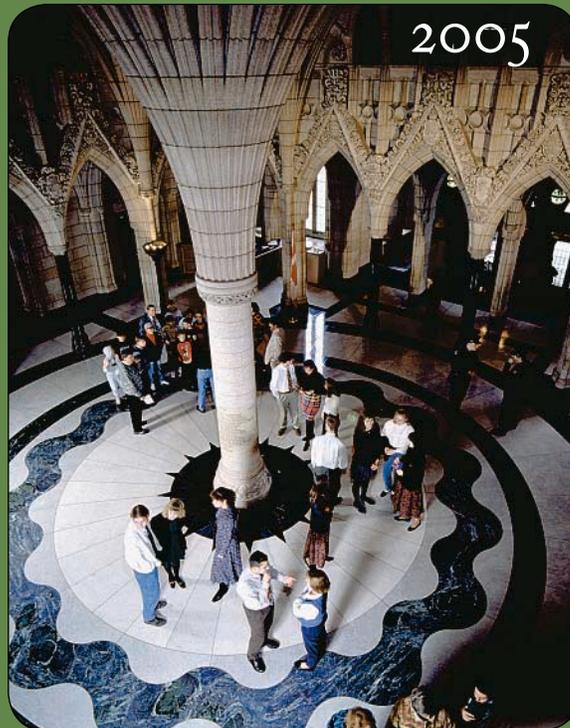
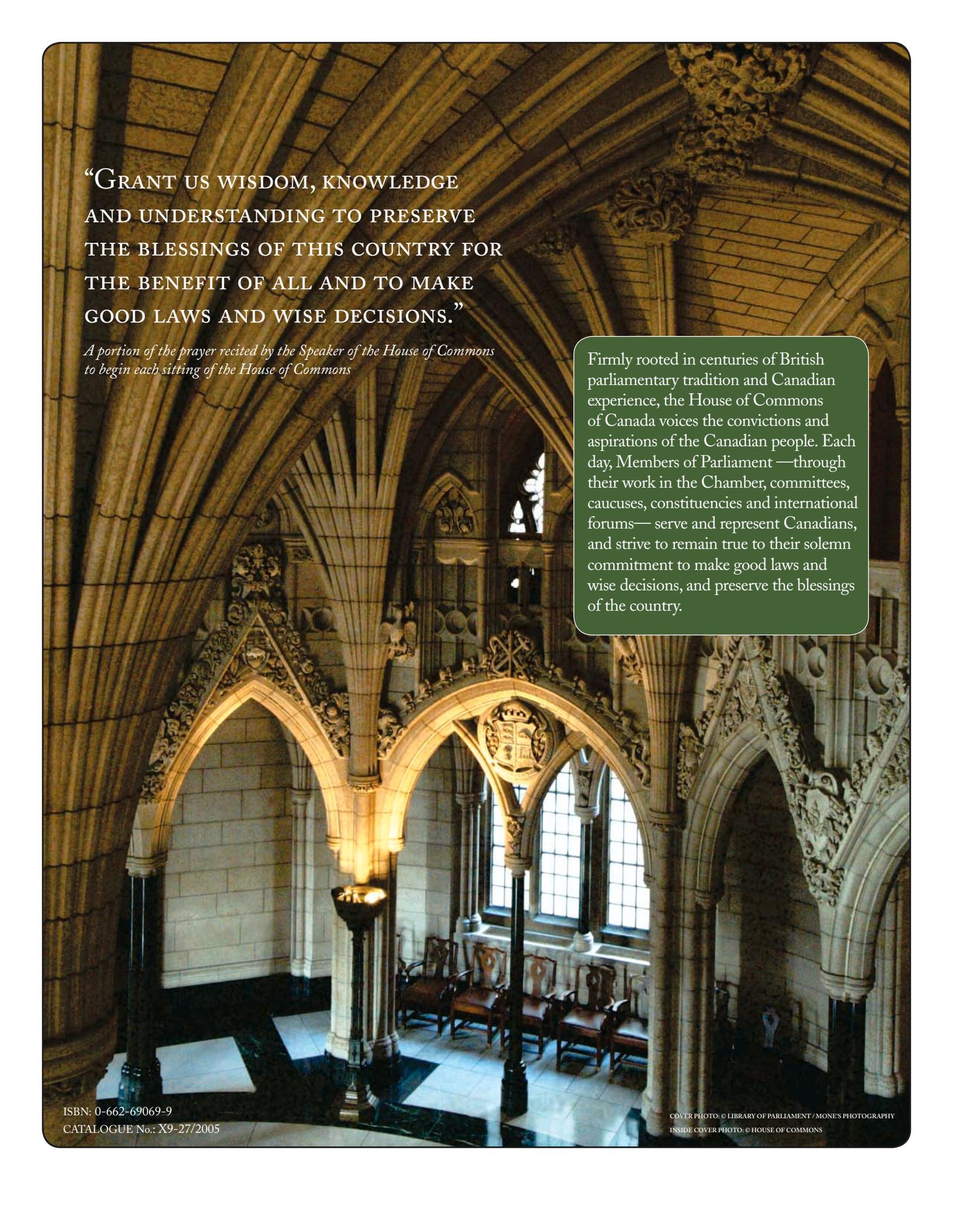


THE HOUSE OF COMMONS  
REPORT TO CANADIANS





“GRANT US WISDOM, KNOWLEDGE  
AND UNDERSTANDING TO PRESERVE  
THE BLESSINGS OF THIS COUNTRY FOR  
THE BENEFIT OF ALL AND TO MAKE  
GOOD LAWS AND WISE DECISIONS.”

*A portion of the prayer recited by the Speaker of the House of Commons  
to begin each sitting of the House of Commons*

Firmly rooted in centuries of British parliamentary tradition and Canadian experience, the House of Commons of Canada voices the convictions and aspirations of the Canadian people. Each day, Members of Parliament —through their work in the Chamber, committees, caucuses, constituencies and international forums— serve and represent Canadians, and strive to remain true to their solemn commitment to make good laws and wise decisions, and preserve the blessings of the country.



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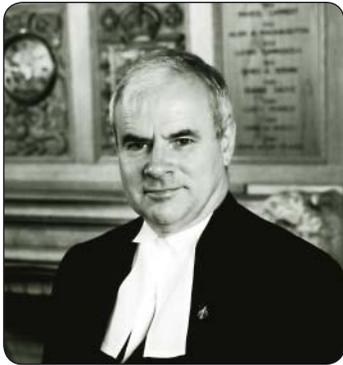
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Approved by the Board of Internal Economy



# LETTER FROM THE SPEAKER



*The Honourable Peter Milliken, M.P.  
Speaker of the House of Commons*

PHOTO: © HOUSE OF COMMONS/BERNARD CLARK

As Speaker of the House of Commons, I am pleased to present this institution's inaugural *Report to Canadians*. The document outlines the work done by Members of Parliament from April 2004 through March 2005, and reports on the administrative initiatives of the House of Commons in support of Members' activities.

