

# **MINUTES OF MEETING 7/13 BOARD OF INTERNAL ECONOMY**

**Room 8  
Monday, September 30th, 2013  
1:00 pm**

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**Present:**      **Members of the Board of Internal Economy**

Hon. Dan D'Autremont, Speaker, Chair  
Hon. June Draude  
Ms. Doreen Eagles  
Mr. David Forbes  
Hon. Nancy Heppner  
Hon. Jeremy Harrison

**Absent:**      Ms. Cathy Sproule – sitting in Mr. Warren McCall

**Staff**

Ms. Sheila Sterling, Secretary to the Board

**Advocate for Children and Youth.**

Mr. Bob Pringle  
Ms. Bernie Rodier

Meeting called to order at 13:03

**AGENDA**      Moved by Hon. Mr. Harrison, seconded by Mr. Forbes, that the proposed Agenda 7/13 be adopted.

The question being put, it was agreed to.

**Minute # 1876**

**Minutes**      Moved by Mr. Forbes, seconded by, Hon. Ms. Draude, that the Minutes from meeting #6/13 be adopted.

The question being put, it was agreed to.

**Minute # 1877**

**ITEM 1**      **Tabling and Decision Item:** Approval of the Legislative Assembly Service 4<sup>th</sup> Quarter Financial Report for Fiscal Year 2012 - 2013.

Moved by Ms. Eagles, seconded by Mr. Forbes That the Legislative Assembly Service 4<sup>th</sup> Quarter Financial Report for Fiscal Year 2012 - 2013, be approved.

Then question being put, it was agreed to.

**Minute # 1878**

**ITEM 2**      **Tabling and Decision Item:** Approval of the Legislative Assembly Service 1<sup>st</sup> Quarter Financial Report for Fiscal Year 2013 - 2014.

Moved by Mr. Forbes, and seconded by Hon. Mr. Harrison,  
That the Legislative Assembly Service 1<sup>st</sup> Quarterly Financial & Fiscal Forecast Report for 2013 - 2014, be approved.

The question being put, it was agreed.

**Minute # 1879**

**ITEM 3**      **Tabling and Decision Item:** Approval of the Legislative Assembly Service 2012 - 2013 Year End Report on Progress Actions.

Moved by Hon. Mr. Harrison, seconded by Mr. Forbes,  
That the Legislative Assembly Service 2012 - 2013 Year End Report of Progress for the Year ended March 31<sup>st</sup>, be approved.

The question being put, it was agreed to.

**Minute # 1880**

**ITEM 4**      **Discussion Item and Decision Item:** Steering Committee Report on Review of the Board of Internal Economy Directives.

Moved by Mr. Forbes, seconded by Hon. Mr. Harrison that the Board move in-camera at 13:07.

The question being put, it was agreed to.

**Minute # 1881**

The board came out of camera at 14:05

*Moved by Hon. Mr. Harrison, seconded by Mr. Forbes that Directive # 2 is repealed and substituted with Directive #2.1*

*The question being put, it was agreed.*

**Minute# 1882**

## DIRECTIVE #2.1

### TELECOMMUNICATION AND RELATED EXPENSES

#### AUTHORITY

(1) Telecommunication technology and service offerings are changing rapidly and this Directive recognizes the need for Members to stay in touch with their constituents and their constituency offices using a variety of technological options. The intent of this Directive is to capture all telecommunication and technology costs **incurred by the Member in respect of his or her duties as a Member** under this authority.

Each Member of the Legislative Assembly is eligible to seek reimbursement or have direct payment made on his or her behalf for telecommunication and related expenses as detailed below.

#### ELIGIBLE EXPENSES

(2) Eligible expenses from this provision include:

(a) **cellular or smart phone devices** and associated wireless expenses for the Member and the constituency assistant(s) including:

- (i) service, usage and airtime, maintenance and repair charges;
- (ii) data usage charges for other wireless devices such as tablets and iPads;

(b) **constituency office telecommunication expenses** including:

- (i) telephone installation, rental, long distance, directory advertising. The costs of other telephone services, including but not limited to, message manager, name and number display, call return, call forwarding, call waiting and 1-800/888 telephone service;
- (ii) the costs associated with subscribing to and using the internet;
- (iii) security system monitoring;
- (iv) cable television.

