



SENATE
SÉNAT
CANADA

INSTITUTIONAL REPORT

Senate of Canada

SEPTEMBER 2024



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This Institutional Report of the Senate of Canada was prepared in response to questions received from the Public Inquiry Into Foreign Interference in Federal Electoral Processes and Democratic Institutions. This report describes the procedures and mechanisms existing or planned to detect, deter and counter acts of foreign interference against Parliament, and more specifically the Senate of Canada, its members and its personnel.

No.	Commission Question	Senate of Canada Response
GENERAL STRUCTURE		
(1)	<p>In general terms, describe</p> <p>(a) the role and work of a Senator in the Senate and the general organization of their parliamentary office;</p>	<p>Under section 17 of the <i>Constitution Act, 1867</i>, the Senate is Canada’s Upper House. Along with the King and the House of Commons, it is a constituent part of Canada’s federal Parliament, the legislative branch of government.</p> <p>The Senate is composed of up to 105 senators appointed by the Governor General on the recommendation of the Prime Minister. While their original role was to ensure that Canada’s regions were represented in Parliament, the role of senator has evolved since Confederation. In addition to representing their own respective regions, senators also advocate for underrepresented groups like Indigenous peoples, people with disabilities, visible and linguistic minorities, and women.</p> <p>As a legislative body, the Senate proposes, debates, amends, and votes on legislation. The Senate and the House of Commons must approve each bill in identical form—whether the bill originates from the Senate or the House of Commons—before it can be assented to in the name of the King and become law.</p> <p>As part of their legislative role, senators scrutinize legislation and can propose amendments to bills. Senators can also propose their own bills and generate discussion about issues of national importance.</p> <p>Senators also play an important investigative role, notably through the work of committees. Senate committees conduct studies on diverse issues of importance to Canadians.</p> <p>In order to fulfill their parliamentary functions, senators are each granted an office budget to hire staff and purchase goods and services, including retaining consultants. Staff hired by senators are employees of the Senate. Senators can also retain the services of volunteers.</p>

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		<p>Senators who serve as House Officers receive additional resources, depending on their respective positions. House Officers include the Speaker, the Leader or Representative of the Government in the Senate, the Leader of the Opposition, and the leader or facilitator of a recognized party or recognized parliamentary group, as well as their respective deputy leaders, whips, and liaisons.</p> <p>The main policy instruments governing the organization and management of senators' offices are the Senate Administrative Rules (SARs) - particularly Divisions 3:00, 4:00, and 5:00—and the Senators' Office Management Policy (SOMP), both of which are governed by the Standing Committee on Internal Economy, Budgets and Administration (CIBA). Oversight of Senate expenditures is governed by the Senate Audit and Oversight Charter.</p>
	<p>(b) the organization and internal structure of the Senate, including the official(s) responsible for the various functions, the administrative standing committees, and the Office of the Senate Ethics Officer; and</p>	<p>The Senate Administration organizational chart provides an overview of its administrative structure. As can be seen in the organizational chart, the Senate, as a self-regulating body, is ultimately responsible for its own management and administration.</p> <p>Speaker of the Senate and Speaker pro tempore</p> <p>The Speaker of the Senate, appointed by the Governor General on the recommendation of the Prime Minister, presides over business in the Senate Chamber, maintains order and decorum, and helps the Senate move through its daily business. The Speaker also fulfills various diplomatic and ceremonial functions. Importantly, as custodian of the privileges, rights, immunities, and powers of the Senate, the Speaker is vested with authority for the security of the Senate's precincts.</p> <p>The Speaker <i>pro tempore</i> presides whenever the Speaker is absent or cannot perform the duties of the chair and has the same powers as the Speaker while in the chair. The Speaker <i>pro tempore</i> is elected by secret ballot at the start of the first session of each parliament.</p> <p>Standing Committees That Manage Internal Business</p> <p>Four standing committees have responsibility for managing</p>

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		<p>the internal affairs of the Senate and have permanent orders of reference:</p> <p>The Standing Committee on Internal Economy, Budgets and Administration (CIBA) acts on all matters of a financial or administrative nature that relate to the internal management of the Senate, as set out in section 19.3 of the <i>Parliament of Canada Act</i>. CIBA reviews and makes recommendations to the Senate on the budget applications of most committees and sets guidelines and policies for items such as senators’ travel and office and research expenditures. CIBA is empowered under the <i>Parliament of Canada Act</i> to operate during intersessional periods.</p> <p>The Standing Committee on Audit and Oversight (AOVS) supervises internal and external audits, reviews financial statements, provides oversight, and reports on the Senate’s spending. AOVS is authorized by the Senate to create an intersessional authority during intersessional periods, but with a limited mandate.</p> <p>The Standing Committee on Ethics and Conflict of Interest for Senators (CONF) has a general responsibility for all matters related to the <i>Ethics and Conflict of Interest Code for Senators</i>. These include providing an overview of this code, considering inquiry reports, and exercising general direction over the work of the Senate Ethics Officer. CONF is empowered by the <i>Ethics and Conflict of Interest Code for Senators</i> to create an intersessional authority during intersessional periods, but with a limited mandate.</p> <p>The Standing Committee on Rules, Procedures and the Rights of Parliament (RPRD) is authorized to recommend amendments to the <i>Rules of the Senate</i> for the consideration of the Senate, to examine any question of privilege referred to the committee by the Senate, and to consider the orders and practices of the Senate and the privileges of Parliament.</p> <p>Senate Administration</p> <p>The Senate is supported by a non-partisan Senate Administration headed by the Clerk of the Senate and Clerk of the Parliaments. The Clerk is appointed by the Governor in Council and reports to the Speaker of the Senate and to CIBA.</p>