Members have grappled with tremendous changes and challenges over this past year. Seven new constituencies were added to Canada's electoral map, increasing the number of seats in the Chamber from 301 to 308. A general election held in June 2004 brought 101 first-time Members into the Thirty-eighth Parliament and produced the first minority government in a generation.

While energetic exchanges during Question Period may attract media attention, the less publicized day-to-day work performed by Members is perhaps a more compelling expression of this country's democratic vitality. In the Chamber over the last year, Members considered pieces of legislation, tabled reports, and conducted debates on pressing national and international matters. Participating in the 20 standing committees of the House of Commons, they heard important testimony from witnesses and produced reports on legislation and other issues of public concern. And to bring these public deliberations directly to Canadians, the House of Commons continued to harness the power of innovative technologies—from live video and audio broadcasts to Web-casting.

From home town to global village, a Member's duties extend far beyond the confines of Parliament Hill. Over the past year Members continued to promote local initiatives in their ridings. They helped individuals access national programs and services, and served as ombudsmen between their constituents and government departments, working to resolve problems and investigate issues. Members also shared their experiences and expertise

with counterparts around the world. During the 2004-2005 fiscal year, Members attended conferences, participated in a variety of parliamentary associations, delegations and exchanges, and welcomed parliamentarians from around the world.

Members at work rely on the support of the House of Commons Administration, a group of employees organized into five specialized areas to provide a wide array of products and services. In this report, the Administration describes its role “behind the scenes,” indicating the progress made in relation to its strategic objectives in support of Members, and articulating its future plans to meet the challenges that come with serving a complex organization in a continually changing corporate and political environment.

Together, the components of this *Report to Canadians* represent the multifaceted and essential role that Members play in Canada’s political process. The report takes a further step toward making the activities of the House of Commons more visible and accessible to citizens, and toward enhancing the public’s understanding and knowledge of the work of Members and the institution. I invite you to read this report, and to visit the Parliament of Canada Web site for its wealth of information.

Sincerely,

A handwritten signature in black ink, reading "Peter Milliken". The signature is fluid and cursive, with the first name "Peter" being more prominent than the last name "Milliken".

The Honourable Peter Milliken, M.P.  
Speaker of the House of Commons

## PARLIAMENTARY HERITAGE

### A LIVING HISTORY



*The foyer of the House of Commons is decorated with two bands of sculpture that encircle the busy space on all sides. The lower band, entitled the **History of Canada Series**, comprises ten panels of sculpture, the last of which was completed by Dominion Sculptor Eleanor Milne in 1975. As a whole, this monumental frieze casts a long look back over thousands of years. Together, the panels illustrate key points in the Canadian experience, and reflect the ideas, activities and convictions that have helped define the institution of Parliament in this country.*

PHOTO: © HOUSE OF COMMONS

## REPRESENTING CANADIANS

### MEMBERS IN PARLIAMENT

Canada's House of Commons is many things. It is a forum: a place where elected Members of Parliament publicly express the cares, concerns and priorities of the Canadians they represent. It is a legislature: a place where laws are proposed and refined. It is an institution: an administration created to support Members and the work they do on behalf of their constituents. Most importantly, it is a public arena in which democracy happens —actively, visibly and accountably.

One of the most prominent expressions of democracy is a general election. In May 2004, the Thirty-seventh Parliament of Canada was dissolved and Canadians went to the polls in June to vote. In response to the last national census, seven new ridings had been created, raising the total number of seats in the House of Commons to 308. The House committed the necessary resources to ensure that all new Members received the support and services necessary to begin their parliamentary work.

In October 2004, Canada's 308 elected Members convened in Ottawa for the opening of the country's Thirty-eighth Parliament.

## THE ROLE MEMBERS PERFORM

As elected representatives, Members of Parliament generally belong to a political party and carry out their work within the party context. All parties maintain caucuses: groups of Members and Senators that discuss policy and strategy and conduct important research. While the structure and activities of caucuses vary party to party, each tends to meet weekly while the House of Commons is sitting, and most include sub-groups that focus on particular regions, issues or industries.

As of March 31, 2005, 305 of Parliament's 308 Members belonged to one of four caucuses: Liberal Party, Conservative Party, Bloc Québécois or New Democratic Party. Two Members were independent of any party affiliation, and there was one vacancy.

Beyond participation in their caucus, Members fulfill their roles by working in the Chamber and on committees; by serving their constituents; and by participating in international activities.

## CHAMBER ACTIVITIES

In the Chamber of the House of Commons, Members pose questions, debate and decide on bills and motions. They bring forward local, regional and national issues, and represent their constituents' views by presenting petitions and making statements.

### The Period of this Report

APRIL 1, 2004 – MARCH 31, 2005

*This report summarizes Members' parliamentary activities within a timeframe that corresponds to a standard government fiscal year. As a general election occurred during the past fiscal year, the report straddles two parliaments.*

### Parliamentary Sessions Covered in this Period

3RD SESSION, 37TH PARLIAMENT  
(partial, April – May 2004)

1ST SESSION, 38TH PARLIAMENT  
(partial, October 2004 – March 2005)

### Milestones

MAY 23, 2004 — 37th Parliament dissolved

JUNE 28, 2004 — General election held

OCTOBER 4, 2004 — 38th Parliament convened

OCTOBER 4, 2004 — Hon. Peter Milliken elected Speaker of the House of Commons

OCTOBER 5, 2004 — Governor General delivers Speech from the Throne and House of Commons begins regular proceedings

FEBRUARY 23, 2005 — Budget presentation

### Total Number of Sitting Days

98

### COMMITTEE WORK

The House of Commons delegates most of the detailed study of proposed legislation and the scrutiny of government policy and programs to its committees. Through participation in committees, Members consult Canadians and devote attention to matters of urgency and importance.

### SERVING CONSTITUENTS

Members work continuously to serve their constituents, both in their home ridings and from their offices on Parliament Hill. Members assist constituents every day in a variety of ways—from supporting public initiatives in their home ridings to helping individuals access national programs and services. They also act as ombudsmen between their constituents and government departments, providing answers to questions and advocating solutions to problems when they arise.

### INTERNATIONAL ACTIVITIES

Members participate—at home and abroad—in bilateral and multilateral associations, interparliamentary groups, and international exchanges and conferences. Members also take part in delegations and exchanges to other nations and legislatures. Similarly, the House of Commons receives numerous heads of state, government leaders, parliamentarians and parliamentary officers.

## MEMBERS OF PARLIAMENT: A SNAPSHOT

Canada's Members of Parliament are as diverse and multi-faceted as the people they serve and represent —politically, culturally, ethnically, religiously and professionally.

Of the total number of Members of Parliament sitting at the time this report was prepared, 38 were born outside of Canada. Five Members were of Inuit, Métis and First Nation origin. Sixty-five Members were women —the greatest number of female Members in Canadian history.

Members in the Thirty-eighth Parliament hailed from professions in a wide variety of fields: business, law, education, agriculture, defence, administration, journalism and many others.

Canada's Members of Parliament embody the convictions and aspirations of several generations: again, at the time of this report, the average age of Members was 51. The youngest Member was 25; the oldest 73.

