

Annual Performance Report 2010-11

Office of the Chief Electoral Officer
Commissioner for Legislative Standards



Message from the Chief Electoral Officer/ Commissioner for Legislative Standards

It is with pleasure that I present the 2010-2011 Annual Performance Report for the Office of the Chief Electoral Officer (OCEO) and the Commissioner for Legislative Standards.

The OCEO, or Elections Newfoundland and Labrador (ENL), is responsible for exercising general direction and supervision over the administrative conduct of elections and for enforcing fairness, impartiality, and compliance with the *Elections Act, 1991*.

The Commissioner for Legislative Standards is responsible for the enforcement of Conflict of Interest provisions under the *House of Assembly Act* (Part II – Conflict of Interest). The Commissioner may provide advice and recommendations to members of the House of Assembly in the filing of their annual disclosure statements and is responsible for reporting to the Speaker annually on the affairs of the Commissioner.

The OCEO produced a Business Plan for 2008-2011 and this is a report of our progress and achievements for the fiscal year ending March 31, 2011.

This report was prepared under my direction in accordance with the *Transparency and Accountability Act*. I am accountable for the results reported in this document.

Sincerely,



Victor Powers
Chief Electoral Officer
Commissioner for Legislative Standards

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Section A

**Office of the Chief Electoral Officer
(OCEO)**

Overview

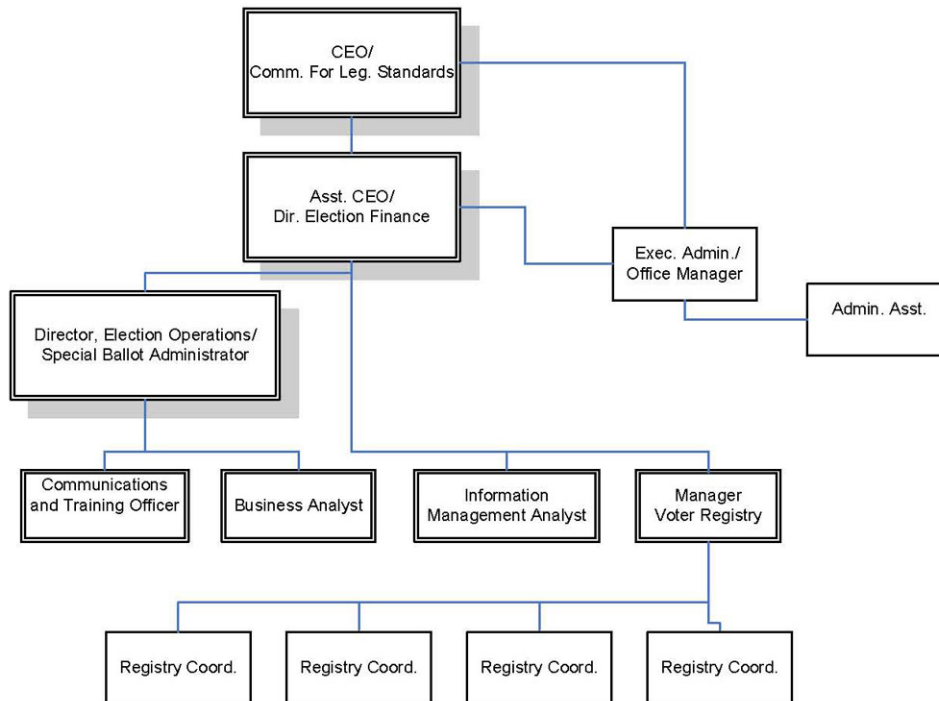
The Office of the Chief Electoral Officer (OCEO) is a non-partisan office responsible for the conduct of provincial elections, by-elections and plebiscites. The OCEO is accountable to the House of Assembly and to the people of Newfoundland and Labrador.

The OCEO is responsible for ensuring fairness, impartiality and compliance with all aspects of the *Elections Act, 1991*.

In addition to responsibilities associated with provincial elections, the OCEO works co-operatively with federal, provincial, and municipal governments in the sharing of information relative to the maintenance of an accurate, comprehensive, and up-to-date permanent list of electors. These initiatives are supplemented by promotional activities aimed at encouraging voter registration.