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		<p>The Clerk oversees the Senate’s day-to-day operations and supports the legislative process. The Clerk also has various protocol and diplomatic duties in national, international, and interparliamentary relations. The Clerk is the Commissioner of documents related to the Oath of Allegiance and Declaration of Qualification for newly appointed senators. As Clerk of the Parliaments, the Clerk is the custodian of all original Acts of Parliament and is responsible for certifying copies of original Acts.</p> <p>The Senate Administration is organized into three sectors: the Legislative Services Sector, the Corporate Sector, and the Legal Sector.</p> <p>The Deputy Clerk, Legislative Services, is one of three senior executive officers who report directly to the Clerk of the Senate. The Deputy Clerk provides strategic leadership and manages the work of the Legislative Services Sector, which supports the Senate Chamber, its committees, and parliamentary diplomacy. The Legislative Services Sector is composed of the following six directorates: the Chamber Operations and Procedure Office (COPO); Committees; the Office of the Usher of the Black Rod; International and Interparliamentary Affairs (IIA); the Corporate Security Directorate (CSD); and Communications, Broadcasting and Publications.</p> <p>The Chief Corporate Services Officer (CCSO) and Clerk of CIBA is one of three senior executive officers who report directly to the Clerk of the Senate. The CCSO provides executive leadership and strategic direction to the corporate sector, which is composed of the following three directorates: Finance and Procurement, Information Services and Property and Services. The CCSO holds the position of Clerk of CIBA and Clerk of the Subcommittee on Agenda and Procedure of CIBA. The clerk is responsible for providing administrative and procedural support.</p> <p>The Law Clerk and Parliamentary Counsel is the chief legal adviser to the Senate and one of three senior executive officers who report directly to the Clerk of the Senate. The Legal Sector provides services related to human resources, as well as legal and legislative drafting services. It includes the</p>

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		<p>Office of the Law Clerk and Parliamentary Counsel and the Human Resources Directorate. The Law Clerk’s primary functions are those of parliamentary counsel, legislative drafter, corporate counsel for the Senate Administration, and parliamentary clerk. The Law Clerk also provides executive leadership and strategic direction to the Human Resources Directorate.</p> <p>Senate Ethics Officer</p> <p>The Senate Ethics Officer (SEO) is appointed by the Governor in Council following approval of the Senate. Once appointed, the work of the SEO is guided by CONF. The work of the Senate Ethics Officer includes providing advice to senators on their obligations under the <i>Ethics and Conflict of Interest Code for Senators</i>, receiving the confidential disclosure statements of senators and preparing their annual public disclosure summaries, maintaining the public registry of senators, and conducting investigations to determine whether senators have complied with the code. The Office of the Senate Ethics Officer is independent of and separate from the Senate of Canada and the Senate Administration, pursuant to the <i>Parliament of Canada Act</i>.</p> <p>Additional Information</p> <p>Additional information regarding the organization and internal structure of the Senate can be found in the <i>Senate Administrative Rules</i> or here.</p>
	<p>(c) the legislative process in the Senate.</p>	<p>For information on the legislative process in the Senate, please refer to Senate Procedural Note No. 5 - Legislative Process and How a Bill Becomes a Law.</p>
<p>(2)</p>	<p>Describe the security clearances, if any, held by senior members responsible for the administration of the Senate (e.g., Speaker, Clerk, Law Clerk, Usher of the Black Rod, Senate Ethics Officer).</p>	<p>Senators, including the Speaker, are not required to obtain a security clearance under the <i>Senate Security Accreditation Policy</i>, included in Appendix 1, which does not apply to senators. Any vetting, if it occurs, is conducted by the Privy Council Office (PCO) prior to a senator’s appointment.</p> <p>The <i>Senate Security Accreditation Policy</i> applies to all Senate staff, contractors, volunteers, and interns, including student interns. This includes the Clerk, the Law Clerk, the Usher of the Black Rod, and the Senate Ethics Officer.</p>