Sadly, one Member elected in the spring of 2004, Lawrence O'Brien, passed away in December of that year.



*Canada's Members of Parliament, convening in the Chamber for the beginning of the 38th Parliament.*

PHOTO: © HOUSE OF COMMONS

### Canada's 38th General Election

JUNE 28, 2004

#### Total Number of Members Elected

308

#### Number of Newly Elected Members

101

#### General Election Results

|                       |     |
|-----------------------|-----|
| LIBERAL PARTY:        | 135 |
| CONSERVATIVE PARTY:   | 99  |
| BLOC QUÉBÉCOIS:       | 54  |
| NEW DEMOCRATIC PARTY: | 19  |
| INDEPENDENT:          | 1   |

#### Finding your Member of Parliament

*The fold-out insert at the centre of this document includes photographs of Members elected to Canada's Thirty-eighth Parliament. Canadians can use their postal code to identify their Member of Parliament by visiting the Parliament of Canada Web site at: [www.parl.gc.ca](http://www.parl.gc.ca).*

PARLIAMENTARY HERITAGE

A SEAT OF AUTHORITY



*The Speaker's Chair is the focal point of the House of Commons Chamber. Situated on a dais at the north end of the Chamber, the chair provides the Speaker with a clear view of government and opposition benches, as well as the public galleries above the Chamber floor. Constructed in 1921 and presented to the House by members of the Empire Parliamentary Association, the Speaker's Chair includes an overhead canopy that features the Royal Arms sculpted from a piece of oak taken from the roof of Great Britain's Westminster Hall built in 1397. The Speaker's Chair also displays carvings of two symbols of authority: a scepter surmounted by a dove, and a mace on a background of intertwined cords and oak leaves with acorns.*

PHOTO: © HOUSE OF COMMONS

## CHAMBER ACTIVITIES

### OPENING THE THIRTY-EIGHTH PARLIAMENT

*One Parliament Ends and a New Parliament Begins*

Typically, House of Commons business follows the parliamentary calendar: a yearly schedule of sittings and adjournments. According to this calendar, sittings usually begin in September and conclude in June. During the period of this report, this schedule was interrupted when, on May 23, 2004, the Governor General, acting on the advice of the Prime Minister, dissolved the Thirty-seventh Parliament and set June 28, 2004 as the polling day of the general election. Re-elected and newly elected Members gathered in October 2004 to open the First Session of the Thirty-eighth Parliament.

### First Business

The House of Commons conducts its business each sitting day according to a schedule established in written rules known as the Standing Orders. At the start of a new Parliament, Members must first elect a Speaker before any other business can be undertaken. For the Thirty-eighth Parliament, this took place on October 4, 2004 with the election of the Honourable Peter Milliken as Speaker. The next day, Members stood at the bar of the Senate Chamber to hear the Governor General read the Speech from the Throne outlining the government's priorities for the coming session.



*The Honourable Peter Milliken is dragged through the Chamber following his election as Speaker of the House of Commons in a ritual that recalls the historically life-threatening nature of this position. Throughout the centuries, at least nine British Speakers were executed after reporting unfavourable news to the King.*

PHOTO: © HOUSE OF COMMONS

### Selecting Presiding Officers

In addition to the Speaker, three other officers must be selected by Members from among their own ranks to preside over proceedings of the House of Commons. These presiding officers assist the Speaker in ensuring that proceedings in the Chamber conform to the rules and traditions of the House at all times.

In keeping with new rules adopted in the Thirty-eighth Parliament, the Speaker proposed candidates after consulting with the leaders of recognized political parties in the House of Commons. With a unanimous vote of confirmation, the following presiding officers were elected: Chuck Strahl, Deputy Speaker and Chair of Committees of the Whole; Marcel Proulx, Deputy Chair of Committees of the Whole; and the Honourable Jean Augustine, Assistant Deputy Chair of Committees of the Whole.

### Making Laws

Once the essential first business of the House of Commons is concluded, Members can undertake their work in the Chamber—making and amending laws, holding the government to account, and presenting reports and other formal documents to the House.

All federal laws in Canada begin as bills: proposals to Parliament for consideration and amendment. For a bill to become law, it must be adopted by both the Senate and the House of Commons in identical form and then receive Royal Assent (the final step in the legislative process). Government bills are introduced by the Minister responsible for the particular issue at hand; Private Members' bills are introduced by Members who are neither a Minister nor a parliamentary secretary.

From April 1, 2004 to March 31, 2005, 84 government bills and 628 Private Members' bills were introduced in the House of Commons. Bills may

### About the Speaker

The Speaker holds the position of highest authority in the House of Commons. Responsible for maintaining order and decorum in the Chamber, the Speaker also serves as spokesperson and representative of the House of Commons in its relations with the Senate, the Crown and other bodies. In addition, the Speaker oversees the administration of the House of Commons and presides over the Board of Internal Economy, which is the governing body of the House of Commons.



*The Governor General, Her Excellency the Right Honourable Adrienne Clarkson, gives Royal Assent to legislation that has been reviewed and passed by both the Senate and the House of Commons.*

PHOTO: MCPL CINDY MOLYNEAUX

**Government Bills in 2004-2005**

|   |    |
|---|----|
| INTRODUCED 3RD SESSION 37TH PARLIAMENT: | 38 |
| INTRODUCED 1ST SESSION 38TH PARLIAMENT: | 46 |

**Private Members' Bills in 2004-2005**

|   |     |
|---|-----|
| INTRODUCED 3RD SESSION 37TH PARLIAMENT: | 268 |
| INTRODUCED 1ST SESSION 38TH PARLIAMENT: | 360 |

pass quickly or may take long periods of time to become law, depending on their urgency, complexity and the degree of consensus among Members with respect to the matter at hand.

Legislation introduced by the government covered a wide spectrum of national policy matters, including bills to amend the *Criminal Code*, to revise electoral boundaries, to establish new relationships with First Nations, and to reform the transportation system. Private Members' bills extended across an equally broad range of issues, including: the proposed elimination of conditional sentencing for violent offenders; the introduction of health warning labels regarding alcohol consumption; the prevention of psychological harassment in the workplace; and amendments to the *Employment Insurance Act*.

Nearly 400 motions were drafted to amend bills at either the committee or report stage. At the time of this report's preparation, Members were in the midst of debating amendments to the *Competition Act*, the *Food and Drugs Act*, the *Telecommunications Act*, the *Grain Act*, and numerous other acts. Members were also considering new measures to prevent the introduction and spread of communicable diseases, to govern not-for-profit corporations, to establish the Canada Border Services Agency, to implement provisions contained in budgets tabled in Parliament, and to alter certain aspects of legal capacity for marriage for civil purposes.

### **Holding the Government to Account**

A crucial function of the House of Commons is to hold the government to account. While in the Chamber, Members of Parliament fulfill this role in a number of ways, including raising questions during Question Period, submitting written questions, and choosing topics for debate on allotted days.

