



Legislative Assembly

MINUTES OF MEETING #2/86
OF THE BOARD OF INTERNAL ECONOMY
HELD IN SPEAKER'S BOARDROOM, ROOM 180, LEGISLATIVE BUILDING
AT 9:30 A.M., TUESDAY, APRIL 15, 1986

PRESENT:

The Honourable Hugh Edighoffer, Speaker, Chairman
The Honourable Robert Nixon
The Honourable Elinor Caplan
The Honourable Jack Riddell
Ms. Joan Smith, M.P.P.
Mr. Ross McClellan, M.P.P.
Mr. Ernie Eves, Q.C., M.P.P.

Secretariat:

Mr. Robert J. Fleming, Director of Administration, Secretary
Mr. W. Michael Wiebe, Assistant Secretary
Mrs. Frances L. Edge, Recording Secretary
Ms. Sandra Bowen, Administrative Co-ordinator

Legislative Assembly Staff:

Mr. Roderick Lewis, Q.C., Clerk of the House
Mr. L.E. Waters, Director of Finance
Ms. Ellen Schoenberger, Director of Human Resources
Mr. J. Thomas Mitchinson, Director of Information Services

Guests:

Mr. Yuri Shymko, M.P.P., Chairman, (A.I.P.L.F.) International
Association of French Speaking
Parliamentarians
Mr. Bud Gregory, M.P.P., Chairman, Standing Committee on
Members' Services
Mr. D.F. Archer, Provincial Auditor
Mr. Jim Otterman, Assistant Provincial Auditor
Mr. John Cruise, Director, Personnel and Administration, Provincial
Auditor's Office
Mr. R. Brian Land, Executive Director, Legislative Library
Ms. Eleanor Meslin, Executive Director, Office of the Ombudsman
Mr. Allan Mills, Controller, Office of the Ombudsman
Mr. Warren Bailie, Chief Election Officer
Mr. James D. Goodwin, Chief Financial Officer, Office of the Chief
Election Officer
Mr. Alan Stewart, Executive Secretary, Ontario Electoral Boundaries
Commission
Mr. Ronald Sobier, Vice-Chairman, Commission on Election
Contributions and Expenses
Mr. Don Joynt, Executive Director, Commission on Election
Contributions and Expenses
Mr. Howard Tate, Vice President, Johnson & Higgins, Willis Faber Ltd.
Mr. Ray Foley, Senior Policy Advisor to the Minister of
Government Services
Mr. Ernie Hemphill, Deputy Editor of Debates, Hansard Reporting
Services
Mr. Don Cameron, House Debates Chief, Hansard Reporting Services
Ms. Barbara Cowieson, Director of Administration, Progressive
Conservative Services Bureau

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Guests (Continued):

Mr. Doug Arnott, Assistant Clerk
Mr. Smirle Forsyth, Assistant Clerk
Mr. Alex McFedries, Assistant Clerk
Mr. Don Bentley, Manager, Information Systems Branch
Ms. Linda Phillips, Manager, Parliamentary Public Relations Office
Ms. Jan Robinson, Assistant Director, Accounting Operations
Ms. Beryl Venter, Assistant Director, Financial Planning
Ms. Molly Pellecchia, Assistant Director, Supply and Services

DECISIONS OF THE BOARDITEM 1: Approval of Minutes of Meeting #1/86

Moved by Mr. Nixon, seconded by Mr. McClellan, and agreed, that the Minutes of Meeting #1/86 be approved as circulated.

ITEM 2: Authority to Transfer Funds Within the Office of the Assembly Vote

Moved by Mr. Nixon, seconded by Ms. Smith, and agreed, that the Board authorize the Finance Director, under the provisions of section 88 of the Legislative Assembly Act to transfer monies from one item of the Estimates of the Office of the Assembly to another item within the same vote, in order to facilitate the payment of accounts for the 1985-86 fiscal year.

