HOUSE OF COMMONS

Report to Canadians
2016

HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

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 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, 2015–March 31, 2016
Parliamentary sessions covered in this period:
2nd session, 41st Parliament (April 1, 2015–August 2, 2015)
1st session, 42nd Parliament (December 3, 2015–March 31, 2016)

Total number of sitting days during this period: 77

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Message from the Speaker

Photo: Jean-Marc Carisse

As Speaker of the House of Commons and head of the House Administration, I am pleased to present the *Report to Canadians 2016*.

The *Report to Canadians* provides a look into the roles and responsibilities of Members, the way in which the House of Commons functions, and the mandate of the House Administration. Canadians can consult the Members' Snapshot for statistical information about Canada's elected representatives, spanning the 41st and 42nd Parliaments. The Members' Activities section details what Members have accomplished in the Chamber, in committees and on the world stage in the past year. The Performance Review section contains information on the House Administration's achievements, and expenditure details can be found in the Financial Review section.

This reporting period included the general election in October 2015, the beginning of the 42nd Parliament, and the introduction of 30 new seats in the House of Commons, further to the *Fair Representation Act*. Looking ahead, occupancy planning for the re-opening of the Wellington Building is well underway, with the first moves expected late in 2016. The renovated facility will house 70 offices for Members, 10 committee rooms, a library and various support services. Several ongoing projects will also continue to progress this year, including strengthening the relationship between the House of Commons and the Parliamentary Protective Service, and enhancing information technology security.

On behalf of all Members and the House Administration, I thank you for your interest in learning more about the House of Commons. I hope this report provides an interesting glimpse into the work that is accomplished every day on behalf of Canadians.

Hon. Geoff Regan, P.C., M.P.
Speaker of the House of Commons

Message from the Acting Clerk

The *Report to Canadians* allows the House Administration to highlight the achievements of the past year and to provide Canadians with information about its current activities.

As Acting Clerk of the House of Commons, I am responsible for ensuring the sound management of the House Administration, much as a Deputy Minister would in a government department. In that role, I chair the Clerk's Management Group (CMG), which is made up of representatives from all service areas of the House Administration. This experienced team works together to make recommendations to the Speaker and the Board of Internal Economy regarding strategic directions, priorities, human and financial resources, and policies governing the House Administration.

Once again this year, considerable effort was made to facilitate and enhance access to parliamentary information, both for Members and for Canadians. Examples include a modernized and enhanced committees website; a mobile-designed orientation portal for new Members, called *Source*; and *Our Commons*, a website that allows mobile device users to follow daily House of Commons business as it happens.

The House Administration also seamlessly managed the transition from the 41st to 42nd Parliament following the general election in the fall of 2015. The addition of 30 Members as a result of the *Fair Representation Act*, and an almost unprecedented number of first-time Members, created operational challenges and opportunities that were expertly addressed across the House Administration. In addition to organizing 300 moves in less than 40 days, the House Administration also devoted 13,000 person-hours to building new seating in the Chamber and almost 85 hours to conducting swearing-in ceremonies for all 338 Members, and ensured that all Members were ready to assume their role in public life through a series of administrative and procedural orientation sessions and one-on-one meetings. Support and assistance was also provided to Members who did not seek re-election, and to those who were not re-elected, as they transitioned into private life.

Information on ongoing and upcoming initiatives can be found in the *Strategic Plan 2016–2019*, the first official planning document to be published following the renewal of the House Administration's planning framework. It replaces the *Strategic Outlook* and is no longer tied to the parliamentary cycle. This new approach is more flexible and allows for greater responsiveness to the needs of Members and the ever-changing environment.

I encourage you to explore the *Report to Canadians*, which demonstrates our commitment to provide Canada's Members of Parliament with the services, infrastructure and advice needed to carry out their work as legislators and representatives in the Chamber, in committees, in caucus, and in their offices both on Parliament Hill and in their constituencies.