Oral questions are posed during the 45 minutes reserved each sitting day for Question Period. Typically, Members of opposition parties put questions to ministers or parliamentary secretaries responding on behalf of ministers; but Members from the governing party who are not in Cabinet may also ask questions, and questions may also be put to committee chairs. Questions soliciting detailed, lengthy or technical information from the government are normally submitted in written form and replies to written questions are tabled in the House of Commons once they have been prepared. During the 2004-2005 fiscal year, 3,731 oral questions were posed and 144 written questions were submitted.

Allotted days—also known as opposition or supply days—are reserved for debate on topics chosen by the opposition parties. The usual 21 allotted days per calendar year are divided among the opposition parties according to their representation in the House of Commons. In 2004-2005, issues discussed on allotted days included offshore oil and gas revenues; a ban on trans fats; maintenance of land, air and sea combat capability; federal assistance to ranchers; and combating organized criminal activity.



*Members and journalists gather in the foyer of the House of Commons following Question Period. This media “scrum”—a name borrowed from the rough-and-tumble sport of rugby—is a uniquely Canadian parliamentary tradition.*

PHOTO: © HOUSE OF COMMONS



*Speaker Milliken calls Members to order.*

PHOTO: © HOUSE OF COMMONS

### **Tabling Documents**

When a document is “tabled”, it is presented formally before the House of Commons and becomes part of the official public record. Tabling may be required by law, by the Standing Orders, or by a motion adopted by the House. Documents that must be tabled include the annual reports of departments and agencies, Order-in-Council appointments (which are made by the Governor General on the advice of Cabinet), and government responses to committee reports and petitions. Ministers are entitled to table any report or paper dealing with matters related to the administrative responsibilities of the government.

During the 2004-2005 fiscal year, 1,393 documents were tabled in the House of Commons, including the budgets—or “Main Estimates” as they are called—for all government spending.

### **Managing Chamber Activities**

The proceedings of the House of Commons are regulated chiefly by the Standing Orders and by the practices and traditions that have developed in Canada or been adapted from the British Parliament. These rules and practices evolve in two distinct ways: through the adoption of rule changes made by a decision of the House, or through the Speaker’s interpretation of rules and traditions in what are called Speaker’s decisions.

Speaker’s decisions form a fundamental part of parliamentary procedure. In the period of this report, the Speaker delivered 19 rulings on a range of topics, from specific questions on such issues as ballistic missile defence and public health to requests for emergency debates over the Ukrainian political situation and Canada’s livestock industry.

## COMMITTEE WORK

### TOGETHER FOR CANADIANS

#### *Dealing in Depth with the Business of Parliament*

Committee work allows Members of Parliament to scrutinize government spending and examine in detail issues of concern to the electorate. Cumulatively, committees usually sit from 60 to 120 hours per week when the House of Commons is in session. Committees will also often travel to hear from groups and individuals. Because they interact directly with the public, committees provide an immediate and visible conduit between elected representatives and Canadians, and often provoke important public debate.

#### **Committee Membership**

The House of Commons has 20 standing committees, including two new ones created in 2004-2005: the Standing Committee on Access to Information, Privacy and Ethics; and the Standing Committee on the Status of Women.

Most standing committees are made up of 12 members, and many Members sit on more than one committee. Party representation on committees is roughly proportional to party representation within the House of Commons. Party whips (those Members charged with keeping others of the same party informed about House of Commons business and ensuring attendance in the Chamber or on committees) submit prospective membership lists to the Standing Committee on Procedure and House Affairs. The Committee is responsible for presenting a final roster of committee members to the House of Commons for adoption.

In most cases, committee chairs are government members, while first and second vice-chairs are, respectively, members of the Official Opposition party and an opposition party other than the Official Opposition. In the case of Public Accounts; Access to Information, Privacy and

PARLIAMENTARY HERITAGE

### A HISTORIC COLLECTION



*The House of Commons is the custodian of an important collection of art and artifacts reflecting Canada's social and political history. Many of these works are displayed throughout Parliament, including its committee rooms. This painting, **Ghosts of Vimy Ridge**, is currently on loan to the new Canadian War Museum, but its permanent home is the Centre Block's historic Railway Committee Room. Portraying the flickering spirits of departed Canadian soldiers making their way toward the summit of the ridge, it was painted in 1929 by Australian artist William Longstaff and purchased by Captain John Dewar, who donated it to Parliament in 1931.*

PHOTO: © HOUSE OF COMMONS

## Types of Committees

### Standing Committees

Standing committees are permanent committees mandated to oversee activities of government departments or to exercise procedural and administrative responsibilities related to Parliament.

### Special Committees

Special committees are appointed by the House of Commons to inquire into specific matters. They exist only until they reach their deadline or issue a final report, or until the end of the session.

### Legislative Committees

Legislative committees examine and inquire into specific bills referred to them by the House of Commons, and report the same bills with or without amendments.

### Joint Committees

Joint committees consist of Members of Parliament and Senators. Members sit on two standing joint committees: the Standing Joint Committee on the Scrutiny of Regulations and the Standing Joint Committee on the Library of Parliament.

### Subcommittees

Standing committees may delegate any or all of their powers to a subcommittee, except the power to report directly to the House of Commons. Special committees may only form subcommittees if so ordered by the House of Commons. Legislative committees may form only one subcommittee, the Subcommittee on Agenda and Procedure.

*For more information on Members' committee activities, visit the Parliament of Canada Web site.*

Ethics; Government Operations and Estimates; and the Standing Joint Committee on Scrutiny of Regulations, a member of the Official Opposition serves as committee chair. The first and second vice-chairs are, respectively, members of the government party and an opposition party other than the Official Opposition.

### Committee Studies

In addition to examining legislation and government expenditures, committees undertook a number of studies early in the first session of the Thirty-eighth Parliament —extending across widely varied issues from the purchase of used British submarines to the rights of children and public-sector whistleblowing. In certain cases, work from the Thirty-seventh Parliament was carried forward into the Thirty-eighth Parliament. For example, the Standing Committee on Agriculture and Agri-Food continued its examination of BSE-contaminated cattle.

### Constant Evolution

New rules adopted in the Thirty-seventh Parliament provided for the election of chairs and vice-chairs by secret ballot. During the period of this report, two committees used this procedure: the Standing Committee on Justice, Human Rights, Public Safety and Emergency Preparedness (for the election of its chair); and the Standing Committee on Fisheries and Oceans (for the election of the Official Opposition vice-chair).

In 2004-2005, in response to recommendations from the House of Commons Liaison Committee, a comprehensive set of measures was adopted to provide committees with appropriate resources and autonomy. The measures substantially raise the overall annual budget of committees and give them the financial independence they need to work flexibly and responsively on behalf of Canadians, allowing them to travel more extensively and seek the views of citizens in communities across the country. In addition to the funds allotted for committee activities, a contingency fund

was created to finance committee requests for specialized expertise in areas such as forensic auditing and e-consultations. These new measures came into effect April 1, 2005 —the start of the new fiscal year.

### Bringing Canadians and Committees Closer Together

Technology and process improvements can bring many advantages to the complex and time-consuming task of committee work. The House of Commons made two developments recently to enable Canadians to participate more actively in the work of committees: a pilot project was conducted to improve the public's electronic access to committee evidence; and as part of a renewed committee Web site work continued to create e-consultation tools that will allow committees to use the Internet to consult with Canadians.