(c) **residential telecommunication expenses** including:

- (i) long distance expenses charged to a personal telephone line in the Member's residence provided they relate to MLA business. A Member may have one additional line installed in his or her residence for business purposes, in which case the telephone service and associated costs as outlined in clause (2)(b)(i) are eligible expenses under this provision;
- (ii) the costs associated with subscribing to and using the internet provided it is used for MLA business.
- (d) **for Members who maintain two residences**, one of which is located in the city of Regina, eligible telecommunication expenses at the Regina residence include telephone service and associated costs as outlined in clause (2)(b)(i). Additionally, the costs associated with subscribing to and using the internet are eligible expenses under this provision provided it is used for MLA business;
- (e) **the design, maintenance and operation of Member constituency websites.** Member websites are subject to the restrictions outlined in clause (11) of Directive #4.1 – *Constituency Service Expenses*. Onetime costs for design and development of a new website or redesign of an existing website shall not exceed \$3,500.
- (f) **fax expenses** including the purchase, installation, maintenance and repair costs of the machine. Line rental, long distance costs, fax paper and toner are also eligible expenses under this provision provided it is used for MLA business. Fax communication expenses are subject to the restrictions outlined in clause (11) of Directive #4.1 – *Constituency Service Expenses*.

#### EQUIPMENT EXPENSES AND RESTRICTIONS

(3) This provision is intended to provide **one** cellular or smart phone device per Member. This would include but is not limited to batteries, chargers, cases, hands free vehicle mounts and installation, maintenance and repair costs for that one device.

Should a Member wish to operate more than one cellular or smart phone device, the costs of the additional cellular or smart phone device and associated accessories must come out of the *Constituency Service Expenses* provision, although the operating costs of the additional cellular or smart phone device will be still be eligible under this provision.

(4) This provision is intended to provide one fax machine per Member. Should the Member wish to have more than one fax machine, the costs to purchase an additional machine must come from the *Constituency Service Expenses* provision, although operating costs of the additional fax machine still be eligible from this provision.

(5) Equipment purchases such as iPads, tablets and other computer equipment able to operate wirelessly are not eligible for payment from this provision. The costs related to purchasing these devices are eligible for payment from the *Constituency Service Expenses* provision.

(6) Any equipment that has been purchased with public funds is the property of the Legislative Assembly and shall be returned to the Legislative Assembly Service when the Member ceases to be a Member.

(7) Any equipment acquired with the *Telecommunication and Related Expenses* provision is subject to the Inventory Guidelines approved by the Board of Internal Economy.

(8) Members who are assigned ministerial responsibilities may continue to maintain and operate the cellular or smart phone device purchased from this provision. In these instances, the cellular or smart phone device would be purchased by Executive Government from the Legislative Assembly based on a prorated amount of remaining asset life. Further costs for this equipment would be assumed by Executive Government.

### PERSONAL EXPENSES

(9) Members who incur telephone expenses that are not MLA business related must reimburse the Minister of Finance for these charges. It is recommended that these reimbursements occur semi-annually but must occur at least once per fiscal year. Members may estimate a percentage of personal calls and process reimbursement based on a flat dollar amount. All reimbursements must include the GST component if it is not already included in the charge

(10) Cable television services in the Member's residence(s) are considered to be personal expenses of the Member.

(11) Home security services in the Member's residence(s) are considered to be personal expenses of the Member.

(12) Members have the option of personally purchasing their surplus cellular telephone equipment package(s) as described in clause (3).

Purchase costs are based on fair market value and shall adhere to the following scale: 100% of purchase price for equipment that is less than 1 year old; 50% of purchase price for equipment that is 1-2 years old; 20% of purchase price for equipment that is 2-3 years old; 10% of purchase price for equipment that is 3-5 years old. Equipment more than five years old is deemed to have zero value.

(13) Members, both current and former, who choose to cancel existing MLA cellular contracts, are personally responsible the return of the equipment to the Legislative Assembly Service and for any and all costs incurred as a result of this transaction including outstanding service and cancellation fees.

### CLAIM PROCEDURES

(14) 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;
  - (b) 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
  - (c) 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.
- (15) Because of GST implications, Members are encouraged to submit bills for direct payment by Member Payments, rather than opting for a reimbursement of expenses.