The relatively small permanent staff of the OCEO is dependent on, and appreciative of, the work contributed by a large number of temporary office employees and electoral field staff employed before, during and after electoral events.

The OCEO currently employs 13 permanent staff members. Of these 13, ten are women and three are men.



For the fiscal year ending March 31, 2011, the operating budget for the office was \$1,224,100.

The OCEO is located at 39 Hallett Crescent, St. John’s, in the O’Leary Industrial Park. The telephone number is 729-0712 and the fax number is 729-0679. The Elections Newfoundland and Labrador website (www.elections.gov.nl.ca) provides information about the OCEO itself, as well as information for electors about the voting process.

Role and Mandate

In accordance with the *Elections Act, 1991*, it is the duty of the Chief Electoral Officer to:

- a) exercise general direction and supervision over the administrative conduct of elections and to enforce on the part of election officers fairness, impartiality, and compliance with [the Act];
- b) issue to election officers those instructions that he or she considers necessary to ensure effective execution of [the Act];
- c) perform all other duties that are imposed on him or her by or under [the Act].

Lines of Business

The OCEO provides the following lines of business in carrying out its mandate.

Facilitate Elector's Right to Vote

Every resident of Newfoundland and Labrador who is 18 years of age and older has a right to vote. The OCEO facilitates this right by communicating to electors the necessary information required to vote in a convenient and effective manner. The OCEO works to ensure that its staff is well trained and versed in electoral processes and procedures so that the electorate will have the best possible election experience.

Election Preparation

Preparation for an election is a continuous process consisting of a myriad of duties and responsibilities, including: ordering and maintenance of supplies; preparation and distribution of materials to the field; designing and conducting training and providing support to election officials; and preparation and maintenance of communication channels with internal and external stakeholders.

Voter Registry and Boundary Issues

The Voter Registry division of the OCEO maintains voter and boundary data necessary to ensure a constant state of readiness for elections, by-elections, plebiscites and/or boundary redistribution.

The exchange of information with federal, provincial and municipal governments and the continuous updating of both voter and geographic data are key functions of the Registry. In addition, the Voter Registry provides a range of services to Newfoundlanders and Labradorians during and between electoral events through maintenance of voter and address data; implementation of voting area boundary adjustments; managing address resolution and collection; responding to information requests; and protecting the privacy of data.

Election Finance

The Election (Political) Finance area provides education, guidance and assistance to candidates and political parties with respect to the Election Finance provisions of Part III of the *Elections Act, 1991*.

Duties in this area include: examination of financial returns from political parties and election candidates; provision of guidelines respecting Part III requirements to auditors, registered candidates and political parties; reimbursement of election expenses; and publishing reports on the political financing affairs of the office.

Communications

The OCEO uses various methods to communicate clearly with its primary clients on matters pertinent to its mandate. Public notices and public service announcements, information brochures, paid advertising, press releases, and media information kits are just a few of the methods employed to inform stakeholders of what they need to know about our processes. Additionally, OCEO's website (www.elections.gov.nl.ca) is a vital tool in communicating information pertaining to our business operation.

Highlights and Accomplishments

Since 2008, the Office of the Chief Electoral Officer has been working diligently to improve election processes and procedures in preparation for the 2011 Provincial General Election. The following represent highlights and accomplishments during the 2008-2011 planning cycle.

2008-09

- Several new positions were added to the OCEO staff as the result of an office restructuring: four Voter Registry Coordinators, a Communications and Training Officer, a Business Analyst and an Information Management Analyst. These positions have allowed the OCEO to tackle projects and plans that, otherwise, would have been impossible to accomplish considering the previous small number of permanent staff.
- The OCEO created a new 'Elections Newfoundland and Labrador' brand to be used for all communications with the general public and to enable the public to easily connect the OCEO with the election process. A graphics standards manual was completed to help manage the brand.
- The OCEO created a bi-monthly newsletter entitled, "The Writ". The intention of the newsletter was to strengthen the relationship with election field staff across the province and to inform House of Assembly staff and MHAs of OCEO's activities and initiatives. The newsletter garnered significant positive feedback.