*The Liaison Committee is made up of all standing committee chairs, and the chairs or vice-chairs of standing joint committees. It is primarily responsible for apportioning committee funds.*

PHOTO: © HOUSE OF COMMONS

### Standing Committees of the House of Commons

- *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 Trade*
- *Government Operations and Estimates*
- *Health*
- *Human Resources, Skills Development, Social Development and the Status of Persons with Disabilities*
- *Industry, Natural Resources, Science and Technology*
- *Justice, Human Rights, Public Safety and Emergency Preparedness*
- *National Defence and Veterans Affairs*
- *Official Languages*
- *Procedure and House Affairs*
- *Public Accounts*
- *Status of Women*
- *Transport*

### Committee Statistics

|                                  |       |
|----------------------------------|-------|
| TOTAL NUMBER OF MEETINGS:        | 821   |
| TOTAL NUMBER OF SITTING HOURS:   | 1,482 |
| TOTAL NUMBER OF WITNESSES:       | 3,039 |
| TOTAL NUMBER OF REPORTS:         | 141   |
| TOTAL NUMBER OF RECOMMENDATIONS: | 396   |

PARLIAMENTARY HERITAGE

CELEBRATING OUR RIGHT  
TO VOTE



*The **British North America Act Series** is a set of 12 high relief sculptures carved from Indiana limestone. The sculptures are located prominently on the east and west walls of the House of Commons Chamber and were installed between 1978 and 1985. They illustrate, in symbolic and narrative form, 12 themes associated with the federal and provincial roles and responsibilities outlined in the Constitution. In “the Vote” panel, the centermost relief, a simple “X” represents the most common symbol made by voters when marking their election ballots and selecting Members to represent them in Parliament. Faces nearby symbolize Canadian men and women from a number of different races—the living embodiment of Canadians’ right to vote.*

PHOTO: © HOUSE OF COMMONS

## SERVING CONSTITUENTS

### THE COMMUNITY CONNECTION

#### *How Members Serve Their Ridings*

While Members of Parliament have many responsibilities, there is none they are more passionate about than serving their constituents. Members represent the views of constituents, serve the interests of constituents, and interact with government officials on behalf of constituents.

To ensure that Members remain connected to the communities they serve, their offices on Parliament Hill and in their home ridings are equipped with high-speed Internet links, enabling the creation of always-accessible “virtual offices”.

Some 150 Members have constructed personal Web sites providing Canadians with a broad array of information including notices of emerging policy matters and activities. Many Members also operate toll-free telephone lines to help constituents resolve problems.

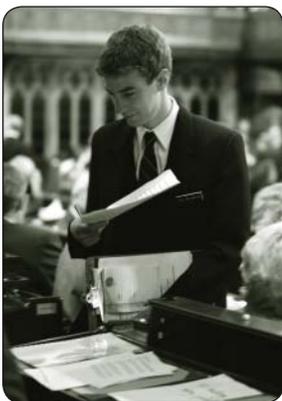
Members also communicate by post, distributing printed materials to households on current issues, and any Canadian can write to a Member of Parliament free of charge, without postage.

### Petitioning the House of Commons

Petitions are used to draw Parliament's attention to issues of public interest or concern —and often to request action in response. During the 2004-2005 fiscal year, 909 petitions were presented in the House of Commons, on topics ranging from pornography to the definition of marriage and the Charter of Rights and Freedoms. According to the rules of the House, the government tables responses to petitions.

### Reaching Out

Canadians are provided with a window on the House of Commons and the work of Members through television and the Parliament of Canada Web site. In 1977, the House of Commons became the first legislature in the world to televise its proceedings. Twenty-eight years later, more than one million Canadians each week view televised Chamber proceedings via CPAC —Canada's Public Affairs Channel. During the period of this report, some 1,500 hours of Chamber proceedings were broadcast on CPAC.



*Pages collect and distribute official documents, and act as messengers for the Speaker, Members and Table Officers.*

PHOTO: © HOUSE OF COMMONS

### Answering the Call

The Library of Parliament is an essential partner in providing timely and accurate information on Parliament. In 2004-2005, the Library answered 58,995 requests for information and distributed 265,702 documents to Members and the public. The Library's Information Service can be reached toll-free at: 1-866-599-4999.

### Public Programs

In cooperation with the House of Commons and other partners, the Library offers services and programs for the public including: education programs and products; print and electronic publications about Parliament; guided tours of the Centre Block and the East Block; small interpretive exhibits; and Parliament Hill's on-site and e-commerce boutique.

|   |                              |
|---|------------------------------|
| TOTAL CENTRE BLOCK TOURS:                           | 12,346<br>(363,715 VISITORS) |
| TOTAL EAST BLOCK TOURS:                             | 1,176<br>(12,699 VISITORS)   |
| TOTAL SCHOOL GROUP VISITS TO CENTRE BLOCK:          | 1,764<br>(65,548 VISITORS)   |
| TOTAL VISITORS TO PEACE TOWER AND MEMORIAL CHAMBER: | 263,012                      |

### Pages and Guides

Every year, students from across Canada learn about Parliament by serving Members and the public as House of Commons pages and parliamentary guides. With the launch of a new Page Program Web site in 2004-2005, both page and guide candidates can now access applications online.

Launched in 1995, the Parliament of Canada Web site houses a wealth of information provided by the Senate, the House of Commons, and the Library of Parliament. In 2004-2005, the site registered 12,430,623 visits, up more than two million over the previous year.

Building on this proud tradition, in 2004, the House of Commons made all its proceedings available online through ParlVU —a Web portal that provides Canadians with access to live proceedings of the House. In addition to Chamber activities, ParlVU provides streamed audio and video coverage of all public committee meetings.

### **An Informative Partnership**

The Library of Parliament is a close partner of the House of Commons in the provision of information and research to Members and outreach to Canadians. It provides accurate and timely information to parliamentarians and to the public by telephone, TTY line, fax, email, Web information request forms, and in person at the Parliament of Canada Information Centre. The Library's research staff analyze current issues, policy matters and legislation for parliamentarians in both Houses so that they can best represent Canadians' interests. Lawyers, social scientists, economists and natural scientists from the Library are assigned to parliamentary committees to provide subject-matter expertise. They also prepare legislative summaries of bills introduced in the House of Commons, which are available on the Parliament of Canada Web site. Through its programs for the public, the Library distributed more than 260,000 brochures, booklets, fact sheets, and information kits to Canadians during the 2004-2005 fiscal year.

