

## **Ontario Legislature Internship Programme**

### **Director's Annual Report 2016-2016**

**Dr. Peter Constantinou, Programme Director.**

#### **Introduction**

It is a pleasure to reflect on my first year as Director of the Ontario Legislature Internship Programme (OLIP), and highlight some of the phenomenal activities that this year's interns have participated in. I had the good fortune of assuming this position during OLIP's 40<sup>th</sup> year, and have been awed time and again by the practical and educational opportunities available through this programme. After these short months, I can confidently state that OLIP does indeed offer a unique experience to graduating students from a realm of backgrounds and disciplines. It is truly a testament to the interns, Directors, and coordinators before us that OLIP has gained its sterling reputation, and we have worked diligently throughout this year to continue championing this programme.

#### **Administrative Team**

First and foremost, we successfully tackled the joys and challenges unique to any transitional year thanks to our excellent supervisory team. Our newly appointed Administrative Assistant, Kimberley Judd, has been as a pillar of support for the programme and interns at every turn. Her friendly demeanor, diligent work ethic, and professional attitude served as a role model to the interns. It would be difficult to overstate the importance of her contributions over the past year.

The interns have also been supported by Rick Sage, Valerie Quioc Lim, and Susan Viets, this year's exceptional coordinators and apprentice coordinator. Rick provided critical advice at the beginning of the session, as our team learnt the ins and outs of how the programme worked; more recently, the interns have benefitted from Rick's research expertise as they've worked towards the completion of their academic papers. Valerie Quioc Lim and Susan Viets, in turn, have been hugely helpful in assisting interns with their daily questions and queries, and have modeled exemplary professionalism in all circumstances. Although Rick is retiring this June, we will be happy to welcome Susan as a full coordinator to the programme next September. At the recent Spring reception, Rick was made an Honourary Intern – an honour bestowed annually to someone who has a long history of working very hard to support the program. Rick has requested to continue to volunteer with the programme, in particular to assist with a project to digitize our files, and we are delighted to accept his generous offer.

## **Transitions – a year of moving forward**

In my fall report, I reflected on the opportunity to use the transition to adjust and modernize many of the back office functions and policies and procedures. We have developed a number of new policies and procedures (see Fall Report) and are now working towards a retreat day in the Summer where we will review all of our experiences over the full cycle of one year and discuss and adopt further improvements. Each of us on the administration team have been keeping lists of things we could do better, ideas about adjustments or new approaches and lessons, and areas with challenges that continue to persist. It is our hope that this retreat will produce a number of improvements that will continue to make the programme better.

There's been ample scope for fun this year. We've recruited ten exceptional interns who have taken full advantage of every opportunity available through this programme. They've met with an array of former Premiers and Prime Ministers, politicians, industry leaders, and inspiring figures that would make any political enthusiast jealous. Aside from your typical political actors, the interns also met with professionals that reflected their own diverse interests and passions, including – but certainly not limited to - the Director of Toronto Pride and Government Relations expert at Toronto International Film Festival.

## **OLIP @ 40**

As I previously referenced, I was fortunate enough to join OLIP as the programme entered its 40<sup>th</sup> year. We've been celebrating the success of the programme on social media and other forums since the beginning of the year, and will be hosting a reception on May 16 to thank the supporters of our programme. In recognition of the occasion, the Speaker has given us permission to host the reception in the Grand Staircase of Queen's Park. We're anticipating that over 300 plus alumni, MPPs, former MPPs, sponsors, and special guests will attend the event, and are confident that they will enjoy the interns' significant efforts to make the evening a huge success! One of the hallmarks of a successful program is the continued involvement of alumnae in the program. I am very happy to report that we have just completed a review of the alumnae directory and have now updated all contact information. As you can imagine, this talented group of people is always on the move, so keep the list up to date is an ongoing challenge.

## **Sponsorships**

Despite the generous support of the Legislative Assembly, the academic and educational study tour components of the programme would not be as enriching without the support of our sponsors. Their support allows us to augment what the interns learn and experience. The study tours to other parliaments and legislatures bring depth and breadth to their learning, and for this we thank all our sponsors. We work hard to acknowledge their generosity at every

opportunity, and ensure they are able to meet with the interns so they can learn more about the important work they do.