ITEM 3: 1986-87 Estimates Review: Office of the AssemblyOffice of the Speaker

Moved by Ms. Smith, seconded by Mr. McClellan, and agreed, that the 1986-87 Budget for the Commonwealth Parliamentary Association 26th Annual Canadian Regional Conference be approved, as amended, in the amount of \$277,100.

Moved by Ms. Caplan, seconded by Ms. Smith, and agreed, that the 1986-87 Budget for the A.I.P.L.F. (International Association of French-speaking Parliamentarians) be approved, as amended, in the amount of \$107,400; all caucus offices to be advised that in future, all such invitations to any organizations must first receive Board approval.

Moved by Ms. Caplan, seconded by Mr. Nixon, and agreed, that the staff complement and estimates of the Office of the Speaker be corrected to indicate, as previously, the unclassified position of Special Assistant.

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Moved by Mr. McClellan, seconded by Mr. Eves, and agreed that the 1986-87 Budget for the Office of the Speaker be approved, as amended, in the amount of \$860,600.

Office of the Clerk

Moved by Mr. Nixon, seconded by Mr. Eves, and agreed, that the 1986-87 Budget for the Office of the Clerk be approved in the amount of \$1,010,000.

Sessional Requirements

Moved by Ms. Smith, seconded by Mr. McClellan, and agreed, that the 1986-87 Budget for Sessional Requirements be approved in the amount of \$7,215,100.

Moved by Ms. Smith, seconded by Mr. McClellan, and agreed, that an amount of \$102,900 be approved for the tendering and installation of a new telephone wiring system.

Staff of the Assembly Office were asked to prepare a proposal on equipment standards for the 3 caucus print shops.

Members' Indemnities

Moved by Mr. Nixon, seconded by Mr. Eves, and agreed, that the 1986-87 Budget for Members' Indemnities be approved in the amount of \$8,525,400.

Members' Support Services

Moved by Ms. Smith, seconded by Mr. McClellan, and agreed, that the 1986-87 Budget for Members' Support Services be approved in the amount of \$13,643,200.

Constituency Office Program

Moved by Ms. Smith, seconded by Mr. Eves, and agreed, that the 1986-87 Budget for the Constituency Office Program be approved in the amount of \$2,586,800.
Included in this final amount were:

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Constituency Office Program (Continued):

(1)	Rental of Office Premises	\$850,000
(2)	Office Renovation and Improvement Expenses	85,000
(3)	Office Furniture and Equipment	310,000
(4)	Office Automation Equipment	300,000
(5)	Advertising	125,000
(6)	Telephone Services	468,750
(7)	Postage Expenses	40,000
(8)	Travel Expenses	150,000
(9)	Liability and Contents Insurance	8,000
(10)	Other Expenses	250,000

The Board also approved the following provisions relating to the Constituency Office Program, effective April 1, 1986:

Approved, that the Constituency Office Program be prefaced by a statement of objectives, stressing as its purposes: the encouragement of communication between Members and constituents; the provision of support to the Member in administrative matters; and the preparation of research material, or constituency publications. Approved also, that expenses promoting political activity or disparaging a position, group or M.P.P. are not acceptable.

Approved, that the appropriateness of claims or payments be the responsibility of the Member; that the Finance Office perform accounting tasks for the Member and monitor transactions, advising the Member where expenses may be questionable and making recommendations to the Member. Approved also, that should the Assembly Office be unable to resolve a particular matter, it should be placed before the Board.

Approved, that the Finance Office should recognize and pay invoices as authorized by the Member; that payment be made either to the Member or the vendor; and that the Finance Office act as agent for the Member who will remain responsible for the transaction.

Approved, that the Finance Office be authorized to issue accountable advances to Members to fund specific office expenditures.

Approved, that all Budgets for Members' Constituency Office expenses, with the exception of those for one time items such as renovations, are to be prorated in accordance with that portion of the fiscal year in which the office is leased and being operated by the Member.

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Constituency Office Program (Continued):

Approved, that an Accommodation Budget, specifically for rent and utility expenses of constituency offices be provided to each Member to a maximum of \$9,500 annually; unspent balances from this allowance not transferable to other expense items.