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		<p>The <i>Senate Security Accreditation Policy</i> provides for three levels of security clearances: site access, secret, and top secret. The three levels of security clearance are described in detail in the policy.</p> <p>The Clerk of the Senate holds top-secret security clearance. The Law Clerk, the Usher of the Black Rod, and the Senate Ethics Officer hold site-access security clearances.</p>
(3)	<p>Describe the extent to which the Senate and the Senate Administration are responsible for the safety and security of senators and officials or administrators of the Senate. How are these responsibilities executed? If this is not applicable, please indicate which department is responsible for doing so.</p>	<p>The Parliamentary Protective Service (PPS), established by section 79.52 of the <i>Parliament of Canada Act</i>, is responsible for all physical security matters on Parliament Hill and throughout the Parliamentary Precinct. For further information on PPS's services, please visit their website at https://pps.parl.ca/.</p> <p>The Senate and the Senate Administration retain responsibility for all other Senate-centric security functions, including the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> architecture and design of technological solutions; <input type="checkbox"/> Information technology and cybersecurity; <input type="checkbox"/> information security; <input type="checkbox"/> the security components of project management; <input type="checkbox"/> business continuity planning; <input type="checkbox"/> technical operations; <input type="checkbox"/> event coordination; <input type="checkbox"/> parking allocation and enforcement; <input type="checkbox"/> travel risk assessments (domestic and international); <input type="checkbox"/> off-precinct security initiatives; <input type="checkbox"/> administrative investigations and liaison with external law enforcement agencies on criminal matters; <input type="checkbox"/> emergency notification systems; <input type="checkbox"/> security accreditation; and <input type="checkbox"/> cyber threat intelligence and technical security countermeasures. <p>The Senate's Corporate Security Directorate (CSD) and its Information Services Directorate (ISD) are largely responsible for executing these responsibilities.</p>

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(4)	<p>Does the Senate Administration have any role in the safety and security of senators while they are travelling abroad on parliamentary business? If so, what is that role? If not, which government organization is responsible for doing so?</p>	<p>CSD and ISD both provide senators with risk assessment services when senators are travelling abroad on parliamentary business. Senate Administration employees can consult both directorates prior to organizing activities when senators and staff are travelling abroad on parliamentary business either with committees or International and Interparliamentary Affairs. Senate committees can request to be accompanied by security liaison officers and have received security logistics support from local law enforcement or military officials. These arrangements are typically made on an ad hoc basis and are intelligence-driven.</p> <p>Corporate Security Directorate</p> <p>The Corporate Security Directorate’s Travel Security Program establishes local security liaison support; conducts pre-travel threat and risk assessments which includes reviewing Global Affairs Canada travel advisories; performs consultations; and provides advice and briefings to senators and Senate staff travelling internationally on Senate business. The CSD will develop a Threat and Risk Assessment (TRA) for senators and staff. A TRA evaluates the security risk of locations and venues, as well as the potential for protest or disruption, and it provides a local security support strategy. The travelling delegation can be briefed on the CSD’s findings in the TRA and CSD’s recommendations either prior to travel or during travel by CSD officials or by security and intelligence agencies, law enforcement, or embassy officials, as required.</p> <p>Information Services Directorate</p> <p>Information Services Directorate Threat and Risk Assessments are conducted for all international trips. When warranted, special travel devices are loaned to travelers to mitigate risks. ISD remains available throughout the duration of these trips to offer remote IT support.</p>
(5)	<p>Describe the IT support provided to senators and Senate officials and employees, including email services, messaging, and other electronic communications, as well as cybersecurity services, etc.</p>	<p>ISD provides senators with information management services and website hosting, as well as information technology services. These services include various communications tools, software tools, and physical tools, such as laptops and mobile devices.</p> <p>Software tools include emailing services, secured collaboration and communication software, and various</p>

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		<p>secured data repositories. ISD also provides 24/7 IT support to senators, including during travel.</p> <p>Cybersecurity training is mandatory for all senators and Senate staff members. TRAs are regularly performed relative to new tools and travel destinations. ISD provides a gamut of IT security tools to better protect senators, including anti-malware, vulnerability scanners, and various email protection features.</p> <p>ISD publishes directives and guidelines on different subjects, including travelling; secured connections; and communications best practices for home, office, as well as while abroad.</p>
	<p>(a) Please indicate whether the Senate provides support to senators for IT matters that extend beyond official parliamentary accounts, such as personal email, etc.</p>	<p>ISD does not ordinarily provide support to senators for matters that extend beyond official parliamentary accounts, such as personal email and social media accounts. However, when notified, ISD may offer to assist to prevent the spread of malware and attacks on the reputation of a senator. The directorate may also, on a “best effort” basis, assist in regaining control of accounts.</p>
SENATORS		
<p>(6)</p>	<p>Describe the role of the Senate Administration, if any, in the appointment process, including any vetting or background checks carried out by the Senate, as well as the type of information received from other governmental departments or agencies as part of the appointment process.</p>	<p>The Senate Administration is not involved in the appointment of senators. As such, it does not receive any information as part of the appointment process. The Clerk of the Senate is notified of appointments by the PCO once they have been made. Newly appointed senators are required to submit documents and sign a declaration in the presence of the Clerk, confirming that they meet the eligibility requirements set out in section 23 of the <i>Constitution Act, 1867</i>.</p>
<p>(7)</p>	<p>Describe the eligibility, minimum qualifications, and requirements for appointment to the Senate, including citizenship, residency, and</p>	<p>The eligibility requirements for appointment to the Senate are set out in section 23 of the <i>Constitution Act, 1867</i>. Under that section, to be qualified for appointment to the Senate, a person must</p> <ul style="list-style-type: none"> <input type="checkbox"/> be 30 years of age or older;