Marc Bosc
Acting Clerk of the House of Commons

MEMBERS' SNAPSHOT

41ST PARLIAMENT – 2ND SESSION

April 1, 2015–August 2, 2015

42ND PARLIAMENT – 1ST SESSION
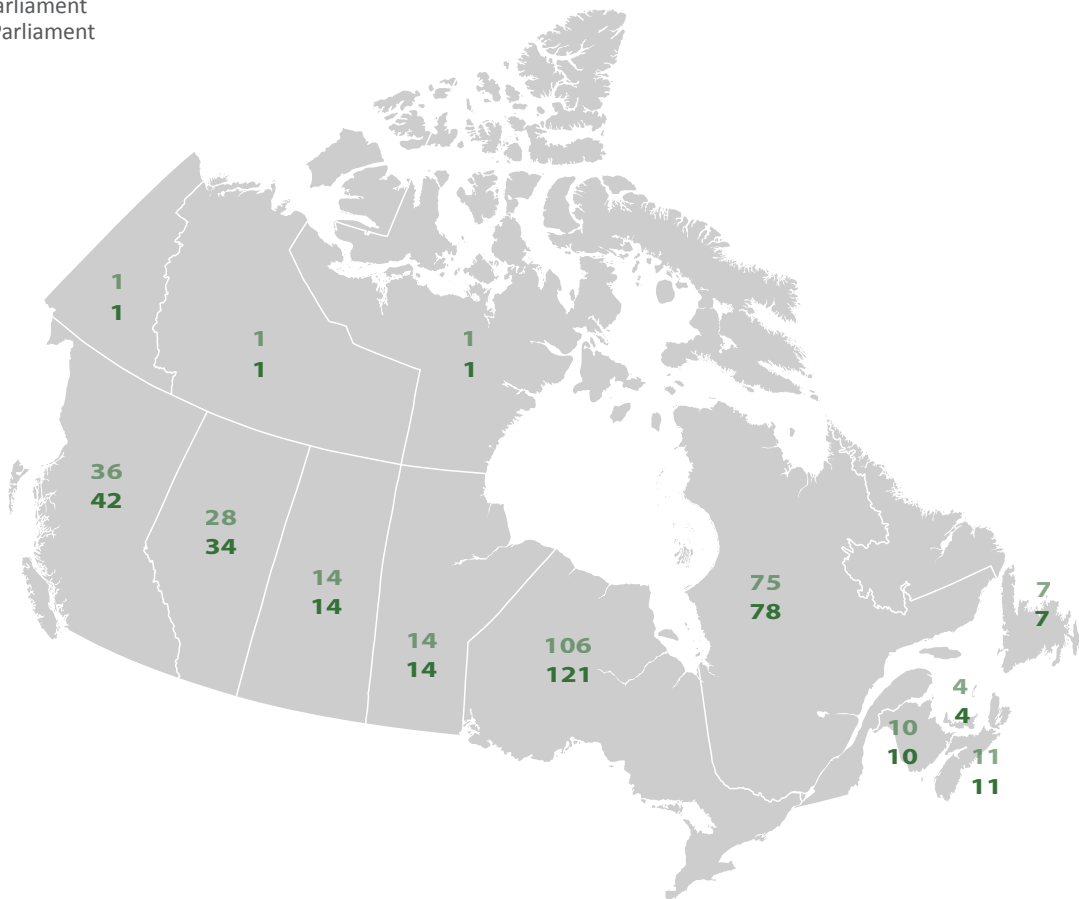
December 3, 2015–March 31, 2016

308

Constituencies

338

Constituencies

Constituencies by Province

■ 41st Parliament
■ 42nd Parliament

1
1

1
1

1
1

36
42

28
34

14
14

14
14

106
121

75
78

7
7

4
4

10
10

11
11

- Seats held by men (75%)
- Seats held by women (25%)

- Seats held by men (74%)
- Seats held by women (26%)

Members by Political Party

- 41st Parliament
- 42nd Parliament

41ST PARLIAMENT*	
Political Party	Number of Members
Conservative Party of Canada	159
New Democratic Party	95
Liberal Party of Canada	36
Independent	8
Vacant	4
Bloc Québécois	2
Green Party of Canada	2
Forces et Démocratie	2

*at dissolution August 2, 2015

42ND PARLIAMENT*	
Political Party	Number of Members
Liberal Party of Canada	184
Conservative Party of Canada	98
New Democratic Party	44
Bloc Québécois	10
Green Party of Canada	1
Vacant	1
Forces et Démocratie	0
Independent	0

*as at March 31, 2016

In the Chamber

The information presented below pertains to portions of both the 41st Parliament – 2nd session (from April 1 to August 2, 2015) and the 42nd Parliament – 1st session (from December 3, 2015 to March 31, 2016). During that period, a total of 126 bills were introduced covering a wide range of topics.

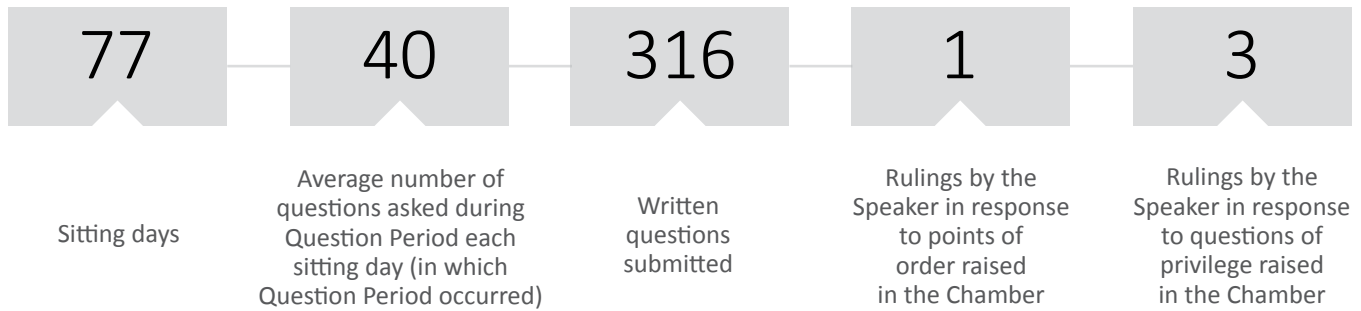## 29 Government bills introduced

Topics included:

