



**Yukon**  
LEGISLATIVE  
ASSEMBLY

**Memorandum**

Date: March 4, 2022  
To: Members of the Legislative Assembly  
From: Dan Cable, Clerk of the Legislative Assembly  
Re: Hansard Finalization Process and Deadlines

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Note: The information contained in this memorandum is neither privileged nor confidential. Please forward it to any staff members who will be involved in the process of reviewing the Blues and submitting suggested corrections to the Hansard Office. Feel free to further distribute the memo as you see fit.

Editing the Blues

Standing Order 72(3) of the *Standing Orders of the Yukon Legislative Assembly* says, "The Clerk shall provide for the editing of the transcript in accordance with the following:

- (a) revisions shall be limited to the correction of grammar, spelling and punctuation, ensuring that the correct parliamentary forms are observed, and minimizing superfluous repetition and redundancies;
- (b) no material alterations, nor any amendments which would in any way tend to change the sense of what has been spoken, shall be made;
- (c) the transcript shall remain an accurate and, as far as possible, an exact report of what was said;
- (d) a Member who wishes to suggest a correction shall submit it to the Hansard editor by noon of the next sitting day;
- (e) unless a Member can demonstrate, to the satisfaction of the Hansard editor or, upon appeal, the Speaker, that he or she has been misreported, no change shall be made which alters the sense of anything a Member has been recorded as saying; (f) no Member has a right to make any insertion as an afterthought nor to strike out a passage which he or she regrets having uttered."

Procedure for requesting corrections to the daily Blues

Submit requests for corrections to the Blues directly to the Hansard Office. Do not submit these requests to the Legislative Assembly Office (LAO). In requesting corrections please use one of the following methods:

1. Electronic:

- a. Cut and paste the section from the Blues into an e-mail (or include it as an attachment), and highlight the passage in question, clearly stating your desired correction(s).



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- b. E-mail the selection to [hansard@yukon.ca](mailto:hansard@yukon.ca) prior to noon the following sitting day.
- c. Please ensure it is clearly stated who is submitting the correction, and the Member on whose behalf the correction is being submitted.

OR

2. Hard copy:

- a. Make a photocopy of the page(s) upon which you wish to have corrections made. Please ensure that the page number is visible.
- b. Circle or highlight the word(s) you wish corrected and clearly PRINT the correction(s) in the margin to avoid confusion or further error.
- c. Write on the photocopy the name of the Member for whom the corrections are being requested AND the name and telephone number of the person submitting the corrections.
- d. Deposit the page(s) in the file holder on the door to the Hansard Office by noon the following sitting day.

The Hansard unit employs a nationally standardized style as regards punctuation, grammar, paragraph structure and capitalization in speeches appearing in Hansard. This style complies with Chapter 13 of the *Standing Orders of the Yukon Legislative Assembly*. A Member (or someone acting on behalf of a Member) may submit the written version of his or her speech to the Hansard Office (which will be gratefully accepted, by the way). This will help Hansard with the spelling of names and other words. However, it is the Member's spoken words, as delivered in the House, that will appear in Hansard.

Should the Hansard Administrator (Deana Lemke) view a submitted correction to materially alter the spoken record, the submission will be referred back to the Member (or the person who submitted the correction on behalf of a Member) for reconsideration. The Member has the option to appeal to the Speaker whose authorization must be obtained for any controversial correction. If the Speaker requires further time for deliberation, the authorized correction will appear online and in the hard-bound Hansard issued after the end of the Sitting.

Deadline for Corrections

To accommodate the Hansard printing schedule, deadlines for corrections are very strict. All requested corrections must be e-mailed to [hansard@yukon.ca](mailto:hansard@yukon.ca) or deposited in the file holder attached to the Hansard Office door prior to NOON of the next sitting day of the Legislative Assembly (with exception of those that have been referred to the Speaker). For example, the deadline for corrections to Monday's Blues would be noon on Tuesday. The deadline for corrections to Thursday's Blues would be noon on Monday (if that is the next sitting day).



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The deadline to submit corrections to the Blues for the final sitting day of a Spring or Fall Sitting is different. Such corrections must be submitted to the Hansard Office by noon on the following business day.

Anyone requiring further information or clarification should visit or contact the Hansard Office (email [hansard@yukon.ca](mailto:hansard@yukon.ca) or phone 667-5739). The Hansard staff is there to provide a service and will do their utmost to be of assistance to Members and their staff.

Speaking in French or a Yukon aboriginal language

Subsection 3(1) of Yukon's *Languages Act* says, "Everyone has the right to use English, French, or a Yukon aboriginal language in any debates and other proceedings of the Legislative Assembly." The LAO and Hansard work to ensure that words spoken during proceedings appear in the transcript in the language in which they were spoken.

The LAO and Hansard work with the French Language Services Directorate to ensure the inclusion and accuracy of French in the transcript. Members can assist in this effort. The following is the process to be followed in order to have words spoken in French or a Yukon aboriginal language included in that language in the Blues or Hansard transcript:

1. The Member may deliver the script of his or her remarks in French or a Yukon aboriginal language to the Hansard office prior to speaking them in the House (preferred), or
2. If the Member cannot (or chooses not to) provide a script of his or her remarks in advance, the Member can submit the text to the Hansard Office as soon as practicable after having delivered the remarks in the House.
3. Notwithstanding point 2, 12:00 noon the following sitting day is the final deadline for submitting the script. This is the same deadline to submit suggested corrections to the Blues.
4. If a Member speaks in French or a Yukon aboriginal language and no script is submitted by the deadline, all efforts will be made to transcribe any remarks in French or the Yukon aboriginal language in a timely manner. However, the Blues and Hansard may contain a notation such as *[Member spoke in French. Text unavailable]*.

The preferred method of delivery is to send the script by email to [hansard@yukon.ca](mailto:hansard@yukon.ca). Please note that the Member who delivered the remarks in the House is responsible for the accuracy and propriety of the script submitted to Hansard.