Upon taking over the role of Academic Director, I began a series of meetings with sponsors and partners. We have engaged in frank discussions about the relationships and experiences they have, and I am putting forward a plan to more formalize our relationships and to build on the good advice they have provided me. I am about half of the way through the list of sponsors/partners, and can report that our sponsors are committed to the programme and enhancing the experience of our interns. As expected, each year we lose a couple of sponsors as their priorities or fiscal reality changes, and each year we gain a few. I am happy to announce that the Canadian Automobile Association, VIA Rail and Sussex Strategies have all joined the program as sponsors. As well, Mammoth Outerwear, a Toronto-based company focused on developing sustainable clothing, generously donated ten winter coats to the interns so that they would keep warm during their trip to Yellowknife. Fundraising continues to be a challenge – both time consuming and difficult – but efforts to reach out to maintain existing partnerships and to new potential partners continues to be a priority for me and the programme.

### **Promotion and Alumnae Relations**

Our team also promoted OLIP through social media connections and our bi-annual magazine, *Queen's Park Insider*. A wonderful team of interns transformed the layout, editorial process, and vision for the magazine, and digitized the magazine so that it will be easily accessible for future years. These interns also spent hours poring over previous magazines and records of the programme to unearth interesting information about OLIP's past. OLIP hosted multiple alumni evenings at nearly every location the interns visited, and continuously reinforced contacts with alumni in Toronto.

The website has been updated and modernized to take into account the increasing level of traffic we have seen. Analytic data suggests that this year's recruitment effort drove a great deal more traffic to our website. In order to not only provide comprehensive information to prospective applicants and partners, we have placed great emphasis on making the information on the site more comprehensive and easier to navigate. In the coming months a number of videos will be included on the site to better position the programme and provide prospective applicants and partners will updated information. By adding intern blogs and digitizing the magazine and regular updates, the site becomes less static and more engaging. We will do a thorough review prior to our summer retreat and with alumnae and sponsor focus groups, we will ensure that the website continues to serve the needs of all who may visit.

## Update on Progress – Modernization of Systems and Processes

In the Fall report I outline a number of areas where we were intent on making updates, improvements and changes. We have had a very busy year taking stock of what is working well, what can be improved, eliminated and changed. Although addition items will be identified at our retreat scheduled for this coming summer, below is an update/progress report of items already underway.

Item	Update/Progress Report/Comments
Update and modernization of a handbook for interns that had been prepared over two decades ago. This will be updated regularly and serve as a valuable guide to help orient interns prior to their start.	<b>First round completed.</b> Will review again at Summer retreat and adjust according to new action items identified that require further updating.
Establishment of a web-based scheduling and calendar system that ensures all events/meetings are accessible by interns and the administrative team.	<b>Complete</b> and fully utilized by interns and Administrative Team
Establishment of a new filing system and archiving standards for both paper-based storage and new shared drive for on-line storage.	<b>Complete.</b> Next steps include full digitization of important filing inventory.
Creation of a document that outlined everything that the interns and the administrative team should do each month during the year. This will serve as a valuable planning tool, as well as reminder for activities. At the end of each month, as part of the regular Friday meeting of the administrative team, suggestions are made to update the tool so as to ensure any adjustments are made, in hopes of making next year's effort a little simpler and to benefit from those teachable moments.	<b>First Draft Complete.</b> Will review again at Summer retreat and adjust according to new action items identified that require further updating.

In partnership with Michelle Hopkins at CPSA, adoption of a new electronic direct deposit payment system for the interns. This reduces the monthly administrative burden for both CPSA and OLIP administration team dramatically, and ensuring a more predictable schedule of payment for interns.	<b>Complete and fully operational.</b>
Work is underway to develop some new policies for workplace accommodations for interns. This was in response to requests for information from potential applicants.	<b>In progress.</b> Will be completed as part of Summer project work and ready for September orientation.
Development of policies and forms for expense reimbursement and budget planning to ensure predictability and transparency. Policies were adapted from existing Treasury Board Guidelines for travel.	<b>First Draft Complete.</b> Will review again at Summer retreat and adjust according to new action items identified that require further updating.

### Update on Academic Program Progress

In the Fall report I outline a number of areas where we were intent on making updates, improvements and changes to our academic portion of the programme. We have had a very busy year taking stock of what is working well, what can be improved, eliminated and changed. Although addition items will be identified at our retreat scheduled for this coming summer, below is an update/progress report of items already underway.