- Establishing a Lake Superior National Marine Conservation Area
- Aboriginal self-government
- Prohibiting discrimination based on information resulting from genetic testing
- Modifying the military justice system
- Establishing Qausuittuq National Park of Canada
- Creating new requirements for the oath of citizenship
- Adjusting personal marginal tax rates
- Adjusting certification procedures and information returns for labour organizations

- Modifying sick leave for employees in the core public administration
- Modifying immigration and citizenship requirements
- Modifying RCMP members' collective bargaining rights
- Adjusting Air Canada's requirements to carry out aircraft maintenance
- Facilitating access to copyrighted materials for persons with disabilities
- Adjusting death and disability benefits for members of the Canadian Forces and veterans

97 Private Members' bills introduced

Topics included:

- *Criminal Code* and judicial system (15 bills)
- Transportation (12 bills)
- Health (9 bills)
- Parliament and democratic reform (9 bills)
- Income tax and excise tax (8 bills)
- National days, weeks and months (8 bills)

- Environment and animal protection (6 bills)
- Economy (4 bills)
- Human rights (3 bills)
- Public safety and national security (3 bills)
- Heritage and culture (3 bills)

- View the complete list of government bills introduced during the 2nd session of the 41st Parliament
- View the complete list of government bills introduced during the 1st session of the 42nd Parliament

- View the complete list of private Members' bills introduced during the 2nd session of the 41st Parliament
- View the complete list of private Members' bills introduced during the 1st session of the 42nd Parliament

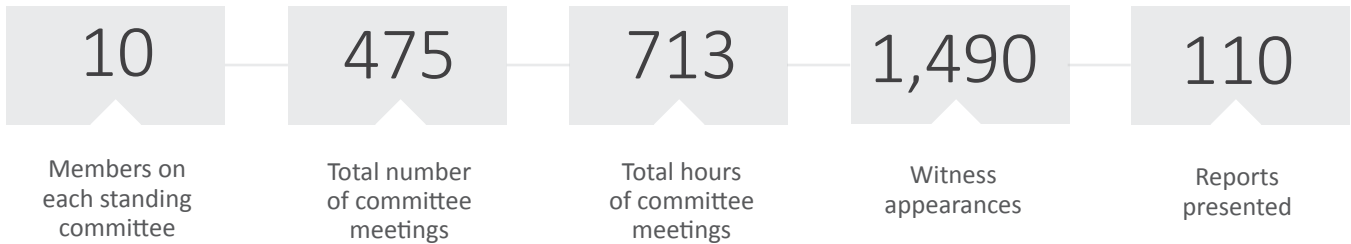| **77**	**40**	**316**	**1**	**3**
Sitting days	Average number of questions asked during Question Period each sitting day (in which Question Period occurred)	Written questions submitted	Rulings by the Speaker in response to points of order raised in the Chamber	Rulings by the Speaker in response to questions of privilege raised in the Chamber

Documents tabled

1,585

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.

IN COMMITTEES*

With input from thousands of technical experts and other Canadian citizens, Members investigated important issues.

10	475	713	1,490	110
Members on each standing committee	Total number of committee meetings	Total hours of committee meetings	Witness appearances	Reports presented

1,490 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

- Pay Equity

*Note: This information pertains to portions of both the 41st Parliament – 2nd session (from April 1 to August 2, 2015) and the 42nd Parliament – 1st session (from December 3, 2015 to March 31, 2016).

- Learn more about committees

Topics addressed by committees

Due to their size, committees provide an excellent opportunity for in-depth discussions on a variety of topics. In 2015-2016, these included:

41st Parliament – 2nd Session

- Promotion of domestic trade of agricultural and agri-food products by reducing interprovincial barriers
- Canada's feature film industry
- Promotion of economic prosperity for immigrants and refugees through settlement services
- Identity theft and its economic and social impacts
- Protection and empowerment of children and youth
- Prevention of violence against women and girls
- Terrorist financing in Canada and abroad
- Canadian impacts of oil price changes
- Radio frequency electromagnetic radiation and the health of Canadians
- Defence of North America
- Canada's infrastructure needs and investments

42nd Parliament – 1st Session

- Pre-budget consultations for 2016
- Medical assistance in dying
- Pay equity
- Review of the *Canadian Environmental Protection Act, 1999*
- Service delivery to veterans
- Media and local communities
- *Access to Information Act*
- Women, peace and security
- Matters relating to the *Conflict of Interest Code for Members of the House of Commons*
- Rail safety
- Appointments of the chairperson and federal members of the Independent Advisory Board for Senate Appointments

INTERNATIONAL AND INTERPARLIAMENTARY ACTIVITIES

In addition to their role in the Chamber and in committees, Members play an important role on the international stage. As members of various parliamentary associations, they participate in parliamentary missions abroad and host their counterparts in Ottawa and other Canadian cities.

