



MINUTES OF PROCEEDINGS

OTTAWA, Thursday, November 17, 2022
(15)

[English]

The Standing Committee on Internal Economy, Budgets and Administration met this day at 9:00 a.m., in room C128, Senate of Canada Building, the chair, the Honourable Lucie Moncion, presiding.

Members of the committee present: The Honourable Senators Boyer, Dawson, Deacon (*Nova Scotia*), Dean, Gagné, Harder, P.C., Loffreda, Marshall, Moncion, Moodie, Plett, Quinn, Saint-Germain, Seidman and Tannas (15).

Other senators present: The Honourable Senators Audette and Dalphond (2).

Participating in the meeting: Pascale Legault, Chief Corporate Services Officer and Clerk of the Standing Committee on Internal Economy, Budgets and Administration; Till Heyde, Acting 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:

The Honourable Elizabeth Marshall, Deputy Chair, Subcommittee on the Senate Estimates and Committee Budgets;

Mathieu Beauregard, Manager, Applications Development and Systems Integration, Information Services Directorate;

Anne Burgess, Senior Parliamentary Counsel, Office of the Law Clerk and Parliamentary Counsel;

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

Louise Cowley, Director, LTVP & Accommodation, Property and Services Directorate;

Josée Labelle, Director General, Property and Services Directorate;

Marc Lacelle, Director, Building Operations and Asset Management, Property and Services Directorate;

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

Mélisa Leclerc, Director of Communications, Communications Directorate;

David Vatcher, Director, Information Services Directorate;

Marie-Jules Morris Bourgouin, Senior Advisor, ISD Business Planning, Information Services.

Ernst & Young LLP:

Suzie Gignac, Partner, Assurance;

Niguel Givogue, Manager.

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/2022-11-17/163(P) – Adoption of *Minutes of Proceedings* from October 27, 2022 (public)

The committee considered the Minutes of Proceedings from October 27, 2022 (public).

The Honourable Senator Seidman moved that the Minutes of Proceedings of Thursday, October 27, 2022 (public), be adopted.

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

It was agreed to postpone items 2, 3, and 4 and proceed with item 5.

CIBA/2022-11-17/164(P) – Sole Source Contract – Phone Queue Management Software

David Vatcher made a statement and answered questions regarding a request for a sole source contract for the renewal of the telephone queue management system.

CIBA/2022-11-17/165(P) – Report from the Subcommittee on the Senate Estimates

The Deputy Chair of the Subcommittee on Senate Estimates, the Honourable Senator Marshall, presented the Tenth Report of the subcommittee as follows:

Thursday, November 17, 2022

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

TENTH REPORT

Your subcommittee has reviewed the Financial Statements of the Senate of Canada for the year ended March 31, 2022, and the report on the results of the audit. The audit was conducted in accordance with generally accepted Canadian auditing standards by the professional services firm of Ernst & Young, LLP.

The audit resulted in an unqualified auditor's report which indicated that the financial statements present fairly, in all material respects, the financial position of the Senate of Canada as at March 31, 2022 and the results of its operations and cash flows in accordance with Canadian public sector accounting standards.

Your subcommittee recommends that these audited financial statements be approved and tabled in the Senate.

Respectfully submitted,

ELIZABETH MARSHALL
Deputy Chair

The Honourable Senator Marshall and Pierre Lanctôt each made a statement and answered questions.

Suzie Gignac made a statement and answered questions.

At 9:27 a.m., the committee suspended.

At 9:28 a.m., the committee resumed in camera, pursuant to rule 12-16. (1).

At 9:41 a.m., the committee suspended.

At 9:43 a.m., the committee resumed in public.

After debate, it was moved by Senator Marshall that the Tenth report be adopted and that the Financial Statements be tabled in the Senate after CIBA has provided them to the Standing Committee on Audit and Oversight for their assessment.

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

CIBA/2022-11-17/166(P) – Accessibility Plan and Program Transition

Mathieu Beauregard and Mélisa Leclerc each made a statement and answered questions regarding the progress of the Senate Working Group on Accessibility in relation to the *Accessible Canada Act*.

After debate, the Honourable Senator Saint-Germain moved that the Senate 2023-2025 Accessibility plan be approved.

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

CIBA/2022-11-17/167(P) – Service Level Agreement with House of Commons for Software, Support and Broadcasting

David Vatcher made a statement regarding the service level agreement with the House of Commons for broadcasting and information technology services.

After debate, the Honourable Senator Moodie moved that the Senate Administration be authorized to enter into a master Service Level Agreement between the Senate and the House of Commons, for a total amount of \$2,152,711 for the fiscal year of 2022-2023.

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

CIBA/2022-11-17/168(P) – Service Level Agreement with Shared Services Canada for Phone Land Lines (Centrex)

David Vatcher made a statement regarding the service level agreement with Shared Service Canada for phone land lines.

After debate, the Honourable Senator Boyer moved that the Senate Administration be authorized to enter into a sole source contract for landline telephone services provided to the Senate under a master agreement with Shared Services Canada for four years, for a total value of \$1,040,700.

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

CIBA/2022-11-17/169(P) – Public Accounts 2021-22

Pierre Lanctôt made a statement regarding the public accounts for the fiscal year 2021-2022.

