Legislative Assembly of Ontario

MINUTES OF MEETING # 1/2002 OF THE BOARD OF INTERNAL ECONOMY HELD IN ROOM 180, THE SPEAKER'S BOARDROOM AT 4:00 PM ON WEDNESDAY, JUNE 19, 2002

Present

The Honourable Gary Carr, MPP, Chair
The Honourable John Baird, MPP
The Honourable Norm Sterling, MPP
The Honourable Brad Clark, MPP
Mr. Steve Gilchrist, MPP
Mr. Rick Bartolucci, MPP
Mr. Gilles Bisson, MPP

Secretariat

Mr. Claude DesRosiers, Clerk of the House, BOIE Secretary
Ms Mary Edwards, Assistant Secretary and Recording Secretary (Acting)

Legislative Assembly Staff

Mr. Dennis Clark, Sergeant-at-Arms and Executive Director, Precinct Properties
Ms Deborah Deller, Executive Director, Legislative Services
Ms Sylvia Nemanic, Executive Director, Administrative Services

Guests

Mr. Nick Viris, Director, Financial Services
Ms Barbara Cowieson, Deputy Executive Director/ Government Members' Services
Ms Debbie Kemble, Manager, Finance & Administration / Liberal Caucus Service Bureau
Ms Val Fogarty/ NDP Caucus
Ms Lisa Person, Assistant to Hon. John Baird, MPP
Mr. Julian Hogeterp, Assistant to Hon. Brad Clark, MPP
Mr. Ryan Bailey, Assistant to Hon. Norm Sterling, MPP
Mr. John Hollins, Chief Election Officer
Ms Peng Tam, Chief Financial Officer

DECISIONS OF THE BOARD

ITEM 1: **Minutes of Meeting #3/2001**

Moved by Mr. Bartolucci, seconded by Mr. Baird, and agreed, that the Minutes of Meeting #3/01 be approved as circulated.

ITEM 2: **Pre-approvals**

[a] Standing Committee on the Legislative Assembly (Feb. 11)

A pre-approval form was circulated to all Board members in February requesting approval be given to the Standing Committee on the Legislative Assembly to adjourn from place to place in North America and abroad as the Committee may deem advisable.

Note: No additional funds would need to be allocated as sufficient funds now exist in the global committees budget as previously authorized by the Board of Internal Economy.

The Board members agreed to approve the request.

[b] Standing Committee on the Legislative Assembly (April 9)

A pre-approval form was circulated to all Board members in April requesting approval be given to the Quebec National Assembly as part of its inquiry into parliamentary reforms as per terms of reference.

Note: No additional funds would need to be allocated, as sufficient funds now exist in the global committees budget as previously authorized by the Board of Internal Economy.

The Board members agreed to approve the request.

ITEM 3: **<u>2002/2003 Estimates of the Office of the Assembly</u>**

ASSEMBLY OFFICES

<u>Office of the Speaker – Vote 0201-01</u>

Moved by Mr. Bartolucci, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for the Office of the Speaker be approved in the amount of $533,600.

<u>Office of the Clerk Vote 0201-02</u>

Moved by Mr. Bartolucci, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for the Office of the Clerk be approved in the amount of $703,500.

<u>Legislative Services Vote 0201-03</u>

Moved by Mr. Baird, seconded by Mr. Bisson, and agreed that the 2002/2003 Estimates for Legislative Services be approved in the amount of $10,083,500.

<u>Legislative Library Vote 0201-04</u>

Moved by Mr. Baird, seconded by Mr. Bisson, and agreed, that the 2002/2003 Estimates for the Legislative Library be approved in the amount of $5,631,500.

<u>Administrative Services Vote 0201-05</u>

Moved by Mr. Baird, seconded by Mr. Bisson, and agreed, that the 2002/2003 Estimates for Administrative Services be approved in the amount of $4,620,700.

<u>Sergeant-at-Arms and Precinct Properties Vote 0201-06</u>

Moved by Mr. Baird, seconded by Mr. Bisson, and agreed, that the 2002/2003 Estimates for the Sergeant-at-Arms and Precinct Properties be approved in the amount of $16,347,400.

<u>Legislative Information Systems Vote 0201-07</u>

Moved by Mr. Bisson, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for Legislative Information Systems be approved in the amount of $2,954,700.

<u>Lieutenant Governor's Suite Vote 0201-12</u>

Moved by Mr. Gilchrist, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for the Lieutenant Governor's Suite be approved in the amount of $81,000.

Note: The Board was advised that staff will bring forward a recommendation in the fall regarding Assembly staff salary increases pending a decision with respect to the Management/Excluded salary award.