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	<p>foreign property ownership.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> be a natural-born subject of the King or be subsequently naturalized (in practice, Canadian citizenship is required); <input type="checkbox"/> own real property worth at least \$4,000 in the province represented; <input type="checkbox"/> possess a net worth of at least \$4,000; and <input type="checkbox"/> be resident in the province or territory represented. <p>In addition, Quebec senators must fulfill their real property qualification or be resident in the specific area for which they are appointed.</p>
(8)	<p>Is there any ongoing vetting process of senators following their appointment? Would the Senate, on its own initiative, vet a senator following the initial verification done at the time of their appointment? If so, under what circumstances, and who would be responsible for deciding to initiate this process?</p>	<p>Senators have annual disclosure obligations under section 27 of the <i>Ethics and Conflict of Interest Code for Senators</i>. Section 45 also requires them to provide an annual compliance statement.</p> <p>At a senator’s request, the Senate Administration will assist a senator obtain, for example, a government or other security clearance. This may occur if a senator is taking on a role within a government organization that requires a security clearance. For instance, a top-secret security clearance is required to be a member of the National Security and Intelligence Committee of Parliamentarians (NSICOP). In such a case, the senator would contact CSD for assistance and provide their consent.</p> <p>Specific allegations of senatorial wrongdoing may be reviewed by an appropriate authority within the Senate, such as CIBA or the Senate Ethics Officer. Furthermore, in the event that a senator is charged with an offence that may be prosecuted by way of indictment, rule 15-4 of the <i>Rules of the Senate</i> provides that the senator is granted a leave of absence.</p>
(9)	<p>Do senators hold security clearances?</p>	<p>A senator is not required to obtain a security clearance. Any such vetting, if it occurs, is conducted by the PCO prior to the senator’s appointment. However, a senator may take on a role within a government organization that requires a government security clearance. For instance, a top-secret security clearance is required to be a member of NSICOP. In such a case, the senator would contact CSD for assistance and provide their consent.</p>

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		<p>A senator may also hold a security clearance because of prior professional requirements or membership in the Privy Council.</p>
(10)	<p>Please describe the role of parliamentary groups and recognized parties in the Senate, as well as the framework for interactions between the Senate Administration and the leaders of the parliamentary groups and parties. If there are any considerations specific to foreign interference, please indicate and explain.</p>	<p>In 2017, the definitions in Appendix I to the <i>Rules of the Senate</i> were amended to include both recognized parties and recognized parliamentary groups. The phrase <i>Recognized party or recognized parliamentary group</i> is defined as follows:</p> <p style="padding-left: 40px;"><i>A recognized party in the Senate is composed of at least nine senators who are members of the same political party, which is registered under the Canada Elections Act, or has been registered under the Act within the past 15 years. A recognized parliamentary group in the Senate is one to which at least nine senators belong, and which is formed for parliamentary purposes. A senator may belong to either one recognized party or one recognized parliamentary group. Each recognized party or recognized group has a leader or facilitator in the Senate.</i></p> <p>Recognized parties and recognized parliamentary groups play a critical role in determining how the Senate operates both as a parliamentary chamber and as an institution. They do so through formal decisions made in the chamber or by one of the Senate’s committees, or sometimes through political negotiations and informal agreements. The leaders and facilitators of the parties and groups—or their deputies—constantly consult each other and Senate Administration officials about parliamentary business and other issues related to the Senate’s operation.</p> <p>The Senate Administration exists to support the parliamentary work of senators in a politically neutral and confidential way, subject to CIBA’s direction and guidance. (See the response to question (1)(b) for further details on the organizational structure of the Senate Administration). Senators have considerable latitude in consulting with employees of the Administration. Subject to Senate rules and established policies, practices, and direction, the employees of the Administration can either act on an individual senator’s request or, following a decision by the Senate or one of its committees, provide information or other assistance, as the circumstances dictate.</p>

