

BOARD OF INTERNAL ECONOMY

Room 8 Legislative Building
5:00 p.m., March 18, 2008

Present: Members of the Board of Internal Economy

Hon. Don Toth, Speaker, Chair
Hon. Dan D'Autremont
Ms. Doreen Eagles
Hon. Donna Harpauer
Mr. Glen Hart
Mr. Len Taylor
Mr. Kevin Yates

Staff to the Board

Ms. Marilyn Borowski, Director, Finance and Administrative Services
Ms. Linda Kaminski, Director, Human Resource and Payroll Services
Mr. Gregory Putz, Clerk of the Legislative Assembly
Mr. Ken Ring, Law Clerk and Parliamentary Counsel
Ms. Margaret Tulloch, Secretary to the Board

AGENDA Moved by Ms. Eagles, seconded by Mr. Yates, that the proposed agenda be adopted. Agreed.

MINUTES Moved by Mr. Hart, seconded by Mr. Taylor, ordered, that the Minutes of Meeting #1/08 be adopted. Agreed.

ITEM 1 Decision Item: Amendments to Board of Internal Economy Directives #3.1, #4.1, #6, and #24.1

Moved by Mr. D'Autremont, seconded by Mr. Yates:

That, effective March 10, 2008, clause (6) of Directive #3.1 – *MLA Travel and Living Expenses* be deleted.

The question being put, it was agreed.

Minute # 1692

Moved by Ms. Eagles, seconded by Mr. Yates:

That, effective April 1, 2008, Directive #3.1 – *MLA Travel and Living Expenses*, as amended and attached, be approved.

The question being put, it was agreed.

Minute # 1693

DIRECTIVE #3.1
(s.49(3)(b), (f) - c.L-11.3)

MLA TRAVEL AND LIVING EXPENSES***AUTHORITY***

- (1) Every Member is entitled to an annual accountable expense provision, to a maximum that is determined in accordance with clause (10), for travel and living expenses that are incurred by a Member who:
 - (a) is discharging that Member's duties; and
 - (b) is required to be absent from that Member's home.

- (1.1) Notwithstanding clause (1) and clause (2) of Directive #4.1 – *Constituency Service Expenses*, a Member may use up to a maximum of \$10,000 per year of expense funds calculated under clause (10) of this Directive for constituency service expenses subject to the following conditions:
- (a) the Member has used all of the funds that have been allocated to him or her under clause (2) of Directive #4.1 – *Constituency Service Expenses*; and
 - (b) constituency service expenses claimed under this clause meet all of the terms and conditions of Directive #4.1 – *Constituency Service Expenses*.

TRAVEL AND LIVING EXPENSES ELIGIBILITY CRITERIA

- (2) Members may seek reimbursement by attaching receipts to a travel expense claim form approved by the Board of Internal Economy or seek direct payment on their behalf by attaching invoices to the form, as follows:
- (a) by certifying on the form that the expense is in respect of his or her duties as a Member of the Legislative Assembly, being the representative of all constituents, and not in respect of his or her role as a member of a political party; and
 - (b) by signing his or her name directly upon the accompanying receipt or invoice, as the case may be.

CLAIMING TRAVEL AND LIVING EXPENSES

- (3) In order to claim for travel and living expenses, a Member must:
- (a) in the case of travel by private vehicle, submit a request for reimbursement for travel expenses, that states the claim period and the number of kilometres travelled each day in that claim period at not more than the highest rate per kilometre payable to Saskatchewan federal civil servants in accordance with the Federal Government's kilometre rate schedule;
 - (b) in the case of travel by any mode other than private or CVA vehicle, submit a request:
 - (i) for reimbursement of the actual travel expenses to be supported by receipt; or
 - (ii) for direct payment on the Member's behalf to be supported by invoice;
 - (c) for meals, submit a request for reimbursement on the basis of either the rate payable to out-of-scope employees under *The Public Service Act, 1998* as set out in the Financial Administration Manual, or the actual and reasonable expenses to be supported by receipts;
 - (d) for accommodation, submit a request for reimbursement on the basis of either the rate payable to out-of-scope employees under *The Public Service Act, 1998* as set out in the Financial Administration Manual, or the actual and reasonable expenses to be supported by receipts.