TESTAMENT TO CANADA'S  
INTERNATIONAL ROLE

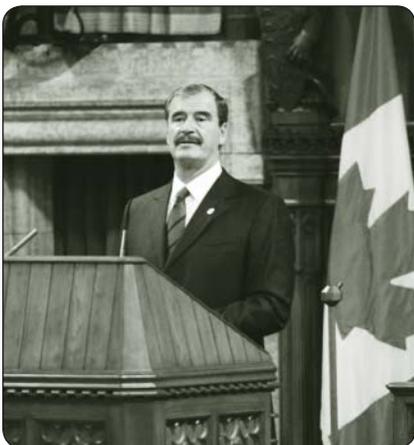
## INTERNATIONAL ACTIVITIES

## ON THE WORLD STAGE

*Exchanging Knowledge, Sharing Perspectives*

Throughout the year, Members work and share knowledge with representatives of other governments and non-governmental organizations, in Canada and around the world —advancing the interests of Canadians through bilateral and multilateral associations, interparliamentary groups, and international exchanges and conferences. When leaders, parliamentarians and dignitaries from abroad come to visit Canada's Parliament, the Senate and the House of Commons serve as their official hosts.

Over the course of the 2004-2005 fiscal year, among the most notable foreign visitors were two heads of state: George W. Bush, President of the United States of America, who visited Ottawa from November 30 to December 1, 2004; and Vicente Fox, President of the United States of Mexico, who delivered an address to a joint meeting of the Senate and the House of Commons on October 25, 2004.



*Mexican President Vicente Fox addresses parliamentarians in the House of Commons on October 25, 2004.*

PHOTO: © HOUSE OF COMMONS



*A solemn space that inspires a sense of peace and respect, the Memorial Chamber situated in the Peace Tower of Canada's Parliament buildings is a noble tribute to those who gave their lives during the Great War in France and Flanders. It was constructed between 1923 and 1927 using stone donated by the governments of Great Britain, France and Belgium. The Memorial Chamber is noted for its detailed Gothic Revival style —the small space has a lofty appearance due to the exceptional height of its walls and the delicate tracery of its carving. The focal point of the Chamber is an altar containing the Book of Remembrance that holds the names of over 66,000 Canadians who died during the First World War. Today, five additional Books of Remembrance commemorate Canadians who have given their lives in other conflicts around the world.*

PHOTO: © HOUSE OF COMMONS



*Speaker Milliken greets the Honourable Matlapeng Ray Molomo, Speaker of the National Assembly of the Republic of Botswana.*

PHOTO: © HOUSE OF COMMONS

Other notable visitors during the year included: the President of the Senate of the Republic of Poland (October 2004); the Speaker of the National Assembly of the Republic of Botswana (October 2004); the Speaker of the National Council of the Swiss Confederation (November 2004); the President of the Riigikogu of the Republic of Estonia (February 2005); and the Speaker of the National Assembly of the Republic of Benin (March 2005).

### Canadian Parliamentarians Abroad

Canada's House of Commons is renowned for its leadership in many areas—from procedural services to business management, security and technology. The House of Commons shares its knowledge and promotes features of Canada's parliamentary system with other legislatures, including those of emerging democracies. The Speaker, Members and administrative personnel are often invited to share Canada's methods and practices, and exchange ideas, values, knowledge and experience with other parliaments. During the period of this report, Members participated in a variety of meetings abroad, in countries as diverse as Scotland and Singapore. Reports generated as a result of these visits are available under "Interparliamentary Affairs" on the Parliament of Canada Web site.

### Addresses by Distinguished Visitors

A Joint Address to Parliament is a speech made by a distinguished visitor—usually a foreign head of state or head of government—to Members of the Senate and the House of Commons. The regular proceedings of the House of Commons are suspended for the occasion.

### Parliamentary Associations

The Parliament of Canada belongs to a dozen associations through which it promotes the country's interests abroad and engages in multilateral and bilateral activities. These associations include members of both the Senate and of the House of Commons.

## Conferences

The Parliament of Canada regularly hosts international parliamentary conferences. During the 2004-2005 fiscal year, Canada hosted the 50th Commonwealth Parliamentary Conference in Ottawa, Quebec City and Toronto. From August 29 to September 9, more than 600 delegates attended the conference at the invitation of Speaker Milliken, in his capacity as President of the Commonwealth Parliamentary Association, and his counterparts in the Senate and in the provincial and territorial legislatures. Promoting knowledge and understanding of the constitutional, legislative, economic, social and cultural systems within a parliamentary democratic framework, the theme of the conference was *Responsibilities and Rights of People and Parliaments in a Global Community*.

## Going Online

A new International and Interparliamentary Affairs section was added to the Parliament of Canada Web site in February 2005, highlighting the activities undertaken by parliamentarians in parliamentary associations, parliamentary conferences, parliamentary exchanges and protocol events. The site, which presents a complete calendar of international and interparliamentary activities, provides readily accessible information to Canadians about parliamentarians' international work.

### Interparliamentary Groups

Canada's Parliament maintains four official interparliamentary groups: Canada-Germany, Canada-Israel, Canada-Italy, and Canada-Ireland. This last group received official recognition in 2004. These groups strengthen relations between Canadian parliamentarians and those in the countries concerned. Their activities are supported with membership fees contributed by individual parliamentarians.

### Parliamentary Exchanges

Parliamentary exchanges play an important role in Canada's international parliamentary diplomacy by enhancing ties with other countries and facilitating the exchange of ideas, values, knowledge and experience. They include: official visits to Canada by Speaker-led foreign delegations; official visits abroad by Canadian parliamentarians headed by the Speaker of the House of Commons; and the Parliamentary Officers' Study Program, which allows senior parliamentary staff from abroad and Canadian provincial and territorial officials to learn about the Parliament of Canada.

# BEHIND THE SCENES: HOUSE OF

PARLIAMENTARY HERITAGE

## DEMOCRACY ON THE AIR



*The House of Commons was the first national legislature in the world to televise its proceedings. It took to the airwaves on October 17, 1977, and since then has continued to make use of broadcast and other media to carry the business of Parliament to Canadians. Today, all Chamber proceedings are aired; when the House is not in session or when replays of Chamber proceedings are not being played, broadcasting technicians present information on a variety of matters—from House of Commons activities and tours to information on parliamentary processes. Broadcasts from the House of Commons are shared with Canadians via CPAC, a consortium of Canadian cable companies that distributes the signal as part of a basic cable offering for consumers.*

PHOTO: © HOUSE OF COMMONS

## IN SUPPORT OF MEMBERS

### THE ADMINISTRATIVE FUNCTIONS OF THE HOUSE OF COMMONS

Members of Parliament represent the public face of the House of Commons, working visibly on behalf of all Canadians. In their efforts, Members and their staff are supported by the House of Commons Administration.

The House of Commons Administration is governed by the Board of Internal Economy. Chaired by the Speaker and made up 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 of Commons.

The House of Commons Administration itself consists of five service areas: Procedural Services; the Office of Law Clerk and Parliamentary Counsel; Information Services; Parliamentary Precinct Services; and Corporate Services. These service areas, which draw on the equivalent of approximately 1,685 full-time employees, are accountable to the Clerk of the House of Commons, who serves as Secretary to the Board of Internal Economy and reports to the Speaker.

