



MINUTES OF PROCEEDINGS

OTTAWA, Thursday, April 1, 2021

(11)

[English]

Pursuant to the order of the Senate of March 30, 2021, the Standing Committee on Internal Economy, Budgets and Administration met this day by videoconference, at 12:00 p.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 Campbell, Carignan, P.C., Dawson, Dean, Forest, Gagné, Jaffer, Loffreda, Marshall, Marwah, Moncion, Munson, Omidvar, Plett, Ringuette, Seidman and Tannas (17).

Other senators present by videoconference: The Honourable Senators Wells and Woo (2).

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 Lucie Moncion, Chair, Subcommittee on the Senate Estimates;

The Honourable Senator David M. Wells, Chair, Standing Committee on Audit and Oversight;

The Honourable Senator Yuen Pau Woo, Senator;

Shaila Anwar, Principal Clerk, Committees Directorate;

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

Marie-Eve Belzile, Principal Clerk, Committees Directorate;

Nathalie Charpentier, Comptroller and Deputy Chief Financial Officer, Finance and Procurement Directorate;

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

Diane McCullagh, Chief Human Resources Officer, Human Resources Directorate;

Caroline Morency, Director General, Property and Services Directorate;

David Vatcher, Director, Information 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/2021-04-01/128(P) — Adoption of *Minutes of Proceedings* from March 16, 2021 (public)

The committee considered the Minutes of Proceedings from March 16, 2021 (public).

After debate, the Honourable Senator Dean moved that the *Minutes of Proceedings* of Tuesday, March 16, 2021 (public), be adopted.

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

CIBA/2021-04-01/129(P) — Budget Request — Audit and Oversight Committee

The Honourable Senator Marwah made a statement.

Senator Wells made a statement on the budget application of the Standing Senate Committee on Audit and Oversight.

The Honourable Senator Marshall moved that the budget application for \$125,000 from the Standing Committee on Audit and Oversight be approved along with the committee's request for \$10,000 in emergency funds.

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

CIBA/2021-04-01/130(P) — Standing Service Agreement with Public Services and Procurement Canada (PSPC)

Caroline Morency made a statement on the services provided by Public Services and Procurement Canada (PSPC).

It was moved by the Honourable Senator Forest that the Senate Administration proceed with sole-source contracts with Public Services and Procurement Canada for the provision of base-building maintenance, equipment rental fees, and standard accommodation construction projects for the 2021-2022 fiscal year.

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

CIBA/2021-04-01/131(P) — Memorandum of Understanding for Translation Services

Marie-Eve Belzile made a statement on the one-year renewal of the Partnership Agreement for linguistic services with Translation Bureau.

CIBA/2021-04-01/132(P) — Request for Proposal for Printer Maintenance Provision

Caroline Morency made a statement and answered questions on the competitive process for the provision of large-scale printing equipment maintenance.

CIBA/2021-04-01/133(P) — Report from the Subcommittee on Senate Estimates — Allocation of Caucus/Group and House Officer Budgets

The Honourable Senator Moncion made a statement and answered questions on the Subcommittee on Senate Estimates' proposal for allocation of funding to caucus/group and house officer budgets for the 2021-2022 fiscal year.

After debate, it was moved by the Honourable Senator Moncion that the following budget allocation for the 2021-22 fiscal year be adopted:

Government Representative Office (GRO) \$1,308,154

Independent Senators Group (ISG) \$1,308,154

Conservative Party of Canada (CPC) \$1,279,792

Progressive Senate Group (PSG) \$500,000

Canadian Senators Group (CSG) \$500,000; and

That the Fourth Report of the Subcommittee on Senate Estimates be considered a working document.

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

CIBA/2021-04-01/134(P) — Creation of an advisory working group on diversity

The chair made a statement.

Diane McCullagh, Philippe Hallée and Vanessa Bastos answered questions on the creation of an Advisory Working Group on Diversity and Inclusion Training.

After debate, it was moved by the Honourable Senator Dean:

That the Advisory Working Group on Diversity and Inclusion Training be established and authorized to examine issues relating to racism, diversity and inclusion training and to report their findings to the Subcommittee on Diversity;

That the advisory working group be composed of up to 7 senators from equity-seeking groups from each recognized party and recognized parliamentary group and include at least one non-affiliated senator;

That the advisory working group elect a chair from among its members;

That the advisory working group only meet when at least three of its members are present;

That the advisory working group work based on consensus, proceeding by vote only when consensus cannot be achieved;

That the advisory working group invite up to six external subject-matter experts to participate in relation to its work;

That, the Standing Committee on Internal Economy, Budgets and Administration's authority to reimburse witnesses for their reasonable travelling and living expenses be conferred on the advisory working group to reimburse the reasonable travel and living expenses of the external subject-matter experts;

That the advisory working group report its findings to the Subcommittee on Diversity no later than June 30, 2021; and

That the membership of the advisory working group be finalized by the Subcommittee on Agenda and Procedure.

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

CIBA/2021-04-01/135(P) — Request for Exception to the *Senators' Office Management Policy*

The Honourable Senator Woo made a statement regarding his request for an increase to his living expenses budget owing to the pandemic.

After debate, it was moved by the Honourable Senator Moncion, that Senator Woo's living expenses budget be increased by \$5,249, for a total annual budget to \$31,049.