Item	Update/Progress Report/Comments
Development of clear academic paper expectations	<b>First Draft Complete.</b> Will review again at Summer retreat and adjust according to new action items identified that require further updating.
Modification of the due dates for drafts and final papers. These were accelerated and topic discussions began in the first few weeks of the program, and have been a regular theme of meetings with the Academic Director. Final papers will now be September 30.	<b>Complete and fully implemented</b>
The development of 8 major academic themes have been established for the session 2015-	<b>Complete.</b> Will review again at Summer retreat and adjust according to new action

<p>2016. These are:</p> <ul style="list-style-type: none"> <li>○ Orientation to OLIP</li> <li>○ Structure and function of government</li> <li>○ Systems, dynamics and processes</li> <li>○ The work of the Legislature</li> <li>○ Comparative systems (emphasis on jurisdictions that interns will travel to)</li> <li>○ Democratic processes</li> <li>○ Lobbying and government relations</li> <li>○ Ethics and public service</li> </ul>	<p>items identified that require further updating.</p>
<p><b>Study Tour</b></p>	<p><b>Complete.</b> Interns travelled to Legislatures in Ottawa, Quebec City, Yellowknife, Cleveland, London (England)</p>

One of the areas of further attention and a priority for me is to ensure that the interns have exposure to a variety of perspectives, professions and people. Below is a list of meetings to date (excluding study tour meetings).

<b>Individual</b>	<b>Organization</b>
Joseph Ragusa	Principal Sussex Strategy
Fausto Natarelli	Director, Hurontario-Main LRT, MetroLinx
Patrice Dutil	Professor, Ryerson University
Corey Davidson	Service Ontario
Wendy Feldman	(PIP Alumni) Information and Research Co-ordinator Machinery of Government, Ontario Public Service
Steve Orsini	Secretary of the Cabinet, Head of the Ontario Public Service
Nathan Wright	Chief Operating Office Chiefs of Ontario
Doug Ford	Former Toronto City Counsellor and Mayoral candidate
Chris Yaccato	Provincial Manager, GR & Public Lung Association of Ontario
Salvatore Badali	Partner, Odgers Berndtson
Chris Alexander	Former MP/Minister
Andrew Coyne	Columnist National Post
Ava Hill	Six Nations
Jane Taber	Queen's Park Reporter Globe and Mail
J.P. Gladu	Canadian Council for Aboriginal Business
Jane Hilderman	Executive Director Samara
Robert Benzie	Queen's Park Bureau Chief Toronto Star
Norm Kelly	Councillor, City of Toronto
Tracey Sobers	EA to Dalton McGuinty
Michael Bryant	Former Attorney General, Ontario
Steve Paiken	The Agenda
Christina Blizzard	Columnist, Toronto Sun
Mamdouh Shoukri	President, York University
Gary Clement	Government Relations, TD Bank
Nick Kouvalis	Campaign Research
Karen Clarke-Whistler	Chief Environment Officer, TD Bank
Jesse Brown	Canadaland
Dave Carney	Director of GR, Toronto International Film Festival (TIFF)
Juan Alsace	US Consul General
Matthew Forrest	Superintendent Canadian Border Services
Kevin O'Leary	Media personality
John Tory	Mayor of Toronto
David Peterson	Former Ontario Premier
Bill Davis	Former Ontario Premier
Dalton McGuinty	Former Ontario Premier
Ernie Eves	Former Ontario Premier
Mike Harris	Former Ontario Premier
Bob Rae	Former Ontario Premier and MP/Leader of the Liberal Party
Matthieu Chantelois	Director, Pride Toronto
Peter MacKay	Former MP
Lisa Clements	Corporate Affairs, Art Gallery of Ontario
Terry Fallis	Author/Former Staffer at QP
Peter Mansbridge	CBC News Anchor

Karyn Kennedy	President and CEO BOOST Child and Youth Advocate
Lawrence Hill	Author
Hazel McCallion	Former Mississauga Mayor
Jean Charest	Former Quebec Premier
John Baird	Former MPP/former MP/Federal Cabinet minister