MEMBERS' SERVICES

<u>Caucus Support Services Vote 0201-08</u>

Moved by Mr. Bisson, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for Caucus Support Services be approved in the amount of $9,524,200.

<u>Members' Compensation and Travel Vote 0201-09</u>

Moved by Mr. Baird, seconded by Mr. Bartolucci, and agreed, that the 2002/2003 Estimates for Members' Compensation and Travel be approved in the amount of $18,253,800.

<u>Members' Office Support Services Vote 0201-10</u>

Moved by Mr. Bartolucci, seconded by Mr. Bisson, and agreed, that the 2002/2003 Estimates for Members' Office Support Services be approved in the amount of $28,860,600.

<u>Legislative Internship Program Vote 0201-11</u>

Moved by Mr. Gilchrist, seconded by Mr. Bisson, and agreed, that the 2002/2003 Estimates for the Ontario Legislature Internship Programme be approved in the amount of $202,000.

COMMISSIONS

<u>Environmental Commissioner – Vote 0202-01</u>

Moved by Mr. Bartolucci, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for the Environmental Commissioner be approved in the amount of $1,883,300.

<u>Office of the Information and Privacy Commissioner – Vote 0202-02</u>

Moved by Mr. Bartolucci, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for the Office of the Information and Privacy Commissioner be approved in the amount of $7,455,600.

<u>Office of the Integrity Commissioner – Vote 0202-03</u>

Moved by Mr. Bartolucci, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for the Office of the Integrity Commissioner be approved in the amount of $741,200.

AGENCIES

<u>Ombudsman Ontario – Vote 3101-01</u>

Moved by Mr. Bartolucci, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for the Ombudsman Ontario be approved in the amount of $8,493,400.

<u>Chief Election Officer – Vote 0501-01</u>

This item was deferred to the next meeting.

<u>Provincial Auditor – Vote 3301-01</u>

Moved by Mr. Bartolucci, seconded by Mr. Baird, and agreed, that the 2002/2003 Estimates for the Provincial Auditor be approved in an amended amount of $9,362,800.

3b] <u>Capital Plan</u>

This item was tabled for discussion.

The Board requested that additional information be provided on specific areas that could be completed in 2002/03 and that a pre-approval be submitted to cover this plan.

The pre-approval form (dated June 25, 2002) to cover funding and work to be completed in 2002/2003, was circulated and approved by all Members of the Board.

ITEM 4: <u>Review of Members' Toronto Accommodation Budget and Related Policies</u>

This item was tabled for discussion and deferred.

The Board requested a report be prepared to review:
1) other alternates for setting accommodation increases such as CMHC and
2) mechanisms for annual review of other jurisdictions.

ITEM 5: <u>Security Report – Review of Security Staffing</u>

Moved by Mr. Baird, seconded by Mr. Bisson, and agreed, that

<u>Legislative Building</u>

1) The strategy for Security coverage as outlined in Appendix A for the Legislative Building be adopted.
2) Four additional Security Officer complements, be approved, in fiscal 2002/2003.
3) Ongoing funding in the amount of $220,700 for Security Officers starting in 2002/2003, be approved.

4) One time funding in the amount of $15,600 for services, supplies and equipment for 2002/2003, be approved.

Whitney Block

1) The Assembly continue to provide security services to clients on the fourth, fifth and sixth floor of the Whitney Block as requested by Cabinet Office be approved.
2) The strategy for Security coverage as outlined in Appendix A for the Whitney Block be adopted.
3) Five additional Security Officer complements, be approved, in fiscal 2002/2003.
4) Ongoing funding in the amount of $275,800 for Security Officers starting in 2002/2003, be approved.
5) One time funding in the amount of $24,700 for supplies and equipment for 2002/2003, be approved.

ITEM 6: **Supplementary Roof Anti-icing System & Snow/Slate Guard Installation – Legislative Building**

Moved by Mr. Baird, seconded by, Mr. Bartolucci, and agreed, that :

1) Funding in the amount of $500,000 in 2002/2003 be approved to complete the supplementary roof anti-icing system and snow/slate guard installation for some of the remaining parts of the centre block and west wing. (Note: This funding is part of the $700,000 annual amount approved by the Board for exterior maintenance work and is not an increase in the 2002/2003 Proposed Estimates).

2) One-time funding in the amount of $2.7 million be approved over two fiscal years for the installation of the supplementary roof de-icing system and snow/slate guard as follows:

- Approval in 2002/2003 of one-time funding of $1.1 million to install the snow/slate guard to the balance of the centre block, east west and north wings of the Legislative building as well as the installation of the roof de-icing system in critical areas of the building.
- and the contract for the remaining work totalling $1.6 million be awarded to the lowest bidder to complete the work in 2003/2004. A one-time funding request of $1.6 million will be included as an increase during the 2003/2004 Estimates process.

