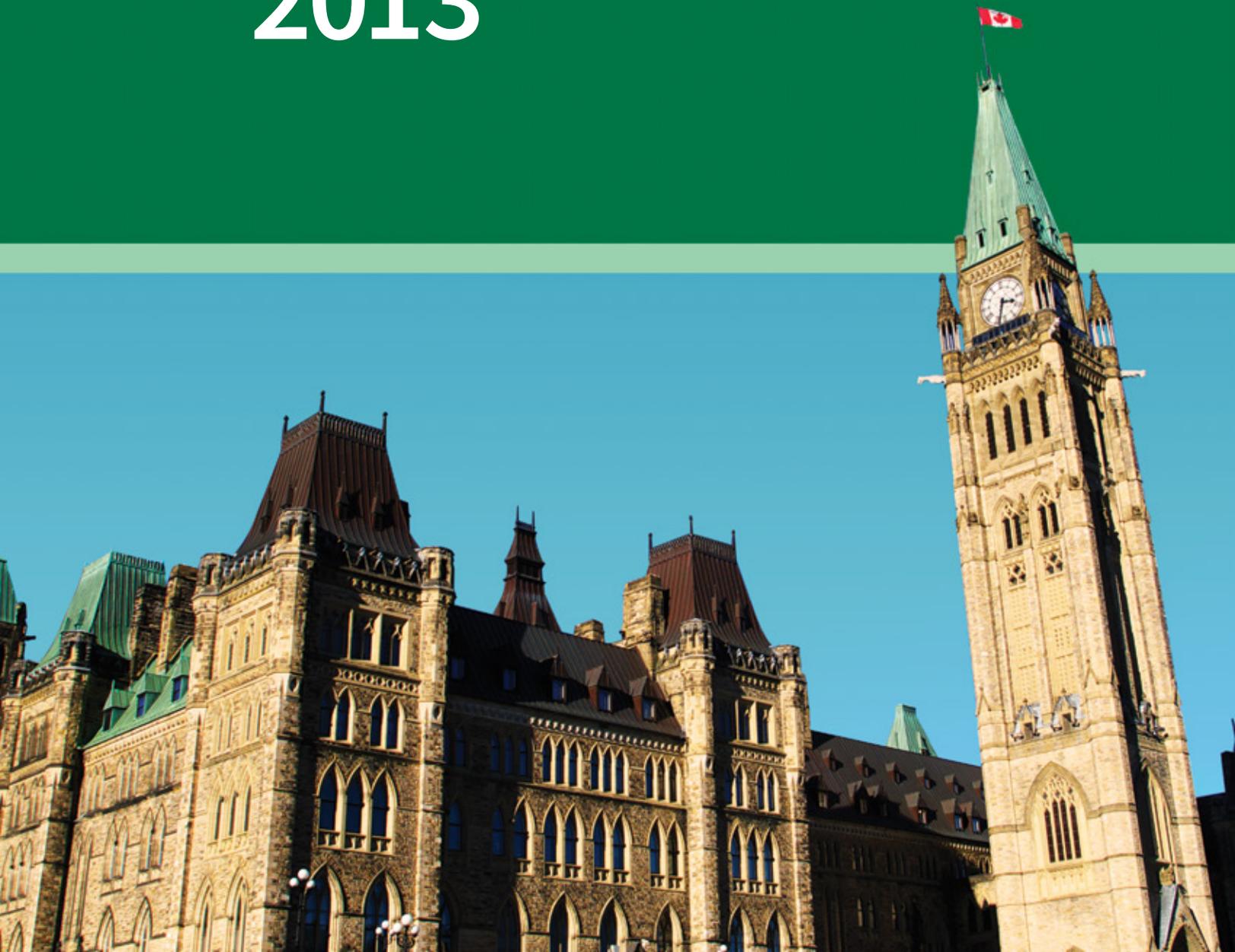




HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

HOUSE OF COMMONS REPORT TO CANADIANS 2013



The *Report to Canadians* is updated every year to present highlights of the work undertaken by Canada's Members of Parliament and the efforts of the House of Commons Administration in supporting Members' daily activities.

By opening a window into the workings of the House of Commons and increasing the public's understanding of Canada's parliamentary system, the *Report to Canadians* contributes to the transparent public governance expected by Canadians from coast to coast to coast.

Period of this report: April 1, 2012–March 31, 2013

Parliamentary session covered in this period: 1st session, 41st Parliament (June 2, 2011–Present)

Total number of sitting days during this period: 128

Information Services
Parliament of Canada
Ottawa, Ontario
K1A 0A9
info@parl.gc.ca

Toll-free (Canada): 1-866-599-4999
Telephone: 613-992-4793
TTY: 613-995-2266

Catalogue Number X9-27/2013E-PDF
ISSN 1716-8570

Photographs © House of Commons

TABLE OF CONTENTS

- 3 YEAR IN REVIEW**
- 7 MEMBERS' SNAPSHOT**
- 10 MEMBERS' ACTIVITIES**
- 18 OVERVIEW OF THE HOUSE**
- 23 PERFORMANCE REVIEW**
- 28 FINANCIAL REVIEW**

YEAR IN REVIEW



MESSAGE FROM THE SPEAKER



As Speaker of the House of Commons, I am proud to present this year's *Report to Canadians*, which provides a snapshot of the work done by Canada's Members of Parliament as well as a behind-the-scenes look at the supporting role played by the House of Commons Administration.

My duties as Speaker include maintaining order in the Chamber and chairing the Board of Internal Economy, which oversees all administrative and financial policy matters affecting the House of Commons. In both areas, ensuring accountability and providing transparency are important to all Canadians and we are always looking for ways in which we can improve.

As part of its commitment to transparency, the House Administration publishes not only this annual *Report to Canadians* but also a *Strategic Outlook* for each Parliament. Tabled in September 2012, the *Strategic Outlook* for the 41st Parliament clearly outlines the House Administration's objectives and proposed initiatives over the life of the current Parliament.

In seeking to conduct the business of the House responsibly on behalf of Canadians, last year the Board of Internal Economy approved the House of Commons Strategic and Operating Review. This cost-reduction strategy will see House spending decrease by 6.9% by 2014–2015, and reflects our ongoing commitment to carry out our work in the most fiscally responsible manner possible.