*Moved by Mr. Forbes, seconded by Hon. Mr. Harrison that Directive #3.1 is amended in the manner set forth in the motion.*

*The question being put, it was agreed.*

**Minute # 1883**

Directive # 3.1

**Clause 1.1 is re-numbered Clause 2 and the remaining Clauses including additions and internal references are re-numbered accordingly.**

**Clause 4 is amended:**

- (a) In subclause (a) by striking out** “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” **and substituting** “at the rate schedule as set out by the National Joint Council”;
- (b) In subclause (c) by striking out** “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” **and substituting** “at not more than 75% of the rate schedule as set out by the National Joint Council”; **and**
- (c) By adding the following new subclause after subclause (c):**
  - “(d) for costs to attend functions or events where food is served, submit a request for reimbursement of actual expenses to be supported by receipts. Reimbursement is restricted to expenses incurred for the Member only, up to a maximum of \$250 per event”.

**The following new Clauses are added after Clause 4:**

- “(5) No Member shall claim an expense from this provision that is related to:

- (a) an announcement of or attendance at party, or party constituency association meetings and events;
- (b) a solicitation for party membership;
- (c) a solicitation of contributions, monetary or otherwise, for the Member or the Member's party;
- (d) the promotion and/or conduct of personal election nomination, campaigns or party leadership campaigns;
- (e) the conduct or commissioning of surveys about voting intentions.

(6) No Member shall claim an expense from this provision that is related to attendance at or participation in golf tournaments”.

**Clause 7 is amended by striking out “up to the maximum of \$36\*” and substituting “at not more than the rate schedule as set out by the National Joint Council”.**

**The following new Clause is added after Clause 9:**

“(10) Leased accommodation may include hotel accommodation where a formal lease agreement is in place. A copy of this agreement must be filed with the Legislative Assembly Service upon commencement and thereafter on an annual basis or sooner if changes are negotiated. This is also subject to the reporting requirements of Clause (12)”.

**Clause 18 is amended:**

**(a) in subclauses (a)(i); (c)(i) and (d)(i) by striking out “Federal Government’s” and in each case substituting “National Joint Council”; and**

**(b) by repealing subclause (b)(ii) and substituting the following:**

**“(ii) in the amount of \$ 36\* times 365 to be adjusted annually”.**

**Clause 19 is amended by striking out “one-half” and substituting “three-quarters”.**

**Clause 21 is amended by striking out “Clause (7)” and substituting “Clause 18(b)(ii)”.**

**Clause 20 is struck out and the following substituted:**

“(20) The dollar amounts, with the exception of subclause 18(b)(ii), stated in this Directive shall be adjusted to coincide with amendments to the National Joint Council rates”.

**The following Clause is added after Clause 21:**

“(22) On April 1 of each year, the amount specified in subclause 18(b)(ii) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may thereupon be reproduced without further amendment”.

*Moved by Hon. Mr. Harrison, seconded by Mr. Forbes,  
That Directive #4.1 is amended in the manner set forth in the motion.*

*The question being put, it was agreed.*

**Minute # 1884**

**Clause 2 amended**

**Clause 2 is amended by striking out ”\$50,164” and substituting “\$55,164”.**

**Clause 5 amended:**

**Subclause 5(a) is amended:**

**(a) by striking out “Revenue Canada” and substituting “Canada Revenue Agency”;  
and**

**(b) by striking out “These individuals are paid on the payroll system” and substituting  
“These individuals are paid via the Legislative Assembly Service payroll system”.**

**Clause 6 is amended:**

**(a) by repealing subclauses (a), (b), (c) and (d) and substituting the following:**

“(a) books and subscriptions for use in the constituency office;

(b) provincial and national pins and flags, drinks and photographs with tour groups, wreaths, flowers, and plants;

(c) magnetic business cards;

(d) wall, desk or pocket calendars that include the Member’s name and some contact information”;

**(b) in subclause (g) by adding the following to subclause (g):**

“Training and registration fees in excess of \$250 must be pre-approved by the Speaker”.

