



MINUTES OF PROCEEDINGS

OTTAWA, Thursday, February 11, 2021

(9)

[English]

Pursuant to the order of the Senate of November 17, 2020, the Standing Committee on Internal Economy, Budgets and Administration met this day by videoconference, at 11:00 a.m., the Chair, the Honourable Sabi Marwah, presiding. This meeting is considered to have taken place in the parliamentary precinct.

Members of the committee present by videoconference: The Honourable Senators Dawson, Dean, Forest, Forest-Niesing, Frum, Jaffer, Gagné, Marshall, Marwah, Moncion, Munson, Plett, Saint-Germain, Seidman and Tannas (15).

Other senator present by videoconference: The Honourable Senator Moodie (1).

Participating in the meeting: Pascale Legault, Chief Corporate Services Officer and Clerk of the Standing Committee on Internal Economy, Budgets and Administration; Gérald Lafrenière, Interim Clerk of the Senate and Clerk of the Parliaments and Chief Legislative Services Officer; Philippe Hallée, Law Clerk and Parliamentary Counsel; senior Senate officials and other support staff.

Also present: The official reporters of the Senate.

WITNESSES (by videoconference):

Senate of Canada:

The Honourable Senator Mobina Jaffer, Chair, Subcommittee on Diversity and the Standing Senate Committee on Legal and Constitutional Affairs;

Vanessa Bastos, People, Culture and Inclusion Lead, Human Resources Directorate;

Charles Feldman, Parliamentary Counsel, Office of the Law Clerk and Parliamentary Counsel;

Geneviève Garneau, Senior Advisor, Talent Management, Human Resources Directorate;

Pierre Lanctôt, Chief Financial Officer, Finance and Procurement Directorate;

Caroline Morency, Director General, Property and Services Directorate.

Pursuant to rule 12-7. (1) of the *Rules of the Senate*, the committee continued its consideration of financial and administrative matters concerning the Senate's internal administration.

The Chair made a statement.

The Chair introduced all senators that were present.

CIBA/2021-02-11/100(P) — Adoption of *Minutes of Proceedings* from December 10, 2020 (public)

The committee considered the Minutes of Proceedings from December 10, 2020 (public).

The Honourable Senator Forest-Niesing moved that the *Minutes of Proceedings* of Thursday, December 10, 2020 (public), be adopted.

The question being put on the motion, it was adopted.

CIBA/2021-02-11/101(P) — Report from the Subcommittee on Diversity

The Honourable Senator Jaffer and Geneviève Garneau each made a statement and, together with Vanessa Bastos, answered questions.

The Honourable Senator Jaffer moved:

That the Human Resources Directorate be instructed to plan and deliver a self-paced online training course on understanding unconscious bias in the workplace;

That the Subcommittee on Diversity undertake to consult with representatives from all parties, groups and non-affiliated senators in order to seek their endorsement for this training course;

That CIBA authorizes the Human Resources Directorate to undertake a procurement process to enter into a contract with a qualified training service provider;

That senators, senators' staff and employees of the Senate Administration be encouraged to complete this training;

That the Subcommittee on Diversity work with the Human Resources Directorate on developing a communication strategy to ensure the successful implementation of this training program by April 2021.

After debate, it was agreed that the motion be amended to acknowledge that participation in the training is voluntary.

Resuming debate on the motion, on amended.

That the Human Resources Directorate be instructed to plan and deliver a self-paced online training course on understanding unconscious bias in the workplace;

That the Subcommittee on Diversity undertake to consult with representatives from all parties, groups and non-affiliated senators in order to seek their endorsement for this training course;

That CIBA authorizes the Human Resources Directorate to undertake a procurement process to enter into a contract with a qualified training service provider;

That senators, senators' staff and employees of the Senate Administration be encouraged to complete this training, while acknowledging that participation is voluntary;

That the Subcommittee on Diversity work with the Human Resources Directorate on developing a communication strategy to ensure the successful implementation of this training program by April 2021.

The question being put on the motion, as amended, it was adopted.

CIBA/2021-02-11/102(P) — Report from the Subcommittee on Agenda and Procedure — Quarterly Financial Report (Q2)

The Honourable Senator Marwah tabled the Third Report of the Subcommittee on Agenda and Procedure on the quarterly financial report for the quarter ended September 30, 2020.

