



MINUTES OF PROCEEDINGS

OTTAWA, Thursday, May 5, 2022

(8)

[English]

The Standing Committee on Internal Economy, Budgets and Administration met this day at 11:30 a.m., in room C128, Senate of Canada Building, the chair, the Honourable Sabi Marwah, presiding.

Members of the committee present: The Honourable Senators Bovey, Boyer, Campbell, Dawson, Dean, Forest, Gold, P.C., Marshall, Marwah, Moncion, Moodie, Plett, Saint-Germain, Seidman, Smith and Tannas (16).

Other senators present: The Honourable Senator Dalphond (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.

WITNESSES:

Shaila Anwar, Clerk Assistant, Committees Directorate;

Pierre Lanctôt, Chief Financial Officer, Finance and Procurement Directorate (*by videoconference*);

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/2022-05-05/082(P) — Adoption of *Minutes of Proceedings* from April 28, 2022 (public)

The committee considered the Minutes of Proceedings from April 28, 2022 (public).

The Honourable Senator Dean moved that the Minutes of Proceedings of Thursday, April 28, 2022 (public), be adopted.

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

CIBA/2022-05-05/083(P) — Report from the Subcommittee on Agenda and Procedure — 7 Day Policy Rule

The chair of the Subcommittee on Agenda and Procedure, the Honourable Senator Marwah presented the Third Report as follows:

Thursday, May 5, 2022

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

THIRD REPORT

The Subcommittee on Agenda and Procedure recognized the need to clarify the *Senators' Office Management Policy* regarding the 7-day policy rule when travelling to the Parliamentary District.

The current *Senators' Office Management Policy* section 7.1.3 indicates: "At all times, the primary purpose of travel shall be related to a parliamentary function and travel expenditures shall be justifiable, appropriate, reasonable, and well documented.

Private travel, of a maximum of 7 days cumulative, can be combined with a trip related to a parliamentary function. The private travel must be at the destination of the parliamentary function or en route to or from that destination. For a trip that includes a private travel longer than 7 days, the primary purpose of the travel will not be considered parliamentary function".

The subcommittee on Agenda and Procedure is of the view that the maximum of 7 private days should not apply to the trips in the Parliamentary District and therefore recommends the following changes to the *Senators' Office Management Policy*:

1. Add the following under section 7.1.3:

"... except for trips to the Parliamentary District (PD). However, when senators travel to the PD and stay more than 7 private days, they are allowed to claim per diems only for the days they are conducting parliamentary functions."

In making its recommendation, the subcommittee took into consideration the fact that the transportation costs to the Parliamentary Precinct are not increased as a result of the private stay before or after the parliamentary functions. Furthermore, senators may only claim per diems and hotel costs for days when parliamentary functions are performed.

The subcommittee recommends that the Standing Committee on Internal Economy, Budgets and Administration approve the proposed amendments to *Senators' Office Management Policy* amendments and authorize the Senate Administration to amend the policy.

Respectfully submitted,

SABI MARWAH

Chair

The chair made a statement and, together with Pierre Lanctôt, answered questions regarding the clarification of the *Senators' Office Management Policy* regarding the 7-day policy rule in relation to travel to the parliamentary district.

After debate, the Honourable Senator Marshall moved that the subcommittee's Third Report be adopted.

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

CIBA/2022-05-05/084(P) — Increasing Capacity for Additional Committee Meetings

Shaila Anwar made a statement and answered questions regarding the use of Senate committee rooms and resources for senators-sponsored and other ad hoc events.

After debate, the Honourable Senator Plett moved that with respect to the use of committee rooms access to meeting support resources from the Translation Bureau and House of Commons Multimedia Services, access to those services be reserved for Senate committees, subcommittees and recognized caucus and group meetings only, until the Senate adjourns for the summer;

That Committee rooms may be reserved for senator-sponsored events or other ad-hoc meetings by non-recognized caucuses or groups, subject to the list of priorities in the Room Allocation Policy; and

That senators may procure support services from external suppliers, for interpretation services only, as required, and charge them to their office budgets.

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

CIBA/2022-05-05/085(P) — Other Matters

The chair made a statement regarding in camera proceedings.

At 11:58 a.m., the committee suspended.

At 11:59 a.m., the committee resumed in camera, pursuant to rule 12-16. (1).

At 1:11 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