2009-10

- The OCEO revised administrative processes for Special Ballot voting.
- The OCEO administered three by-elections in the districts of:
 - o The Straits – White Bay North (October 27, 2009)
 - o Terra Nova (November 26, 2009)
 - o Topsail (March 16, 2010)

2010-11

- Election preparations took the stage during the 2010-11 planning year and the OCEO launched into 'election mode' one year prior to the fixed term election date of October 11, 2011).
- The OCEO successfully piloted implementation of Voter Information Letters for the Conception Bay East – Bell Island and Humber West by-elections in December 2010 and February 2011, respectively.
- The OCEO completely redesigned a training program for election officials.
- The OCEO administered two by-elections in the districts of:
 - o Conception Bay East – Bell Island (December 2, 2010)
 - o Humber West (February 15, 2011)

Report on Performance

Vision

- To be an organization that inspires confidence in all those involved in the electoral process through operating with impartiality, excellence, and professionalism.

The OCEO has had enormous success toward the completion of its mission during the 2008-2011 planning cycle. This is due, in part, to the office restructuring and the resulting addition to our permanent staffing numbers. An Electoral Planning Committee was established shortly after the 2007 Provincial General Election with a view towards streamlining business processes affecting the administration of a general election. The majority of election processes were analyzed for efficiency and effectiveness. The additional staff numbers enabled the OCEO to accomplish much more towards these goals than was possible for previous general elections.

Voter Information cards have been implemented; efforts towards development of a Youth Awareness campaign have been made along with other efforts toward encouraging people to register and to vote; our election official training process was completely overhauled and was identified as a great success by participants.

Mission	
By 2011, the Office of the Chief Electoral Officer will have implemented programs and services required to support the 2011 Provincial General Election.	
Indicators	Actual Results
<i>Implementation of Voter Information Cards</i>	<p>In order to plan for the implementation of Voter Information Letters, the OCEO conducted significant background research into the project. Other provincial elections offices were contacted and asked to share their Voter Information Card/Letter formats and distribution methods. Additionally, Canada Post was contacted and asked to provide information on how they could assist the OCEO in physically distributing these letters to the approximately 382,000 electors who would receive them province-wide.</p> <p>Originally, the OCEO envisioned this mail-out being in the format of a card sent in the mail (similar to the format used by Elections Canada for federal elections). However, the format was ultimately changed to that of a letter to be sent to all electors on the provincial voters list.</p> <p>The OCEO was presented with a unique opportunity to test the Voter Information Letter project on a smaller scale: a by-election was set to take place in the district of Conception Bay East – Bell Island on December 2, 2011. Voter Information Letters were used for this by-election and, while the project did work well, the OCEO identified some necessary adjustments to the development process. Some electors received incorrect information and those letters were quickly corrected and reissued. Additionally, notification was advertised in two newspapers advising electors to watch for an updated letter with new information. Regardless of this glitch, there were no issues at the polls on polling day. For this by-election, 9840 letters were sent and 758 were returned to the OCEO (92.3 per cent unreturned).</p> <p>Shortly after, another by-election was called in the district of Humber West (to take place on February 15, 2011) and the OCEO again implemented the use of the Voter Information Letters with some necessary changes identified during the Conception Bay East – Bell Island by-election, using Canada Post for distribution. For this by-election, 8879 letters were sent and 670 were returned (92.45 per cent unreturned). The project was deemed a great success and it was decided to proceed with the use of Voter Information Letters for the 2011 General Election.</p>

