jonson  
Mr. Rob Renner, MLA  
Mr. Drew Hutton, MLA  
Mrs. Cindy Ady, MLA  
Mr. Broyce Jacobs, MLA

## **Assemblée parlementaire de la Francophonie**

Quebec City, Quebec, (APF)XXVII Ordinary Session of the Assemblée parlementaire de la Francophonie, July 6-11, 2001 and Regional Session of the Assemblée parlementaire de la Francophonie, July 11-15, 2001

### **Agenda**

- 1 Presidents' Meeting
- 2 Plenary Session
- 3 Parliamentary Diplomacy
- 4 The role of American Parliaments towards cultures in a free trade globalization environment
- 5 Intergenerational dialogue; the future of Francophonie
- 6 Closing remarks and comments

### **Alberta Delegation**

Mr. Denis Ducharme, MLA  
Mrs. Louise Kamuchik,  
Administrative Secretary to the section

Mr. Hector Goudreau, MLA

### **Delegate's Report** (Edited for length)

It was our pleasure as representatives of Alberta's Legislature to attend the 18th session of the Assemblée régionale Amérique de l'APF (Assemblée parlementaire de la Francophonie).

The APF's purpose is to foster all initiatives promoting a dialogue of cultures through the use of the French language and to study parliamentary, cultural, economic and social issues of interest.

The session addressed three major themes: parliamentary diplomacy, the role of parliaments concerning free trade, and inter-generational dialogue with emphasis on the future of Francophonie.

After considerable discussion, resolutions were brought forward, debated, and approved for all three areas. To highlight the importance of parliamentary diplomacy it was agreed that Parliaments should make human and financial resources available to its members to increase their international participation at sessions where Francophone issues are discussed. It was strongly felt that there was an increased need for elected officials to play a greater role at many international activities.

The second resolution invited members of the APF to study and document the impact of the Free Trade Agreement on the French language and culture. It was recognized that the role of



### **APF continued**

parliaments will change as America becomes more integrated, making national and regional borders more porous.

The third resolution encouraged the development of ideas and activities that would enhance our youth's involvement and interest in the parliamentary process. It was recognized that our future lies in our youth and that it is our responsibility as elected officials to encourage their involvement in the democratic process. Mr. Ducharme referred to the youth activities occurring in our Legislature and in our schools.

Denis Ducharme and Hector Goudreau

## **National Conference of State Legislatures (NCSL)**

San Antonio, Texas, August 11-15, 2001

### **Agenda**

- 1 Legislative Institution
- 2 Commerce and Communications
- 3 Criminal Justice
- 4 Education
- 5 Environment, Energy and Transportation
- 6 Fiscal Affairs
- 7 Health Care
- 8 Human Services
- 9 Agriculture and International Trade
- 10 Federal Budget and Taxation

### **Alberta Delegation**

Mr. Wayne Cao, MLA  
Mr. Harvey Cenaiko, MLA

Rev. Tony Abbott, MLA  
Mr. George VanderBurg, MLA

### **Delegates' Reports** (Edited for length)

The NCSL was an excellent professional development opportunity for Alberta MLAs. The conference had a special program for international guests that focused on the differences of the United States' legislatures and how bills, policies and regulations are formed through an intricate process of checks and balances.

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## **NCSL continued**

Some of the sessions that I found most interesting were the ones on NAFTA, Initiative and Referendum, Health Care, Education, and Electrical Deregulation. Most memorable for me were the plenary sessions on the Economy and the Public Perception of Politicians.

It was a pleasure to meet our Canadian Consul General from Dallas, who flew in to host a dinner for the Canadian delegates.

I learned some valuable information and made some excellent contacts. I look forward to using this knowledge as I serve the people of Alberta.

Tony Abbott

The convention center was an immense facility – Texas-style large. The National Legislatures Conference was well organized and well run. The number of delegates and attendees were in the thousands.

I met delegates from Australia, Germany, Argentina, Scotland, Japan, South Africa, El Salvador and Mexico, to name a few. We exchanged information about our respective democratic processes and institutions.

On the second day, the Canadian Consul General in Texas invited us to a Canadian hosted dinner for the Chairs of Committees in the House of Representatives.

The sessions were mostly for legislators, senators and representatives. Also in attendance were people from special interest groups, such as business associations, professional associations and lobbyist groups.

A Senator or Representative, who is the Chair of a National Legislature Committee, chaired each session, which started with a panel of several speakers who presented their own research, experience and views. This was followed by questions and an open discussion with all attendees' participation.