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		<p>No specific considerations exist with respect to foreign interference other than the roles and responsibilities described in other responses in this document. The Administration acts as directed by senators through decisions of the Senate or of one of its committees.</p>
(11)	<p>Under what condition could a senator be disqualified from continuing to be a member of the Senate? What is the process for disqualifying or expelling a senator? Who would be responsible for (i) initiating this process; and (ii) authorizing the final decision to remove a sitting senator from the Senate?</p>	<p>Disqualification of a Senator</p> <p>Section 31 of the <i>Constitution Act, 1867</i> lists situations in which the Senate may declare a seat vacant by reason of disqualification. These situations include</p> <ul style="list-style-type: none"> <input type="checkbox"/> failing to give their attendance in the Senate for two consecutive sessions of the Parliament; <input type="checkbox"/> taking an oath of allegiance to a foreign power or doing an act whereby the senator becomes a subject or citizen, or entitled to the rights or privileges of a subject or citizen, of a foreign power; <input type="checkbox"/> filing for bankruptcy or becoming a public defaulter; <input type="checkbox"/> being found guilty of treason or convicted of a felony or an “infamous crime”; or <input type="checkbox"/> ceasing to be qualified in respect of property or of residence. <p>The question of disqualification is determined by the Senate, under section 33 of the <i>Constitution Act, 1867</i>.</p> <p>The last time a senator’s seat was declared vacant was in 1915. In that case, a committee report concluded that, given their failure to attend the Senate for two consecutive sessions, the seats of two senators were considered to have become vacant. The report recommended that a motion to that effect be adopted by the Senate. Following the adoption of the report, the Senate adopted a motion declaring the seats vacant.</p> <p>Expulsion of a Senator</p> <p>The expulsion of a senator was recommended to the Senate once, by the Standing Committee on Ethics and Conflict of Interest for Senators (see the Second Report of CONF presented on May 2, 2017, and the associated legal opinion, which discuss in some detail the power of the Senate to expel members as an exercise of its disciplinary authority that is separate and distinct from its authority to disqualify a senator under section 31 of the <i>Constitution Act, 1867</i>). However, the</p>

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		committee's report was discharged from the Order Paper following the resignation of the senator.
(12)	Are senators required to seek approval or disclose meetings with, invitations from, or attendance at events held by or at community or cultural organizations? If so, please describe any applicable rules, regulations, or policies.	As a general rule, senators are free to meet with or attend events held by or at community and cultural organizations, and they are not subject to any approval process or disclosure requirements. There are exceptions, however. If participation in such an activity involves an expenditure, the disclosure requirements in Part 2 of the Access to Information Act may apply. Similarly, the disclosure requirements under the <i>Ethics and Conflict of Interest Code for Senators</i> may require the disclosure of related information.
(13)	Describe the financial oversight and regulation framework for senators and their offices (both receipts of funds and expenditures).	<p>All matters of a financial or administrative nature related to the internal management of the Senate are under the responsibility of CIBA. (See the response to question (2)(b), above, which discusses CIBA's authority and mandate.)</p> <p>The <i>Senate Administrative Rules</i> outline the Senate's administrative framework. In relation to these questions, see Division 2:00 ("Governance"); Division 3:00 ("Senate Resources"), in particular Chapter 3:04 ("Senate Financial Rules and Procedures") and Chapter 3:05 ("Committee Financial Rules and Procedures"); and Division 4:00 ("Expenses and Resources of Senators").</p> <p>To supplement the <i>Senate Administrative Rules</i> and provide senators with additional guidance, CIBA established the <i>Senators' Office Management Policy</i>. It provides a framework for senators' use of Senate resources. In relation to this question, see section 2 ("Financial management"); section 4 ("Purchasing goods and services"); section 5 ("Specific office expenses"); and section 7 ("Travel expenses").</p> <p>The Senate Administration is responsible for supporting senators in fulfilling their parliamentary functions as well as ensuring senators' compliance with Senate policies approved by CIBA. The Finance and Procurement Directorate, in particular, is responsible for developing and implementing financial policies, practices and controls to ensure the proper management of the Senate's financial resources.</p>

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		<p>The Senate prepares and publishes financial statements that are audited by an external firm and posted on the Senate of Canada website at https://sencanada.ca/en/ProActive/.</p> <p>Under Part 2 of the <i>Access to Information Act</i>, senators and the Senate Administration are required to proactively publish information about certain expenses and contracts (see sections 71.01 to 71.04 and 71.08 to 71.11). This information is publicly disclosed on a quarterly basis on the Senate of Canada website at https://sencanada.ca/en/ProActive/Summary/Senators.</p> <p>Finally, the Standing Committee on Audit and Oversight, in accordance with the <i>Rules of the Senate</i> and the <i>Senate Audit and Oversight Charter</i>, provides oversight of the Senate's operations and expenditures and reports publicly to the Senate with its observations and recommendations.</p>
RELATIONSHIP WITH THE SECURITY AND INTELLIGENCE COMMUNITY, LAW ENFORCEMENT AGENCIES AND THE GOVERNMENT		
(14)	<p>Describe the relationship, if any, between the Senate Administration and security and intelligence agencies, law enforcement agencies, or other government entities related to foreign interference (including the Parliamentary Protective Service).</p>	<p>CSD and ISD work with law enforcement and intelligence agencies, including the Parliamentary Protective Service, the RCMP, CSIS, the CSE, CCCS, ITAC and provincial police agencies, as required and based on incident specifics.</p>
(15)	<p>Indicate whether senators or Senate administrators, officials, and employees receive information, including classified information, related to foreign interference from intelligence agencies, law enforcement agencies, or other government entities. If so, how is this information received and handled?</p>	<p>CSD and ISD occasionally receive information from intelligence agencies, law enforcement agencies, and government entities about threats that could stem from foreign interference. This information is generally communicated verbally at in-person briefings or by way of physical documents. All information received from such entities is treated as being on a need-to-know basis, and appropriate measures are taken to ensure the security of any physical documents received, based on the sensitivity of the information.</p> <p>Rule 12-9 of the <i>Rules of the Senate</i> grants various powers to standing committees. While conducting a study, a standing</p>