ITEM 7: **Authority to Initiate Capital Projects**

The Board did not agree to provide Senior Management with the authority to start work on capital projects prior to the estimates being approved. Board members are to be informed of any capital projects before they are initiated.

ITEM 8: **Co-operative Education Program – University of Waterloo**

Moved by Mr. Baird, seconded by Mr. Bartolucci, and agreed, that ongoing funding of $75,000 be approved in the 2002/2003 Estimates to re-establish the Legislative Learner Program through the Co-operative Education Program at the University of Waterloo.

ITEM 9: **Integrity Commission – Cost Recovery Report for Lobbyists Registration Service**

Moved by Mr. Baird, seconded by Mr. Bartolucci, and agreed, that the Integrity Commission with respect to the Cost Recovery for Lobbyists Registration maintain the status quo.

ITEM 10: **Association of Former Ontario Parliamentarians [OAFP]**

Moved by Mr. Baird, seconded by Mr. Bartolucci, and agreed, that funding in the amount of $12,350 be approved.

ITEM 11: **Chief Election Office**

This item was tabled for discussion.

The Board requested the Chief Election Officer report back at the next meeting with more information justifying the increase in the Chief Election Officer estimates.

ITEM 12: **Members' Special Requests**

Toronto Accommodation Budget

a) Tony Martin, MPP

This item is deferred to next meeting pending further report on Toronto Accommodation ceiling (Item 4).

b) Leona Dombrosky, MPP

The Member is no longer requesting funding. This is an information item only.

Ernie Parsons, MPP

This item is deferred to next meeting pending further report on Toronto Accommodation ceiling (Item 4).

c) Gilles Bisson, MPP

Moved by Mr. Baird, seconded by Mr. Bartolucci, and agreed, that approval be given to Gilles Bisson to allow an overexpenditure in his 2001/02 Global Budget in the amount of $10,016.10 to be charged to his fiscal 2002/03 Global Budget.

d) Lyn McLeod, MPP

Moved by Mr. Baird, seconded by Mr. Bartolucci, and agreed, that approval be given to allow Lyn McLeod to claim allowable expenses for the maintenance of her out-of-town accommodation under the Toronto Accommodation Budget effective April 1, 2002.

e) Member's Global Budget - R. Bartloucci, MPP and J. Lalonde, MPP

This item was tabled for discussion.

The Board requested a review of the Global Budget options be completed by the Assembly for the next meeting.

Increase in Members' Staff Salary Ceiling

Moved by Mr. Bisson, seconded by Mr. Bartolucci, and agreed that:

Given the staff salary ceilings have not been adjusted since 1993, the Member's staff salary ceilings be changed, effective April 1, 2002, by 6.9% (1.35%, April 1, 2000; 1.95% April 1, 2001; 3.5% April 1, 2002) to provide Members' staff with equivalent to the salary adjustments negotiated by OPSEU and the Ontario Public Service. The new salary ceilings effective April 1, 2002 are:

Clerk Typist	$32,081
Special Assistant	$40,957
Legislative Assistant	$43,287
Constituency Assistant	$46,544
Executive Assistant	$49,590

The Board of Internal Economy also approved that there would be no retroactive salary increases or adjustments for Members' staff salaries prior to April 1, 2002.

f) MPP's Pension Act – M. Kwinter, MPP

This item was received for information.

ITEM 13: **Sodexho Food Services/Annual Report**

Moved by Mr. Baird, seconded by Mr. Bartolucci, and agreed, that the Board of Internal Economy approve the renewal of the Food Services and Concession Operations contract with Sodexho Canada Ltd. for a one-year period commencing July 8, 2002 and terminating July 7, 2003.

ITEM 14: **Authority to Transfer Funds**

Moved by Mr. Baird, seconded by Mr. Bartolucci, and agreed, that under the provisions of Section 91 of the Legislative Assembly Act, the Director, Financial Services is authorized to transfer monies from one item of the Estimates of the Office of the Assembly to another item, within the same vote, to facilitate the payment of accounts each fiscal year.

It is understood that itemized accounts of transfers within votes would continue to be provided to the Board.

ITEM 15: **Standing Committee on the Legislative Assembly**

Moved by Mr. Bartolucci, seconded by Mr. Sterling, and agreed, that approval be given to the Standing Committee on the Legislative Assembly to attend the 2002 Annual Meeting of the National Conference of State Legislatures.

