



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

House of Commons

Report to Canadians 2014



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, 2013–March 31, 2014

*Parliamentary sessions covered in this period: 1st session, 41st Parliament (June 2, 2011–September 13, 2013);
2nd session, 41st Parliament (October 16, 2013–Present)*

Total number of sitting days during this period: 106

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Year in Review



Message from the Speaker



As Speaker of the House of Commons, I am proud to present the *Report to Canadians 2014*.

This report provides highlights of the work done by Members of Parliament and their major accomplishments during the 2013–2014 fiscal year. It also focuses on the role the House Administration plays in supporting the daily activities of Members and the institution.

It is truly an honour for me to carry out the role of Speaker, which involves ensuring the orderly flow of business in the House and making sure parliamentary rules and traditions are observed. In addition to presiding over House proceedings, I also chair the Board of Internal Economy, which is responsible for establishing and implementing the by-laws, policies and guidelines that govern the use of the funds, goods, services and premises made available to Members and House Officers to carry out their parliamentary functions.

The *Report to Canadians* is updated annually and is a companion piece to the *Strategic Outlook*, a document that the House Administration is tasked with preparing at the beginning of each Parliament. Tabled in September 2012, the *Strategic Outlook for the 41st Parliament* presents the plans and priorities we have established to meet our core strategic objectives.

For Canadians, this report is also a window into the inner workings of the House of Commons, the duties of Members and the responsibilities of the House Administration. In the Members' Snapshot section, for example, you will find interesting statistics on Canada's 308 elected representatives, while the Members' Activities section highlights how Members fulfilled their responsibilities in the Chamber, in committees and on the world stage. More information on the Administration's strategic objectives can be found in the Performance Review section and expenditure details are provided in the Financial Review section.

The House of Commons strives to be as open and transparent as possible in everything it does. In 2013–2014, the Board of Internal Economy implemented a number of measures to provide Canadians with more information about its role and Members' expenditures. In particular, the Board published the minutes of the meetings it held during the 41st Parliament to ensure easier access to this information, which was previously only tabled in the House. In October 2013, the Board also announced that more details will be disclosed when reporting on Members' expenses. The reports will also be published more frequently, moving to a quarterly cycle starting in 2014–2015. As part of these efforts, the Board also made available to the public the *Members' Allowances and Services Manual* and the Public Registry of Designated Travellers.

In 2012, the Board of Internal Economy set a goal to reduce House spending by 6.9% by 2014–2015. I am pleased to report that Members and the House Administration have met our cost-reduction targets for 2013–2014 and are well on the way to achieving the \$30.3 million overall budget reduction next year. This active stewardship reflects our ongoing commitment to carry out our work in the most fiscally responsible manner possible.

The House Administration, meanwhile, is preparing to meet the challenges that 2014–2015 will bring, including getting ready to welcome the 30 additional Members who will join Parliament in 2015.

On behalf of all Members and the House Administration, I encourage you to take a look at this overview of the work done in the House. I would also like to assure you that we will continue to serve Canadians well and ensure the sound management of this important institution.

Andrew Scheer, M.P.

Speaker of the House of Commons

Message from the Clerk



The *Report to Canadians* aims to help Canadians learn more about the daily work and achievements of the House of Commons.

As Clerk of the House of Commons, my role includes advising the Speaker and Members of Parliament on the interpretation of parliamentary rules, precedents and practices in a discreet and impartial manner. In addition to my duties in the Chamber, I oversee the

management of the House Administration. I am supported in this task by the Clerk's Management Group (CMG), which is made up of representatives of all service areas of the House of Commons. This experienced team—with its expertise in the areas of parliamentary procedure, information technology, security, facilities, human resources, finance, and law—is responsible for making recommendations to the Speaker and the Board of Internal Economy regarding the House Administration.

CMG members, House Administration employees and I are proud to serve the Parliament of Canada. We are all committed to a common set of values, which motivates us to provide Members with quality advice and services. Those values include professional excellence, respect for the democratic process and a commitment to balancing continuity and change.

Over the past year, the House Administration implemented a number of initiatives including the publication of a comprehensive procedural reference document containing the rulings and decisions of former Speaker Peter Milliken—a major undertaking of which the Administration is very proud. The Administration also provided significant support with regard to the enhanced disclosure measures announced by the Board of Internal Economy in addition to making considerable headway on a number of ongoing, large-scale projects.

I encourage you to pay particular attention to the Performance Review section of this report, which provides relevant information on the House Administration's activities and describes the major projects that were undertaken to meet the strategic objectives set out in the *Strategic Outlook for the 41st Parliament*.