Approved, that there be an annual renovation and start-up allowance of up to \$1,000 for both new Members and for those Members whose constituency office locations change due to redistribution; and that every five years, other Members also receive up to \$1,000.

Approved, that the Assembly Office provide office furniture and equipment (inclusive of copying equipment) and office automation equipment for Members' constituency offices.

Approved, that each Member be allowed up to \$1,000 per year for advertising in the media of the Member's choosing; that allowable messages include announcements of public meetings, offers of assistance to constituents, activities of the Member in the Assembly, seasonal messages; and that messages of a politically partisan nature not be acceptable expense claims.

Approved, that all telephone expenses less installation costs should be absorbed by the Assembly Office, up to a maximum of three lines and three units per Member's constituency office; car phones, paging/answering services to be applied to the Member's travel, advertising or miscellaneous budgets, or to be paid personally by the Member.

Approved, that mailing expenses from the constituency office budget be absorbed by the Assembly Office; restrictions on mailings to be removed where they do not conflict with constituency mass mailing guidelines.

Approved, that each Member be allowed an annual amount of up to \$1,200 to defray travel by constituency office staff on constituency business, inclusive of travel outside the constituency, by the most economical and practical mode of transportation; meal allowances for staff to be provided when staff outside the constituency by at least a 24 kilometre radius. Further, approved, that the mileage rate allowed for staff travel should reflect amounts authorized by the Management Board of Cabinet.

Approved, that the Assembly Office provide funding for insurance coverage for all constituency offices; the standard of such coverage to be recommended by the Insurance and Risk Manager, Ministry of Government Services.

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Constituency Office Program (Continued):

Approved, that the Assembly Office maintain current policies on miscellaneous expenses and provide annual funding to each Member of \$2,000 (exclusive of supplies purchased through the Ministry of Government Services Stationery Service).

Caucus Support Services

Moved by Ms. Smith, seconded by Mr. McClellan, and agreed, that the 1986-87 Budget for Caucus Support Services be approved, as amended, in the amount of \$7,434,500.

Moved by Ms. Smith, seconded by Mr. Riddell, and agreed, that the Information Systems Working Group (comprised of staff of the Information Systems unit of the Office of the Assembly and the Systems Administrator from each caucus) be required to conduct a review of any matter concerning the Legislative Information System (LIS) prior to consideration by the Board, and that a written report from the Working Group accompany any request for action by the Board. The Working Group was asked to review and report on the following two matters:

- a. the caucus equipment orders placed prior to December 31, 1985;
- b. the adequacy of the current staff allocations in the caucus systems units.

Moved by Ms. Smith, seconded by Mr. McClellan, and agreed, that the policy on Caucus Staff benefits as established by the Board at Meeting #17/76 be rescinded in order to remove the staff complement restriction; benefits and pension package to apply automatically to Caucus and Members' staff, exclusive of contract positions.

Hansard Reporting Services

Moved by Mr. Nixon, seconded by Mr. McClellan, and agreed, that the 1986-87 Budget for Hansard Reporting Services be approved in the amount of \$2,688,400.

Legislative Library

Moved by Mr. Eves, seconded by Mr. Nixon, and agreed, that the 1986-87 Budget for the Legislative Library be approved in the amount of \$3,893,200.

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Legislative Library (Continued):

Moved by Mr. Eves, seconded by Mr. Nixon, and agreed, that the staff complement increase for the Legislative Library for 1986-87 of 7 classified positions (reflecting the conversion of 6 unclassified staff to the classified category as well as 1 new classified position) and 2 student positions be approved.

Information Services

Moved by Ms. Smith, seconded by Mr. Riddell, and agreed, that the Board approve the creation of 2 complement positions for the Electronic Hansard unit: Manager of Broadcasting, and Senior Maintenance Technician, effective April 15, 1986.

Moved by Ms. Caplan, seconded by Mr. Eves, and agreed, that the proposal for a Summer Historical Review for the Legislative Building be tabled with the Board for discussion prior to the Summer of 1987.