Note: No additional funds would need to be allocated as sufficient funds now exist in the global committees budget as submitted for approval to the Board of Internal Economy.

OTHER BUSINESS:

Speaker's Budgeta- Assembleé Parlementaire de la Francophonie (APF)

Moved by Mr. Baird, seconded by Mr. Bisson and agreed that:

Additional ongoing funding in the amount of $5,000 be approved in the Speaker's Budget for the APF to allow for the participation of an independent Member. Funding is included in the Office of the Speaker (Item 3 – Vote 0201-01).

Clerk's Budget – Assembleé Parlementaire de la Francophonie (APF)

Moved by Mr. Bisson, seconded by Mr. Baird and agreed that $2,000 be approved in the Clerk's Budget for the APF to allow for interpretation services. Funding is included in the Office of the Clerk (Item 3 – Vote 0201-02).

INFORMATION ONLY

The Board received the following information items.

Members' Staffd Sick Leave Replacement

The Board received the *2001/2002 Annual Report for Sick Leave Replacement.*

2001/2002 Year End Transfer of Funds

The Board received the 2001/2002 Year End Transfer of Funds Report.

The Assembly's Three Year Plan (2002/2003)

The Board received the Assembly's Three Year Plan.

MOTION TO ADJOURN

There being no further business to discuss, the meeting adjourned at 6:55 p.m.

Speaker

Legislative Assembly of Ontario

MINUTES OF MEETING # 2/2002 OF THE BOARD OF INTERNAL ECONOMY HELD IN ROOM 180, THE SPEAKER'S BOARDROOM AT 4:00 PM ON WEDNESDAY, DECEMBER 4, 2002

Present

The Honourable Gary Carr, MPP, Chair
The Honourable Doug Galt, MPP
The Honourable Norm Sterling, MPP
The Honourable Brad Clark, MPP
Mr. Rick Bartolucci, MPP
Mr. Gilles Bisson, MPP

Absent

Mr. Steve Gilchrist, MPP

Secretariat

Mr. Claude DesRosiers, Clerk of the House, BOIE Secretary
Ms Mary Edwards, Assistant Secretary and Recording Secretary

Legislative Assembly Staff

Mr. Dennis Clark, Sergeant-at-Arms and Executive Director, Precinct Properties
Ms Deborah Deller, Deputy Clerk and Executive Director, Legislative Services
Ms Sylvia Nemanic, Executive Director, Administrative Services

Guests

Mr. Nick Viris, Director, Financial Services
Ms Marilyn Abraham, Director, Human Resources
Ms Zina Decker, Administrative Coordinator and Executive Assistant to the Clerk
Ms Barbara Cowieson, Deputy Executive Director / Government Members' Services
Ms Debbie Kemble, Manager, Finance & Administration / Liberal Caucus Service Bureau
Ms Val Fogarty / NDP Caucus
Mr. Julian Hogeterp, Assistant to Hon. Brad Clark, MPP
Ms Margaret Marland, Chair of the Legislative Assembly Committee

DECISIONS OF THE BOARD

ITEM 1: **Minutes of Meeting #1/2002**

Moved by Mr. Bartolucci, seconded by Mr. Clark, and agreed, that the Minutes of Meeting #1/02 be approved as circulated.

ITEM 2: **Job Evaluation System – Legislative Assembly**

Moved by Mr. Sterling, seconded by Mr. Bartolucci and agreed, that:

a) The Office of the Assembly's new job evaluation, pay system and revised salary administration policies be adopted and implemented effective January 1, 2003.

b) One-time funding in the amount of $531,400 be approved in 2002/2003 to implement the increases negotiated in the OPS from April 1, 2001 to March 31, 2002 for Assembly Office staff (previous fiscal year).

On-going funding in the amount of $895,600 be approved in 2002/2003 which represents the cost required to fund the negotiated increases in the OPS to December 31, 2002; and

In lieu of ongoing funding approval of $126,400 in 2002/2003 relating to the negotiated increases in the OPS for the period January 1, 2003 to March 31, 2003, ongoing funding be approved in the amount of $216,500 in 2002/2003 to implement the proposed new evaluation system for Assembly Office staff effective January 1, 2003 to March 31, 2003.

c) Merit increases be in the range of 0% to 6% depending on performance with the standard of meeting all job requirements being set at 3.5%. This range is based on the plan of lower percentage increases for merit that is being implemented in the OPS.

d) The Director of Human Resources continue to be authorized to implement annual salary adjustments for the Office of the Assembly in order to have salaries paid at levels comparable to salaries within the OPS. This will be done in consideration and review of salary changes adopted in the OPS.