EXPENSE OPTIONS

- (4) Subject to clause (5), instead of clause (3)(d), with the required documentation, every Member who represents a constituency wholly outside the city of Regina has the option of claiming reimbursement for accommodation expenses in the city of Regina up to the maximum of \$33*, for each day the private accommodation is available for the Member's occupancy and is not rented to any other person. No claim for rent by any other Member in respect of the same premises may be reimbursed.
- (5) A Member who chooses the option set out in clause (4) is eligible for the amount claimed whether the Assembly is sitting or not and only if:
- (a) the Member decides to maintain two residences to facilitate that Member's duties;
 - (b) one of the residences is located in the city of Regina; and
 - (c) the accommodation is owned or leased in the Member's name and the transaction is not with another Member or with a person or an entity that is listed in clause (11) in Directive #4.1.

AIR PROVISIONS

- (6) In addition to the maximum amount set out in clause (10), Members for the constituencies of Athabasca and Cumberland are entitled to reimbursement or to have direct payment made on the Member's behalf for two return trips per year by air from the Member's place of permanent residence in the constituency to each community in the constituency.
- (7) If a Member travels between his or her constituency and Regina by means of a commercial scheduled airliner, the Member shall be reimbursed or have direct payment made on the Member's behalf for the cost of the air ticket in full; the Member's travel expense provision shall be reduced by an amount equivalent to the cost of one return trip between Regina and his or her constituency, or the actual cost of the flight, whichever is less.
- (8) During periods when the Assembly is sitting, any Member living 350 kilometres or more from Regina may travel by executive aircraft between Regina and his or her home in the constituency. The actual cost of the air trip shall be paid by the Legislative Assembly; the Member's travel expense provision shall be reduced by an amount equivalent to the cost of one return trip between Regina and his or her constituency, or the actual cost of the flight, whichever is less. A Member's spouse may accompany the Member on any of these air trips in accordance with Executive Air standby policy. In the event there is a charge for travel by the spouse, the cost of the airfare for the spouse shall be borne by the Member.
- (9) Notwithstanding clause (8), any Member is entitled to claim the cost charged by Executive Air for each air trip taken on executive aircraft at any time during the fiscal year; and that Member's travel expense provision shall be reduced by the amount of that air trip based on fair market value. An air trip:
 - (a) must be on a flight authorized by a Member of the Executive Council who is travelling on executive government business;
 - (b) may only be undertaken by a Member if the air trip was scheduled prior to the Member requesting the trip; and
 - (c) may be used by a Member, who is a Member of Executive Council, if that air trip was a previously scheduled air trip, if the Member of Executive Council mentioned in this clause did not authorize the air trip and is travelling on MLA business and not executive business.

MAXIMUM ACCOUNTABLE EXPENSE PROVISION

- (10) Subject to clauses (6) to (8) and clause (2) of Directive #4.1 – *Constituency Service Expenses*, the maximum amount for reimbursement to a Member for that Member's annual travel and living expenses is to be determined as follows:
 - (a) For Members who represent constituencies wholly located in the city of Regina the maximum allowable travel and living expenses is the sum of:
 - (i) 30,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the Federal Government's kilometre rate schedule, and
 - (ii) one-half of the amount calculated in subclause 10(b)(ii);
 - (b) For Members who represent constituencies of 100 square kilometres or less, excluding those constituencies wholly located in the city of Regina, the maximum allowable travel and living expenses is the sum of:
 - (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 30,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the Federal Government's kilometre rate schedule, and
 - (ii) the amount specified in clause (4) multiplied by 365;
 - (c) For Members who represent constituencies of more than 100 square kilometres but less than 2,000 square kilometres, the maximum allowable travel and living expenses is the sum of:
 - (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 42,500 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the Federal Government's kilometre rate schedule, and

- (ii) for constituencies located wholly outside of the city of Regina, the amount calculated in subclause 10(b)(ii);
 - (iii) for constituencies located partially within the city of Regina, one-half of the amount calculated in subclause 10(b)(ii);
- (d) For Members who represent constituencies over 2,000 square kilometres, the maximum allowable travel and living expenses is the sum of:
 - (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 55,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the Federal Government's kilometre rate schedule, and
 - (ii) the amount calculated in subclause 10(b)(ii).
- (11) In calculating the maximum annual allowable expenses for Members of Executive Council, the Speaker and the Leader of the Opposition only one-half of the amounts stated in clauses (10)(a)(i), (b)(i), (c)(i) or (d)(i), as the case may be, is to be used in determining that Member's maximum annual allotment.