<p><i>Initiated development of a Youth Awareness campaign</i></p>	<p>As was previously reported in the 2008-09 Annual Performance Report, significant research and planning went into the development of a Youth Awareness campaign. This included consultations with the Department of Education; evaluations of other jurisdiction's youth targeted materials; and meetings in British Columbia and Alberta to negotiate the sharing of Elections BC and Elections Alberta's curriculum-based educational programs.</p> <p>However, budgetary funds to continue with designing and producing a curriculum based project were not approved.</p> <p>Various informational materials are now available to schools upon request.</p>
<p><i>Increased effort put toward encouraging people to register to vote</i></p>	<p>OCEO continued updating the voters list using multi-source data including the use of a province-wide 'mail-out', which was sent to every household in the province. These mailed-out cards encouraged electors to contact OCEO to add, change or update their information on the voters list by providing a toll-free telephone number. This project was deemed a great success and the OCEO received many calls from electors looking to be added to the list, or looking to update their current information.</p> <p>Additionally, when calls were received from electors to add or update their information, the Voter Registry Coordinators updated the information of every elector in the household, resulting in multiple updates to the voters list.</p>
<p><i>Improvement to Election Official training</i></p>	<p>Upon conclusion of the 2007 Provincial General Election, OCEO's Director of Election Operations and the Communications and Training Officer began preparation of a redesign of the former training program. Over the ensuing year the Director of Election Operations and the Communications and Training Officer attended various professional development courses in the areas of training design and delivery. These courses were taken over the period of one year, beginning in March 2010 and, as a result of that training, the Director of Election Operations and the Communications and Training Officer completely redesigned our support staff training program and improved the manner in which the training is delivered to participants.</p> <p>The new training program focuses on adult learning principles and is heavily based on participant-focused learning. There are activities for each learning objective and the use of PowerPoint slides are kept to a minimum. The new training program is highly interactive and is based on the needs of the participants.</p> <p>The end result is a new training system and training manual. The training program is designed so that, if necessary, anyone at Elections Newfoundland and Labrador could take the training program, read through the materials and be able to deliver the program successfully. This is a great step toward future planning for the future of the office.</p> <p>As a side note, training for the 2011 General Election took place during the month of July 2011. Course evaluations were completed by all participants and the general consensus was that the new training program was a considerable improvement over previous training methods. The process was enjoyed by both trainees and trainers alike. Evaluations returned by participants rated the program success (on average) at 9.17 out of 10.</p>

Report on Issues

Issue #1: Change

The OCEO underwent an Office Restructuring in order to enhance the ability to serve the electorate. One area that underwent significant change was the Voter Registry division, a business area of OCEO that provides an integral service to the election process. It is important that the voters list be kept up-to-date between electoral periods in order to ensure an accurate elector database. Four full-time, permanent positions were approved and filled during the 2008-2011 planning cycle. The staffing increase has contributed greatly towards ensuring the Voter Registry division is as efficient and effective as possible.

Goal	
By March 31, 2011, the Office of the Chief Electoral Officer has improved the voter registry.	
Indicators	Actual Results
<i>Improved updating procedures for the voters list</i>	The voters list is subject to revision on a daily basis. To this end, the Voter Registry division incorporates data from federal, provincial municipal and other sources. This process is vital to the OCEO to meet its mandate in that the list must be maintained in a constant state of readiness for potential by-elections and general elections. The current situation is an improvement over years prior to 2008 because the addition of the four full-time, permanent Voter Registry Coordinator positions allows the OCEO to enter more agreements required for update of the list and for updating to occur on a regular basis.
<i>Improved ability to meet legislative deadlines</i>	The OCEO is legislated to provide to political parties an up-to-date voters list on April 1 of each year. In the past, this was a particularly busy time for the Voter Registry as grooming the list for printing would take up significant time. The addition of four permanent Voter Registry Coordinators to this division has allowed this process to be completed in a much more efficient and effective manner which contributes to improving the Voter Registry operation as a whole.
<i>Explored options for future developments and improvements</i>	Since the 2008-2011 Business Plan was put in place, the OCEO has signed agreements with 225 municipalities for the exchange of information. Additionally, the OCEO met with officials from all School Board Associations to discuss boundaries and voters lists for School Board Elections. The Voter Registry supported the School Board Associations with the execution of the 2009 School Board Elections by providing them with election assistance, as well as boundary and voter information.