CIBA/2022-11-17/170(P) – Eighth Report from the Subcommittee on Agenda and Procedure

The chair of the Subcommittee on Agenda and Procedure, the Honourable Senator Moncion, tabled the Eighth Report as follows:

Thursday, November 17, 2022

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

EIGHTH REPORT

Your subcommittee wishes to report on the following decisions taken on September 29, 2022 and November 3, 2022.

1. Modification to Mask Protocol as they relate to COVID-19 Preventive Measures

It was agreed that the mask protocol be adjusted, effective immediately, to align with the Ontario Public Health Authority guidance. Specifically that individuals be required to wear a mask for 10 days in the following circumstances or if advised by a practitioner:

- onset of symptoms consistent with the COVID-19 virus;
- last day of exposure if they have been identified as a close contact;
- last positive result on a PCR or rapid antigen test.

2. Update on Fit Gap Analysis

It was agreed that the Administration suspend its work on the hybrid fit-gap analysis and continue to focus on increasing capacity for in person sittings of the Senate, committee meetings and other Senate related events.

It was further agreed that if the situation were to change and that senators requested a return to hybrid sittings of the Senate and its committees, there would be an immediate impact on capacity and that there would be a delay in returning to full capacity, which would be reached gradually.

3. New Platform for Employees and Family Assistance Program

It was agreed that the Human Resources Directorate proceed with the implementation plan for a new platform from the Senate's Employee and Family Assistance Program (EFAP) provider LifeWorks, at no cost to the Senate. This includes a non-customized LifeWorks Perks and Savings Program available to all users.

4. Office Moves for Senators

It was agreed that all future office moves will be treated as "briefcase move", whereby only the Senators' personal effects and business files will moved to the new fully furnished office location.

Respectfully submitted,

LUCIE MONCION

Chair

The Honourable Senator Moncion and Philippe Hallée answered questions regarding the Eighth Report.

CIBA/2022-11-17/171(P) – Room Allocation Policy Clarification

Josée Labelle made a statement answered questions regarding the amendments to the *Room Allocation Policy*.

After debate, the Honourable Senator Saint-Germain moved:

That the section 1.6.2.1 (3) of the *Room Allocation Policy* be amended as follows: Reservations for recurring meetings can be initiated up to one month in advance of the Senate's first sitting day in the fall and these reservations expire at the start of a summer recess; and

That section 1.6.2.2, be amended to include the following: The size of the parliamentary group or caucus, the official party status.

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

CIBA/2022-11-17/172(P) – Procurement Policy Clarification

Pierre Lanctôt made a statement and answered questions regarding clarifications to the *Senate Procurement Policy*.

After debate, the Honourable Senator Marshall moved that the *Senate Procurement Policy* be amended as follows:

- 1) By replacing paragraph 1.6.5 with the following:

"All contracts are subject to the security requirements of the *Senate Security Accreditation Policy*. Senators, members of the Executive Committee and Administration directors or managers must ensure that any necessary security clearances have been granted prior to the contract being signed and to any work commencing under a contract".

- 2) By replacing paragraph 1.6.7 (2)(b) with the following:

"can be satisfied only by a particular supplier and no reasonable alternative or substitute exists for technical reasons (an attestation from the supplier confirming the proprietary nature of the goods/services could be used as proof)";

- 3) By replacing paragraph 1.6.8 (4) with the following:

"(4) Changes to an existing contract may be made in accordance with the following:

- (a) Changes to an existing contract must be approved in accordance with this Policy.
- (b) No contract resulting from a competitive process may be increased by more than 50 per cent of the initial total contract value, except when exercising option periods.
- (c) The duration of an existing contract that was approved by CIBA maybe extended without seeking further approval from CIBA if the contract value has not been reached.

(d) A sole source contract may be extended, or its value may be increased with approval as required under paragraph 1.6.7.”;

4) By replacing paragraph 1.6.15 with the following:

“Where price, availability and other product or service information is required for planning, budgetary or other purposes, a senator, member of the Executive Committee, director or manager must consult with the Finance and Procurement Directorate. Only the Finance and Procurement Directorate may obtain an official quotation from potential suppliers. Any inquiry to suppliers must clearly indicate that it is for information only and that no contract will be awarded based on the responses received. Should the Senate proceed with a competitive procurement process in relation to the information inquiry, suppliers who responded to the request for information will be notified of the competitive procurement process.”;

5) By adding in paragraph 2.3 the following:

“h) provide advice and guidance on the application of this Policy.”.

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

CIBA/2022-11-17/173(P) – Memorandum of Understanding - Knowledge Client Funding for the LTVP and forecasts

Josée Labelle made a statement and answered questions regarding the Memorandum of Understanding between the Senate, other Parliamentary Partners, and Public Services and Procurement Canada for funding the Long Term Vision and Plan.

After debate, the Honourable Senator Boyer moved that the updated Memorandum of Understanding between the Senate, other Parliamentary Partners, and Public Services & Procurement Canada be approved.

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

CIBA/2022-11-17/174(P) – Other Matters

The Honourable Senator Seidman raised the issue of the usage of temporary interpretation booths.

The Chair took the matter under advisement.

The Honourable Senator Plett raised the issue of the timing for flight passes reimbursement.

The Chair took the matter under advisement.

At 10:50 a.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