ANNUAL ADJUSTMENT

- (12) Except for the Financial Administration Manual rates and the kilometre rates, on April 1 of each year the dollar amounts stated in this Directive shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan and this Directive may thereupon be reproduced to include the indexed amounts without further amendment.
- (13) Notwithstanding subclause 10(b)(ii), when a fiscal year is a leap year, the amount specified in clause (4) is to be multiplied by 366.

Moved by Mr. Hart, seconded by Mr. Taylor:

That, effective April 1, 2008, Directive #4.1 – *Constituency Service Expenses*, as amended and attached, be approved.

The question being put, it was agreed.

Minute # 1694

DIRECTIVE #4.1

(s.49(3)(d), (e) - c.L-11.3)

CONSTITUENCY SERVICE EXPENSES

AUTHORITY

- (1) Each Member is entitled to receive reimbursement or to have direct payment made on his or her behalf from this annual expense provision for amounts incurred by him or her in respect of his or her duties as a Member for:
 - (a) postal, advertising and other communication expenses to assist Members to convey ideas and information through printed matter, electronic, radio and television media, and public presentations;
 - (b) expenses related to operating and maintaining a constituency office or offices outside of the Member's residence, including rental of office space, rent or purchase of office furnishings and equipment, payment of utilities and office insurance, office signage and office supplies;
 - (c) office and secretarial assistance and related services.
- (2) The maximum expense provision available to each Member per annum is \$40,607*.

- (3) Notwithstanding clause (2) and clause (10) of Directive #3.1 – *MLA Travel and Living Expenses*, a Member may use up to a maximum of \$10,000 per year of expense funds calculated under clause (2) of this Directive for travel and living expenses subject to the following conditions:
- (a) the Member has used all of the funds that have been allocated to him or her under Directive #3.1 – *MLA Travel and Living Expenses*; and
 - (b) travel and living expenses claimed under this clause meet all of the terms and conditions of Directive #3.1 – *MLA Travel and Living Expenses*.
- (4) In addition to the amount specified in clause (2), each Member is entitled to receive reimbursement or to have direct payment made on his or her behalf for expenses incurred by him or her in respect of his or her duties as a Member for office renovations, furniture and equipment, technical computer support and certain relocation expenses, to a maximum amount of \$10,000 during the term of a Legislature, meaning the period commencing on polling day for a general election and ending on the day immediately preceding polling day for the next general election.

For purposes of this clause, technical computer support includes remedial technical support that includes on site assistance, software and hardware troubleshooting and installation and removal of software and hardware, and the design and maintenance of Member constituency websites.

EMPLOYEE AND CONTRACTUAL SERVICES

- (5) Under this expense provision, Members may hire persons to perform services either as employees of the Member or as independent contractors.
- (a) An individual is hired as an employee of the Member when office-related work (clerical, secretarial, research, communication services) is performed in the constituency office, under the direction and control of the Member. In these instances, an employer/employee relationship is deemed to exist and the applicable Revenue Canada source deductions must be remitted (CPP, EI and income tax). These individuals are paid on the payroll system.
 - (b) An individual is engaged to provide contractual services as an independent contractor when an employer/employee relationship does not exist.

Contractual services include the following:

- (i) office-related work that is not performed in the Member's constituency office, and that is performed by someone other than the regular constituency assistant, such as bookkeeping and accounting duties, photocopying, printing, etc.;
- (ii) preparation of communication materials when performed by someone other than the regular constituency assistant, such as speech writing, research duties, preparation and delivery of newsletters, specific information technology services, surveys, public opinion polls, data base maintenance, and advertisements;
- (iii) yard and office maintenance such as window washing, office cleaning, office renovations and repairs, equipment installations and repairs.

Direct payment is made to the contractor on a fee-for-service invoice at the completion of a specific job or service. The fee-for-service invoice must clearly specify the services performed, and must be signed by the person performing the services. The Member must submit the fee-for-service invoice with a Request for Payment form.