6 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:

A	B	C	D	E
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	Activities in Canada and abroad in which Members of various associations took part

NORTH AND SOUTH AMERICA

E	April 23, 2015	Visit of Ms. Seybah Dagoma, M.P. and member of the Foreign Affairs Commission of the French National Assembly – Ottawa, Ontario – Canada – France Interparliamentary Association
E	April 27, 2015	19th Bilateral Meeting – Ottawa, Toronto and Niagara-on-the-Lake, Canada – Canada-Japan Inter-Parliamentary Group
E	June 8, 2015	Visit to Canada of a parliamentary delegation from Australia – Ottawa, Ontario – Canadian Branch of the Commonwealth Parliamentary Association (CPA)
E	June 9, 2015	Reception in honour of the Pacific NorthWest Economic Region (PNWER) delegation – Ottawa, Ontario – Canada-United States Inter-Parliamentary Group
E	July 27, 2015	31st Regional Assembly and Conference of Branch Chairs of the America Region – Lafayette and Lake Charles, Louisiana, United States of America – Canadian Branch of the Assemblée parlementaire de la Francophonie (APF)

* There were no official parliamentary delegations led by the Speaker during this reporting period.

E	August 16, 2015	55th Annual Meeting of the Council of State Governments – Eastern Regional Conference – Wilmington, Delaware, United States of America – Canada-United States Inter-Parliamentary Group
E	September 3, 2015	12th Plenary Assembly – Panama City, Panama – Canadian Section of ParlAmericas
B	December 8, 2015	Visit to Ottawa of Mr. Jacques Chagnon, M.N.A., President of the National Assembly of Quebec
B	January 27, 2016	Visit to Ottawa of the Honourable David Laxton, Speaker of the Legislative Assembly of Yukon
B	January 27, 2016	Visit to Ottawa of the Honourable Daryl Reid, Speaker of the Legislative Assembly of Manitoba
D	January 28–31, 2016	33rd Canadian Presiding Officers' Conference – Fredericton, New Brunswick
E	March 7, 2016	Visit to Canada of Mr. Martin Chungong, Inter-Parliamentary Union Secretary General – Ottawa, Ontario – Canadian Group of the Inter-Parliamentary Union (IPU)
E	March 9, 2016	39th Meeting of the Board of Directors of ParlAmericas – Ottawa, Ontario – Canadian Section of ParlAmericas

EUROPE

A	May 27, 2015	Visit to Canada of Their Majesties King Willem-Alexander and Queen Máxima of the Netherlands
A	June 9, 2015	Visit to Canada of His Excellency Dr. Ólafur R. Grímsson, President of the Republic of Iceland
E	July 5, 2015	24th Annual Session – Helsinki, Finland – Canadian Delegation to the Organization for Security and Co-operation in Europe Parliamentary Assembly (OSCE PA)
D	September 4–6, 2015	13th G7 Speakers' Conference, Leipzig, Germany (Mr. Marc Bosc, Acting Clerk of the House of Commons, on behalf of the Honourable Andrew Scheer, M.P., Speaker of the House of Commons)
E	October 17, 2015	133rd Assembly of the IPU and related meetings – Geneva, Switzerland – Canadian Group of the Inter-Parliamentary Union (IPU)
E	March 2, 2016	Meeting of the Standing Committee of Parliamentarians of the Arctic Region – Stockholm, Sweden – Canada-Europe Parliamentary Association

Middle East and Africa

E	February 24, 2016	Meeting of the APF Network of Women Parliamentarians – Tangier, Morocco – Canadian Branch of the Assemblée parlementaire de la Francophonie (APF)
E	February 29, 2016	Bilateral visits – Namibia and South Africa – Canada-Africa Parliamentary Association

Asia and Australia

E	April 8, 2015	Workshop on Parliamentary Codes of Conduct – Melbourne, Australia – Canadian Branch of the Commonwealth Parliamentary Association (CPA)
A	April 15, 2015	Visit to Canada of His Excellency Narendra Modi, Prime Minister of the Republic of India
E	April 27, 2015	Executive Committee Meeting (EXCO) – Sabah, Malaysia – Canadian Branch of the Commonwealth Parliamentary Association (CPA)
A	April 29, 2015	Visit to Canada of His Majesty King Abdullah II ibn Al Hussein of the Hashemite Kingdom of Jordan
A	May 8, 2015	Visit to Canada of His Excellency Benigno S. Aquino III, President of the Republic of the Philippines
B	May 24–26, 2015	Visit to Canada of His Excellency Galust Sahakyan, President of the National Assembly of the Republic of Armenia, and a parliamentary delegation
B	May 31 and June 2, 2015	Visit to Canada of the Honourable Stephen Parry, Senator, President of the Senate of Australia
D	January 9–14, 2016	23rd Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) – Kota Kinabalu, Sabah, Malaysia
E	March 28, 2016	19th Bilateral Meeting – Beijing and Chongqing, China – Canada-China Legislative Association

Global

	February 11, 2016	Visit to Canada of His Excellency Ban Ki-Moon, United Nations Secretary-General

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.

- Read the annual report of the Joint Interparliamentary Council

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 legislation in the Chamber, attend committee and caucus meetings, and perform a wide range of duties in their constituencies 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).