Thursday, February 11, 2021

The Subcommittee on Agenda and Procedure of the Standing Committee on Internal Economy, Budgets and Administration has the honour to table its

THIRD REPORT

The Subcommittee on Agenda and Procedure has reviewed and approved the Quarterly Financial Report of the Senate of Canada for the quarter ended September 30, 2020 and now tables this report. The subcommittee undertook this study as the Audit Subcommittee was not recreated this session and the new Standing Senate Committee on Audit and Oversight is not yet fully organized.

Respectfully submitted,

SABI MARWAH

Chair

The Honourable Senator Marwah made a statement.

CIBA/2021-02-11/103(P) — Report from the Subcommittee on Agenda and Procedure — Decisions taken on behalf CIBA

The Honourable Senator Marwah tabled the Second Report of the Subcommittee on Agenda and Procedure on decisions taken on behalf of the Standing Committee on Internal Economy, Budgets and Administration.

Thursday, February 11, 2021

The Subcommittee on Agenda and Procedure of the Standing Committee on Internal Economy, Budgets and Administration has the honour to table its

SECOND REPORT

Your subcommittee wishes to report on the following decisions taken on December 8, 2020, January 20 and February 2, 2021.

1. Long Term Vision and Plan — Usage of the East Lightwell in Centre Block

It was agreed that the Senate does not proceed with the infill of the East lightwell in Centre Block for Senate support spaces and that Public Services and Procurement Canada be advised accordingly.

2. Cumulative Individual Contracts over \$70,000 and over \$100,000

It was agreed that approval be granted to Senator Marshall's request to award an additional sole source contract to Governmental Analytics in the amount of \$10,010 in accordance with section 4.3.10 of Senator's Office Management Policy (SOMP).

It was also agreed that approval be granted to Senator Tannas's request to award an additional sole source contract to Governmental Analytics in the amount of \$20,000 in accordance sections 4.3.3 and 4.3.10 of SOMP.

3. Reallocation of Funds for Network Renewal

It was agreed that the subcommittee approve the transfer of funds of \$735,400 from surpluses generated from Senator's Office Budgets to Information System Directorate to proceed immediately with the acquisition of the equipment required for the second phase of the network infrastructure upgrade. Reallocating current fiscal year surplus to fund this purchase, originally planned for next fiscal year, will reduce pressure on next year's budget.

4. Reimbursement for Witness Headphones

It was agreed that the Committees Directorate be authorized to reimburse a witness appearing before a Senate committee via videoconference for the cost of purchasing a headset, that meets the minimum specifications established by the Information Services Directorate and the Parliamentary Interpretation Services, up to a maximum of \$100 before taxes and shipping, from the central committee budget managed by the Principal Clerk, Committees; and

That the chair of the committee be empowered to authorize the reimbursement of a higher cost in exceptional circumstances.

5. Reimbursement of procurement of plaque and framing services

The subcommittee received and approved a request from the Honourable Senator Dyck for an exemption to Section 1 (1) of Chapter 3:01 of the Senate Administrative Rules (SARS) regarding the procurement of plaque and framing services, in the amount of \$165 due to the exceptional circumstances of the COVID-19 pandemic.

6. Budget of the Standing Committee on Audit and Oversight

It was agreed that the subcommittee approve the budget application of the Standing Committee on Audit and Oversight for the fiscal year ending March 31, 2021 in the amount of \$ 125,000.

Respectfully submitted,

SABI MARWAH

Chair

The Honourable Senator Marwah and Senator Marshall each made a statement.

CIBA/2021-02-11/104(P) — Report from the Subcommittee on Agenda and Procedure — Exemptions to Senators' Office Management Policy

The Honourable Senator Marwah tabled the First Report of the Subcommittee on Agenda and Procedure on exemptions to *Senators' Office Management Policy*.

Thursday, February 11, 2021

The Subcommittee on Agenda and Procedure of the Standing Committee on Internal Economy, Budgets and Administration has the honour to table its

FIRST REPORT

Pursuant to Section 1.6.2 of the Senators' Office Management Policy, the subcommittee now tables a report on the exemption and exception requests to the policy that it has received and the corresponding decisions since August 27, 2020.

1. Travel Expenses During COVID-19

The subcommittee received and denied a request from the Honourable Senator Wallin for an exemption to Section 7.1.7 and 7.1.9 for travel expenses incurred during the COVID-19 pandemic.