ADDITIONAL ELIGIBLE EXPENSES

- (6) Expenses that may also be claimed from this expense provision include:
- (a) books and subscriptions;
 - (b) provincial and national pins and flags, drinks and photographs with tour groups, wreaths, flowers, plants and books;
 - (c) halls and meeting rooms for events pertinent to the duties of an MLA;
 - (d) congratulatory plaques that recognize group achievement, but are not gifts to individuals;
 - (e) travel, training and registration fees for constituency assistants as approved by the Member;
 - (f) training and registration fees for the Member as pre-approved by the Speaker.

- (7) Members may make use of Government Services operated postal outlets for mail services. Postage expenses incurred this way will be charged monthly to each Member's Constituency Service Expenses provision.
- (8) A Member may apply to have a communication item approved in advance of its distribution by providing a written request and a sample or detailed description of the item to the Speaker's office. The Speaker's office must respond in writing within seven days of receiving the request by either approving the item, or not approving it and providing the reasons it has not been approved.

EXPENSE RESTRICTIONS

- (9) No Member shall claim an expense from this provision that is related to:
 - (a) the utilization of party logos;
 - (b) an announcement of or attendance at party, or party constituency association meetings and events;
 - (c) a solicitation for party membership;
 - (d) a solicitation of contributions, monetary or otherwise, for the Member or the Member's party;
 - (e) a request for re-election support, including election campaign material;
 - (f) the promotion and/or conduct of personal election nominations or party leadership campaigns; or
 - (g) the conduct or commissioning of surveys about voting intentions.
- (10) No Member shall claim an expense from this provision for items, services or activities that are:
 - (a) of a personal nature;
 - (b) hospitality (meals and beverages other than drinks as referred to in subclause (4)(b));
 - (c) donations, gifts, or novelty items, other than those items named in subclauses (4)(b) and (d).
- (11) No Member shall claim an expense from this provision for services provided by a family member, or a company owned by the Member or a family member. Family members are defined as "parents, spouses, common-law spouses, children and spouses of children".
- (12) Members are not allowed to contract with, or pay a management company to provide office management services. However, a company may provide office space, either furnished or unfurnished, and may charge for basic occupancy costs.

CLAIM PROCEDURES

- (13) At any point during the fiscal year, a Member is entitled to claim for expenses in an amount not to exceed any accumulated balance to date, plus one-twelfth of the annual expense provision for the current month, plus two-twelfths of the annual expense provision for the two-month advance period, to the extent that there is a balance remaining in the annual expense provision. The year-end for this expense provision is March 31; unused portions of this expense provision cannot be carried over into a new fiscal year.
- (14) All goods purchased and claimed from this expense provision that are greater than \$1,000 must be in accordance with best practice purchasing policies as follows:
 - (a) If a Member chooses to purchase independently, he or she must obtain three written quotes and the purchase must be made from the vendor who has provided the lowest quote;
 - (b) If a Member chooses not to obtain three quotes, he or she may authorize the Financial and Administrative Services Branch to purchase the goods and services on the Member's behalf.
- (15) Members may seek reimbursement or seek direct payment on their behalf as follows:
 - (a) by attaching an original receipt or an original invoice to a Request for Payment form. Requests for reimbursement must also include the invoice and evidence of payment such as a paid stamp, a receipt or a copy of the cancelled cheque; and
 - (b) in the case of goods purchased that are greater than \$1,000, by attaching the documentation described in clause 14(a); and