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		<p>committee has the power to send for persons, papers, and records. This includes the power to issue a summons insisting that certain persons or material be made available. This power is rarely exercised by committees, as most witnesses appear voluntarily. Senate committees could however request to receive briefings from law enforcement agencies, intelligence agencies, and other experts.</p> <p>Senate committees regularly invite individuals, experts, groups and organizations, lobbyists, public servants, and ministers of the Crown to appear before them as witnesses, so that these committees can receive information relevant to a bill they are considering or a special study they are undertaking. Information is shared through oral evidence (testimony) or in briefs (written evidence). While most meetings are held in public, committee meetings may be held in camera under rule 12-16 (1). With the Senate’s permission, a committee can also receive confidential testimony in camera.</p> <p>In accordance with the <i>Rules of the Senate</i>, security assessment briefing sessions can be provided to a committee prior to travel, either at a committee’s request or based on a security assessment provided by CSD or ISD.</p>
(16)	<p>Describe the mechanisms, procedures, and infrastructure in place to allow the Senate, its representatives, and its officials and employees to receive briefings from security and intelligence agencies, law enforcement agencies, and other government entities, including classified information.</p>	<p>CSD and ISD do not have set mechanisms, procedures, and infrastructure for receiving briefings from security and intelligence agencies, law enforcement agencies, and other government entities. Briefings are instead coordinated by CSD or ISD based on a senator’s or the partner agency’s request. The procedures adopted are determined on an ad hoc basis, depending upon the sensitivity of the information involved.</p>
INTERNAL PRACTICES AND PROCEDURES RELATED TO FOREIGN INTERFERENCE		
(17)	<p>Describe all general training, instruction, or information provided to senators and Senate administrators, officials, and</p>	<p>CSD provides senators with non-classified material surrounding foreign interference, such as the document</p>

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	<p>employees regarding foreign interference. Please include all training and items provided directly by the Senate itself, as well as those provided by third parties in collaboration with the Senate.</p>	<p>prepared by CSIS entitled <u><i>Far From Home: A Travel Security Guide for Government Officials</i></u>.</p> <p>As noted in the answer to question (4), CSD also provides senators and Senate staff members with advice and briefings when they travel internationally on Senate business. CSD can also coordinate with partners in the law enforcement and intelligence communities and Global Affairs Canada to obtain classified briefings when requested.</p> <p>Although no specific mention or focus on foreign interference is made by ISD, senators, their employees, and Senate Administration employees are provided with IT best practices for travel (i.e., travel directives).</p>
(18)	<p>Describe whether the Senate Administration plays a role in alerting senators to potential foreign interference threats, either against specific senators, groups of senators, or all senators collectively. If so, please describe the circumstances in which this occurs and how such briefings take place.</p>	<p>CSD and ISD play a role in alerting senators to all perceived threats, including foreign interference threats.</p> <p>As noted in the answer to question (16), CSD or ISD will coordinate briefings on matters related to foreign interference, based on a senator’s or a partner agency’s request. The procedures adopted are determined on an ad hoc basis, depending upon the sensitivity of the information involved.</p> <p>CSD has a dedicated open-source intelligence (OSINT) subject-matter expert who continuously assesses and works with intelligence partners to proactively identify and assess foreign interference threats. CSD also possesses cyber threat intelligence (CTI) capabilities to review, investigate, and assess potential foreign interference activities through technologies and external partnerships.</p> <p>CSD’s Technical Security Countermeasures Program provides inspection sweeps and gift-scanning services for all gifts or items received from delegates, visitors, and guests. Offices, committee rooms, or gifts suspected of containing hidden or unauthorized security-intrusion devices may be assessed for physical or technical threats.</p> <p>In rare cases, trusted external partners may make ISD aware of specific cybersecurity risks or threats. In all cases, ISD will communicate with the affected senator or senators and their offices to ensure that proper steps are taken to safeguard senators and their information. Depending on the threat, ISD</p>