## Recruitment and Incoming Interns

One of the areas that I have identified as a priority to consider is how we can make more prospective candidates aware of the programme and provide them with information that can assist with making the decision to apply. While the range of applicants has been consistently good and competitive, every effort should be made to ensure as many people know about the programme as possible. Over the span of two months, OLIP interns hosted ten informational sessions at universities in Ontario and Quebec. Some of the sessions had as many as 80 students in attendance. In addition to these site visits, we distributed materials (pamphlets and posters) to every political science and related department/school in Canada. As a result, this year we received a 30% increase in inquiries and a 16% increase in applications. We received an unprecedented 151 applications. . Selecting the new group of interns among this talented group of professionals was challenging, but we are delighted with our group of new interns. At the time of writing, we have not yet received all the formal biographies from our incoming group of interns, but I will forward these to the Board as soon as they are available. Listed below as some basics facts about the incoming cohort of interns for 2016-2017.

APPLICANT (Alpha Order)	AGE GENDER	HOME	ACADEMIC FOCUS Degree (s)/Major (s) / Schools
FORSYTH, Hannah	24 F	West Chezzetcook Nova Scotia	HBA, Pol. Sci., Dalhousie 2015
GAJIC, Sara	22 F	Toronto Ontario	HBA, Eng. & Pol. Sci., U of T (Vic) 2016
ILES, Hannah	26 F	Leamington Ontario	MA, Lang, Cult & Hist., University College, London 2013 HBA, Hist. & Int. Studies, Queen's 2012
LAROQUE-GRAHAM, Jacob	23 M	Ottawa Ontario	HBA, Public Affairs & Policy Management, Carleton 2016
LOWE, Stephanie	28 F	Owen Sound Ontario	M of Teaching, Elementary Ed., U of T (OISE) 2016 B.Journalism, Ryerson 2012
MUÑOZ, Leslie	24 F	Ottawa Ontario	MA, Pol. Economy, Carleton 2016 BA, Public Affairs & Policy Management, Carleton 2016
NAUTA, Rachel	22	Blenheim	HBSSc. Pub. Admin., U of Ottawa

APPLICANT (Alpha Order)	AGE GENDER	HOME	ACADEMIC FOCUS Degree (s) /Major (s) / Schools
	F	Ontario	2016
OVERTON, Alexander	23 M	Ottawa Ontario	HBA, Pol. Sci. & Law, Carleton 2016
SHOLES, Kyle	22 M	Maple Ridge British Columbia	HBA, Pol. Sci., Western (Huron) 2016 Cert. French, Western 2016
TRUDEAU, Emily	24 F	Thunder Bay Ontario	MA Euro / Russian / Eurasian Studies U of T 2016 BASc. Arts & Science, McMaster

As part of our summer retreat, we will be considering strategies to reach out to, and better work with aboriginal communities to ensure that students in those communities are better informed about the programme. Initial contact has been made with some leaders in those communities and together we will develop a plan for a more strategic and thorough outreach.

### **In-Coming Intern Study Tours**

One of the important roles for our interns is to also host in-coming groups of interns from other provinces. This year groups came from Manitoba and Quebec. The interns worked to ensure they were received with great hospitality and had very informative learning opportunities and meetings to attend. Listed below are the programs/meetings arranged for the in-coming groups.

Manitoba	Quebec
Welcome breakfast Introduction in the House Tour of the Legislature Social dinner with OLIPers  <b>Meetings:</b> Speaker Dave Levac Clerk Deb Deller Bonnie Lysyk - Auditor General Premier Kathleen Wynne Glenn Murray - Minister of the Environment and Climate Change Andrea Horwath Tim Hudak Chiefs of Ontario Mitch Davidson - PC Policy Director (Former OLIPer) Norm Kelly - Toronto City Councillor Jesse Brown - Canadaland Studio NATO Council Karen Clarke-Whistler - Chief Environment Officer - TD Nick Kouvalis - Campaign Research Inc. Samara Canada Dave Carney - Director of Government Relations, TIFF	Introduction in the House Tour of the Legislature Social dinner with OLIPers  <b>Meetings:</b> Speaker Dave Levac François Boileau - French Language Commissioner Stephen LeClair - Financial Accountability Officer Premier Kathleen Wynne Hon. Glenn Murray - Minister of the Environment and Climate Change France Gélinas - NDP Hon. Madeleine Melleur - Attorney General Marie-France Lalonde - Government Whip Tim Hudak - PC Jagmeet Singh - NDP Deputy Leader Hon. Bob Rae - Former Premier Alex Boissonneault - CBC Radio-Canada Nicolas Pappalardo - Chief of Staff of Patrick Brown, PC Leader Samara Canada