Also in 2012, Canada had the opportunity to share its parliamentary practices with the world. The Speaker of the Senate and I were honoured to host the 127th Assembly of the Inter-Parliamentary Union in the historic city of Québec in October 2012. With its focus on citizenship and cultural diversity, the Assembly welcomed more than 1,200 participants from 129 parliaments around the world. Parliamentary diplomacy is an important component of Canada's international footprint; hosting such conferences helps showcase Canada to the world and forge important diplomatic ties with our parliamentary counterparts across the globe.

Whether you're reading this *Report to Canadians* in its new online format or as a printed file, I invite you to take the time to explore its story of the past year. In the Members' Snapshot section, you'll find demographic information about Canada's 308 elected Members of Parliament, while the summary of Members' Activities highlights how Members fulfilled their responsibilities in the Chamber, in committees and on the world stage over the course of the fiscal year.

On behalf of all Members and the House of Commons Administration, I hope you enjoy this glimpse into the work carried out in the House on behalf of all Canadians.

Andrew Scheer, M.P.
Speaker of the House of Commons

MESSAGE FROM THE CLERK



The annual *Report to Canadians* is an opportunity for the House of Commons Administration to communicate its usually behind-the-scenes work and achievements to Canadians.

As Clerk of the House of Commons, I report to the Speaker of the House and advise him—and all Members of Parliament—on the interpretation of parliamentary rules, precedents and practices. Outside the Chamber, it is my responsibility to ensure the House Administration is operating in a manner that reflects sound governance practices. I could not do such important work without the support of my management team, which is made up of experts in the fields of parliamentary procedure, information technology, security, human resources, corporate planning, communications, finance and law.

Guided by three core values—professional excellence, respect for the democratic process, and a commitment to balancing continuity and change—the House Administration’s mandate is to provide impartial advice, services and support to all Members of Parliament. Over the past year, this has led us to review all of our administrative practices and to initiate changes in order to meet the objectives of the Strategic and Operating Review all while preparing for the eventual closing of the Centre Block, including the Chamber, as part of the long-term renovation project.

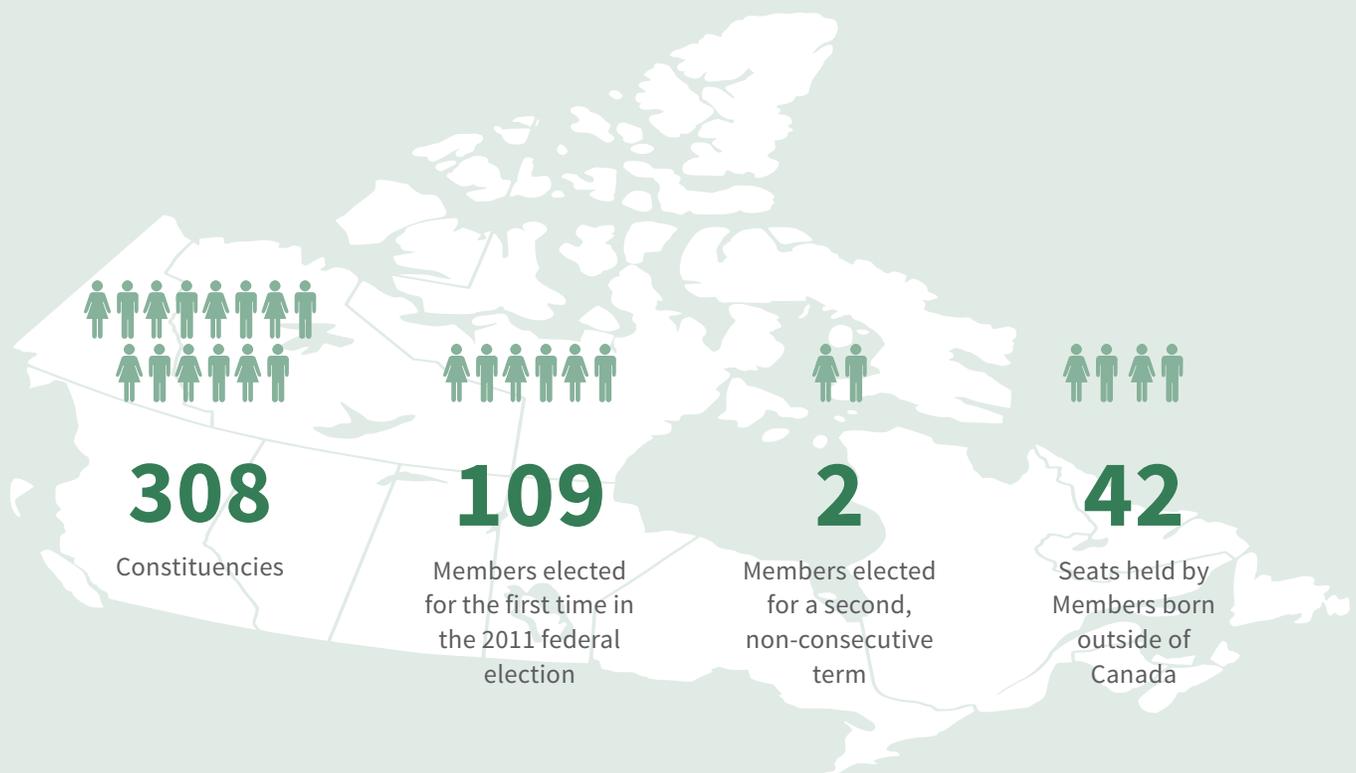
For more details about the activities of the House Administration, I invite you to consult the Performance Review section of this *Report to Canadians*. It provides an update on several of the major projects that have been undertaken to advance the strategic objectives set out in the *Strategic Outlook for the 41st Parliament*.

I am extremely proud of the work outlined in this report. On behalf of the entire staff of the House of Commons Administration, it is my privilege to present Canadians with this unique glimpse into the work we do each day in support of Canada’s Members of Parliament.