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		<p>may communicate through email or phone calls, or ISD team members may meet with senators in person. Whenever appropriate, ISD will coordinate with CSD.</p>
(19)	<p>Describe whether the Senate Administration receives reports or complaints from senators regarding foreign interference. If so, please describe how the Senate collects such reports and what occurs once these reports are received.</p>	<p>The Senate Administration does not have a formal process in place to receive reports or complaints from senators regarding foreign interference.</p> <p>If the Senate Administration receives such a report or complaint from a senator, CSD can meet the senator, obtain details, engage the ISD, and coordinate with appropriate agencies, such as CSIS or the RCMP.</p>
(20)	<p>Describe the resources available to the Senate to assist a senator who is the subject of foreign interference.</p>	<p>CSD and ISD can support a senator if that senator becomes the subject of foreign interference. CSD’s Investigation and Risk Management Team works with trusted partners in the intelligence and law enforcement sectors as required to limit damages from such threats. CSD possesses investigative, OSINT, and CTI specialists able to review and investigate and to engage external authorities.</p> <p>ISD can take steps to block access rights and isolate potentially compromised devices. ISD works with trusted agencies, CSD, and law enforcement to limit damages and, if possible, conduct forensic analyses of potentially compromised devices.</p>
(21)	<p>Describe the resources available to the Senate to assist a Senate official or employee who is the subject of foreign interference.</p>	<p>CSD and ISD can support a Senate official or employee if they become the subject of foreign interference.</p> <p>CSD’s Investigation and Risk Management Team works with trusted partners in the intelligence and law enforcement communities, as required, to limit damages from such threats. CSD possesses investigative, OSINT, and CTI specialists able to review and investigate and to engage external authorities.</p> <p>ISD can take steps to block access rights and isolate potentially compromised devices. ISD works with trusted agencies, CSD, and law enforcement to limit damages and, if possible, to conduct forensic analyses of potentially compromised devices.</p>

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(22)	<p>Do senators have an express obligation to report attempts at foreign interference?</p>	<p>There is no express obligation requiring senators to report attempts at foreign interference.</p> <p>With that said, the Senate’s <i>Information Technology Security Policy</i>, included in Appendix 2, which applies to senators, requires that Senate network account users promptly report any suspected information technology security incident to ISD (see paragraph 1.5.13(2)). If such an incident involves potential unlawful activity, the matter is referred to the Senate Administration’s CSD (see paragraph 1.5.13(3)).</p> <p>That policy also provides that if the ‘Steering Committee of CIBA determines that non-compliance with the policy involves potential unlawful activity, the matter will be referred to the appropriate law enforcement agency (see paragraph 1.7.3).</p> <p>While senators are also subject to the provisions of the <i>Ethics and Conflict of Interest Code for Senators</i>, which requires that senators “uphold the highest standards of dignity inherent to the position of Senator” (section 7.1(1)) and “refrain from acting in a way that could reflect adversely on the position of Senator or the institution of the Senate” (section 7.1(2)), there is no express obligation in this code that requires senators to report attempts at foreign interference.</p>
(23)	<p>Indicate whether the Senate is considering any new practices or procedures in relation to foreign interference. If so, what are they, and why are they being considered?</p>	<p>On <u>June 20, 2024</u>, the Honourable Senator Raymonde Saint-Germain gave notice of the following motion in the Senate:</p> <p><i>That the Standing Committee on Ethics and Conflict of Interest be authorized to examine and report on amendments to the Ethics and Conflict of Interest Code for Senators with respect to sponsored travel, and to consider whether senators accepting sponsored travel continues to be appropriate in the current environment relating to foreign interference, whether that sponsorship is by foreign states or other third parties, including, but not limited to, corporations, lobbyists or non-governmental organizations;</i></p> <p><i>That, notwithstanding any provision of the Rules or the code, when the committee is dealing with this matter, it be authorized to meet in public if it so decides and a senator who is not a member of the</i></p>

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		<p><i>committee not attend unless doing so as a witness and at the invitation of the committee; and</i></p> <p><i>That the committee present its final report to the Senate no later than March 31, 2025.</i></p> <p>The motion has not yet been moved for adoption.</p>
RULES GOVERNING THE CONDUCT OF SENATORS		
(24)	<p>Are there any rules, laws, or policies governing interactions between a senator and the diplomatic staff of a foreign state? If so, please describe them.</p>	<p>No laws, rules, or Senate policies deal specifically with interactions between a senator and the diplomatic staff of a foreign state. However, senators are subject to the provisions of the <i>Ethics and Conflict of Interest Code for Senators</i> in those interactions, including the section 7.1 obligation to “uphold the highest standards of dignity inherent to the position of Senator.” The code also includes obligations to disclose certain gifts, in section 17, and sponsored travel, in section 18.</p> <p>When they participate in the activities of parliamentary associations, senators are also subject to the provisions of a code of conduct for parliamentarians participating in the activities of parliamentary associations.</p>
(25)	<p>Describe the rules, regulations, or policies governing interactions between Senators and lobbyists.</p>	<p>Senators are designated public office holders for the purposes of the <i>Lobbying Act</i>. (See the <i>Designated Public Office Holder Regulations</i>.) Lobbyists interacting with them are therefore subject to a number of registration and disclosure obligations under this Act. In addition, as described earlier, several provisions of the <i>Ethics and Conflict of Interest Code for Senators</i> are relevant to those interactions, including sections 7.1, 7.2, 8 to 11, and 17 to 19.</p>
(26)	<p>Describe the rules applicable to senators travelling abroad as part of their parliamentary activities. Please include rules relevant for travel undertaken as part of committee work, parliamentary associations, and individual ad hoc travel.</p>	<p>Individual Senators’ Travel</p> <p>Under section 7.6 of the <i>Senators’ Office Management Policy</i> (“International Travel”), senators can only use their travel points to travel internationally to Washington, D.C., and New York City in support of a parliamentary function. Travel to New York City must be to attend to work related to the United Nations or to meet with United Nations officials. Senators can take a maximum of four such trips per fiscal year. Expenses related to such travel are included in the quarterly public</p>