## Summary

This has been a year of learning, not only for the interns but also for me. I have enjoyed my first year in the position and have learned a great deal that I believe will help strengthen the programme in future years. We will use the summer retreat to make further refinements, and continue to learn as we go. A big thank you to the Board of the CPSA as well as Silvina Danesi and Michelle Hopkins who are a tremendous support on a regular basis.

## **Appendix 1 Interns 2015-2016**

**Matthew Banninga** was born and raised in Sarnia, Ontario. He is a recent graduate of Carleton University where he completed both a Masters in Political Economy and a Bachelor of Public Affairs and Policy Management. Although Matthew has a wide range of interests, his research has focused on the policing of Aboriginal protests and occupations. While studying, Matthew was fortunate to live and work in Peru, India, and Cameroon. In the final year of his master's degree, he also worked at the Department of Foreign Affairs, Trade, and Development as a Policy Officer with the G7/G20 Summits Division. Matthew is humbled by the opportunity to participate in OLIP and looks forward to learning more about Ontario politics and the province's relationship with Aboriginal Peoples.

**Alison Brown** developed an interest in Canadian governance while growing up in Ottawa, Ontario. In 2013, she graduated from McGill University with a joint BA (Honours) degree in history and political science. Alison subsequently acquired her Bachelor of Education at Queen's University, with a focus on French and history. More recently, Alison completed a master's degree in history at the University of Western Ontario, where she served as a teaching assistant for a Canadian history course. Between academic terms, Alison cemented her love for history, public education, and politics as a guide at Rideau Hall, the Vimy Ridge and Beaumont-Hamel War Memorials, and the Parliament of Canada. Alison is excited to participate in OLIP, and looks forward to gaining a more intimate knowledge of the legislative process.

**Brittany Davis** is originally from Mississauga, Ontario. She recently graduated from McGill University with a BA (Honours) in English Literature and a minor in French Language and Literature. While studying at McGill, Brittany was involved in many extracurricular activities. Most notably, she was the Director of Interviews and Features at a small online magazine publication and an executive member of a local anti-human trafficking task force that works with Love146, an organization which helps prevent child trafficking. Through her work with the task force and her previous summer positions at a law firm, Brittany developed a keen interest in law and politics and has researched national and international laws relating to trafficking in persons. Brittany is excited to be a part of OLIP and learn more about the legislative process.

**Olivia Labonté** is an aspiring economist with a passion for urban development and politics. She has advised and worked with a number of local and international institutions, including the OECD, the United Nations Foundation and the Parliament of Canada. She is currently the Program Director of Young Diplomats of Canada – a non-profit organization that advocates for youth-inspired public policies, by enabling young Canadian leaders to participate at the highest level of diplomatic negotiations. Last year, Olivia represented Canada at the Y20 Summit in

Australia. Her work at the Summit led her to present youth unemployment related findings at the 2014 World Bank and IMF Annual Meetings. Olivia completed her undergraduate degree in economics and business with distinction at the University of Ottawa, and is now completing her master's degree in applied economics at the Université de Montréal. Olivia looks forward to gaining hands-on experience within the realm of Ontario policy and acquiring in-depth knowledge of the inner workings of the Legislative Assembly of Ontario

**Sydney Oakes** was born and raised in Caledonia, Ontario. She will graduate from the collaborative Masters of Public Policy and Administration program (Guelph University and McMaster University) in the fall of 2015. Sydney received an Honours BA (Trent University) in Political Studies with a minor in Indigenous Studies. During her time at Trent, Sydney completed a study abroad programme in rural Mexico. Concurrent with her education, Sydney has achieved success as a Junior Policy Analyst with Six Nations Elected Council, an Election Assistant to the Haldimand County Clerk, and a consultant for various organizations. Sydney's research interests include Indigenous political mobilization, multilevel governance and environmental politics. Sydney is ecstatic about participating in OLIP and cannot wait to incorporate her experiences into her future career.