### Strategic Objectives

In its *Strategic Outlook for the 38th Parliament*, the House of Commons Administration presented four overarching objectives that reflect its vision, values and mandate, and frame its current commitments in support of Members:

- I. Respond to the evolving role of Members
- II. Enhance ongoing services to Members and sustain the institution
- III. Promote understanding and support the advancement of legislative institutions
- IV. Apply, in a parliamentary context, the highest standards of public-sector governance

These objectives—undertaken with the approval of the Board of Internal Economy and the Speaker—guided the initiatives undertaken or advanced in 2004–2005. Key results achieved and commitments made are outlined in the sections that follow.

# COMMONS ADMINISTRATION

## I. RESPONDING TO THE EVOLVING ROLE OF MEMBERS

In recent years, all political parties represented in the House of Commons have expressed the need for parliamentary reform. As Members adopt new ways of conducting House of Commons business, engaging constituents and bringing Parliament closer to Canadians, their role continues to evolve—and so do the tools and technologies Members use to carry out that role.

The House of Commons Administration helps the country's elected representatives achieve their stated objectives by presenting options, by providing procedural advice and guidance, and by ensuring that Members have access to parliamentary information via a flexible, advanced technology infrastructure.

### **SUPPORTING THE EVOLUTION OF PARLIAMENTARY PRACTICES AND RULES.**

The evolving role of Members is paralleled by an evolution of parliamentary practices and rules. The House of Commons Administration conducts research and provides procedural options and advice to Members in relation to these changes. In 2004-2005, changes to the Standing Orders were drafted and procedural staff worked with Members on a review of the rules governing Private Members' business.

**ENSURING A FLEXIBLE TECHNOLOGY INFRASTRUCTURE.** Canada is a geographically vast country, and many Members' ridings extend across great distances. Information and communications technologies deliver essential connectivity to Members' constituency offices and throughout the parliamentary precinct—providing greater access to information and enabling more immediate contact with Canadians. The House of Commons Administration provides the services and equipment Members need to carry out their work—wherever they are. In 2004-2005, mobile devices were made available to Members and technology was upgraded to provide them with network access from their seats in the Chamber.

### **IMPROVING MEMBERS' ACCESS TO PARLIAMENTARY INFORMATION.**

Development will continue on the project "*Today in the House*" that aims to provide a central access point on the Web to any information required



*The Clerks-at-the-Table provide procedural advice to the Speaker and Members, and keep track of proceedings in the Chamber.*

PHOTO: © HOUSE OF COMMONS



*After the June 2004 election, orientation sessions and seminars were offered to new and returning Members of Parliament.*

PHOTO: © HOUSE OF COMMONS

to follow House activities on a given sitting day. Ultimately, through links to and between daily publications, Members, staff and the public will be able to access information about events that have occurred or are projected to occur during the day, as well as background information on bills and procedural reference material.

To prepare effectively for the variety of Chamber proceedings, Members must be notified of upcoming business. Normally, items are listed in a *Notice Paper* for at least 48 hours before they can be dealt with by the House of Commons. Providing notice has traditionally required a paper copy signed by the Member and delivered to House officials. Recently, the House of Commons Administration developed an online notice-filing system, which allows notice to be given more efficiently—and virtually instantly—from Members' offices or from anywhere they have Internet access.

## II. ENHANCING ONGOING SERVICES TO MEMBERS AND SUSTAINING THE INSTITUTION

The House of Commons Administration serves each new set of elected representatives, but it also devotes resources to sustaining the institution over time. Upgrading support systems and improving basic services helps ensure that Members' business requirements are met both today and in the future, and that the public is provided with safe and sufficient access to this national institution. Activities related to fulfilling these goals range from ensuring election readiness to establishing business continuity plans that deal with possible emergencies.

**ENSURING ELECTION READINESS.** The House of Commons Administration must ensure a smooth transition from one Parliament to the next by providing information and services to new, returning and departing Members. This support was provided in 2004, both prior to and following the general election held that June. The Administration will ensure that lessons learned in 2004 inform the development of future preparations.

**RENOVATING THE PARLIAMENT BUILDINGS.** The heritage buildings in which Members run their offices and conduct their work were designed for fewer elected representatives who relied on pen and paper rather than mouse and modem. Adapting original structures to accommodate more people and new technological equipment continued throughout 2004-2005—with a focus on preserving the historic and noteworthy features of the parliament buildings.

The House of Commons collaborated with Public Works and Government Services Canada to adapt its plans and activities in response to changing government priorities, which affected plans for the construction of a new building for committee rooms and parliamentarians' offices. Renovations to the West Block were identified as a priority, and planning for the temporary relocation of Members, staff and services began.

**IMPROVING INFORMATION-TECHNOLOGY SERVICES.** By taking advantage of the House of Commons Administration's information technology services, and its growing online resources, Members are able to conduct business more rapidly and communicate more effectively with constituents and other parliamentarians. In 2004-2005, video-conferencing capabilities were enhanced and audio systems were upgraded in committee rooms. An online IT Service Desk was established to extend to Members and their staff round-the-clock access to technology support. A revised, comprehensive *Members' Allowances and Services* manual, previously available in print only, was also launched in an online format. A new purchasing system to be completed in 2005-2006 will provide Members with unprecedented efficiency, making it possible to buy office furniture, equipment and supplies online.

**REFINING THE BUSINESS CONTINUITY AND RESUMPTION PLAN FOR THE HOUSE OF COMMONS.** The House of Commons Administration evaluates threats and risks on a continual basis and implements strategies in response to them. In 2004-2005, as part of a broad effort to develop a plan to ensure the continuation of Parliament in case of emergency, it identified



*Renovations to the historic West Block on Parliament Hill began in 2005.*

PHOTO: © HOUSE OF COMMONS

### Making Information Available

Up-to-date resources and research material were made available this year to parliamentarians and the public both in print and online, including:

*Committees: A Practical Guide*

*Fact sheets on parliamentary procedure*

*Glossary of Parliamentary Procedure*

*Petitioning the House of Commons:  
A Practical Guide*

*Private Members' Business:  
A Practical Guide*

accommodation requirements, planned for the resumption of activity in emergency situations, and conducted simulations to assess, adjust and standardize emergency-response capabilities. Planning, design and implementation of information-technology requirements will continue in 2005-2006 to ensure that Members, committee rooms and parliamentary staff can be relocated in case of an emergency.

### III. PROMOTING UNDERSTANDING AND SUPPORTING ADVANCEMENT OF LEGISLATIVE INSTITUTIONS

Through a variety of outreach services and activities, the House of Commons Administration supports the work of Members by promoting understanding of Canada's parliamentary institutions and facilitating participation in parliamentary proceedings. It also helps them share best practices with counterparts at home and abroad, and support the development of existing and emerging legislative institutions.

#### UPDATING MAJOR PUBLICATIONS ON PARLIAMENTARY PROCEDURE.

In an effort to better communicate the history, traditions and practices of the House of Commons, efforts were made in 2004-2005 to revise core procedural publications and make them more readily available to Members, parliamentary staff, and the public. The first edition of *House of Commons Procedure and Practice*—also known as Marleau-Montpetit, after its authors—will be made available to the public on the Parliament of Canada Web site in 2005-2006. The online version will provide convenient, searchable access to this essential procedural reference work.