**New Clauses 7 and 8**



**The New Clauses 7 and 8 are inserted after Clause 6 and the following clauses and all internal references are re-numbered accordingly throughout the Directive:**

- “(7) Subject to restrictions outlined in clause (11), Members may advertise at various community events. These events may include but are not limited to community barbeques, rodeos, golf tournaments, music festivals. Costs incurred for advertising at these community events shall not exceed \$1,500 per event. Eligible claims are limited to costs related to advertisements only. Members must ensure that their advertisements communicate a message and provide the Member’s contact information. And advertisement that only includes the Member’s name, or only indicates that the Member is a “sponsor” of an event is not eligible for payment”.
- “(8) Subject to the restrictions outlined in clause (11), Members may advertise using bulk printed communications, radio and television communications, and billboards. These advertisements are not subject to the \$1,500 limit”.

**Clause 10 amended**

**Clause 10 is amended by adding “why” after “reasons”.**

**Clause 12 amended**

**New Subclause 12(b) is inserted after subclause (a) and the following subclauses and internal references are re-numbered accordingly:**

- “(b) membership fees, such as fees to join an organization or chamber of commerce. Costs incurred inclusive of the membership such as advertising and subscriptions are also prohibited”.

**New Clause 13**

**New Clause 13 is inserted after Clause 12 and internal references are re-numbered accordingly:**

- “(13) Members may participate in advertisements that recognize the Members collectively as part of a group. Print media advertisements must contain some contact information, i.e., caucus website or email address”.

**Clause 17 is amended by adding the following paragraph after Clause 17:**

“Payments are processed utilizing the Ministry of Finance MIDAS payment system and are therefore subject to the fiscal year-end cut-off dates set forth at the end of each fiscal year. Payment requests should be submitted to allow for sufficient processing time as indicated by the year-end cut-off dates”.

**Clause 18 amended**

**Clause 18 is amended:**

- (a) in the preamble by striking out “\$1,000” and substituting “\$2,500”; and**
- (b) by adding “with comparable quality” at the end of subclause (a).**

**Clause 20 amended**

**Clause 20 is amended by inserting the following subclauses after subclause (b):**

- “(c) for billboard advertising, be supported by:**
  - (i) original invoices that give a description sufficient to identify the product received and/or produced, together with term specifications; and**
  - (ii) sample copies or photograph of the product received and/or produced;**
- (d) Billboard advertising in sporting and recreational facilities are considered a one-time expenditure for accounting purposes”.**

**Clause 21 amended**

**Clause 21 is amended by striking out the last sentence and inserting the following as a second paragraph.**

**“When the office furniture and equipment is no longer required by the Member, the Member should advise the Legislative Assembly Service (Financial Services) prior to disposing or transferring the equipment or furnishings to another MLA. When the Member ceases to be a Member, the equipment and furniture shall be disposed of in accordance with the MLA Capital Asset Disposal Policy”.**

**New Clauses 22 and 23**

**The following New Clauses are added after Clause 21:**

**“(22) Every Member shall, with the assistance of the Legislative Assembly Service, file an annual inventory of all capital assets of \$250 or more including office equipment, furnishings, artwork and items of special interest purchased pursuant to this Directive. All assets must be photographed and catalogued by the constituency office and a copy provided to the Legislative Assembly Service along with a copy of the invoice.**

**The Legislative Assembly Service will maintain the fixed asset listing, including photographs of the assets.**

**Members are required to review their inventory listing annually and are required to certify that the asset listing is correct, and that all assets have been accounted for by**

June 30<sup>th</sup> of each year. The Legislative Assembly Service will periodically audit the inventories of constituency offices”.

“(23) Purchases of artwork shall not exceed \$250”.

*Moved by Mr. Forbes, seconded by Hon. Mr. Harrison that the New Directive, Directive #5.1 is added after Directive #4.1.*

*The question being put, it was agreed to.*

**Minute # 1885**

#### DIRECTIVE #5.1

#### **DELEGATION OF MEMBER SIGNING AUTHORITY**

(1) The Board of Internal Economy recognizes that there may be instances whereby a Member is unable to personally approve a payment document(s) related to the operation of their constituency office in a timely and efficient manner as a result of extra-ordinary absences or unavailability due to any of the following:

- (a) long-term illness;
- (b) vacation;
- (c) extended periods of out-of-province travel while attending to business pertaining to the duties of a Member; and
- (d) where there are final payments required to be made on behalf of a former Member for the period when they were a Member and the Legislative Assembly Service is not able to obtain the former Member’s signature to authorize payment.