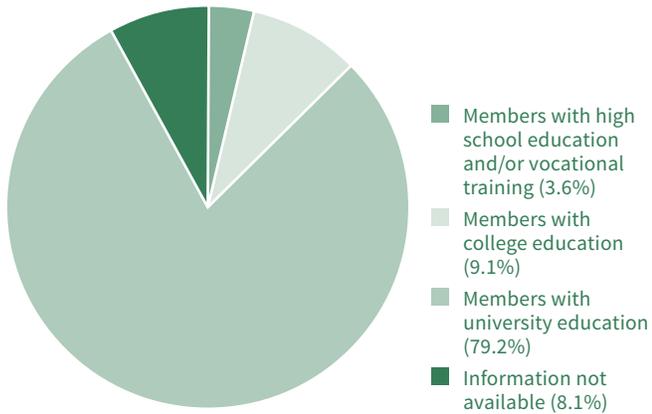
Audrey O’Brien
Clerk of the House of Commons

MEMBERS' SNAPSHOT

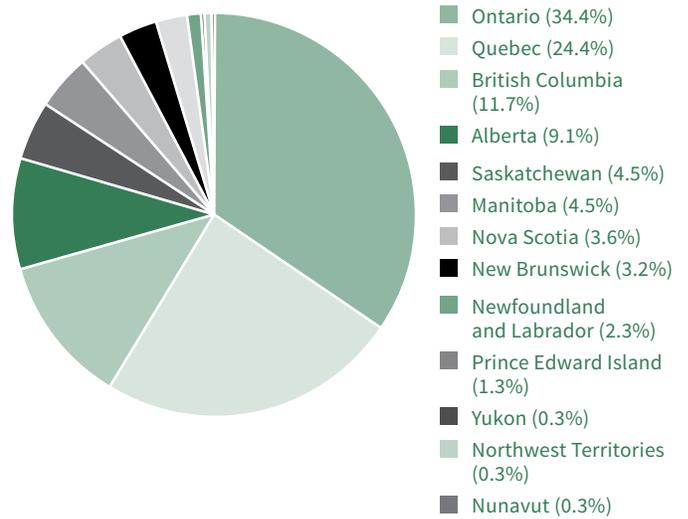
(AS OF MARCH 31, 2013)



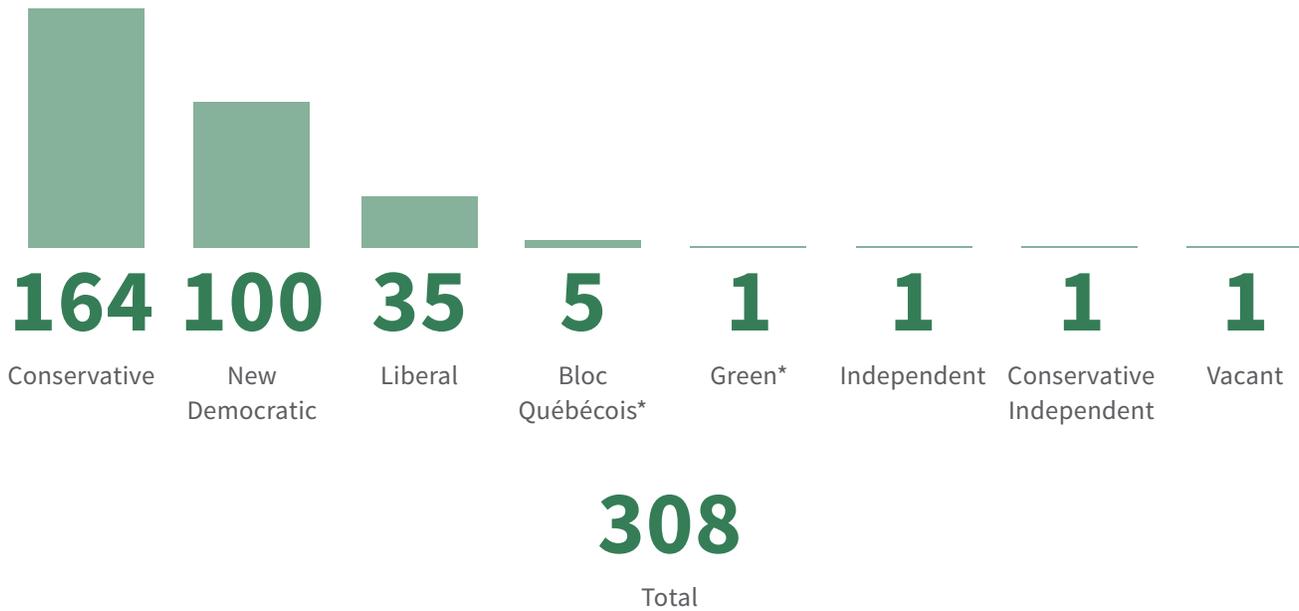
EDUCATION



CONSTITUENCIES

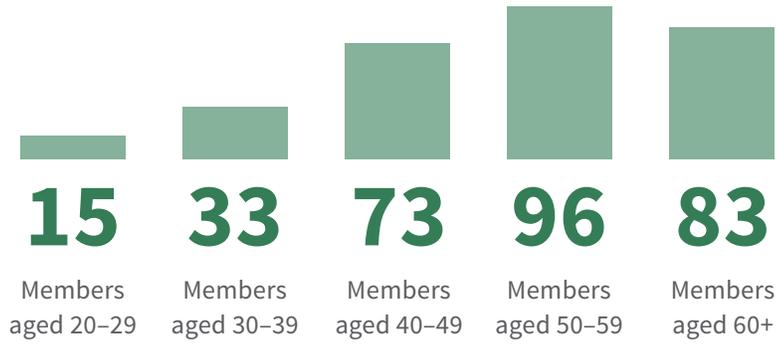


MEMBERS BY POLITICAL PARTY

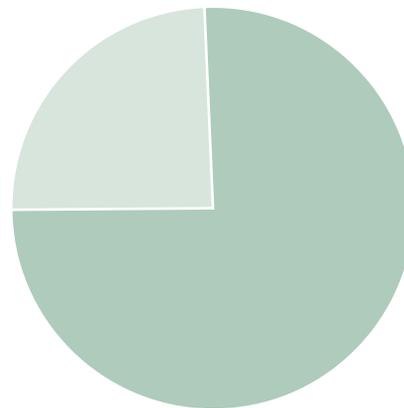
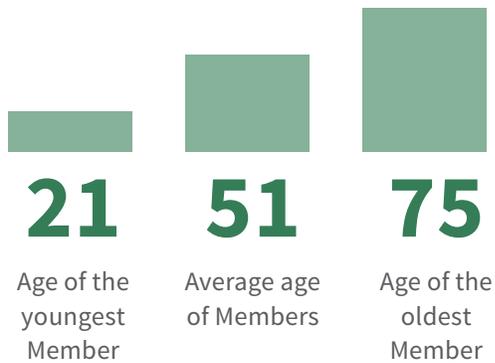


* Does not hold official party status. A political party must have at least 12 members in the House of Commons to be a 'recognized party' for the purposes of parliamentary proceedings.