I feel honoured and privileged to be part of such a dedicated team as the House Administration. I am extremely proud to present to you this report, which provides a glimpse into the work that was done over the last year to support Canada's Members of Parliament.

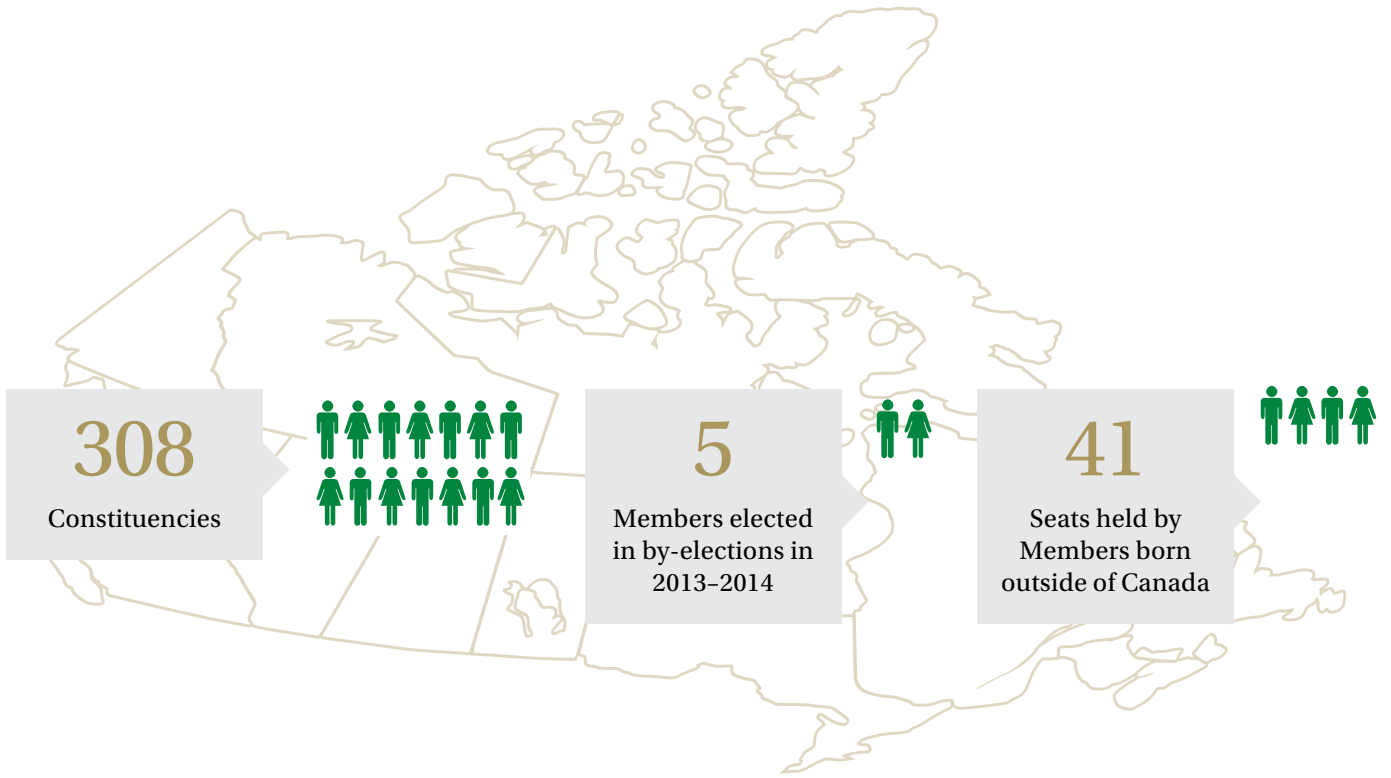
Audrey O'Brien

Clerk of the House of Commons

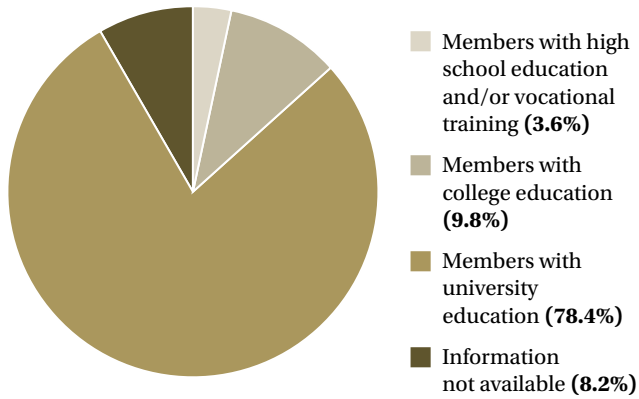
Members' Snapshot

(as of March 31, 2014)