Objective	
By March 31, 2011, the Office of the Chief Electoral Officer will have improved availability of voter information in support of the 2011 Provincial General Election.	
<i>Voter information circulated to residents of Newfoundland and Labrador in the form of a blanket-type mail-out by Canada Post, encouraging registration for the 2011 General Election</i>	<p>The OCEO achieved this goal through a successful mail-out exercise. Letters were sent to every household in Newfoundland and Labrador encouraging voter registration, describing voting qualifications and providing contact information for the OCEO. The use of these mail-outs provided encouragement for the people of the province to register to vote.</p> <p>These mail-outs were actually distributed in May 2011 (not by the end of the 2011 fiscal year) as this time was more appropriate for communicating information pertaining to the 2011 General Election.</p>
<i>Voter Information Cards will be mailed out to the residents of Newfoundland and Labrador, providing information essential to voting (such as voting qualifications, locations of polls, etc.)</i>	<p>The OCEO successfully tested the Voter Information Letter project during two by-elections in Conception Bay East – Bell Island and Humber West. The letters outlined information pertinent to the by-elections, such as: advance poll locations, regular poll locations, Special Ballot voting and associated deadlines and contact information and office hours for both the district Returning Offices and the OCEO.</p> <p>In the 2007 Provincial General Election, the OCEO advertised voting locations in newspapers around the province. Due to the magnitude of the information that required advertising, this was a very costly endeavor. Research conducted by the OCEO indicated that newspaper readership had declined and that a more targeted advertising approach might be more beneficial. Voter Information Cards/Letters have been used successfully federally and in other provincial jurisdictions. Prior to the 2011 Provincial General Election, the OCEO will send Voter Information Letters to every registered elector on the provincial voters list. This initiative will be supplemented by a radio advertising campaign, encouraging electors to contact the office for information on where to vote on advance and regular polling days.</p>

Discussion of Results – Issue #1 (Change)

The Office of the Chief Electoral Officer is proud of the progress that was made toward the issue of 'change'. The office has improved updating procedures for the voters list, improved the ability to meet legislative deadlines and has explored options for future developments and improvement. The use of a blanket-type mail-out to create awareness about voter registration and the use of the Voter Information Letter have both been successful initiatives that have increased the effectiveness of our election advertising. Crucial voting information has been made more accessible to electors by choosing a direct-mail approach. Both projects will continue for future elections.

Issue #2: Convenience and Communication

The OCEO is responsible for the conduct of provincial elections, by-elections and plebiscites, and it is the responsibility of the office to provide up-to-date, accurate information to the electorate regarding the voting process. In order to fulfill this objective, OCEO has continued to improve the information made available to the public. Additionally, the OCEO has adapted its information to suit the constantly changing needs of electors and rapidly advancing technology.

Goal	
By March 31, 2011, the Office of the Chief Electoral Officer has improved information availability to the electorate.	
Indicators	Actual Results
<i>Initiated development of an awareness campaign for youth</i>	Significant background work and research, including a jurisdictional review, was conducted toward the development of a Youth Awareness campaign.
<i>Initiated development of training manuals aimed at educating youth</i>	Significant background work and research, including a jurisdictional review, was conducted toward the development of training manuals aimed at educating youth.
<i>Implemented Voter Information Cards</i>	The OCEO successfully tested the Voter Information Letter project during two by-elections in Conception Bay East – Bell Island and Humber West. The letters outlined information pertinent to the by-elections, such as: advance poll locations, regular poll locations, Special Ballot voting and associated deadlines and contact information and office hours for both the district Returning Offices and the OCEO. These letters will be used in the upcoming 2011 Provincial General Election.
<i>Implemented information packages for schools</i>	The OCEO has information pertaining to elections available for interested schools, upon request.

<p><i>Improved advertising availability</i></p>	<p>The OCEO has completed significant work towards streamlining the advertising process for elections and by-elections.</p> <p>Previously, election advertising was coordinated through the OCEO's administration division. More planning and coordination was required to meet important advertising deadlines and to meet the requirements of the electorate.</p> <p>The addition of the positions of Communications and Training Officer and Business Analyst improved the advertising process. The Communications and Training Officer coordinates advertising from the OCEO (writing and editing ads) and the Business Analyst formats the ads for print. Ads are then forwarded to the HOA's Corporate and Members' Services division for booking and issuing of payments.</p> <p>Election advertising can now be done in advance of the electoral event due to this increased support. Media outlets should also see an improvement in the delivery and receipt of ads and payments.</p>
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Objective

By March 31, 2011, the Office of the Chief Electoral Officer will have assessed advertising availability province-wide for the upcoming Provincial General Election.