DEMOGRAPHICS



** Age information unavailable for seven Members.*

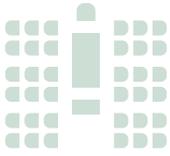


232
Seats held
by men

75
Seats held by
women

MEMBERS' ACTIVITIES





IN THE CHAMBER

Last year, legislation was introduced on topics such as promoting economic growth in Canada's North, strengthening our oil tanker safety system, and changing our royal line of succession to align with other Commonwealth countries.

<p>23</p> <p>Government bills introduced</p>	<ul style="list-style-type: none"> • Economic growth in Canada's North • The line of succession for Canada's monarchy • Marine transportation safety and the prevention of oil spills • Accountability and transparency within the Royal Canadian Mounted Police • Removal of dangerous foreign criminals from Canada 	<ul style="list-style-type: none"> • Employment insurance benefits for parents of critically ill or injured children • Pension reforms for Members of Parliament and other public servants • Establishment of the Canadian Museum of History • Enhancements to the federal Witness Protection Program
<p>78</p> <p>Private Members' bills introduced</p>	<ul style="list-style-type: none"> • Criminal Code (13 bills) • Income tax and excise tax (10 bills) • Compensation, pension and employment insurance (10 bills) • Health (7 bills) 	<ul style="list-style-type: none"> • Environment (6 bills) • Transportation (4 bills) • Immigration (3 bills) • International and domestic trade (3 bills)

<p>128</p>	<p>39</p>	<p>716</p>	<p>10</p>	<p>6</p>
<p>Sitting days in 2012–2013</p>	<p>Average number of questions asked during Question Period each sitting day</p>	<p>Written questions submitted</p>	<p>Rulings by the Speaker in response to points of order raised in the Chamber</p>	<p>Rulings by the Speaker in response to questions of privilege raised in the Chamber</p>

<p>2,464</p> <p>Documents tabled during Routine Proceedings</p>	<p>Tabling a document is a formal way of presenting information and putting it on the official public record. A variety of documents must be tabled in the House by the government, including reports on studies conducted by government task forces and commissions, annual reports for a number of federal institutions, corporate plans, performance reports, and other papers concerning matters related to the administrative responsibilities of the government. Committees present reports to the House further to their studies and can request that the government respond to those reports. Collectively, these documents are referred to as sessional papers.</p>
---	--



IN COMMITTEES

With input from thousands of technical experts and other Canadian citizens, Members investigated important issues such as intellectual property, transportation technology and the threats invasive species pose to Canada's ecosystem.

3,475

Witness appearances

<p>24 Standing Committees</p>	<ul style="list-style-type: none"> • Aboriginal Affairs and Northern Development • Access to Information, Privacy and Ethics* • Agriculture and Agri-Food • Canadian Heritage • Citizenship and Immigration • Environment and Sustainable Development • Finance • Fisheries and Oceans • Foreign Affairs and International Development • Government Operations and Estimates* • Health • Human Resources, Skills and Social Development and the Status of Persons with Disabilities • Industry, Science and Technology • International Trade • Justice and Human Rights • National Defence • Natural Resources • Official Languages • Procedure and House Affairs • Public Accounts* • Public Safety and National Security • Status of Women* • Transport, Infrastructure and Communities • Veterans Affairs
<p>2 Standing Joint Committees</p>	<ul style="list-style-type: none"> • Library of Parliament • Scrutiny of Regulations*
<p>2 Special Committees</p>	<ul style="list-style-type: none"> • Special Committee on Co-operatives • Special Committee on Violence Against Indigenous Women

* Committee chaired by a Member of the Official Opposition with a Vice-Chair from the governing party.

12

Members on
each standing
committee

1,134

Total committee
meetings

1,873

Total hours
of committee
meetings

3,475

Witnesses
appeared

148

Reports
presented

TOPICS ADDRESSED BY COMMITTEES

Due to their size, committees provide an excellent opportunity for in-depth discussions on a variety of topics.

In 2012–2013, these included:

- Privacy and social media
- Intellectual property
- Ensuring the security of Canada's immigration system
- Comprehensive Economic Partnership Agreement (CEPA) with India
- Urban conservation practices
- Sexual harassment in the federal workplace
- Barriers to filling low-skill jobs
- Invasive species that pose a threat to the Great Lakes ecosystem
- Innovative transportation technologies



INTERNATIONALLY

Members play an important role in strengthening Canada's ties with other countries. Last year, Parliament was visited by delegations from Mexico, France, Israel, Tanzania, South Korea and other nations around the world.

13

Visits by foreign dignitaries

The House of Commons regularly interacts with parliamentarians and dignitaries from many countries as well as from other Canadian legislatures. As illustrated in the table below, parliamentary diplomacy can be undertaken in a variety of ways:



Visits to Parliament by heads of state or heads of government



Visits to Parliament by parliamentary speakers or delegations



Official parliamentary delegations led by the Speaker of the House



Parliamentary conferences attended by the Speaker of the House



Interparliamentary association events that included Canadian participation



NORTH AND SOUTH AMERICA

E	May 8–9, 2012	Annual Gathering of the Group of Women Parliamentarians; ParlAmericas (Valparaíso, Chile)
E	July 15–19, 2012	Pacific NorthWest Economic Region Annual Summit; Canada-United States Inter-Parliamentary Group (Saskatoon)
D	September 7–9, 2012	11 th G8 Speakers' Conference (Washington, D.C.)
E	September 23–25, 2012	Canadian/American Border Trade Alliance Conference; Canada-United States Inter-Parliamentary Group (Washington, D.C.)
C	October 6–13, 2012	Visit to Chile and Costa Rica by the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation

D E	October 21–26, 2012	127 th Assembly of the Inter-Parliamentary Union (city of Québec)
A	October 22, 2012	Visit to Canada of the Most Honourable Portia Simpson Miller, Prime Minister of Jamaica
A	November 28, 2012	Visit to Canada of His Excellency Enrique Peña Nieto, President-Elect of the United Mexican States
D	January 31– February 3, 2013	30 th Canadian Presiding Officers' Conference (Victoria)



EUROPE

E	April 22–23, 2012	Meeting of the Standing Committee of Parliamentarians of the Arctic Region; Canada-Europe Parliamentary Association (Montréal)
E	April 23–27, 2012	Bilateral visit to Canada; Canada-United Kingdom Interparliamentary Association (Ottawa, city of Québec, Fort McMurray)
A	May 14, 2012	Visit to Canada of His Excellency Donald Tusk, Prime Minister of the Republic of Poland
B	May 28– June 1, 2012	Visit to Canada of His Excellency Milorad Živković, Speaker of the House of Representatives of the Republic of Bosnia and Herzegovina, and a parliamentary delegation
A	August 16, 2012	Visit to Canada of Her Excellency Dr. Angela Merkel, Chancellor of the Federal Republic of Germany
C	May 19–26, 2012	Visit to Romania and Croatia by the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation
B	October 31– November 7, 2012	Visit to Canada of His Excellency Hansjörg Walter, President of the National Council of Switzerland, and a parliamentary delegation
E	November 9–13, 2012	58 th Annual Session; NATO Parliamentary Association (Prague, Czech Republic)
B	November 20–22, 2012	Visit to Canada of His Excellency Per Westerberg, Speaker of the Parliament of the Kingdom of Sweden

A

March 13–14, 2013

Visit to Canada of His Excellency Jean-Marc Ayrault, Prime Minister of the French Republic



ASIA AND AUSTRALIA

E

May 19–25, 2012

8th bilateral meeting; Canada-Japan Inter-Parliamentary Group (Tokyo, Japan)**B**

July 13–16, 2012

Visit to Canada of the Honourable John Hogg, President of the Senate of Australia

EAugust 31–
September 8, 2012

Bilateral visit to India; Canadian Branch of the Commonwealth Parliamentary Association (Mumbai, Bangalore and Kerala, India)

E

October 12–17, 2012

16th bilateral meeting; Canada-China Legislative Association (Vancouver, Churchill, Ottawa)**A**

December 4, 2012

Visit to Canada of His Excellency Kim Hwang-sik, Prime Minister of the Republic of Korea



MIDDLE EAST AND AFRICA

A

May 7, 2012

Visit to Canada of His Excellency Shimon Peres, President of the State of Israel

A

October 4, 2012

Visit to Canada of His Excellency Jakaya Kikwete, President of the United Republic of Tanzania

A

January 8–9, 2013

Visit to Canada of His Excellency Dr. Boni Yayi, President of the Republic of Benin

D

January 10–13, 2013

Meeting of the Standing Committee of the Conference of Speakers and Presiding Officers of the Commonwealth (Swakopmund, Namibia)

E

January 19–26, 2013

Bilateral visits to Kenya and Malawi; Canada-Africa Parliamentary Association

INTERPARLIAMENTARY ASSOCIATIONS

The Parliament of Canada is involved in official interparliamentary associations that promote cooperation and understanding among nations and strengthen relations between Canadian parliamentarians and their counterparts around the world.

MULTILATERAL ASSOCIATIONS:

- Canada-Africa Parliamentary Association
- Canada-Europe Parliamentary Association
- Organization for Security and Co-operation in Europe Parliamentary Assembly
- Assemblée parlementaire de la Francophonie
- Commonwealth Parliamentary Association
- Inter-Parliamentary Union
- Canadian NATO Parliamentary Association
- ParlAmericas

BILATERAL ASSOCIATIONS AND INTERPARLIAMENTARY GROUPS:

- Canada-China Legislative Association
- Canada-France Interparliamentary Association
- Canada-Japan Inter-Parliamentary Group
- Canada-United Kingdom Inter-Parliamentary Association
- Canada-United States Inter-Parliamentary Group
- Canada-Germany Interparliamentary Group
- Canada-Ireland Interparliamentary Group
- Canada-Israel Interparliamentary Group
- Canada-Italy Interparliamentary Group

OVERVIEW OF THE HOUSE



WHAT MEMBERS OF PARLIAMENT DO

For nearly 150 years, Members of Parliament have upheld the principles and practices of Canadian democracy, including representing the regional and local concerns of the citizens who elect them. Members consider and vote on draft legislation in the Chamber, attend committee and caucus meetings, and perform a wide range of duties in their constituency offices across the country. They also represent Canada when travelling abroad on official business or when hosting foreign dignitaries.

WHAT THE HOUSE OF COMMONS ADMINISTRATION DOES

The House Administration provides Members with services, infrastructure and advice to help them carry out their work on Parliament Hill and in their constituencies. This includes producing the House of Commons' daily publications (in print and online), providing technological connectivity to Members, and ensuring the Parliamentary Precinct is secure and equipped to accommodate a number of different activities.

CHAMBER

The Chamber is where Members come together to debate issues of national importance, receive official documents tabled by government departments and agencies, and debate and vote on potential new laws. All of these activities are presided over by the Speaker of the House (or one of the Chair occupants).

The House Administration produces the publications required for each sitting in the Chamber, provides advice on parliamentary procedure, compiles lists of Members who wish to speak during debates, and broadcasts Chamber proceedings on television and the Internet.

COMMITTEES

In committees, Members conduct in-depth studies into issues that matter to Canadians. They study and amend proposed legislation, examine government spending, conduct inquiries, and receive input from experts and other citizens.

The House Administration prepares notices and agendas in advance of committee meetings, distributes minutes after meetings, coordinates the production of committee reports, prepares workplans and makes arrangements for meetings. It also provides on-demand access to committee proceedings online.

CAUCUSES

Most Members of Parliament belong to a political party. Together with their colleagues in the Senate, they form their party's parliamentary caucus. Each caucus meets weekly to discuss policies, plan parliamentary strategy and develop party positions on issues being debated in the House of Commons. Held in private, caucus meetings allow Members to express their views and opinions freely without compromising party unity.