2. Extension of a Contract

The subcommittee received and approved a request from the former Honourable Senator Dyck for an exception to Section 8.4.2 regarding the contract extension of an employee, to permit the closing of her office, by a month due to the exceptional circumstances of the COVID-19 pandemic.

3. Travel Extension Request

The subcommittee received a request from the former Honourable Senator Tkachuk for an exception to Section 8.4.3 to extend the use of travel points after retirement. The subcommittee agreed to extend the deadline until February 17, 2022 due to the exceptional circumstances of the COVID-19 pandemic.

4. Travel Extension Request

The subcommittee received a request from the former Honourable Senator Andreychuk for an exception to Section 8.4.3 to extend the use of travel points after retirement. The subcommittee agreed to extend the deadline until March 31, 2021 due to the exceptional circumstances of the COVID-19 pandemic.

5. Living Expenses During COVID-19

The subcommittee received and approved a request from the Honourable Senator Wallin for an exemption to Section 7.1.7 for air travel expenses incurred during the COVID-19 pandemic.

6. Travel Extension Request

The subcommittee received a request from the former Honourable Senator Day for an exception to Section 8.4.3 to extend the use of travel points after retirement. The subcommittee agreed to extend the deadline until January 24, 2022 due to the exceptional circumstances of the COVID-19 pandemic.

Respectfully submitted,

SABI MARWAH

Chair

The Honourable Senator Marwah made a statement.

CIBA/2021-02-11/105(P) — Budget Request — Legal and Constitutional Affairs Committee

The Honourable Senator Jaffer made a statement on the application for budget authorization for fiscal year ending March 31, 2021 from the Standing Senate Committee on Legal and Constitutional Affairs.

The Honourable Senator Jaffer moved that \$6,000 budget request from the Standing Senate Committee on Legal and Constitutional Affairs be approved and that CIBA present this budget to the Senate for final approval.

The question being put on the motion, it was adopted.

CIBA/2021-02-11/106(P) — Request for Exception to the *Senators' Office Management Policy* from former Senator Beyak

The Honourable Senator Marwah made a statement on the request of former Senator Beyak for an exception to the *Senators' Office Management Policy* from former Senator Beyak.

Pierre Lanctôt answered question.

After debate, the Honourable Senator Dean moved that the decision of the Subcommittee on Agenda and Procedure to deny Senator Beyak request be upheld and that Senator Beyak's appeal be denied.

The question being put on the motion, it was adopted.

CIBA/2021-02-11/107(P) — Remote Working and Equipment

Caroline Morency made a statement and, together with Pierre Lanctôt, answered questions on remote working and equipment.

After debate, the Honourable Senator Munson moved:

That Senate employees be offered a height adjustable desk and/or laptop holder for use at home;

That the equipment offer proceed in a phased approach, starting with a purchase order of 115 desks, before the end of the current fiscal year;

That if demand is such that a wait list is required, approval would be sought from CIBA for another purchase order;

That is in accordance with Treasury Board guidelines, all equipment purchased would be considered assets of the Senate.

The question being put on the motion, it was adopted on the following vote:

YEAS

The Honourable Senators

Dawson, Dean, Forest, Gagné, Jaffer, Marwah, Moncion, Munson, Tannas — [9]

NAYS

Forest-Niesing, Frum, Marshall, Plett, Saint-Germain, Seidman — [6]

ABSTENTIONS

NIL

CIBA/2021-02-11/108(P) — Report on Shuttle Bus Service Usage

Caroline Morency made a statement and answered questions on the shuttle bus usage.

After debate, the Honourable Senator Marshall moved that that committee endorse the shuttle bus service model approved by the Subcommittee on Agenda and Procedure.

The question being put on the motion, it was adopted.

CIBA/2021-02-11/109(P) — Other Matters

The chair informed members of the status of the joint audit with the House of Commons on shared information technology cybersecurity controls.

It was agreed that communication in relation to the equipment for remote work indicate that employees must seek prior approval of their senator or manager in relation to requests for equipment and that the inventory of such equipment be managed by the Property and Services Directorate.

At 12:24 p.m., the committee suspended.

At 12:27 p.m., the committee resumed in camera, pursuant to rule 12-16(1).

At 12:59 p.m., the committee adjourned to the call of the chair.

ATTEST:

Pascale Legault

*Chief Corporate Services Officer and Clerk of the Standing Committee on
Internal Economy, Budgets and Administration*

Keli Hogan

Recording Secretary