Moved by Ms. Smith, seconded by Mr. Riddell, and agreed, that the 1986-87 Budget for the Spring Session Electronic Hansard coverage of the Legislative Assembly of Ontario be approved in the amount of \$395,000.

Moved by Ms. Smith, seconded by Mr. Riddell, and agreed, that the 1986-87 Budget for the Information Services Branch be approved, as amended, in the amount of \$15,280,700.

Administration

Moved by Mr. Riddell, seconded by Mr. McClellan, and agreed, that the staff complement for the Administration Office for 1986-87 be increased by 9 classified positions and increased by 4 unclassified positions, and that the 1986-87 Budget for the Administration Office be approved in the amount of \$3,036,400.

Commission on Election Contributions and Expenses

Moved by Mr. Eves, seconded by Mr. McClellan, and agreed, that the staff complement for the Commission on Election Contributions and Expenses for 1986-87 be increased by 3 classified positions, and that the 1986-87 Budget for the Commission on Election Contributions and Expenses be approved in the amount of \$1,077,200.

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Legislative Assembly Retirement
Allowances Act Account (L.A.R.A.)

Moved by Mr. Eves, seconded by Mr. McClellan, and agreed, that further to the recommendations of Mr. Howard Tate of Johnson & Higgins Willis Faber Ltd., a 4% increase be granted to former Members and their dependents receiving an allowance under L.A.R.A., and to those former Members eligible for an allowance but who have elected to defer commencement of their allowance. This increase to take effect January 1, 1986.

Moved by Mr. Eves, seconded by Mr. McClellan, and agreed, that the 1986-87 Budget for the Legislative Assembly Retirement Allowances Account (L.A.R.A.) be approved in the amount of \$1,302,800.

Ontario Electoral Boundaries Commission

Moved by Mr. Eves, seconded by Ms. Smith, and agreed, that the 1986-87 budget for the Ontario Electoral Boundaries Commission be approved, as amended, in the amount of \$39,300.

ITEM 4: Office of the Provincial Auditor

Moved by Mr. McClellan, seconded by Mr. Eves, and agreed, that the staff complement for the Office of the Provincial Auditor for 1986-87 be increased by 6 classified positions and 2 unclassified positions, and that the 1986-87 Budget for the Office of the Provincial Auditor be approved in the amount of \$5,898,400.

ITEM 5: Office of the Ombudsman

Moved by Mr. McClellan, seconded by Mr. Riddell, and agreed, that the Office of the Ombudsman staff complement for 1986-87 be increased by 1 classified position and decreased by 1 unclassified position, and that the 1986-87 Budget for the Office of the Ombudsman be approved in the amount of \$6,446,700.

Agreed, that the Office of the Ombudsman report to the Board on its findings regarding the impact of its "stringer office" pilot project on the functions of local constituency offices.

ITEM 6: Office of the Chief Election Officer

Moved by Mr. Eves, seconded by Ms. Caplan, and agreed, that the 1986-87 Budget for the Office of the Chief Election Officer be approved in the amount of \$489,600.

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OTHER BUSINESS:

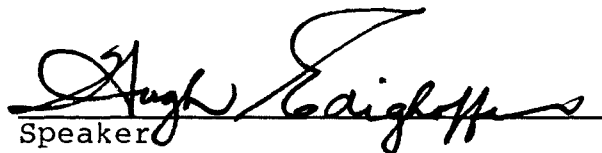
Approval for the Assembly Chamber
Platform Layout

Moved by Ms. Caplan, seconded by Mr. McClellan, and agreed, that further to the letter from Carruthers Shaw and Partners (Architects) received by Mr. Speaker, dated April 15, 1986, the space between the Government and Opposition desks in the Legislative Chamber be 13 feet 9 inches.

MOTION TO ADJOURN:

There being no further business to come before the Board at this time, the meeting was adjourned.

The next meeting of the Board of Internal Economy will be held in the Speaker's Boardroom, in Room 180 of the Legislative Building, on Monday, May 5, 1986 at 3:45 p.m.


Speaker

17/4/86