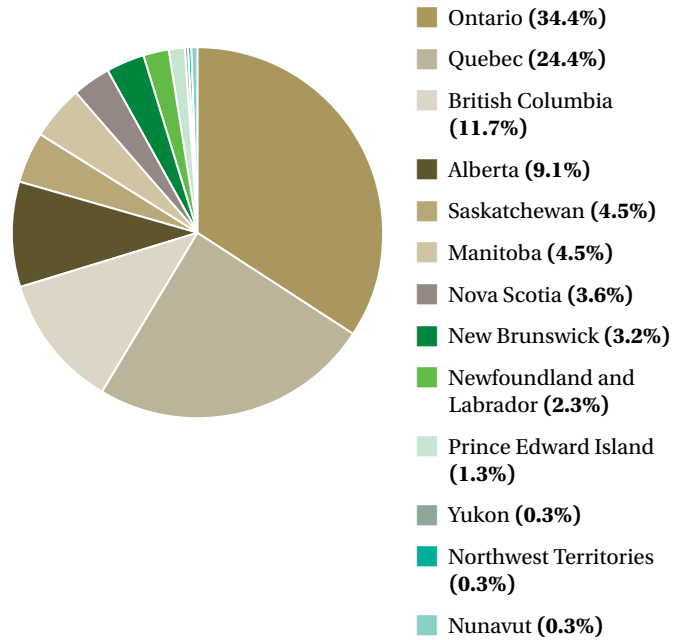




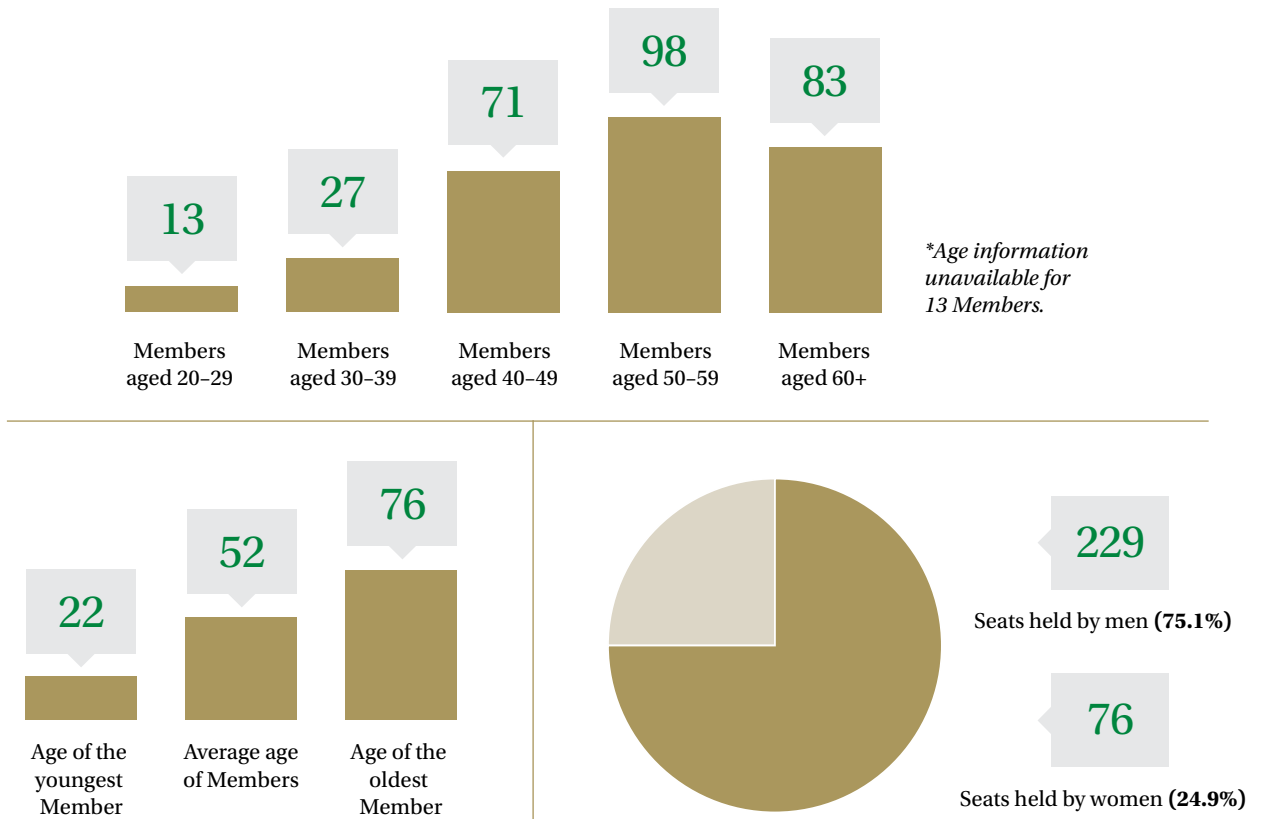
Education



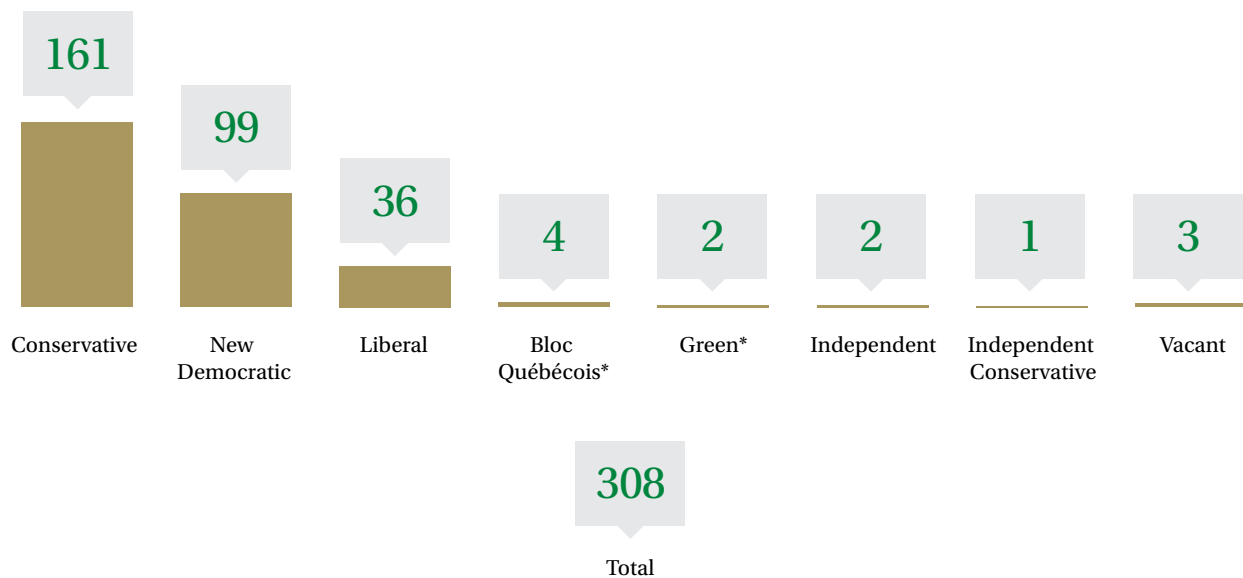
Constituencies



Age of Members*



Members by Political Party (as of March 31, 2014)



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

Members' Activities



In the Chamber

Last year, legislation was introduced on topics such as enhancing employment opportunities for veterans, implementing a free trade agreement with Honduras, and reducing the number of counterfeit goods sold to consumers and businesses.

<p>37 Government bills introduced</p>	<p>Topics included:</p> <ul style="list-style-type: none"> • Devolution of power to the Northwest Territories • Governance of election of First Nations chiefs and councillors • Canada's election laws • Safety and transparency of offshore petroleum activities • Prosecution and registration of child sex offenders • Enforcement of copyright and trademark rights • Cyberbullying and other offences committed online • Priority hiring of Canadian Forces members and veterans • Agreements on free trade and environmental and labour cooperation with the Republic of Honduras • Plant breeders' rights and agricultural growth
<p>96 Private Members' bills introduced</p>	<p>Topics included:</p> <ul style="list-style-type: none"> • Transportation (26 bills) • <i>Criminal Code</i> (15 bills) • Compensation, pension and employment insurance (8 bills) • Health (5 bills) • Environment (3 bills) • Income tax and excise tax (4 bills)



Documents tabled

<p>1,986</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>
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In Committees

With input from thousands of technical experts and other Canadian citizens, Members investigated important issues such as habitat conservation, the transportation of dangerous goods and Canada's response to the crisis in Ukraine.