- Watch the video tour of the Chamber
- Learn more about the history of the Chamber
- Take an inside look at a typical working day in the Chamber

The House Administration produces the publications required for each sitting in the Chamber, provides advice on parliamentary procedure, and broadcasts Chamber proceedings on television and the Internet.

- Watch Chamber proceedings online at ParlVU

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.

- Read reports and studies currently being discussed in committees
- Learn more about why committees are formed and what happens when they meet

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.

- Watch committee meetings online at ParlVU

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.

- Learn more about the role of political parties in Canada's Parliament

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.

- View the list of caucus officers and executives of Canada's political parties

Constituencies

Each of Canada's 338 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).

- Look up the address for your Member's constituency office
- Learn about the history of every federal electoral riding since Confederation

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.

- Learn more about how Members represent Canada to the world

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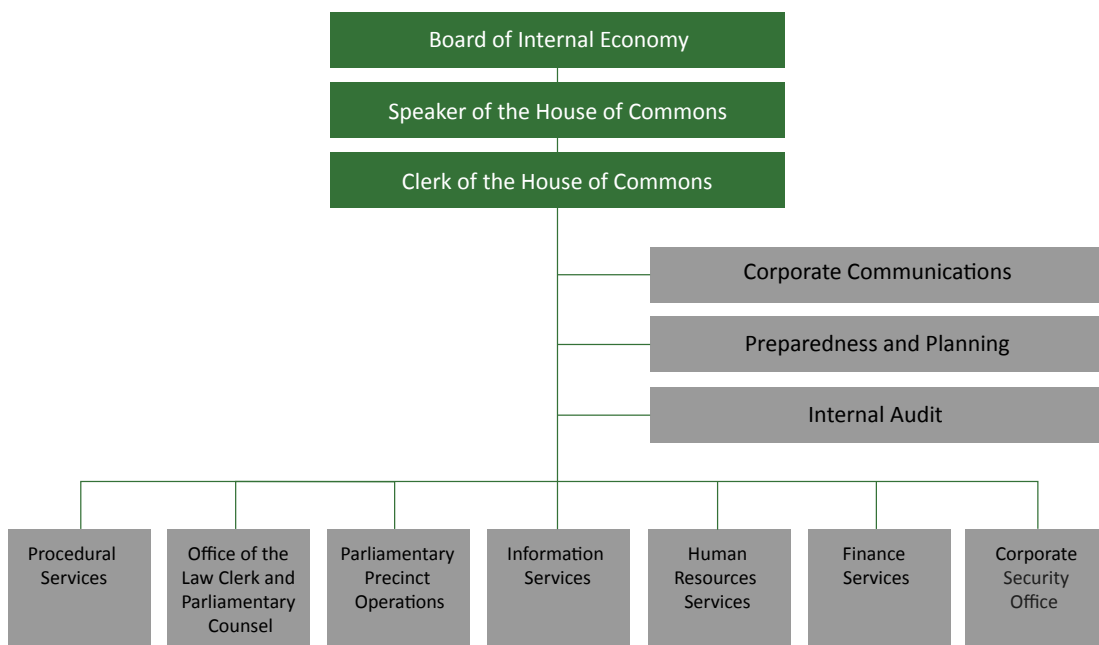
PROFESSIONAL EXCELLENCE
The House Administration works to provide effective, accountable and non-partisan support—acting ethically, responsibly and with integrity at all times.

INCLUSIVENESS
The House Administration creates a workplace that is inclusive where employees feel valued and respected.

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

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

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.

- Learn more

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*.

- Learn more

CLERK OF THE HOUSE OF COMMONS

As Secretary to 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.

- Learn more

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.

PREPAREDNESS AND PLANNING

Preparedness and Planning provides subject-matter expertise, working closely with service area partners to facilitate planning processes that support decision making and ensure business resilience. The group also provides assistance with quality assurance and continuous improvement activities.

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.

PROCEDURAL SERVICES

Procedural Services provide a full range of procedural and legislative services to the Speaker, Members of Parliament and Officers of the House of Commons. This includes preparing the official agenda of the House, maintaining House papers and records, managing Private Members' Business and administering the Parliamentary Page Program. Procedural Services also offer core administrative and procedural guidance to committees including the provision of legislative services at the committee and report stages, conducting research, and offering training on parliamentary practice and procedure. In addition, Procedural Services coordinate Members' participation in international and interparliamentary activities; produce timely and accurate parliamentary information including publishing the proceedings and evidence of both the House and its committees; and preserve and document representative artefacts that chronicle the history of the Canadian Parliament. Finally, Procedural Services provide the technical and administrative infrastructure for the Canadian Parliamentary Press Gallery.

Office of the Law Clerk and Parliamentary Counsel

The Office of the Law Clerk and Parliamentary Counsel provides comprehensive legal and legislative services to the Speaker, the Board of Internal Economy, Members of the House and its committees, the Clerk and the House Administration. The Office also drafts legislation and amendments for Members, and may represent Members or the House in proceedings that involve their parliamentary privileges and immunities.