<p><i>Provincial Returning Officers contacted to search for new advertising potential within their specific electoral districts</i></p>	<p>The OCEO intended to survey the district Returning Officers for additional advertising options within their districts before the end of the fiscal year. However, election training was scheduled for July and all provincial Returning Officers, Election Clerks and Special Ballot Officers were scheduled to come to St. John's to attend training and meet with officials from OCEO. Rather than surveying the election officials through a mailed-out letter, the OCEO took this opportunity to engage in a dialogue about advertising at the training sessions.</p>
<p><i>Radio stations, television stations, newspapers, magazines, newsletters and internet sources researched for potential advertising opportunities</i></p>	<p>The OCEO's Business Analyst was tasked with researching the scope and associated cost of radio, television, newspaper, magazine, and internet advertising in preparation for the 2011 General Election.</p> <p>Due to the limited reach of newspaper advertising in this province as determined by the Business Analyst, the OCEO sought budget approval to fund the Voter Information Letter project. This initiative will see every elector in the province receive specific information about where to go to vote for the advance and regular polls, Special Ballot voting and associated deadlines and contact information for both the district Returning Offices and the OCEO. We believe this process will help ensure all potential electors will receive important information relating to the electoral process and represents a more effective use of budget money.</p>

Discussion of Results – Issue #2 (Convenience and Communication)

The Office of the Chief Electoral Officer was successful in working on the issue of 'convenience and communication'. Although the Youth Awareness campaign and youth targeted training materials project did not come to fruition due to unsuccessful budgetary requests, the OCEO was successful in implementing Voter Information Cards, creating informational materials for schools, and improving advertising availability.

Issue #3: Internal Training

After the completion of the 2007 General Election, staff from the OCEO met with Returning Officers, Election Clerks and Special Ballot Officers province-wide to hold 'Election Debriefing Meetings'. These meetings served to inform staff at the office in St. John's of issues surrounding the election that our field staff felt went well and helped identify areas needed improvement. Election Officials training was overwhelmingly identified as an area requiring improvement before the 2011 General Election.

Goal	
By March 31, 2011, the Office of the Chief Electoral Officer will have improved the Election Official Training.	
Indicators	Actual Results
<i>Training sessions implemented</i>	Training sessions for Election Officials were not implemented before March 31, 2011. A decision to delay the training sessions until July 2011 was made as it was more appropriate timing for the October 2011 general election. Training participants any sooner would not have been feasible or appropriate due to the length of time before the district offices were scheduled to open for the Election.
<i>Feedback from Election Officials</i>	Although training sessions were not implemented before the end of the 2011 fiscal year, they were implemented in July 2011 when the training for the general election was scheduled to take place. Evaluations were completed by participants. These evaluations have given the OCEO insight into the needs of participants and, though the average approval rating was 9.17 out of 10, there is still room for improvement for the 2015 General Election training.

Objective	
By March 31, 2011, the Office of the Chief Electoral Officer will have implemented new training methods for the 2011 Provincial General Election.	
<i>New training program designed and implemented</i>	<p>As previously mentioned under the 'mission' section, the Director of Election Operations and the Communications and Training Officer attended several training courses in order to be able to rewrite and redesign the election training program in-house.</p> <p>The new training program was launched for the 2011 General Election training which took place in July 2011. The new program was deemed a great success by participants.</p>
<i>New training manuals designed</i>	As part of the new training program designed by the OCEO, new training manuals were also written and designed. The new manuals are very user-friendly and include an appendix of sample completed election forms.
<i>New training evaluation plan developed</i>	<p>A new evaluation scheme was adapted from Elections Canada's training program and evaluations were completed by participants who attended the 2011 General Election training in July.</p> <p>These evaluations have given the OCEO insight into the needs of participants and, though the average approval rating was 9.17 out of 10, there is still room for improvement for the 2015 General Election training.</p>

Discussion of Results – Issue #3 (Internal Training)

The Office of the Chief Electoral Officer effectively created and implemented a new training program and received excellent positive feedback from the election officials who attended the training sessions in preparation for the 2011 General Election. New manuals were written and designed complimenting delivery of the new professional program.

Opportunities and Challenges

The Office of the Chief Electoral Officer faces the unique opportunity of being able to evaluate the accomplishments from the 2008-2011 planning cycle. Because the overall mission was to implement programs and services required to support the 2011 general election and because the end of the planning cycle happens to coincide with the calling of the election, the OCEO can now put the new programs and services into place and evaluate them once the election is over.