- (c) by certifying on the Request for Payment form that the expense is in respect of his or her duties as a Member of the Legislative Assembly, being the representative of all constituents, and not in respect of his or her role as a member of a political party; and
 - (d) by signing his or her name directly upon the accompanying receipt or invoice, as the case may be. Invoices that exceed \$50 must be signed by the Member, while invoices of \$50 or less must be signed by either the Member or the constituency assistant.
- (16) Expense claims by Members made under this expense provision shall,
- (a) for bulk printed communications with constituents (e.g. leaflets, newsletters, etc.), be supported by:
 - (i) original invoices that give a description sufficient to identify the product received and/or distributed, together with an enumeration of the services rendered with respect thereto; and
 - (ii) sample copies of the product received and/or distributed;
 - (b) for radio and television communications with constituents, be supported by:
 - (i) original invoices that indicate when the broadcast was scheduled to air; and
 - (ii) transcripts of the communications so broadcast.
- (17) All equipment and furniture or supplies that have been purchased by a Member pursuant to this Directive is the property of the Legislative Assembly of Saskatchewan and accordingly should be adequately insured by the Member. A Member may utilize that equipment and furniture in the manner the MLA considers appropriate to best exercise the Member's duties. When the office furniture and equipment is no longer required by the Member, or when a Member ceases to be a Member, the equipment and furniture may be dealt with by the Legislative Assembly in any manner that the Legislative Assembly considers appropriate.
- (18) The Legislative Assembly shall maintain a fixed asset listing of all equipment and furniture with a purchase price of \$250 that has been purchased by the Member pursuant to this Directive.

ANNUAL ADJUSTMENT

- (19) On April 1 of each year, the amount specified in clause (2) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may thereupon be reproduced to include the indexed amount without further amendment.

Moved by Ms. Harpauer, seconded by Mr. Yates:

That, effective April 1, 2008, Directive #6 – *Constituency Assistant Expenses*, as amended and attached, be approved.

The question being put, it was agreed.

Minute # 1695

DIRECTIVE #6
(s.49(3)(d) - c.L-11.3)

CONSTITUENCY ASSISTANT EXPENSES

- (1) Each Member is entitled to have payment made on his or her behalf for constituency assistant expenses incurred by him or her in respect of his or her duties as a Member in his or her constituency. The annual amount available to each Member for constituency assistant expenses is \$49,812.
- (2) The annual amount specified in clause (1) shall be prorated according to the bi-weekly pay schedule to determine a bi-weekly maximum amount available to each Member. If the maximum bi-weekly amount is not used in any one bi-weekly pay period, the remaining funds will accrue to the credit of the Member. The year-end for this expense provision is March 31; unused portions of this expense provision cannot be carried over into a new fiscal year. This expense provision cannot be claimed in advance.

- (3) The amount specified in clause (1) is intended to fund the vacation and statutory holiday pay entitlements for constituency assistants that are entitled to vacation leave of three weeks. If a constituency assistant is entitled to vacation leave in excess of three weeks, the individual Member's expense provision shall be increased by the amount that is required to fund vacation leave in excess of three weeks.
- (4) A Member may not pay a family member for constituency assistant expenses. Family members are defined as "parents, spouses, common-law spouses, children and spouses of children".
- (5) The employment relationship exists only between the Member and his or her constituency assistant. Payments made by the Legislative Assembly on behalf of a Member to his or her constituency assistant may only be made after receipt of the necessary documentation, as the case may require.
- (6) Prior to payment, a Member must authorize all payments made by the Legislative Assembly on the Member's behalf to his or her constituency assistant.
- (7) On April 1 of each year, the amount specified in clause (1) shall be adjusted by the amount of the general wage increase applied to Government of Saskatchewan out-of-scope employees on April 1 of each year, and this Directive may thereupon be reproduced to include the adjusted amount without further amendment.

Moved by Mr. D'Autremont, seconded by Mr. Taylor:

That, effective April 1, 2008, Directive #24.1 – *Constituency Office Equipment and Furniture Provision* be revoked.

The question being put, it was agreed.

Minute # 1696

ITEM 2

Decision Item: Review and Approval of the Legislative Assembly Refurbishment and Asset Replacement Fund Project Proposals (Legislative Assembly Estimates 2008-2009)

Moved by Mr. D'Autremont, seconded by Mr. Taylor:

That the following Refurbishment and Asset Replacement Fund projects be approved:

Broadcast Services Digital Migration Plan	\$65,000
Caucus Boardroom Equipment	\$49,000
Second Committee Room (Fourth Floor Development)	\$75,000
Security System Monitoring Unit	\$ 8,000
Supplementary Lighting for the Chamber	\$25,000

And the Balance for

Office Chairs for the MLA Caucuses

The question being put, it was agreed.

Minute # 1697

The Board agreed that the total amount approved for office chairs is \$28,000, and the total amount approved for the Refurbishment and Asset Replacement Fund projects is \$250,000.

The Board adjourned at 5:15 p.m.