The House Administration works closely with executives and officers of each party to allocate caucus meeting space as well as parliamentary office space for Members.

CONSTITUENCIES

Each of Canada's 308 constituencies (also called ridings or electoral districts) elects a representative to the House of Commons—that constituency's Member of Parliament. Each Member keeps an office and employs staff in his or her constituency to connect with the people there at any time—to discuss issues of concern, attend important community events, and help them access federal programs and services. Members typically spend one week a month in their ridings (and longer when the House is not sitting during the summer and winter adjournment periods).

The House Administration supports Members' constituency work by providing telephone lines and a high-speed Internet connection for their primary constituency offices, and by allocating office budgets and administering payroll services for staff employed by Members both in Ottawa and their constituencies.

INTERNATIONAL

Whether welcoming visitors to the House of Commons or participating in delegations to foreign legislatures and international conferences, Members of Parliament play an active role in parliamentary diplomacy including representing our country to the rest of the world. As part of their respective roles, the Speakers of the Senate and the House also liaise with foreign dignitaries and the diplomatic community; for example, by receiving courtesy calls from arriving and departing ambassadors to Canada.

A joint partnership between the House Administration and the Senate, the International and Interparliamentary Affairs Directorate plans and coordinates parliamentary exchanges involving the Speakers of the Senate and the House as well as the activities of Canada’s parliamentary associations. It also provides support for all protocol functions (such as arranging visits by foreign heads of state to Canada) and is responsible for organizing conferences hosted by Parliament.

GOVERNING THE HOUSE

With a mandate to provide impartial advice, services and support to Members of Parliament, the House of Commons Administration is guided by three core values:

RESPECT FOR THE DEMOCRATIC PROCESS

The House Administration believes in the importance of parliamentary institutions and the democratic process, and works to foster and strengthen respect for them.

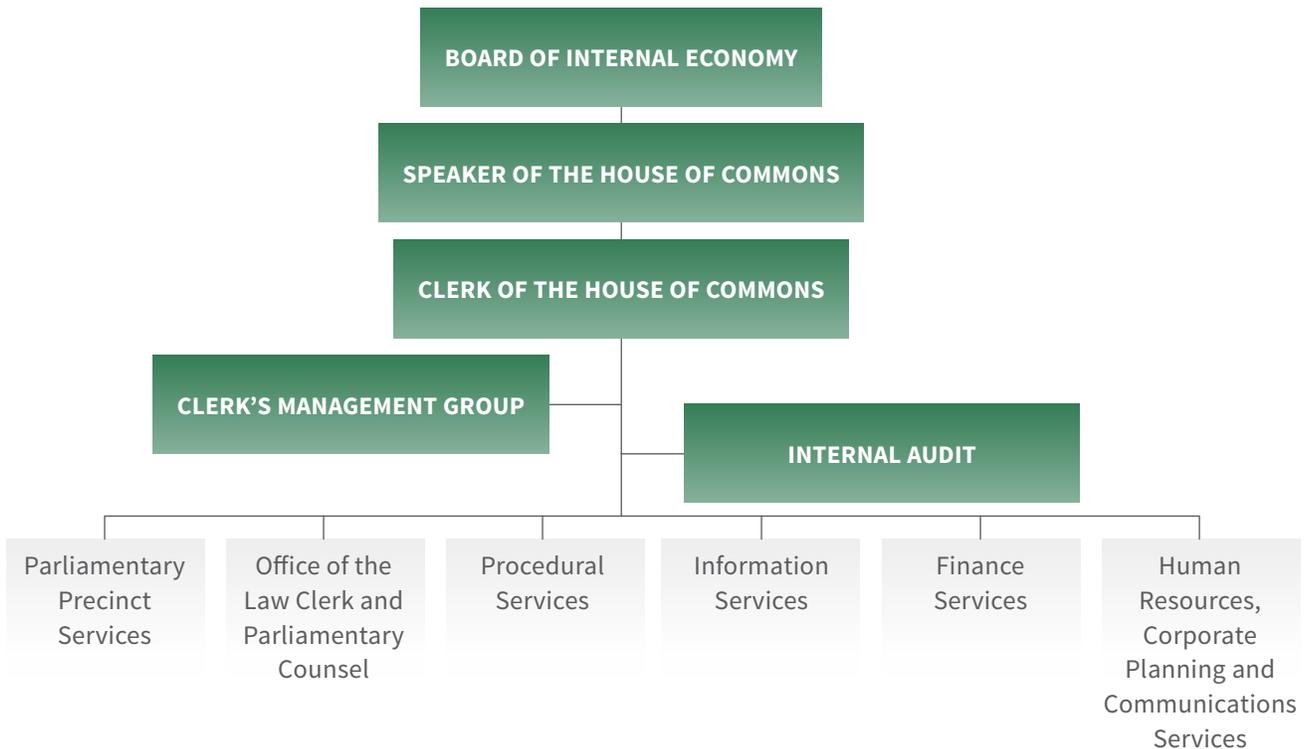
COMMITMENT TO BALANCING CONTINUITY AND CHANGE

The House Administration preserves the collective memory of the House of Commons and its traditions while facilitating its evolution to keep pace with Canadian society, and ensures institutional continuity while supporting Members as their needs evolve.

PROFESSIONAL EXCELLENCE

The House Administration works to provide effective, accountable and non-partisan support—acting ethically, responsibly and with integrity at all times.

The chart below outlines the governance structure of the House of Commons Administration.



BOARD OF INTERNAL ECONOMY

Composed of Members from all recognized political parties, the Board of Internal Economy is responsible for all matters of financial and administrative policy affecting the House and its Members, premises, services and employees. It has the legal authority to make by-laws and to regulate the use of resources available to the House of Commons.

SPEAKER OF THE HOUSE OF COMMONS

As Chair of the Board of Internal Economy, the Speaker is the head of the House Administration and is responsible for its overall direction and management. The Speaker's administrative duties also involve the tabling of documents on behalf of the Board, including the *Individual Member's Expenditures* report and the *Report to Canadians*.