The conference provided many sessions of my interest, but due to them running concurrently I, unfortunately, couldn't attend them all.

Wayne Cao



## 40th Canadian Regional Conference

Edmonton, Alberta, July 17-21, 2001

### Agenda

- 1 Future Challenges to Parliamentary Privilege
- 2 Future of Electoral Systems
- 3 Impact of Globalization and Information Technologies on Canadian Federalism
- 4 E-Government: How Legislatures and Governments Inform Citizens
- 5 Impact of Demographics on Services/Voting Trends
- 6 The Virtual Assembly
- 7 Citizens and Their Representatives
- 8 The Informed Member: The Knowledge Base for Members

### Alberta Delegation

The Honourable Ken Kowalski, MLA, Speaker	Rev. Tony Abbott, MLA
Ms Debby Carlson, MLA	Mr. Harvey Cenaiko, MLA
Ms Carol Haley, MLA	Mr. Denis Herard, MLA
Mr. Hugh MacDonald, MLA	Mr. Ian McClelland, MLA
Mr. Barry McFarland, MLA	Mrs. Mary O'Neill, MLA
Mr. Shiraz Shariff, MLA	Mr. Lloyd Snelgrove, MLA
Mr. George VanderBurg, MLA	

### Delegate's Report (Edited for length)

I enjoyed learning from both members across our country as well as members from outside of Canada. I have definitely picked up points that were discussed in the business sessions and will include them in my daily role as an MLA.

The social events were absolutely outstanding, well organized, and enjoyed by both Liz and me. We both had the opportunity to meet other couples in politics and learn from them.

George VanderBurg

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## **CRC continued**

I am truly grateful to have participated in the 40th Canadian Regional Conference of the Commonwealth Parliamentary Association, which provided an overall view of concerns, issues, and the various parliamentary and legislative review processes across our country. The interactive session format was very beneficial, allowing various levels of feedback from all attendees.

I personally benefited from attending and look forward to seeing these new friends in the years to come, both as a Member of the Legislative Assembly of Alberta and informally.

Harvey Cenaiko

## **Canadian Council of Public Accounts Committees (CCPAC) and Conference of Legislative Auditors (COLA)**

Cancelled.

## **47th Commonwealth Parliamentary Association Conference (CPA)**

Melbourne, Australia, September 7-14, 2001

### **Agenda**

- 1 Strengthening Parliament's Oversight Role in the Battle Against Corruption
- 2 Poverty Alleviation
- 3 Gender-sensitizing Parliaments in the Commonwealth
- 4 Towards Being a Professional Knowledge-based Parliamentarian
- 5 Combating International Trafficking of People
- 6 Should Scientific Advances be Subject to Legislative and Regulatory Measures?

### **Alberta Delegation**

Dr. W.J. David McNeil, Clerk





## **24th Canadian Parliamentary Association (CPA) Regional Seminar**

Regina, Saskatchewan, October 18-21, 2001

### **Agenda**

- 1 Electoral Systems and Democratic Change
- 2 Committee Reform: What Does it Take to Make it Work?
- 3 Round Table: Issues in Education
- 4 The Power Shift from Elected Representatives to Global Organizations

### **Alberta Delegation**

The Honourable Ken Kowalski, MLA, Speaker     Mrs. Janis Tarchuk, MLA  
Mr. Richard Marz, MLA

### **Delegates' Reports** (Edited for length)

I appreciated the opportunity to attend the 24th Canadian Regional Seminar of the Commonwealth Parliamentary Association in October and meet with elected officials from across the country.

The province of Saskatchewan and the city of Regina did a wonderful job hosting the delegates. Their Legislature was truly a beautiful location.

The thought-provoking presentations and discussions covered a broad range of topics relevant to the duties and functions of legislators, including democratic change, committee reform, and political power shifts. Networking with our counterparts and discussing issues of common interest is always a valuable and positive time investment.

I believe it helps us become better and more effective representatives for our constituents and I thank the organizers for their planning efforts and warm hospitality.

Janis Tarchuk

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## CPA continued

I was pleased to have the opportunity to attend the 2001, Canadian Regional Seminar in Regina, Saskatchewan.