**Sara O'Sullivan** is originally from Oakville, Ontario. She attended Queen's University where she earned a BA (Honours) in Global Development. During her undergraduate studies, Sara participated in a semester abroad program at Fudan University in Shanghai, China where she studied and worked as an intern in a local township prompting an interest in governance and community development. She recently finished a master's degree at Ryerson University in Public Policy & Administration. Through this program Sara completed a co-op placement as a policy advisor with the Ministry of Government and Consumer Services. Her research interests include immigration policy, gender issues and labour relations. Sara is honoured to be an OLIP intern and eager to learn more about the legislative process.

**Julia Redmond** is a proud Maritimer, born and raised in Halifax, Nova Scotia. She attended McMaster University, graduating with a BAsC (Honours) from the interdisciplinary Arts and Science program. True to her program, her research work has ranged from chemistry to pedagogy, and she has a particular interest in the intersection of public policy and science, especially with regards to climate change. In her third year, she studied at the Amsterdam University College in the Netherlands. She worked as news editor and later as managing editor of The Silhouette, McMaster's student newspaper. Julia has also worked at the Parliament of Canada as a tour guide, and is looking forward to moving from one legislature to another to work at Queen's Park.

**Isa Topbas** is a Turkish-Canadian and was raised in Toronto. He holds a BA (Honours) from the University of Toronto (Political Science & International Relations) and a MA in European, Russian and Eurasian Studies from the Munk School of Global Affairs at the University of Toronto. During his undergraduate and graduate studies, Isa was active in student affairs, serving as the president of a number of student organizations, including the Intercultural Dialogue Institute's U of T Chapter, as well as participating in different academic projects with various roles during his time at the university. Isa's research interests include human rights, migration policy, responsibility to protect (R2P), conflict resolution and civil society strengthening. Isa aspires to work as an international civil servant in the field of migrant integration.

**Justyna Zegarmistrz** was born and raised in Toronto, Ontario. She is a recent graduate of the University of Toronto, Trinity College where she completed a BA (Honours) in International Relations, History, French Language. In her third year of studies Justyna attended the University of Edinburgh in Scotland. Living in the home of Scottish Parliament, Justyna recognized the unique nature of both Ontario's and Canada's institutions and cannot wait for the opportunity to gain further hands-on experience at the Ontario legislature. In tandem with her studies, Justyna interned at the Polish Consulate General in Edinburgh and most recently at the U.S. Consulate General in Toronto. Working on Ontario Issues in the Political-Economic Section at the U.S. Consulate further sparked Justyna's interest in provincial politics, and she is looking forward to exploring the topic in more depth.

**Eric Zinn** grew up on his family's farm outside of Lucknow, Ontario. After first earning an Ontario College Diploma in Police Foundations from Conestoga College, Eric attended the University of Guelph where he earned a BA (Honours), with a major in Criminal Justice & Public Policy and a minor in both History and Sociology. Eric's field of studies at Guelph focused on the dynamics of Canadian federalism, criminal justice in Canada, and the historical political developments which shaped government in Ontario and Canada at-large. While at the University of Guelph, Eric served as chairperson of the Criminal Justice & Public Policy Society where he acted in an advocacy role representing students studying in this area. Eric is greatly honoured and thrilled to be part of OLIP and is looking forward to an exciting year.

## Appendix 2 – Placements 2015-2016

### Placements for 2015-2016

	<b>1<sup>st</sup> Term</b>	<b>2<sup>nd</sup> Term</b>
Matthew Banninga	DiNovo (NDP)	Milczyn (LIB)
Alison Brown	Fraser (LIB)	Thompson (PC)
Brittany Davis	Scott (PC)	Naidoo-Harris (LIB)
Olivia Labonté	Gélinas (NDP)	Baker (LIB)
Sydney Oakes	McMahon (LIB)	Harris (PC)
Sara O'Sullivan	Dong (LIB)	Forster (NDP)
Julia Redmond	Lalonde (LIB)	Fife (NDP)
Isa Topbas	Fideli (PC)	Colle (LIB)
Justyna Zegarmistrz	Smith (PC)	Kiwala (LIB)
Eric Zinn	McGarry (LIB)	Yakabuski (PC)