3,737

Witness appearances

24

Standing committees

- 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

2

Standing joint committees

- Library of Parliament
- Scrutiny of Regulations*

1

Special committee

- Special Committee on Violence Against Indigenous Women

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



Topics addressed by committees

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

In 2013-2014, these included:

- Transportation of dangerous goods and safety management systems
- Economic situation of Canada's minority linguistic communities
- Care of ill and injured Canadian Armed Forces members
- Canada-European Union Comprehensive Economic and Trade Agreement
- Habitat conservation in Canada
- Canadian entertainment software industry
- Opportunities for Aboriginal persons in the workforce
- Situation in Ukraine
- Emerging digital payment systems
- Strengthening the protection of women in the immigration system

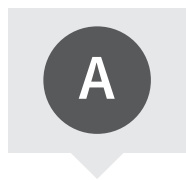
Internationally

Members play an important role in strengthening Canada’s ties with other countries. Last year, Parliament was visited by delegations from Japan, Italy, Chile and other countries around the world, as well as religious leaders such as the Aga Khan.

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Visits by foreign leaders

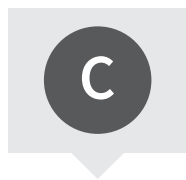
The House of Commons regularly interacts with parliamentarians and dignitaries from many countries as well as from other Canadian legislatures. As illustrated in the table below, parliamentary diplomacy can be undertaken in a variety of ways:



Visits to Parliament by heads of state or heads of government



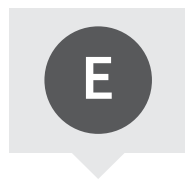
Visits to Parliament by parliamentary speakers or delegations



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

A	April 25, 2013	Visit to Canada of the Honourable Kamla Persad-Bissessar, Prime Minister of the Republic of Trinidad and Tobago
A	May 30, 2013	Visit to Canada of His Excellency Sebastián Piñera, President of the Republic of Chile
E	July 14–20, 2013	Canadian Regional Conference of the Commonwealth Parliamentary Association (Edmonton, Alberta)
E	August 19–24, 2013	10th Plenary Assembly and 32nd Meeting of the ParlAmericas Board of Directors (San José, Costa Rica)
E	October 6–8, 2013	Participation of the Canada-United States Inter-Parliamentary Group in the Canadian/American Border Trade Alliance Conference (Washington, D.C.)

continued on next page

C	November 14–16, 2013	Participation of the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation in the 19th Canada-Mexico Interparliamentary Meeting (Mexico City, Mexico)
E	January 19–22, 2014	Meeting of the Assemblée parlementaire de la Francophonie Network of Women Parliamentarians (Quebec City, Quebec)
D	January 30– February 2, 2014	31st Canadian Presiding Officers' Conference (Ottawa, Ontario)
E	February 24, 2014	Meeting of the Standing Committee of Parliamentarians of the Arctic Region – Canada-Europe Parliamentary Association (Ottawa, Ontario)



Europe

A	April 23, 2013	Visit to Canada of His Excellency Dr. Gjorge Ivanov, President of the Republic of Macedonia
A	May 2, 2013	Visit to Canada of His Excellency Toomas Hendrik Ilves, President of the Republic of Estonia
B	May 27–31, 2013	Visit to Canada of His Excellency Vangelis Meimarakis, Speaker of the Parliament of the Hellenic Republic
B	August 22, 2013	Visit to Canada of Mr. Jean-Pierre Bel, President of the Senate of the French Republic, and a parliamentary delegation
D	September 6–8, 2013	Participation of the Honourable Andrew Scheer, Speaker of the House of Commons, in the 12th G8 Speakers' Conference (London, United Kingdom)
C	September 9–11, 2013	Visit to France of the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation
A	September 18, 2013	Visit to Canada of His Excellency Andris Bērziņš, President of the Republic of Latvia
A	September 23, 2013	Visit to Canada of the Honourable Enrico Letta, Prime Minister of the Italian Republic
B	November 25–26, 2013	Visit to Canada of His Excellency Volodymyr Rybak, Chairman of the Parliament of Ukraine, and a parliamentary delegation
B	February 27–28, 2014	Visit to Canada of His Excellency Dr. Igor Corman, President of the Parliament of the Republic of Moldova, and a parliamentary delegation



Asia and Australia

B	April 15–19, 2013	Visit to Canada of Her Excellency Diloram G. Tashmukhamedova, Speaker of the Legislative Chamber of the Oliy Majlis of the Republic of Uzbekistan, and a parliamentary delegation
C	May 13–18, 2013	Visit to Japan of the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation
A	September 24, 2013	Visit to Canada of His Excellency Shinzo Abe, Prime Minister of Japan
E	November 9–17, 2013	17th Bilateral Meeting of the Canada-China Legislative Association (Hong Kong, Beijing and Shanghai, China)
D	January 21–25, 2014	Participation of the Honourable Andrew Scheer, Speaker of the House of Commons, in the 22nd Conference of Speakers and Presiding Officers of the Commonwealth (Wellington, New Zealand)
C	March 10–14, 2014	Visit to Turkey of the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation



Middle East and Africa

A	May 1, 2013	Visit to Canada of His Excellency Arc. Mohammed Namadi Sambo, Vice President of the Federal Republic of Nigeria
B	June 3–7, 2013	Visit to Canada of the Honourable Sephiri Enoch Motanyane, Speaker of the National Assembly of the Kingdom of Lesotho, and a parliamentary delegation
E	August 28– September 6, 2013	59th Conference of the Commonwealth Parliamentary Association (Johannesburg, South Africa)
A	November 27, 2013	Visit to Canada of His Excellency Kgalema Motlanthe, Deputy President of the Republic of South Africa
B	March 24–26, 2014	Visit to Canada of the Honourable Yuli-Yoel Edelstein, Speaker of the Knesset of Israel, and a parliamentary delegation

Visit to Canada by the Aga Khan

On February 27, 2014, the Speakers of the Senate and the House of Commons were honoured to welcome His Highness the Aga Khan, 49th Hereditary Imam of the Shia Imami Ismaili Muslims. During his visit on Parliament Hill, the Aga Khan addressed Senators and Members of Parliament in the Chamber of the House of Commons—the first faith leader to ever be given this privilege. His historic speech covered a range of important topics, including the need to engage both Shia and Sunni Muslims in global conversations to reduce religious conflict and hostility, how the Canadian model of a peaceful and democratic society can help countries of crisis become countries of opportunity, and the strong partnership between Canada and the Aga Khan Development Foundation.

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

Joint Interparliamentary Council

Receiving its mandate from the Senate Standing Committee on Internal Economy, Budgets and Administration and the House of Commons Board of Internal Economy, the Joint Interparliamentary Council is responsible for determining all budgetary and administrative matters relating to parliamentary associations. It also determines the operating policies that ensure efficient and consistent support for interparliamentary activities—and that these activities are promoting the best interests of the Parliament of Canada.

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 of 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 and as such are members of 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

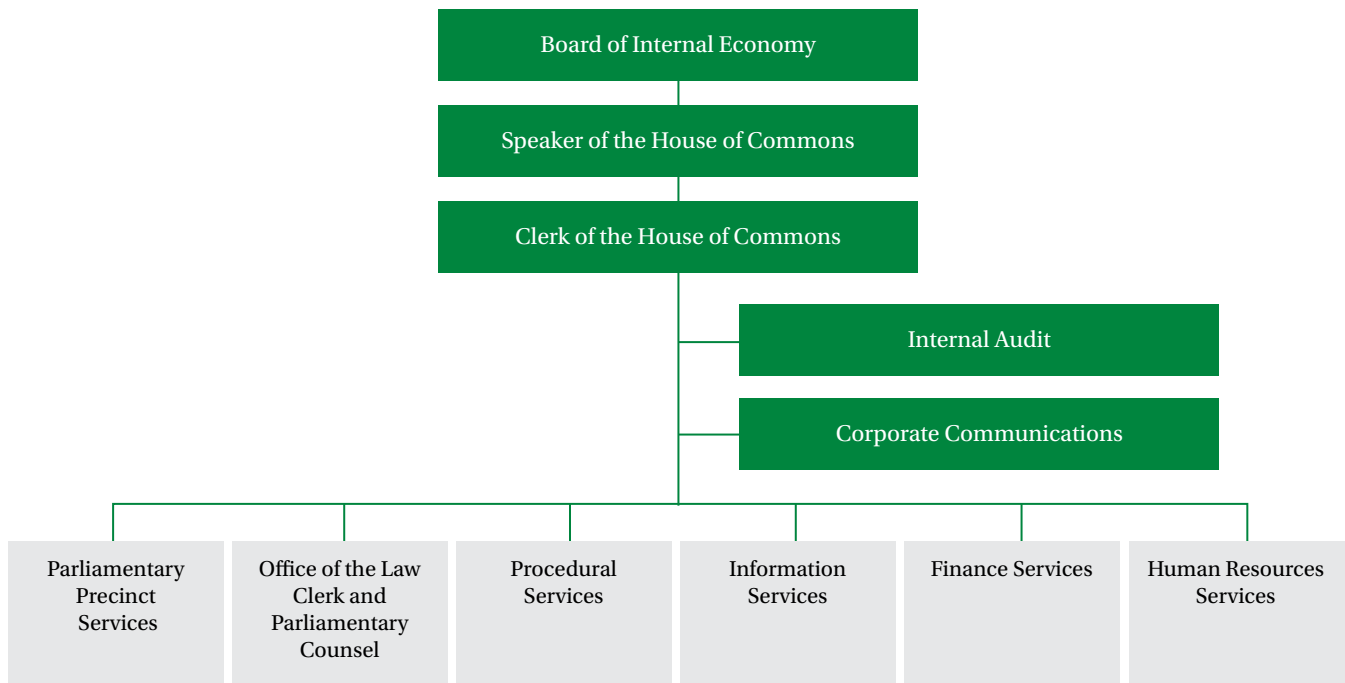
The House Administration preserves the collective memory of the House of Commons and its traditions while facilitating its evolution to keep pace with Canadian society, and ensures institutional continuity while supporting Members as their needs evolve.