The opportunity that presents itself in moving forward with the 2011-14 Business Plan is that the new plans will allow us to continue to prepare for upcoming elections and by-elections.

The challenge that presents itself to the OCEO, as always, is that because by-elections can be called at any time, the office must be in a state of constant election-readiness which can lead to problems in implementing forward-thinking plans.

Section B

Commissioner for Legislative Standards

Overview

The Commissioner for Legislative Standards is an officer of the House of Assembly appointed by the House (section 43 of the *House of Assembly Act*). The Office of the Commissioner for Legislative Standards has traditionally been held by the same individual who holds the position of Chief Electoral Officer.

In addition to responsibilities assigned under the *House of Assembly Act* and the *House of Assembly Accountability Act*, the Commissioner is also responsible for hearing the appeals of public office holders under the *Conflict of Interest Act, 1995*.

The Commissioner's office is located at 39 Hallett Crescent, St. John's, NL, A1B 4C4. The telephone number is 729-0712 and the fax number is 729-0679.

Role and Mandate

Under the *House of Assembly Act* (Part II – Conflict of Interest), the Commissioner is responsible for the enforcement of the Conflict of Interest provisions of the Act as they pertain to current Members of the House of Assembly (MHAs) and former MHAs.

On April 1 of each year, every elected MHA is required to file disclosure statements with the Commissioner. After doing so, the Commissioner prepares public disclosure statements for each member which are then made available for viewing by the public.

The Commissioner may provide advice to members regarding whether or not steps need to be taken to ensure their obligations under legislation are fulfilled. The Commissioner may also be required to provide opinions, make recommendations or conduct inquiries on matters pertaining to the obligations of members under Part II of the *House of Assembly Act* or under the Code of Conduct provisions of Part V of the *House of Assembly Accountability Act*.

As an officer of the House of Assembly, the Commissioner must report annually on the affairs of the office to the Speaker of the House of Assembly, who then presents the report to the House.

The mandate of the Commissioner for Legislative Standards is to ensure that the Conflict of Interest legislation is followed by all members.

Lines of Business

The Commissioner for Legislative Standards provides the following lines of business in carrying out his mandate.

Inquiries

The Commissioner for Legislative Standards may conduct inquiries to determine whether a member has failed to fulfill an obligation under the conflict of interest provisions of the *House of Assembly Act* or the code of conduct provisions of the *House of Assembly Accountability Act*.

Disclosure Statements

Within 60 days of his or her election or appointment, before the second April 1 following this date and before each April 1 thereafter, every elected member and appointed minister is required to file with the Commissioner a disclosure statement in a form determined by the Commissioner. This must be a full statement of the member's private interests other than certain personal property identified under subparagraph 20(a)(iv) of the *House of Assembly Act*.

The Commissioner prepares a public disclosure statement for each member, which is submitted to the member for review and which is placed on file at the Commissioner's office and made available to the public for inspection during normal business hours.

During this process the Commissioner may provide advice, give an opinion and/or make recommendations to members to ensure they have fulfilled the member disclosure obligations under the Act.

Annual Reporting

The Commissioner reports annually upon the affairs of his/her office to the Speaker who presents the report to the House of Assembly.

Report on Performance

Vision

- The vision of the Office of the Commissioner for Legislative Standards is an environment where the highest ethical standards are in place for the House of Assembly.

During the 2008-09 and 2009-10 reporting years, the Commissioner for Legislative Standards initiated the development of an informational pamphlet for members and, when necessary, also initiated communication with members to advise them of their reporting responsibilities and deadlines.

The Commissioner for Legislative Standards is a highly unique position within government. Though the office of the Commissioner is physically located within the same quarters as the Office of the Chief Electoral Officer, only the Commissioner for Legislative Standards himself and his Administrative Assistant are privy to information pertaining to the role. This is due to the highly confidential nature of information collected from members. Additionally, the responsibilities of the Commissioner are highly reactive, meaning that the Commissioner responds to inquiries and/or complaints and supports members in the filing of their annual disclosure statements, when necessary.