## **Appendix 3 – OLIP Orientation Program - Wednesday September 9, 2015 – Friday October 9, 2015**

### **INITIAL WEEK APPOINTMENTS / MEETINGS**

- Welcome Interns – Introduce Admin. Team
- Explain shadow overlap of coordinators
- Security badges
- Keys
- Tour of Legislative Assembly
- Academic Director and OLIP Coordinators
  - Overview of program and OLIP year
  - Papers – Timeline, Sources, Support by library
  - OLIP Etiquette – Dress & deportment
- Administrative Assistant
  - Obtain current address and contact info
  - Bank info for direct deposit
  - Expense Forms (How to complete / What is – is not – allowed)
  - Photo's for Bio's (if initial pictures from interns unsuitable)

### **ORIENTATION MEETINGS**

#### **OFFICE OF THE LEGISLATIVE ASSEMBLY (OLA)**

- Speaker (Hon. Dave Levac)
- Clerk (Deborah Deller)
- Sergeant-at-Arms (Dennis Clark)
  - Legislative Security (Director: Hugh McGreechan)
  - Precinct Properties (Director: Jelena Bajcetic)
- Administrative Services (Acting Executive Director: Nancy Marling)
  - Financial Services (Director: Bonnie Easterbrook)
  - Human Resources: (Director: Nancy Marling)
  - Purchasing & Operations: (Director: Karen Bieri)
- iDivision (Executive Director & Legislative Librarian: Vicki Whitmell)
  - Information Services (Director: Mary Saulig)
  - Legislative Library & Research Services (Director: Susan Swift)
  - Technology Services (Director: Kirk Cameron)
- Legislative Services (Executive Director & Deputy Clerk: Todd Decker)
  - Broadcast & Recording (Director: Arleigh Holder)
  - Hansard Reporting & Interpretation (Director: Peggy Brooks)
  - Parliamentary Protocol & Public Relations (Director: Debi LaMantia)
  - Procedural Services (Clerk: Tonia Grannum)
  - Table Research (Parliamentary Counsel: Peter Sibenik)

#### **OFFICERS OF THE LEGISLATIVE ASSEMBLY (and others)**

- Auditor General (Bonnie Lysyk)
- Chief Electoral Officer (Greg Essensa)
- Chief Legislative Counsel (Mark Spakowski)
- Chief Medical Officer of Health (Dr. David Williams – Interim Appointment)
- Environmental Commissioner (Ellen Schwartzel – Acting)
- Financial Accountability Officer (Stephen LeClair)
- French Language Services Commissioner (François Boileau)
- Information & Privacy Commissioner (Brian Beamish)
- Integrity Commissioner (Lynn Morrison)
- Ombudsman (André Marin)
- Provincial Advocate for Children & Youth (Irwin Elman)

#### **FORMER INTERNS**

- Di Ianni, Paul

Dupuis, Vanessa  
May, Kristy  
Stanley-Cochrane, Emma

#### **ADDITIONAL MEETINGS DURING ORIENTATION PERIOD**

Government  
    Lieutenant Governor  
    Premier

Political  
    Party Leaders  
    Former Speakers

Press Gallery  
    Jim Coyle  
    Christina Blizzard

Lead Sponsors  
    Insurance Brokers Association Ontario  
    Ontario Real Estate Association (OREA)  
    VALE

Major Sponsors  
    AMAPCEO  
    BrucePower  
    Canadian Tire  
    CIBC  
    The Co-operators  
    Enbridge  
    Investment Funds Institute of Canada  
    Ontario Power Generation  
    Ontario Stone, Sand & Gravel Association (OSSGA)  
    Power Workers' Union  
    Public Affairs Association of Canada (PAAC)  
    R&D – Canada's Research-Based Pharmaceutical Companies  
    Shoppers Drug Mart  
    TD Bank Financial Group  
    Time Horton's

#### **ORIENTATION TRAINING**

Human Resources  
    AODA  
    Harassment

Legislative Library and Research Services  
    Assembly Websites (inTERnet & inTRAnet)  
    Hansard Searching  
    e-Laws (Ontario Statutes & Regulations)  
    Newspaper Searching  
    Library Catalogue

#### **MPP INTERVIEWS**

Liberal (Government)  
Progressive Conservative  
New Democratic Party