Professional excellence

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

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

The House of Commons Administration organizational chart shows, in a hierarchical format, the Board of Internal Economy, the Speaker and the Clerk followed by the six service areas: Parliamentary Precinct Services, Office of the Law Clerk and Parliamentary Counsel, Procedural Services, Information Services, Finance Services and Human Resources Services.



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 ensuring that certain documents are published on behalf of the Board, including the *Members’ 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.

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.

Corporate Communications

The Corporate Communications team provides the Board of Internal Economy, the Speaker’s Office, the Clerk’s Office and all service areas with strategic advice, analysis, products, tools and support related to corporate communications, corporate branding, crisis communications and public outreach.

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 Services

Led by the Chief Human Resources Officer, this service area provides operational support and advisory services in the areas of human resources and talent management, employee relations, occupational health and safety, organizational effectiveness, business continuity management and corporate strategic planning.

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

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.

The book containing the rulings of former Speaker Peter Milliken was officially tabled in the House of Commons on February 2, 2014.

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 staff stationed on the Chamber floor.

The *Evidence* is the edited verbatim 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 2013–2014, a number of tools were added to help users explore the online versions of each publication, including Rich Site Summary (RSS) feeds and a collapsible sidebar that allows content to be filtered by Member, witness and discussed topic. Users also now have the ability to view topics alphabetically, by frequency of occurrence and by order of business.

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 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.

Drafting of most of the updated chapters is now underway. The third edition of *House of Commons Procedure and Practice* is scheduled for completion and publication in 2017–2018.

Providing secure mobile access to committee documents

In fall 2013, a pilot project was conducted with two standing committees to determine if it was possible to provide committee members with timely, secure access to committee documents on their mobile devices—with the goal being to reduce the use of printed materials during committee meetings while also giving committee members the ability to prepare for their meetings anytime, anywhere.

Based on the initial success of the pilot, the program was extended to another four standing committees as well as the Liaison Committee. A second pilot involving these same committees will take place in September 2014, after which final recommendations will be prepared for the Liaison Committee.

continued on next page

Improving the management and delivery of parliamentary information

The House of Commons Administration, the Senate and the Library of Parliament continued to explore opportunities for improving their approach to the creation, management, dissemination and conservation of parliamentary information. Specifically, steps were taken to establish a parliamentary working group to review the publishing standards and guidelines, and to create a standardized look and feel for all parliamentary Web sites.

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 requirements pertaining to the rehabilitation of the West Block, the Sir John A. Macdonald Building (formerly the Bank of Montreal Building) and the Wellington Building continued to be developed and reviewed to ensure the project's successful implementation.

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 permanently accommodate the special parliamentary events previously held in the West Block.

As construction progresses, occupancy plans have been developed for both the Sir John A. Macdonald Building and the Wellington Building to facilitate the 'move-in' into these buildings in April 2015 and September 2016, respectively.

Planning for the renovation of the Centre Block was also initiated, starting with the development of a statement of functional requirements.

Developing a strategy to accommodate 30 additional Members

With the number of Members set to increase from 308 to 338 during the next federal election, work began on a strategy to accommodate more Members in the Chamber and steps were taken to implement the accommodation strategy for Members' offices. Research was also conducted to identify the impact these additional Members will have on the services provided by the House Administration.

Developing a new business continuity management program

As part of the development of the House's new business continuity management program, business impact analyses were received from all service areas and initial vetting has occurred. The final function prioritization list will be submitted to the Clerk in September 2014.

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

Hosting the conferences of national and international parliamentary associations

The Parliament of Canada hosted three major conferences in 2014. During the period of this report, the 31st Canadian Presiding Officers' Conference was held in Ottawa from January 30 to February 2, 2014, with speakers of the federal, provincial and territorial legislatures coming together to discuss issues of common interest and reflect on best practices.