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		<p>disclosures discussed in the answer to question (13).</p> <p>When travel is undertaken on behalf of a federal government department and is paid for by that department, travellers must submit their expense claims directly to that department, in accordance with section 7.7 of the SOMP (“Externally-Funded Travel”).</p> <p>Note that senators can also make a request to CIBA for authorization to use their travel points to travel internationally to locations other than Washington, D.C. or New York City under section 1.6 of the SOMP.</p> <p>ISD has issued an International Travel IT Security Directive for Senators, which provides senators and staff with well-known best practices on the use of mobile devices when those senators or staff members travel internationally.</p> <p>Committee Travel</p> <p>Under rule 12-19(2) of the <i>Rules of the Senate</i>, a committee must seek the Senate’s authorization to travel outside the Parliamentary Precinct. The committee must do so through a budget report to the Senate that contains a request for the power and funds to travel. Senate committees cannot hold official committee meetings outside of Canada. When a committee travels outside Canada, it can only conduct fact-finding missions. Any meetings outside Canada are not considered official, and parliamentary privilege therefore does not apply.</p> <p>The Committees Directorate is responsible for the logistics of committee travel, whether the travel is national or international. To plan and organize committee travel, employees rely on internal documents like the <i>Financial Policy for Senate Committees</i> and the <i>Manual for International Committee Travel</i>, authorities like the <i>Rules of the Senate</i> and the <i>Senate Administrative Rules</i>, and public documents like the Fundamentals of Senate Committees.</p> <p>International and Interparliamentary Affairs and Interparliamentary Travel</p> <p>The Joint Interparliamentary Council (JIC), composed of four senators and nine members of the House of Commons, is</p>

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		<p>responsible for determining budgetary and administrative matters related to the work of parliamentary associations. It provides overall policy direction to parliamentary associations, including financial policies related to travel, and it allocates funding to each association from a global envelope provided by CIBA and the House of Commons' Board of Internal Economy.</p> <p>Each parliamentary association elects an executive committee from among its members, at an annual general meeting. The executive committee coordinates and directs activities with bilateral counterparts or with the international secretariats of the multilateral organizations to which they belong. It also determines, in light of the funding available, which activities will be undertaken in a given year and what the size of the delegation will be. For each activity, members of the association who are interested in participating apply, and the party whips then select who will attend.</p> <p>In 2018, the JIC adopted a code of conduct for parliamentarians participating in the activities of parliamentary associations. This code spells out expectations, responsibilities, and commitments required of delegates when they travel with associations, including participation in activities, respect for financial policies, and behaviour towards colleagues and staff. They include a requirement to attend all briefings and preparatory meetings ahead of an activity and a requirement to follow any physical and IT security recommendations provided by partners.</p> <p>When preparing for international trips, a security assessment is carried out by the Senate or House of Commons Administration, or both. All recommendations are then communicated to senators by Administration employees.</p>
(27)	<p>Are there any rules, laws, or policies that regulate or limit the extent to which senators are permitted to engage in sponsored travel? If so, please describe them.</p>	<p>Under section 18 of the <i>Ethics and Conflict of Interest Code for Senators</i>, senators can accept sponsored travel arising from or related to their position. If the trip's value exceeds \$500, a statement of sponsored travel must be filed with the Senate Ethics Officer and must be publicly disclosed. The statement must include the name of the person or organization paying for the trip, the destination or destinations, the purpose and length of the trip, whether or not any guest was also</p>

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		sponsored, and the general nature of the benefit received.
(28)	<p>Are there any rules, laws, or policies that regulate or limit the extent to which senators are permitted to engage in sponsored international travel or to accept gifts that are offered? If so, please describe them.</p>	<p>Under section 18 of the <i>Ethics and Conflict of Interest Code for Senators</i>, senators can accept sponsored travel arising from or related to their position. If the trip's value exceeds \$500, a statement of sponsored travel must be filed with the Senate Ethics Officer and must be publicly disclosed. The statement must include the name of the person or organization paying for the trip, the destination or destinations, the purpose and length of the trip, whether or not any guest was also sponsored, and the general nature of the benefit received.</p> <p>Section 17 of the <i>Ethics and Conflict of Interest Code for Senators</i> governs the acceptance of gifts or other benefits by senators or their family members if those benefits could reasonably be considered to relate to the senator's position. Under this provision, senators or their family members must not accept such gifts or other benefits. They can accept gifts or other benefits received as a normal expression of courtesy or protocol, but these are subject to public disclosure if they exceed \$500 in value, either per gift or other benefit or in terms of the aggregate value of all gifts or other benefits received from the same source.</p>

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