(2) Where the Member is a member of a recognized caucus and not able to personally approve a payment document(s) (i.e. expense claim form, vendor invoice and/or constituency assistant timesheet) for any of the reasons noted in clause (1), the payment document(s) can be approved by the Member’s respective caucus chair.

(3) Where the Member is not a member of a recognized caucus (i.e. Independent Member) and not able to personally approve a payment document(s) (i.e. expense claim forms, vendor invoices and/or constituency assistant timesheets) for any of the reasons noted in clause (1), the payment document(s) can be approved by the Speaker”.

*Moved by Hon. Mr. Harrison, seconded by Mr. Forbes That Directive # 6 is amended by adding the following Clauses after Clause 7.*

*The question being put, it was agreed to.*

**Minute# 1886**

“(8) A member may provide a lump sum bonus payment to a constituency assistant.

The maximum amount of the lump sum payment must not exceed \$5,000 per fiscal year for a constituency assistant who has been employed for one full fiscal year.

Multiple lump sum bonus payments may be provided to a constituency assistant so long as the aggregate amount does not exceed \$5,000 per fiscal year.

A member may not provide a lump sum bonus payment to a constituency assistant who has been employed for less than three months. Constituency assistants employed more than three months but less than twelve months in one fiscal year will have any bonus payment pro-rated based on the length of employment within the fiscal year. For example, a constituency assistant who has been employed for six months within the fiscal year may not receive a lump sum bonus payment or aggregate thereof, in excess of \$2,500.

(9) Member requests to provide a lump sum bonus payment to a constituency assistant shall be submitted to the Legislative Assembly Service no later than 5 p.m. on the last business day in February. Requests received by the Legislative Assembly Service after this date will not be processed and will be returned to the Member”.

*Moved by Mr. Forbes, seconded by Mr. Harrison That Directive #6.1 is repealed and the New Directive #6.2 is substituted.*

*The question being put, it was agreed to.*

**Minute# 1887**

#### Directive #6.2

#### CONSTITUENCY ASSISTANT BENEFITS

##### GENERAL

- (1) Constituency assistants are eligible for vacation benefits and statutory holiday benefits in a manner similar to SGEU (Saskatchewan Government Employees Union) employees.
- (2) Constituency assistants are entitled to receive the same number of sick leave entitlements that are available to SGEU employees of the Public Service. The

administration of constituency assistant sick leave provisions shall be in accordance with the Legislative Assembly Constituency Assistant Sick Leave Policy.

- (3) Constituency assistants who meet the eligibility criteria must be enrolled in the following benefit plans: Group Life Insurance Plan, Disability Plan, Public Employees Pension Plan, Dental Plan, and Extended Health Care Plan. Constituency assistants may participate in the Legislative Assembly Employee and Family Assistance Program.
- (4) In the event of the Member's death, the Speaker may authorize payments to constituency assistants pursuant to this directive.
- (5) Constituency assistants shall not receive any payments in excess of the amounts specified in this directive for any of the benefits that are authorized by this directive.
- (6) The cost of the provisions outlined in this directive, except for the benefits specified in clause (1), shall be paid by the Legislative Assembly on behalf of the Member, but shall not reduce the amount of funds that are available to the Member under Directive #4.1 - *Constituency Service Expenses* or Directive #6 – *Constituency Assistant Expenses*.

#### WORKERS' COMPENSATION BENEFITS

- (7) A constituency assistant is eligible to receive Workers' Compensation benefits if he or she is injured in the performance of his or her duties and the injury is compensable under the provisions of *The Workers' Compensation Act*. The administration of Workers' Compensation benefits will be in a manner similar to that used for SGEU employees.

#### MATERNITY/ADOPTION/PATERNITY LEAVE SUPPLEMENT TO EI BENEFIT (SUB) PROGRAM

- (8) A constituency assistant who takes a leave of absence for maternity, adoption, or paternity reasons, is eligible for benefits under a maternity/adoption/paternity leave supplement to EI benefit (SUB) Program. The provisions and the administration of the program will be in a manner similar to that provided to Legislative Assembly Service employees.

#### COMPASSIONATE CARE LEAVE SUPPLEMENT TO EI BENEFIT (SUB) PROGRAM

- (9) In this section, "member of the constituency assistant's family" means a member of a class of persons prescribed pursuant to the regulations made pursuant to the *Employment Insurance Act* (Canada).