Parliamentary Precinct Operations

Parliamentary Precinct Operations provide efficient and modern operational support to ensure a functional work environment for Members and the House Administration. This includes the provision of services in such areas as trades, tenant operations, room allocations, catering and restaurants, postal and messenger services, transportation, printing and mailing, as well as maintenance and material handling.

Information Services

Information Services plan, implement and maintain information technology (IT) and information management (IM) services for Members and the House Administration. In addition, Information Services is responsible for the long-term IM/IT and accommodation planning related to facility renovations.

Finance Services

Finance Services provide advisory and operational support in the areas of policy and financial planning, financial management, and materiel and contract management to the House Administration, Members and their staff.

Human Resources Services

Human Resources Services provide integrated and value-added support in the areas of talent management, employee relations, pay and benefits, occupational health and safety, and organizational effectiveness.

Corporate Security Office

The Corporate Security Office is responsible for security in the House of Commons Chamber, conducting investigations, coordinating visitor and event access, providing security accreditation, promoting security awareness and administering parking services. The Corporate Security Office also develops and implements House-wide administrative security policies, standards, and processes aimed at preventing, detecting and responding to security risks and threats.

PERFORMANCE REVIEW

The House Administration is made up of a team of dedicated individuals who provide exceptional service to Members on a daily basis, while consistently demonstrating a strong commitment to organizational values.

As was evident during the transition from the 41st to the 42nd Parliament, the House Administration has the capacity to skillfully manage the fine line between continuity and change—while never losing sight of its vision to be a leader in legislative administration and to provide state-of-the-art services and advice to Members.

Since the opening of the 42nd Parliament also marked the end of the House of Commons Administration's *Strategic Outlook* for the 41st Parliament, the following Performance Review section has been divided into two subsections. The first covers the achievements against the objectives outlined in the *Strategic Outlook* document, while the second subsection describes the major achievements since the start of the 42nd Parliament.

HOUSE OF COMMONS ADMINISTRATION'S RESULTS

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

In the fall of 2013, the Department of Justice launched an initiative aimed at changing the way federal legislation is formatted in order to improve access to justice for Canadians. These changes have since been reflected in all Canadian acts and regulations, marking the first time since 1969 and the adoption of the *Official Languages Act* that the format of federal legislation has changed.

As a result of these format changes, the House Administration aligned related systems and processes to ensure the efficient and effective treatment of all bills from the drafting stage to Royal Assent. This includes all government bills received from the Department of Justice, as well as private Members' bills drafted by legislative counsel.

Private Member's Bill C-210, which was introduced in the House on January 27, 2016 by the Honourable Mauril Bélanger (Member of Parliament for Ottawa–Vanier), was the first to be presented in the new format.

Enhance Members'
and Canadians'
access to
parliamentary
information

To mark the opening of the 42nd Parliament, a modernized and enhanced committees website was launched in order to improve the way relevant information is presented to Canadians. It highlights the many ways in which interested Canadians can follow and participate in the work of the House of Commons and committees, and allows for easier access from mobile devices such as smartphones and tablets. Users can now find the most sought-after information on the main page for each committee, including:

- meeting schedules;
- the list, photos and political affiliation of committee members; and
- the most recent studies, reports and related government responses.

A mobile-enabled Members' information portal known as *Source* was also implemented with a view to improving online access to parliamentary information for Members and their staff. This was launched as part of the Members' Orientation Program for the newly elected parliamentarians of the 42nd Parliament.

Finally, in February 2016, the House Administration launched *Our Commons*, a website that allows mobile device users to follow daily House of Commons business as it happens. It is designed to complement the more comprehensive Parliament of Canada website by providing mobile access to the day's Chamber and committee activities, as well as key parliamentary business information. Among its features, the site provides:

- access to a live account of Chamber proceedings;
- timely information about changes to the business of the House and notification of decisions;
- quick access to the meetings of the day, with a direct link to ParlVU for video and audio broadcasts of meetings, when available;
- daily updates about what is happening on the Hill;
- additional functionality to signal when Members are called to the House and the time remaining prior to the taking of a vote; and
- functionality that allows users to search for information about specific legislation and individual Members of Parliament.

Our Commons helps ensure that Members and their staff, as well as the general public, remain connected to daily House business while on the go. It also provides an opportunity to view the democratic process in action, demonstrating the House of Commons' commitment to providing access to the work of Members both in the Chamber and in committees.

*Advance the
Long Term Vision
and Plan*

Working in close collaboration with Public Services and Procurement Canada, the House Administration provided the requirements for and oversaw the advancement or completion of all building renovations and long-term rehabilitation projects. By creating additional facilities to accommodate the significant increase in the number of Members and staff, these ongoing construction projects are contributing to the delivery of services required to meet the needs of our evolving Parliament.

In addition to the general construction requirements associated with the extensive renovation and renewal projects, the House Administration oversaw the planning, design and implementation of the technology services and infrastructure supporting all multimedia services, the data network, and the security system.

This year also saw the completion of initiatives supporting the increased accommodation requirements resulting from the *Fair Representation Act* and the election of 30 additional Members of Parliament. Renovations to the Sir John A. Macdonald Building were completed and the building reopened for parliamentary business and related functions in September 2015.