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

CIBA/2021-04-01/136(P) — Prayer/Meditation Room

Caroline Morency made a statement regarding the potential location options for a meditation/prayer room in the Senate of Canada Building.

After debate, it was moved by the Honourable Senator Munson that room 428 in the Senate of Canada Building be converted into a meditation/prayer room.

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

CIBA/2021-04-01/137(P) — Report from the Subcommittee on Agenda and Procedure — Quarterly Financial Report (Q3)

The Honourable Senator Marwah tabled the Fifth Report of the Subcommittee on Agenda and Procedure on the quarterly financial report for the quarter ended December 31, 2020:

Thursday, April 1, 2021

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

FIFTH REPORT

The Subcommittee on Agenda and Procedure has reviewed and approved the Quarterly Financial Report of the Senate of Canada for the quarter ended December 31, 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 and, together with Pierre Lanctôt, answered questions.

CIBA/2021-04-01/138(P) — Report from the Subcommittee on Agenda and Procedure — Revised Information Management Policy

The Honourable Senator Marwah tabled the Fourth Report of the Subcommittee on Agenda and Procedure on the revised updated Information Management Policy:

Thursday, April 1, 2021

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

FOURTH REPORT

The Subcommittee on Agenda and Procedure has reviewed the updated Senate Information Management Policy.

The purpose of this updated policy is to provide direction and guidance on the management of Senate Administration information throughout its lifecycle and clarify inherent roles and responsibilities. The benefits of compliance with this policy will be trusted information that is well-described, stored in designated locations, and accessible to authorized staff when needed. The security aspect of the policy aims to consistently identify and classify Senate Administration information of a sensitive nature and protect the confidentiality, integrity and availability of information within and outside the Senate.

Key modifications include:

- Authoritative source of records is the electronic format thus continuing the Senate's transition to a paperless work environment - Electronic Document and Records Management System (known as Jade) is in place to manage the electronic authoritative source of information; the Senate is in the process of having the proper equipment to digitize paper records (when applicable), and it deploys training and standards to ensure integrity, authenticity and consistency of those digitized records.
- A new section on consequences.
- Integration of the security classification levels and their definitions into the policy: Unrestricted, Protected, Confidential, Restricted.
- New mandatory information security measures such as using specific labelled folders, password protected files; e-mail disclaimer, encryption; transfer of semi-active records and archived records using mobile locking security boxes.
- A revised list of definitions and updated terminology and language to provide consistency.
- Updated roles and responsibilities of all stakeholders concerned by this new policy including: senators and their staff will have an obligation to 1) ensure that Senate Administration information they may possess is protected and destroyed or deleted according to the directives and mandatory measures of the policy; and 2) participate in training courses or awareness sessions on IM and information security.

The subcommittee recommends adoption of this policy by the Standing Committee on Internal Economy, Budgets and Administration and further recommends that it come into force one year after its adoption, at which time both the Information Security Policy adopted on June 16, 2005. and the Information Management Policy adopted on May 28, 2009, would be repealed.

Finally, the subcommittee recommends that the policy be reviewed one year after it has come into force in order to examine the operational effects of its implementation.

Respectfully submitted,

SABI MARWAH

Chair

David Vatcher made a statement and answered questions on the proposed policy changes.

After debate, it was moved by the Honourable Senator Campbell that the Fourth Report of the Subcommittee on Agenda and Procedure be adopted.

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

CIBA/2021-04-01/139(P) — Report from the Subcommittee on Human Resources — Casual Work Policy

The Chair informed members that the report from the Subcommittee on Human Resources concerning the adoption of the new Casual Work Policy would be deferred to a future CIBA meeting.

CIBA/2021-04-01/140(P) — Report from the Subcommittee on Agenda and Procedure — Decisions taken on behalf of CIBA

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

Thursday, April 1, 2021

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

SEVENTH REPORT

Your subcommittee wishes to report on the following decisions taken on March 23, 2021.

1. Provision of Printer Equipment Maintenance

It was agreed that a six-month extension to the current contract for the provision of cost-per-copy maintenance for printing equipment at the Senate Printshop be approved until September 30th, 2021, without an increase to the contract's value.

2. Pre-approval requirement for software

It was agreed that amendments be made to Senator's Office Management Policy to reflect that senators' offices must receive pre-approval from Information Services Directorate to be eligible for reimbursement for the acquisition of software and also for the use of software for parliamentary functions.

3. Board Information Management Solution

It was agreed that the implementation of a board information management solution not be pursued.

Respectfully submitted,

SABI MARWAH

Chair

The Honourable Senator Marwah answered questions.

CIBA/2021-04-01/141(P) — Update from the Subcommittee on Long Term Vision and Plan

The Honourable Senator Plett provided an update on the Long-Term Vision and Plan relating to the construction projects on Parliament Hill and the impact on the Senate.

After debate, it was moved by the Honourable Senator Plett that Public Services and Procurement Canada be advised to pursue the opportunity to lease all additional available space (including parking) at 40 Elgin to be used as temporary space for Senators' accommodations, until the major rehabilitation projects on Parliament Hill are completed; and that the Subcommittee on Long Term Vision and Plan continue to examine the various timing and sequencing options for construction and rehabilitation of other Senate-occupied buildings.

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

At 1:32 p.m., the committee suspended.

At 1:35 p.m., the committee resumed in camera, pursuant to rule 12-16. (1).

At 2:22 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