- (10) A constituency assistant is entitled to a compassionate care leave of up to eight weeks to provide care or support to a member of the constituency assistant's family who has a serious medical condition with a significant risk of death within twenty-six weeks from the date the leave commences.
- (11) A constituency assistant who takes a leave of absence for compassionate care is eligible for benefits under a compassionate care leave supplement to EI benefit (SUB) program. The Legislative Assembly will be responsible for the first two weeks of the constituency assistant's salary at 100%. The Legislative Assembly will then provide a supplement to EI benefits up to 100% of the constituency assistant's salary immediately prior to commencing the leave for up to an additional six weeks of the compassionate care leave period.
- (12) In the period of fifty-two weeks, a constituency assistant is not entitled to take more than one compassionate care leave pursuant to clause (10).
- (13) A constituency assistant's compassionate care leave pursuant to clause (10) ends:
- (a) if the constituency assistant is no longer providing care or support to the family member;
  - (b) on the termination of the twenty-six week period described in clause (10); or
  - (c) on the death of the constituency assistant's family member.
- (14) A constituency assistant must have served a minimum of one year of consecutive service with a Member and be a full-time employee of the Member in order to be eligible for this benefit.

#### NOTICE OF LAY-OFF

- (15) A constituency assistant shall receive proper written notice of lay-off.
- (a) The amount of notice a constituency assistant will receive depends on their length of eligible service and shall be in accordance with *The Labour Standards Act*. Eligible service for the purposes of this provision includes continuous employment with a Member or Members of the Legislative Assembly without a break in service.

A break in continuous service would occur in the following circumstances:

- (i) dismissal;
- (ii) resignation;
- (iii) an interval of non-employment with a MLA of greater than 180 days;

- (iv) previous receipt of a pay in lieu of notice payment as a constituency assistant.
- (b) If the Member is unable to provide proper written notice, the constituency assistant shall receive pay in lieu of notice payment provided that the Legislative Assembly receives the appropriate documentation signed by the Member requesting that the pay in lieu of notice payment be made”.

#### NOTICE UPON TERMINATION OF EMPLOYMENT

(16) A constituency assistant whose employment is terminated without just cause, or due to the defeat, resignation or death of a Member, shall receive pay in lieu of notice according to *The Labour Standards Act* provided that:

- (a) the Member provides formal written notification of termination, as the case may be, to the constituency assistant; and
- (b) a copy of the notification is received by the Legislative Assembly.

Eligible service for the purpose of this provision includes continuous employment with a Member or Members of the Legislative Assembly without a break in service.

(17) The maximum notice period that will be paid under this provision is four weeks.

(18) Upon the defeat, resignation or death of the Member, any constituency assistant who is assigned responsibility for constituency office clean-up and closure may receive a maximum of seven business day pay for performing this duty provided that the Legislative Assembly receives the appropriate documentation signed by the Member authorizing the assignment of this responsibility. A business day will be based upon the constituency assistant’s previous daily hours of work.

(19) Payment for constituency office clean-up and closure duties shall be counted as part of the notice provisions outlined in clauses (16) and (17) above.

#### TRANSITION ALLOWANCE UPON TERMINATION OF EMPLOYMENT

(20) A transition allowance, calculated in accordance with clause (22) shall be paid to each constituency assistant on the Member’s behalf by the Legislative Assembly who:

- (a) ceased to be a constituency assistant due to their Member’s defeat at the polls;
- (b) was a constituency assistant for a Member at dissolution but whose Member does not stand as a candidate for re-election;
- (c) was a constituency assistant for a Member who resigned his or her seat prior to dissolution;

- (d) was a constituency assistant for a Member who died; or
- (e) was a constituency assistant terminated without just cause.

(21) A constituency assistant is not eligible to receive the transition allowance if the constituency assistant:

- (a) is appointed to a paid position on a government board, commission or agency during the transition period;
- (b) begins employment or returns to his or her former position of employment in a provincial government ministry, Crown corporation, agency, board, commission or recognized political party caucus office during the transition period; or
- (c) begins employment as a constituency assistant with another Member.