Finally, renovations to the Wellington Building and the West Block continued and plans for the Centre Block renovations were firmed up.

*Maintain the
flexibility of
our technology
infrastructure*

Work environments have changed considerably in the past decade with regard to technology. Today, it is almost impossible to imagine a workplace without computers, Internet access, shared drives, web-based collaboration sites such as Symphonie, and mobile devices, such as smartphones and tablets. Storing and easily accessing digital information generated in the modern workplace is challenging for any organization.

To help achieve its business objectives, the House Administration dedicated approximately 30% of its available information management (IM) and information technology (IT) resource capacity to advance many significant technology-based initiatives throughout 2015–2016.

This year saw the continuation of the multi-year migration to the new network and the deployment of Wi-Fi and mobile access across the Parliamentary Precinct. Implementation of the private cloud computing infrastructure in order to bring much of the efficiency and agility of public cloud computing to the House of Commons also began. Migration of the House Administration's development environments to a new platform and the creation of the Cloud Operations Support Framework were initiated, and planning for the future renewal of the House Administration's Datacentre got underway.

Strengthen the guardianship of the institution

The creation of the Parliamentary Protective Service, the establishment of a new Corporate Security Office, the introduction of digital fingerprinting and the deployment of the Emergency Notification System are some of the major results achieved with regard to strengthening the guardianship of the institution.

On June 23, 2015, Bill C-59, Economic Action Plan 2015 Act, No. 1, received Royal Assent and a new parliamentary institution known as the Parliamentary Protective Service (PPS) was established. The PPS is responsible for all matters relating to physical security throughout the Parliamentary Precinct and the grounds of Parliament Hill.

As part of this initiative, the House Administration's Corporate Security Office (CSO) was also created to oversee security matters that fall outside of the PPS mandate. Over the past year, the CSO developed its mission, vision, and integrated management and planning framework.

Significant work was done to ensure a seamless transition for former House of Commons employees who became part of the new PPS. The House Administration provided ongoing services to the PPS during the transition period and will continue to work in partnership with the organization.

To further safeguard the institution, digital fingerprinting was introduced. New employees and contractors are now required to have digital fingerprints taken as part of the security screening process. This change is in response to new RCMP requirements following the introduction of a modernized electronic system for criminal record checks.

Lastly, the parliamentary Emergency Notification System (ENS) was deployed to ensure Members, their staff and the House Administration are warned about crisis situations regardless of where they happen to be at the time of an incident. Alerts are received on business phones and desktop computers and at email addresses. In the event of a crisis or emergency within the Parliamentary Precinct or in satellite buildings, the multiple delivery channels help ensure that essential information is not just sent out, but is also received.

In light of these accomplishments, the IT Security Policy was updated, as were the processes related to IT security incident monitoring and threat risk and assessment.

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	The Parliament of Canada hosted the 24th Annual Meeting of the Asia-Pacific Parliamentary Forum (APPF) in Vancouver from January 17 to 21, 2016. The 252 participants included 113 parliamentarians from 20 member countries and one observer country. For the first time at an APPF conference, a Meeting of Women Parliamentarians was held to promote dialogue and enhance collaboration on issues of importance to women parliamentarians, and on gender equality more broadly. The plenary sessions, under the theme "Strengthened Partnerships for Prosperity, Security and Growth", examined various aspects of regional peace and security, economic and trade matters, and regional cooperation. By the end of the Forum, the delegates had unanimously adopted 27 resolutions.
Increase public awareness and sustain the independence and traditions of the House of Commons	On December 4, 2015, the House of Commons launched a new, mobile-friendly website that enhances the paper-based petition process by allowing Canadian citizens to submit and sign electronic petitions online. The site provides advanced security features to ensure the integrity of the petitions process and protect the personal information of petitioners.
	By March 31, 2016, over 60 e-petitions had been opened and more than 150,000 Canadians had electronically signed on in favour of their policy initiative of choice, which ranged from proposed changes to the Canadian voting system to contribution limits for TFSAs.

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	A Human Resources Management System Renewal Program was launched to replace the current enterprise-wide system that was first implemented in the mid-1990s. As part of the renewal, related business processes will be updated to enable more modern and client-centric services. The new system will address evolving business and information needs through the delivery of a modern, sustainable and cost-effective solution to facilitate the integration, productivity and provision of value-added human resources services.
	In a similar vein, the new Financial Management System (FMS) was completed and ready for deployment across the House Administration for the beginning of the 2016–2017 fiscal year. Easier to use, less costly to operate, and more secure, the new FMS is an integrated, one-stop system that replaced several others that used to make up for missing functionality within the old corporate financial system.

Improve talent recruitment, engagement, succession and retention	As part of its efforts to improve employee engagement, succession and retention, the House Administration updated its *Policy on Workplace Inclusion* and launched a related program in 2015. The objectives were to encourage a workplace culture where current and future employees are valued and respected, and have full and equal access to employment, development and advancement opportunities. Specifically, the goal of the *Policy on Workplace Inclusion* and its accompanying program is to ensure that:

- policies, programs, and practices are in place to facilitate the attraction, engagement and retention of a qualified and suitable workforce while also ensuring equal employment opportunities for all;
- there are no employment barriers that result in systemic discrimination or any other conditions of disadvantage to candidates who apply for a position or employees; and
- all employees are able to participate in and contribute fully to the success of the organization.