CLERK OF THE HOUSE OF COMMONS

As Secretary of the Board of Internal Economy, the Clerk is the chief executive of the House Administration and is responsible for the day-to-day management of House staff. The Clerk is responsible for maintaining records of the proceedings of the House, and all decisions made by the House must be authenticated by the Clerk's signature.

CLERK'S MANAGEMENT GROUP

Composed of the heads of the House's six service areas, the Clerk's Management Group assists the Clerk on matters regarding the administration of the House of Commons. It is responsible for implementing the strategic directions set out by the Board of Internal Economy and ensuring that the House Administration has the financial and human resources necessary to carry out its mandate.

INTERNAL AUDIT

As the House's champion of good management practices, Internal Audit supports the House Administration's mandate by providing objective and value-added assurance, risk management and advisory services on all strategic and management practices.

PARLIAMENTARY PRECINCT SERVICES

Parliamentary Precinct Services ensures the House is safe, secure, clean and equipped to accommodate a wide range of activities. It is also responsible for the long-term planning related to facility renovations as well as essential daily support activities such as food, transportation and delivery services.

OFFICE OF THE LAW CLERK AND PARLIAMENTARY COUNSEL

Offering comprehensive legal and legislative advice and services, the Office of the Law Clerk and Parliamentary Counsel also has the ability to intervene in legal proceedings on behalf of the House and its Members to ensure their parliamentary privileges and immunities are protected.

PROCEDURAL SERVICES

Providing procedural and legislative advice to the Speaker of the House and Members, Procedural Services also offers support to committees, conducts research and offers training on parliamentary practice and procedure, and coordinates Members' participation in international and interparliamentary activities.

INFORMATION SERVICES

Information Services plans, implements and maintains information technology and management services in both the House and in Members' constituency offices. It also disseminates a variety of text, audio and video content for use during parliamentary events.

FINANCE SERVICES

Emphasizing sound financial management throughout all areas of the House, Finance Services provides advisory services and operational support in the areas of policy and financial planning, financial management, and materiel and contract management to the House Administration, Members of Parliament and their staff.

HUMAN RESOURCES, CORPORATE PLANNING AND COMMUNICATIONS SERVICES

Human Resources works to attract, engage and retain talent for the House Administration; Corporate Planning provides support in the areas of strategic planning, performance measurement and business continuity; and Corporate Communications provides strategic communications support to the Board of Internal Economy and the House Administration.

PERFORMANCE REVIEW



STRATEGIC OBJECTIVE 1

To respond to the changing needs of Members and the institution.

- Improve the availability of up-to-date information on parliamentary procedures and rules
- Enhance Members' and Canadians' access to parliamentary information

PROJECTS

Improving legislative services and support offered to Members of Parliament

The Working Group on Administrative Best Practices Related to Legislation has made a number of recommendations for improving the coordination of legislative services offered to Members of Parliament. These include encouraging greater internal and external sharing of information regarding roles and responsibilities related to the legislative process, streamlining the sharing of information between all internal actors supporting the legislative process, and identifying ways to make internal processes more efficient.

In 2012–2013, Committees and Legislative Services, working in partnership with Information Services and the Library of Parliament, designed and implemented an online consultation process to assist the Standing Committee on Finance in its pre-budget consultations.

Compiling key procedural decisions delivered by Speaker Milliken and his fellow Chair occupants

The proceedings of the House of Commons are regulated by a vast body of rules and practices, not all of which are written into the *Standing Orders*. The rulings made by the Speaker of the House help inform future proceedings by adding weight to an established precedent or interpreting practice in a new context. Collections of the most significant rulings have been assembled at the close of each Speaker's tenure since the 1970s.

Work on the book containing the rulings of former Speaker Peter Milliken continued in 2012–2013; the complete draft was approved and the text was formatted for publication. Preliminary work also began on the indexing of the book's content.

Enhancing the online versions of the *Debates* and the *Evidence*

The House of Commons *Debates* (also known as *Hansard*) is the edited verbatim report of proceedings that take place in the House of Commons. Available in both official languages the day after the House sits, it is produced directly from an audio recording of the proceedings as well as information provided by *Debates* staff stationed on the Chamber floor.

The *Evidence* is the edited report of committee proceedings and includes both remarks made by committee members and those made by witnesses. The *Evidence* is published only for public meetings or for those parts of a meeting that are held in public.

In 2012–2013, a number of initiatives were completed to improve the online versions of both the *Debates* and *Evidence*, including embedded links to audio and video files, improved sharing capabilities and new tools to provide greater online access to Members' activities.

Enabling the greater use of technological tools by committees

Processes were reviewed to ensure that committee briefs can be published online in an efficient and easily accessible manner. Tools were also developed to help guide committees that wish to conduct e-consultations.

STRATEGIC OBJECTIVE 2

To enhance ongoing services to Members and sustain the institution.

- Advance the Long Term Vision and Plan to rehabilitate heritage buildings and grounds, and provide additional parliamentary accommodations
- Maintain the flexibility of our technology infrastructure
- Strengthen the guardianship of the institution

PROJECTS

Rehabilitating heritage buildings in the Parliamentary Precinct

As part of the ongoing work under the Long Term Vision and Plan, construction documents pertaining to the rehabilitation of the West Block, the Sir John A. Macdonald Building (formerly the Bank of Montreal Building) and the Wellington Building were reviewed at key milestones to ensure all parliamentary requirements were incorporated and submitted to Public Works and Government Services Canada. In addition, the Board of Internal Economy approved the design for the West Block and construction coordination has started on the Sir John A. Macdonald Building.

The West Block and Wellington Building will accommodate functions from the Centre Block during its renovation by providing space for the interim Chamber, committee rooms and parliamentary offices. The Sir John A. Macdonald Building will be used to permanently accommodate the special parliamentary events previously held in the West Block.

The House Administration also continued to play a lead role in planning, designing and implementing information technology services and infrastructure across the entire Parliamentary Precinct.

Increasing access within the Parliamentary Precinct

To better accommodate parliamentary access requests, room reservations and event support, the new Parliamentary Access and Reservation System (PARS) was developed and successfully launched in August 2012.