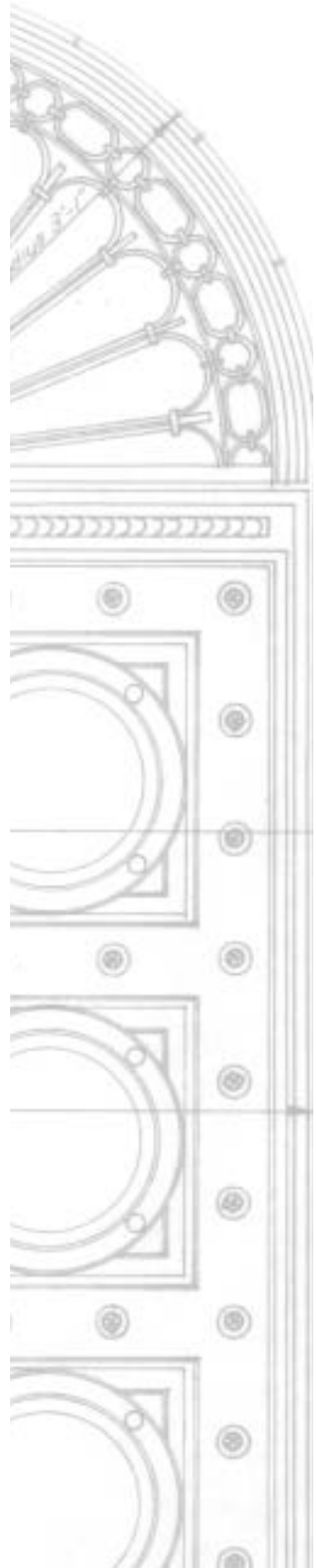
The Honourable Claude Richmond, Speaker of the Legislative Assembly of British Columbia, who presented the session entitled Electoral Systems and Democratic Change, chaired the first day of the seminar.

Presenters included Gary Levy, Editor of the *Canadian Parliamentary Review*; Nick Loenen, former MLA and a member of Fair Voting BC; Minnesota Senator Steve Kelly; and the Honourable Bev Harrison, Speaker of the New Brunswick House of Assembly.

Topics of discussion included committee reform and what it takes to make it work; security and dissent and global changes as a result of the September 11 attack on the U.S.; and health reform, in particular the Romanow Commission on Health Care.

The seminar provided an excellent opportunity to share views with fellow elected representatives from across Canada, as well as some U.S. representative, and I appreciated the opportunity to participate.

Richard Marz





## **Council on Governmental Ethics Laws (COGEL)**

Lexington, Kentucky, December 2-5, 2001

### **Agenda**

- 1 Campaign Finance
- 2 Media: An Ally of Ethics Agencies
- 3 You're a Commissioner-Now What?
- 4 Freedom of Information Act (FOIA)-Legislative Update
- 5 Clean Money
- 6 Effective Training and Education
- 7 Ethics Update
- 8 FOIA-Political Interference
- 9 You've Been Charged with an Ethics Complaint-Now What?
- 10 Lobbying Update
- 11 Electronic Filing Update
- 12 Effective Public Speaking
- 13 What Every Investigator Needs to Know about High Technology
- 14 Revolving Door
- 15 FOIA: What it Means to Freedom of Information, Data Practices, and Data Privacy
- 16 Issue Advocacy, Soft Money, Third Party Advertising
- 17 Corporate Ethics Programs-What Can We Learn From Them?
- 18 Administration of Electronic Filing Laws
- 19 Election Update
- 20 A View from the Lawmakers

### **Alberta Delegation**

Ms Marlene Graham, MLA  
Mr. Brian Fjeldheim, Chief Electoral Officer  
Mr. Frank Work, Acting Information and  
Privacy Commissioner

Mr. Bob Clark, Ethics Commissioner  
Mr. Bill Sage, Deputy Chief Electoral Officer

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## **COEGEL continued**

### **Delegate's Report** (Edited for Length)

It was my pleasure to attend the 2001 COGEL conference as a delegate and a panel presenter.