In addition, preparations were made during this period for the hosting of the 40th Annual Session of the Assemblée parlementaire de la Francophonie in July in Ottawa and the 11th Conference of Parliamentarians of the Arctic Region in September in Whitehorse. These preparations included holding extensive consultations with the respective international secretariats, performing site visits, developing meeting programs, finalizing contracts and building the conference Web sites.

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

Streamlining the process for reimbursing committee witnesses

After a successful pilot project conducted in spring 2013, new procedures for witness confirmation and requests for reimbursement were officially adopted by all committees on October 22, 2013. The new procedures include tools such as email templates, forms and guidelines to help decrease the number of modifications that are made to a claim—one of the primary reasons for delays.

The new forms and procedures will continue to be monitored and adjusted as necessary.

Harmonizing printing and mailing services

The harmonization of the printing and mailing services across the Parliamentary Precinct was completed in 2013–2014. The final phase of the project saw the closure of the Printing Services Counter in the Justice Building in June 2013. The retrofitted Printing Services Counter in the Centre Block has been fully operational since September 2013.

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Providing Members and the House Administration with the latest technologies	<p>Multi-function devices that include copy, print, scan and fax capabilities have been installed in Members' offices within the Parliamentary Precinct. Implementation of these devices for the House Administration will be completed in parallel with the expiry of leases on existing photocopiers.</p> <p>Providing users with the latest technologies will help reduce costs, improve efficiencies and decrease the House's overall environmental footprint.</p>
Improving the way the House Administration conducts research	<p>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.</p> <p>In 2013–2014, a content analysis of research files was performed and an electronic binders initiative was launched. The development of standards for future electronic research binders and information management strategies for existing binders will continue over the next year.</p>
Improving human resource management systems	<p>Work progressed on a project to map and roll out an updated staffing process for the House of Commons. Also initiated in 2013–2014 was the identification, selection and deployment of a new applicant tracking and talent acquisition management system.</p>
Increasing the social media presence of the Page Program	<p>Each year, the Page Program selects 40 students from high schools and CEGEPs across the country to work in the House of Commons. Last year, as part of its annual recruitment campaign, the Page Program launched a Facebook page—a first for the House Administration.</p> <p>The Facebook page makes it easier to share information and photos to inform candidates about the Page Program and the recruitment process. It also allows the Page Program to reach a wider audience than would be possible through traditional recruitment methods and to engage with potential candidates to a much greater degree.</p>
Enhancing transparency and accountability with regard to the expenditures of Members of Parliament	<p>The Board of Internal Economy is committed to increasing Canadians' understanding about its role and the expenditures of the House of Commons and its Members. Accordingly, the Board has taken a number of steps to provide additional information to the public, including posting the <i>Members' Allowances and Services Manual</i>, Public Registry of Designated Travellers and minutes of all Board meetings on parl.gc.ca; and improving the public reporting of Members' expenditures by disclosing additional details on travel and hospitality expenses. In addition, as of 2014–2015, the <i>Members' Expenditures Report</i> will now be published on a quarterly basis.</p>

Financial Review



Planned Versus Actual Spending by Authority (in thousands of dollars)

		2013-2014				
Vote	Program Name	Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
5	Program expenditures	280,786	15,360	296,146	277,999	18,147
(S)	Members of the House of Commons*	112,061	(9,866)	102,195	102,195	0
(S)	Contributions to employee benefit plans	35,924	(1,507)	34,417	34,417	0
	Subtotal of statutory items	147,985	(11,373)	136,612	136,612	0
	TOTAL	428,771	3,987	432,758	414,611	18,147

*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)

2013-2014					
	Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
Members and House Officers	249,600	3,586	253,186	241,699	11,487
Committees, Parliamentary Associations and Parliamentary Exchanges	6,050	0	6,050	3,813	2,237
House Administration	173,121	401	173,522	169,099	4,423
TOTAL	428,771	3,987	432,758	414,611	18,147

House Administration

	Actual Spending		FTE Budget
	\$ <i>(in thousands of dollars)</i>	%	
Office of the Clerk and Secretariat	2,687	2%	22
Office of the Law Clerk and Parliamentary Counsel	3,846	2%	32
Procedural Services	18,500	11%	213
Parliamentary Precinct Services	53,423	31%	772
Information Services	57,960	34%	473
Human Resources Services	21,351	13%	127
Finance Services	11,332	7%	123
TOTAL	169,099	100%	1,762