Due to the illness of the previous Commissioner for Legislative Standards, the position was vacant for the better part of the 2009-10 planning year. Given the mandate for the role of the Commissioner and the nature of the position, the role cannot be filled by any other person. A new Commissioner was not appointed until May 2011; therefore, planned progress toward the 2010-11 objective could not be made prior to the end of the reporting period.

Mission	
By 2011, the Commissioner for Legislative Standards will have made an effort to increase communications with members regarding timeliness of disclosure statement filing.	
Indicators	Actual Results
<i>Increased number of information materials provided</i>	The previous Commissioner for Legislative Standards worked on a informational pamphlet for distribution to members. This pamphlet was created to explain to all members what their responsibilities were in terms of Annual Disclosure Statements and filings for new members. Although this pamphlet was not circulated by the previous Commissioner, an opportunity has been identified to include information for members in the orientation packages put together by staff in the Office of the Clerk.
<i>Increased number of members filing within required timelines</i>	There were no unresolved issues with members filing late disclosure statements, therefore no action was required by the Commissioner to increase the number of members filing within the required timelines.

Report on Issues

Issue #1: Timely Filing of Disclosure Statements

The Commissioner for Legislative Standards is assigned responsibility for investigating and conducting inquiries, if necessary, to determine whether a member has failed to fulfill any obligation under the Code of Conduct and to report to the House of Assembly with recommendations as to appropriate sanctions similar to the ones that are available for breached conflict of interest duties in Part II of the *House of Assembly Act*.

Therefore the primary and sole issue identified for the role of Commissioner for Legislative Standards was compliance.

Goal	
By March 31, 2011, the Commissioner for Legislative Standards has processes in place to improve Members' compliance with legislative deadlines pertaining to disclosure statements.	
Indicators	Actual Results
<i>Increased communication with members</i>	Where necessary, the previous Commissioner placed telephone calls to members who were nearing or who had past filing deadlines.
<i>Provision of assistance to members</i>	The Commissioner made himself available to members for phone calls and meetings when assistance was required with completing Annual Disclosure Statements.

Objective	
By March 31, 2011, the Office of the Chief Electoral Officer will have implemented new training methods for the 2011 Provincial General Election.	
<i>The Commissioner consults with support staff to brainstorm additional options for facilitating the timely filing of Member Disclosure Statements</i>	Due to the role of Commissioner for Legislative Standards being vacant from October 2010 to May 2010 planned progress toward the 2010-11 objective could not be made prior to the end of the reporting period.

Discussion of Results

The previous Commissioner for Legislative Standards was successful in initiating the development of an informational pamphlet for members and in initiating communication with members to advise of reporting responsibilities and deadlines (when necessary). Brainstorming sessions were conducted with support staff to think of additional ways to make information available to members and the possibility of providing the Office of the Clerk with information to add to their orientation packages for new members was discussed.

The current Commissioner plans to move forward with the role through the implementation of the goals and objectives outlined in the 2011-2014 Business Plan.

Appendix A

Financial Statements

Please note that although the following statement is labeled "Office of the Chief Electoral Officer", it includes the financial information for the Commissioner for Legislative Standards.

Expenditure and revenue figures included in this document are based on public information provided in the Report on the Program Expenditures and Revenues of the Consolidated Revenue Fund for Fiscal Year Ended 31 March 2011 (Unaudited).

OFFICE OF THE CHIEF ELECTORAL OFFICER*CURRENT*

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
3.1.01. OFFICE OF THE CHIEF ELECTORAL OFFICER			
01. Salaries	909,375	909,800	868,100
02. Employee Benefits	3,867	5,000	5,000
03. Transportation and Communications	53,947	64,600	72,000
04. Supplies	12,623	13,100	12,000
05. Professional Services	61,000	65,000	65,000
06. Purchased Services	252,574	253,000	163,000
07. Property, Furnishings and Equipment	8,769	9,000	9,000
10. Grants and Subsidies	36,298	36,300	30,000
	1,338,453	1,355,800	1,224,100
02. Revenue - Provincial	(1,000)	-	-
Total: Office of the Chief Electoral Officer	1,337,453	1,355,800	1,224,100
TOTAL: OFFICE OF THE CHIEF ELECTORAL OFFICER	1,337,453	1,355,800	1,224,100
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