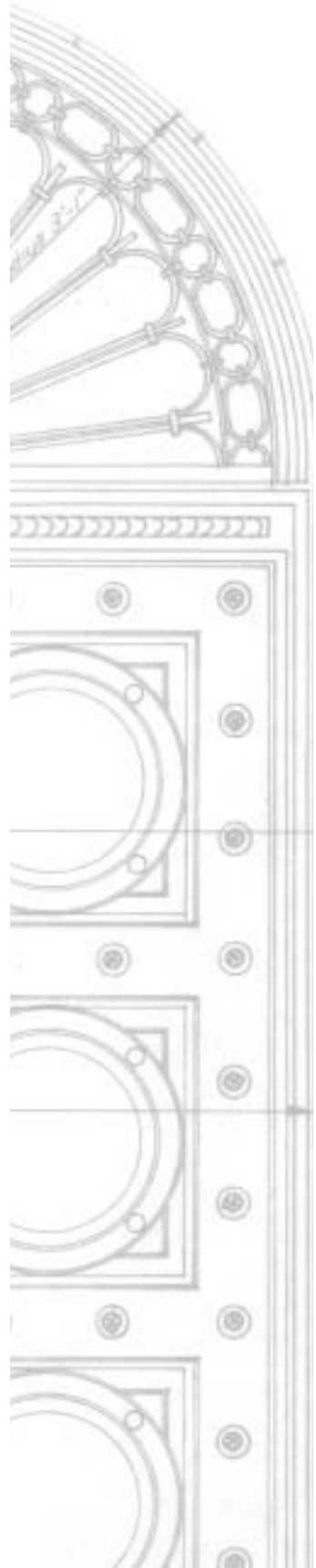
The mission of COGEL is to provide members with avenues for the exchange and dissemination of up-to-date information in the areas of ethics, elections, campaign finance, lobbying, and freedom of information. It is considered the leading membership organization for professionals working in these areas.

This year's conference attracted nearly 300 delegates from all over North America, including federal and state agencies in the U.S. and federal and provincial agencies in Canada.

Overall, I thought the program was well done. Session topics touched on all of the subject areas referred to above, but approached them from various angles, such as political interference in FOIP matters, electronic filing of disclosure statements, comparison to corporate ethics programs, whether media serves as an ally to ethics agencies, et cetera. Lastly, comprehensive legislative and case updates were provided in all areas.

All in all, I believe the conference benefited me as a member of the Standing Committee of Legislative Offices, and I hope to share this experience with my colleagues.

Marlene Graham



# Interparliamentary Relations

The honourable Ken Kowalski; Speaker, Don Tannas, Deputy Speaker; Shiraz Shariff, Deputy Chair of Committees; and the Staff of the Legislative Assembly Office are involved in ongoing liaison with members and staff of other parliaments and other representatives of foreign countries. In 2001 they hosted and/ or met with the following visitors and events:

April 5	His Excellency Wendelin Ettmayer, Ambassador of the Republic of Austria
April 6	Hokkaido Legislative Assembly Delegation
April 26	His Excellency Pawel Dobrowolski, Ambassador of the Republic of Poland
May 2	Forum for Young Albertans
May 14	Her Excellency Geethangani de Silva, High Commissioner for the Republic of Sri Lanka
May 22	Ukrainian Canadian Congress and Polish Canadian Congress
May 23	Mr. Hans Ockermueller, Honorary Consul General of Austria
May 24	His Excellency Ingvar Martin Arne Havnen, Ambassador of the Kingdom of Norway
May 30	His Excellency Svend Roed Nielsen, Ambassador of the Kingdom of Denmark

June 19	His Excellency Dato' Seri Dr. Lim Keng Yaik, Minister of Primary Industries Malaysia  His Excellency Datuk A.W. Omarin, High Commissioner of Malaysia
June 21	Mr. Frank Carruet, Consul General of Belgium
June 21	His Excellency Vitaly Churkin, Ambassador of the Russian Federation
July 4	Mr. Pavlo Pavel Alexeevich, MP, Samara, Oblast, Russia
July 16	2001 Alberta Summer Research Institute Canadian Studies Delegation
July 23	His Excellency Hjalmar Hannesson, Ambassador of Iceland
August 1	His Excellency Urs Ziswiler, Ambassador of Switzerland
August 4	Their Royal Highnesses the Earl and Countess of Wessex
October 3	His Excellency Wade Armstrong, High Commissioner of New Zealand
October 3	Honourable Vasily Rogovy, Vice Prime Minister of the Ukraine



An ensemble from the Salvation Army Temple Corps Band at the Remembrance Service in the rotunda.



October 23	His Excellency Anthony John Hely, High Commissioner of Australia	
November 5	His Excellency Dr. Mohammed R. Al-Hussaini Al-Sharif, Ambassador of the Kingdom of Saudi Arabia	
November 14	His Excellency Christian Friedman Pauls, Ambassador of the Federal Republic of Germany	
November 21	Her Excellency Maria Teresa Garcia Segovia de Madero, Ambassador of the United Mexican States	
December 6	Province of Mpumalanga, South Africa–Delegation	