ITEM 3: **Chief Election Office (Vote 0501-01)**

Moved by Mr. Bartolucci, seconded by Mr. Clark and agreed, that:

a) Funding in the amount of $3,290,300 for the 2002/2003 Estimates for the Office of the Chief Election Officer be approved.

b) The increase in staff complements and the new compensation structure be approved.

ITEM 4: **Review of Members' Toronto Accommodation Budget & Related Policies**

This item was tabled for discussion. It was decided to review this subject during the 2003/2004 Estimates process.

ITEM 5: **Member's Global Funding**

Moved by Mr. Bisson, seconded by Mr. Bartolucci that the Members' Global Budget ceiling be increased annually starting in 2002/2003 by the Average Consumer Price Index (CPI) for Ontario.

Messrs. Clark, Galt and Sterling were opposed. Motion defeated.

ITEM 6: **Departing MPP Entitlements**

Moved by Mr. Sterling, seconded by Mr. Clark and agreed, that

1. Human Resources will communicate with MPPS their eligibility for Health, Dental and Life Insurance benefits should they leave office.
2. Departing MPPs who at the time of departure do not then and/nor will they ever qualify for "retiree" Health and Dental benefits, be granted a continuation of benefits only if they decide to take their severance payment as payroll continuation.
3. Departing MPPs be allowed to purchase transition supplies and equipment as outlined in the HR Transition Allowance Policy for Outgoing Members provided the expenditures are billed directly to the Office of the Assembly similar to all other transition expenses.
4. Departing MPPs and their dependents be advised that they can access the Assembly's Employee Assistance Program for up to six months after the date of the election for personal and crisis counselling and referral.

ITEM 7: **OPS Negotiated Increase**

a) Members' Support Staff Salaries

This item was tabled for discussion and it was decided no action would be taken.

b) Caucus Staff Salaries

This item was tabled for discussion and it was decided no action would be taken.

c) Commissions

Moved by Mr. Sterling, second by Mr. Galt that the 2002/2003 budget for the Integrity Commissioner 2002/2003 budget be increased by $17,300 to cover Ontario Public Service Adjustments awarded.

Moved by Mr. Sterling, seconded by Mr. Galt that the 2002/2003 budget for the Office of the Environmental Commissioner be increased by $89,800 to cover the Ontario Public Service Adjustments awarded.

Messrs. Bartolucci and Bisson were opposed. Motion carried.

ITEM 8: **Payment in Lieu of Taxes**

Moved by Mr. Clark, seconded by Mr. Galt that ongoing funding in 2002/2003 in the amount of $938,000 be approved to fund the increase in payment in-lieu of taxes for the Legislative Building.

Messrs. Bartolucci and Bisson were opposed. Motion carried.

ITEM 9: **Fuel and Energy Conservation for the Legislative Precinct**

Moved by Mr. Galt and seconded by Mr. Sterling and agreed that energy conservation at the Office of the Assembly be consistent with other government energy conservation measures within the Ontario government and outlined in Bill 210, Electricity Pricing, Conservation and Supply Act, 2002.

ITEM 10: **Upgrade Furniture and Fixtures in Committee Rooms**

This item was tabled for discussion. It was decided that funding to upgrade furniture and fixtures in the Committee Rooms should be requested through the 2003/2004 Estimates process.

ITEM 11: **Office of the Integrity Commissioner**

Moved by Mr. Sterling and seconded by Mr. Clark and agreed that:

One time funding in 2002/03 in the amount of $328,000 be approved for the Office of the Integrity Commissioner to pay for costs associated with proposed legislation Bill 216 – Accountability for Expenses Act – Cabinet Ministers and Opposition Leaders – 2002.

OTHER BUSINESS

NDP Caucus Services Budget Shortfall – Gilles Bisson, MPP

Moved by Mr. Bartolucci and seconded by Mr. Clark. and agreed that the NDP Caucus Services be allowed to exceed their Caucus formula funding in 2003/2003 by $20,000 due to an Employee on LTIP/Sick Leave.

Maternity Leave Benefits for Members' Staff - Gilles Bisson, MPP

This item was tabled for discussion. Mr. Bisson was asked to provide more information on the issue for the next meeting.

INFORMATION ONLY

The Board received the following information items.

- Statement of Expenditure of the Office of the Provincial Auditor for year ended March 31, 2002
- Office of the Assembly Financial Statements for the Year ended March 31, 2002
- Summary of Updated 2002/2003 Estimates

MOTION TO ADJOURN

There being no further business to discuss, the meeting adjourned at 5:15 p.m.

Speaker