Endorsed at the highest levels, the Workplace Inclusion Program will continue to be an important component for the House Administration. It consists of progressive and ongoing awareness and education activities, and will be continuously monitored for opportunities for improvement.

In addition, the Board of Internal Economy adopted the *House of Commons Policy on Preventing and Addressing Harassmen*t, which applies to Members and House Officers as employers and their employees, as well as to Research Office staff. Furthermore, the Standing Committee on Procedure and House Affairs adopted the *Code of Conduct for Members of the House of Commons: Sexual Harassment*. This code of conduct reinforces the commitment of Members of the House of Commons to creating an environment free of sexual harassment. A program has been put in place to support this policy framework, which focuses on increasing awareness and proactively stopping potential harassment at its earliest stages.

Finally, during May 2015, the House Administration launched the Members of Parliament Staffing System, an initiative to automate the staffing process used by Members. Through a collaborative effort across multiple service areas and in spite of very tight deadlines, the House Administration succeeded in delivering the system on schedule and in time for the 2015 federal election.

Strengthen environmental management practices	Prior to the orientation sessions that were held to welcome a new cohort of Members of Parliament, pre-loaded iPads were prepared for distribution to the new Members. This provided an opportunity to do away with the numerous binders of documents that constituted the paper-based orientation processes of the past.
Advance an integrated approach to information management	Each of the IT-driven initiatives outlined previously, including the deployment of the web-based applications, mobile-friendly access, network upgrades, and the implementation of the corporate human resources and financial management systems, were all based on an integrated approach to information management.

Other Major Accomplishments

The transition from the 41st to the 42nd Parliament brought with it many new challenges. Thirty new constituencies had been added as part of the electoral boundaries redistribution, bringing the total number of seats in the House of Commons to 338. Among the 338 Members elected on October 19, 2015, 214 had not served during the 41st Parliament. In addition, 199 of the new Members had never been elected to the House.

In addition to organizing 300 moves in less than 40 days, and devoting 13,000 person hours to building new Chamber desks and chairs for the 30 additional Members, a great deal of work went into ensuring a seamless transition period.

Two noteworthy activities that contributed to the smooth transition included the swearing-in ceremonies and the Members' Orientation Program as described below.

Swearing-In Ceremonies

Prior to being able to take their seat in the Chamber, each Member must be sworn in. During the swearing-in ceremony, the Member must take an oath of allegiance or make a solemn affirmation using one of four different texts: the Bible, the Quran, the Hebrew text or the Bhagavad Gita.

Between October 30 and December 4, 2015, all 338 newly elected and re-elected Members of Parliament were sworn in.

Members' Orientation Program

The Members' Orientation Program is designed to ensure that new Members of the House of Commons received the administrative and procedural information they need to assume their roles as parliamentarians. The Program also provides support and assistance to Members who do not seek re-election and those who are not re-elected as they transition into private life.

The 42nd general election saw a record number of new Members. The day after the election, a team of liaison officers began to personally contact the 214 newly elected Members, while a team of transition officers did the same for the 123 Members who had not been re-elected. A series of individual meetings were set up with subject-matter experts from the House Administration to help guide each Member through the orientation process.

Two well-attended orientation sessions were organized. The first dealt with administrative matters such as setting up offices and managing budgets, while the second covered procedural matters and the workings of the Chamber and committees.

Finally, as part of the orientation process, all Members were briefed on the new rules for electing the Speaker by preferential ballot in advance of the vote itself.

FINANCIAL REVIEW

Planned Versus Actual Spending by Authority

(In thousands of dollars)

Vote	Program Name	2015–2016				
		Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
1	Program expenditures	290,860	5,630	296,490	278,880	17,610
(S)	Members of the House of Commons *	117,038	(2,641)	114,397	114,397	
(S)	Contributions to employee benefit plans	35,551	(4,496)	31,055	31,055	
	TOTAL	**443,449**	**(1,507)**	**441,942**	**424,332**	**17,610**

*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)

	2015–2016				
	Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
Members and House Officers	264,275	1,510	265,785	256,917	8,868
Committees, Parliamentary Associations and Parliamentary Exchanges	6,230	19	6,249	3,134	3,115
House Administration	172,944	(3,036)	169,908	164,281	5,627
TOTAL	**443,449**	**(1,507)**	**441,942**	**424,332**	**17,610**

House Administration

(In thousands of dollars)

	Actual Spending	
	$	%
Office of the Clerk and Secretariat	4,142	2%
Office of the Law Clerk and Parliamentary Counsel	3,936	2%
Procedural Services	27,421	17%
Parliamentary Precinct Operations	23,992	15%
Protective Services	6,556	4%
Corporate Security Office	2,509	2%
Information Services	62,575	38%
Human Resources Services	16,375	10%
Finance Services	16,773	10%
TOTAL	**164,281**	**100%**