(22) The transition allowance shall be based upon the constituency assistant's years of service as follows:

- (a) a minimum of one year of service is required;
- (b) two weeks of pay per year of service to a maximum of twenty-four weeks for twelve years or more of service.

Eligible service for the purposes of this provision includes continuous employment with a Member or Members of the Legislative Assembly without a break in service.

(23) For the purposes of clause (22)(b), one year of service equals any twelve consecutive months of service.

(24) Any transition allowance calculated in accordance with clause (22) shall be deemed to be inclusive of the notice provisions outlined in clauses (16) and (17) above.



*Moved by Mr. Harrison, seconded by Mr. Forbes That New Directive #6.3 is added after New Directive #6.2.*

*The question being put, it was agreed to.*

**Minute # 1888**

DIRECTIVE #6.3

**CONSTITUENCY ASSISTANT LONG SERVICE RECOGNITION PROGRAM**

- 1) The Board of Internal Economy recognizes constituency assistants for their long service to Members of the Legislative Assembly of Saskatchewan.
- 2) Constituency assistants shall be recognized with a gift at milestone anniversaries of 4, 8, 12, 16, and 24 years of service.
- 3) The Constituency Assistant Long Service Recognition Program will be administered by, and budgeted for, through the Office of the Speaker. The Legislative Assembly Service's Human Resources Branch will identify those constituency assistants eligible for recognition of a milestone anniversary.
- 4) Members will be advised of their constituency assistant's milestone anniversary and shall arrange for the presentation of the long service recognition gift to their constituency assistant. The presentation must not be the purpose of a political party fundraiser event.

*Moved by Mr. Forbes, seconded by Hon. Mr. Harrison That Appendix C of Directive #7.2 is amended in the manner set out in this motion.*

*The question being put, it was agreed to.*

**Minute # 1889**

Appendix C of Directive #7.2 is amended in the manner set forth in this motion.

**The first bullet under the section *Severance Amount and Payment* is amended by adding "a Member," after "employment with".**

**The following bullet is inserted in the section *Severance Amount and Payment* as the second last bullet:**

- “● The severance formula is inclusive of pay-in-lieu of notice. The value of any salary paid during the notice period is deducted from the severance amount”.

*Moved by Mr. Harrison, seconded by Mr. Forbes That Directive # 17.2 is amended in the manner set out in this motion.*

*The question being put, it was agreed to.*

**Minute # 1890**

**Clause 1 amended:**

**Clause 1 is amended by striking out “entitled to” and substituting “shall”.**

**Clause 3 amended:**

**Clause 3 is amended by striking out “Claims for committee travel and living expenses shall” and substituting “Where the Member is claiming for committee travel and living expenses, the claim shall be”.**

**New Clause 4:**

**New Clause 4 is inserted after Clause 3 and the remaining Clauses and all internal references are re-numbered accordingly.**

“(4) Travel arrangements for standing and special committees conducting business throughout the province may be administered by the Committees Branch of the Legislative Assembly Service. Costs incurred will be charged to the member’s appropriate committee budget”.

*Moved by Mr. Forbes, seconded by Mr. Harrison that directive # 21 is amended in the manner set out in this motion.*

*The question being put, it was agreed.*

**Minute# 1891**

**Clause 2 is repealed and the following substituted:**

“(2) A deduction shall be made from the annual indemnity payable to the Member pursuant to clause (1) for the following reasons:

- (a) in the amount of \$250 for each day on which the member is absent from a sitting;
- (b) in the amount of \$400 for each day on which the Member is named by the Speaker”.

**ITEM 5      Discussion and Decision Item:    Special Warrant request Advocate for Children and Youth.**

Moved by Ms. Eagles, seconded by Mr. Forbes that the board move in-camera at 14:32.

The question being put, it was agreed.

**Minute# 1892**

Moved by Hon. Ms. Draude, seconded by Mr. Forbes, That, for the 2013-2014 fiscal year, a request for special warrant funding in the amount of \$261,000, be approved for Vote 076 – Advocate for Children and Youth;  
And that this request for special warrant funding be transmitted to the Minister of Finance by the Chair.

The question being put, it was agreed to.

**Minute# 1893**

Moved by Hon. Mr. Harrison that the meeting adjourn at 15:05

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The Honourable Dan D’Autremont  
Speaker

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Sheila Sterling  
Secretary to the Board