Ensuring the security of the Parliamentary Precinct

The Master Security Plan (MSP) principles are being adhered to and the plan's implementation is an ongoing process. By centralizing the planning, development and implementation of security measures with the Royal Canadian Mounted Police and the Senate Protective Service, the MSP is allowing for the creation of a safer, more secure environment within the Parliamentary Precinct for Members, House staff and visitors alike. The Perimeter Security Project, a core element of the MSP, was developed and approved and construction began in 2012. This project will limit vehicle entry points on Parliament Hill, and enhance perimeter surveillance without impeding pedestrian access. The project is consistent with the Long Term Vision and Plan principles and maintains a balance between openness, accessibility and security while respecting the heritage character and value of Parliament Hill.

Providing Members with electronic, self-serve financial solutions

Following a pilot project in June 2012, all Members are now able to submit travel and office expense claims electronically via a self-serve online portal. Featuring automated, user-friendly forms with built-in controls and tutorial features, the portal has provided for greater accuracy and faster turnaround times from claim to payment.

The House Administration continues to explore other opportunities for moving from manual, paper-based processes to automated, electronic processes—all while ensuring the security of Members' financial information.

STRATEGIC OBJECTIVE 3

To promote understanding and support the advancement of legislative institutions.

- Enhance learning opportunities for parliamentarians and legislative officials from jurisdictions in Canada and abroad
- Increase public awareness and sustain the independence and traditions of the House of Commons Projects

PROJECTS

Publishing a third edition of *House of Commons Procedure and Practice*

In an institution as dynamic as the House of Commons, parliamentary practice is constantly evolving. The second edition of *House of Commons Procedure and Practice*, which documents Canadian parliamentary procedure since Confederation, was published in 2009. Since then, a number of new practices and precedents have been established—making it necessary to once again prepare a revised edition.

Over the course of 2012–2013, drafters were identified for each of the chapters to be updated, an online collaboration tool was created, research was conducted and supporting documents were prepared for the writers, and training sessions for the writers were planned and delivered.

The third edition of *House of Commons Procedure and Practice* is scheduled for completion and publication in 2017–2018.

Organizing and hosting the 127th General Assembly of the Inter-Parliamentary Union

In October 2012, the Parliament of Canada hosted its largest-ever parliamentary conference: the 127th General Assembly of the Inter-Parliamentary Union (IPU) in the city of Québec, which was attended by some 1,500 delegates from more than 150 countries.

The conference was the culmination of many months of preparation by a dedicated team working in close collaboration with partners such as the Senate, the Library of Parliament, the Department of Foreign Affairs and International Trade, the Department of Citizenship and Immigration, and various security agencies. The online registration system developed specifically for the conference was especially important as it helped overcome a number of anticipated logistical challenges.

By all accounts from delegates, speakers and the IPU Secretariat, the conference was a very successful event. The lessons learned from this experience will be applied to all future conferences hosted by Parliament.

STRATEGIC OBJECTIVE 4

To apply the highest standards of public sector governance in a parliamentary context.

- Strengthen stewardship to ensure optimal management of public resources
- Improve talent recruitment, engagement, succession and retention
- Strengthen environmental management practices
- Advance an integrated approach to information management

PROJECTS

Ensuring the optimal delivery of financial services

A number of changes have been identified for enhancing financial services within the House – for example, developing a centre of expertise for procurement, modernizing accounting operations, improving financial management services, and enhancing materiel and asset management services.

In 2012–2013, a new financial services delivery model was developed and implementation of the new model was initiated.

Harmonizing of printing and mailing services

The review of the printing and mailing services at the House of Commons continued in 2012–2013, with work underway to consolidate the various One Stop Shops and Printing Services counters currently operating in buildings across the Parliamentary Precinct.

Phase II of this ongoing project saw the closure of the Confederation and 131 Queen Street Printing Services counters in January 2013; the Justice Building counter is set to be closed in June 2013.

Improving the way the House Administration conducts research

As part of a process to standardize, streamline and document the procedural research methodologies and tools used by the House Administration, an inventory of existing research holdings has identified several areas of duplication and opportunities for consolidation. One of four targeted projects is already underway; the other three are scheduled to start in 2013–2014.

Improving human resource management systems

In 2012–2013, new electronic applications were implemented to provide better services to employees while improving the quality of the available human resources management data. In particular, an online application was put in place that provides all employees with a self-service tool offering on-demand access to their pay and benefits information, ultimately reducing the need for paper pay statements. The management of workplace incidents will also be improved through the use of a new system that streamlines business processes and provides more accurate and timely data.

FINANCIAL REVIEW



PLANNED VERSUS ACTUAL SPENDING BY AUTHORITY (IN THOUSANDS OF DOLLARS)

		2012-2013				
Vote	Program Name	Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
5	Program expenditures	290,904	17,087	307,991	287,012	20,979
(S)	Members of the House of Commons*	118,246	(10,231)	108,015	108,015	0
(S)	Contributions to employee benefit plans	36,785	(1,875)	34,910	34,910	0
	Subtotal of statutory items	155,031	(12,106)	142,925	142,925	0
	TOTAL	445,935	4,981	450,916	429,937	20,979

* Salaries and allowances of Officers and Members of the House of Commons under the Parliament of Canada Act and contributions to the Members of Parliament Retiring Allowances Account and the Members of Parliament Retirement Compensation Arrangements Account.

PLANNED VERSUS ACTUAL SPENDING (IN THOUSANDS OF DOLLARS)

2012-2013					
	Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
Members and House Officers	257,198	(6,775)	250,423	237,366	13,057
Committees, Parliamentary Associations and Parliamentary Exchanges	9,324	(2,110)	7,214	4,309	2,905
House Administration	179,413	13,866	193,279	188,262	5,017
TOTAL	445,935	4,981	450,916	429,937	20,979

HOUSE ADMINISTRATION

	ACTUAL SPENDING		FTE BUDGET
	\$	%	
Office of the Clerk and Secretariat	1,723	1%	12
Office of the Law Clerk and Parliamentary Counsel	3,503	2%	32
Procedural Services	20,619	11%	217
Parliamentary Precinct Services	53,103	28%	785
Information Services	67,170	36%	569
Human Resources, Corporate Planning and Communications Services	32,069	17%	133
Finance Services	10,075	5%	115
TOTAL	188,262	100%	1,863