Work on the second edition of the *Annotated Standing Orders* continued, with the aim of producing a complete revised edition for release in 2005-2006. This important reference work provides commentary and a historical summary for each of the Standing Orders—the written rules of the House of Commons. The House of Commons Administration will also launch a new online reference in 2005-2006; the *Compendium of Parliamentary Procedure*. Designed for the Web, this document will provide both general and detailed explanations of how the House of Commons and its committees function.

**PROVIDING LEARNING OPPORTUNITIES FOR PARLIAMENTARIANS AND LEGISLATIVE OFFICIALS FROM JURISDICTIONS IN CANADA AND ABROAD.**

In 2004-2005, the House of Commons Administration provided ongoing organizational support for a range of international and interparliamentary activities, and began or continued preparations for several upcoming conferences, exchanges and events. Preparations were also begun to host the annual professional-development seminar for the Canadian Association of Clerks-at-the-Table in August 2005.

In November 2004, the Law Clerks of the House of Commons and the Senate, in partnership with the Canadian Bar Association, co-hosted a *Law and Parliament* conference to help Members deepen their understanding of the role that law plays in relation to political practices and policy rules. The conference included four panels of academics, current and past parliamentarians, as well as specialists in public law. It drew an enthusiastic audience of 175—including parliamentarians and their staff, Bar members, law students, and employees of the House of Commons, the Senate and Library of Parliament.

In the fall of 2005, a third Parliamentary Officers' Study Program will be added to the usual two sessions held each year. The House of Commons Administration, with its partners the Senate and Library of Parliament, will host participants from the legislatures of Brazil and the Spanish-speaking countries of the Inter-Parliamentary Forum of the Americas. This program will enable participants to learn about the functioning of Canada's Parliament and reflect on their own practices.

**SHARING PARLIAMENT'S HERITAGE WITH CANADIANS.** The House of Commons Administration has a responsibility to preserve and share the history of Parliament with Canadians. Work continued in 2004-2005 on a Heritage Collection Web site that will provide detailed information on most heritage items within the Parliamentary precinct. In 2005-2006, the site will be launched publicly. In addition, advance planning and consultation with key partners was undertaken for development of an



*Speaker Milliken (centre) presents the House of Commons' annual budget, or "Main Estimates," to the Standing Committee on Procedure and House Affairs.*

PHOTO: © HOUSE OF COMMONS

interactive Memorial Chamber Web site, which schools may find useful for raising students' awareness of Canada's history in conflicts at home and overseas. The Memorial Chamber, a central component of the Peace Tower on Parliament Hill, is dedicated to men and women who have given their lives in the service of Canada.

#### IV. APPLYING THE HIGHEST STANDARDS OF PUBLIC-SECTOR GOVERNANCE IN A PARLIAMENTARY CONTEXT

The House of Commons Administration is committed to ensuring its accountability and transparency to Canadians by developing and adopting best practices, and by promoting the effective management and responsible stewardship of its resources.

**KEEPING THE HOUSE OF COMMONS SECURE.** The House of Commons Administration carried out several activities in 2004-2005 to maintain security while meeting Canadians' expectations for an open and accessible Parliament. Work continued on assessing threats and risks to the House of Commons —an important step toward guiding long-term renovation, business continuity and security plans. Particular focus was centred on strengthening partnerships with Senate Protective Services and the Royal Canadian Mounted Police.

**STRENGTHENING HOUSE OF COMMONS MANAGEMENT PRACTICES.** The House of Commons Administration is committed to being both diligent and accountable in the management of its resources. In 2004-2005, policy development and revision activities were undertaken in the areas of staffing, official languages and hospitality —in 2005-2006, activities will focus on conflict of interest, the management of capital assets based on a lifecycle plan, and health and safety. Risk-based review activities in 2004-2005 included an examination of the Administration's compliance with its travel and hospitality policies, a preliminary assessment of its

human resources function, and a third-party audit of its 2003-2004 Financial Statements. In 2005-2006, the Administration will complete a review of its contracting policy and procedures. The ongoing development of risk management frameworks and tools will also support the effective delivery of services to Members.

**MANAGING PARLIAMENTARY INFORMATION.** New methods for managing parliamentary information were developed in 2004-2005, ensuring that the collective knowledge of the House of Commons is preserved for Members and accessible whenever needed. This work was guided by a long-term vision and strategy that will minimize duplication of effort and strengthen the collaborative delivery of information services by the Senate, the House, the Library of Parliament, and Public Works and Government Services Canada's Translation Bureau.

A new Legislative Information Management Application was developed in 2004-2005 to better support requests for Private Members' Bills. Work continued, as well, on a comprehensive information management system that will improve the accessibility and accuracy of legal information.

**SUSTAINING A MOTIVATED AND EFFECTIVE WORKFORCE.** The House of Commons Administration is one of countless organizations in Canada preparing for an anticipated wave of retirement brought on by the aging of the Baby Boomer generation. Acting responsibly to preserve its corporate knowledge and ensure a successful transition to the next generation of staff at all levels, the Administration continued succession-planning activities in 2004-2005.

The House of Commons Administration has approved a revised staffing policy that will sustain modern human-resource management practices by emphasizing key management principles such as competency, transparency



*A panel discussion with Senators and Members —part of a special three-day training session— provides a valuable opportunity for employees to learn more about the workings of Parliament.*

PHOTO: © HOUSE OF COMMONS/JANET BROOKS

and accountability. To support its recruitment efforts, as well as to identify employee learning and development needs, facilitate discussions on job performance, and help employees plan and manage their careers, the Administration has developed—and continues to develop— competency profiles identifying the knowledge, skills and qualities required by employees at almost all levels and in all service areas of the organization.

**IMPROVING ENVIRONMENTAL MANAGEMENT ON THE HILL.** To continue its leadership role with regard to the environment, in 2004-2005, the House of Commons Administration launched a comprehensive Web site for the *Partners for a Green Hill* program, which outlines environmental priorities and practices shared among the Senate, the House of Commons, the Library of Parliament and Public Works and Government Services Canada. To reflect this broad partnership, a redesigned environmental awards program was developed for initiation in April 2005. Other environmental activities in 2004-2005 ranged from the launch of a paper-towel composting initiative to development of a comprehensive program on the transportation of dangerous goods.

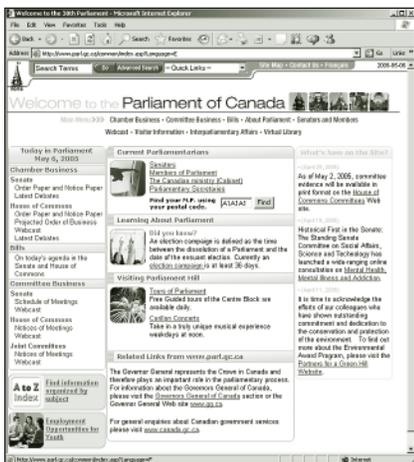
## CONCLUSION

### A FINAL WORD

From the Chamber to Committee Rooms, from constituency work to international activities, this report offers a perspective on the kinds of work Members of Parliament perform in the course of daily business within the House of Commons. It also affords insight into the ways the institution supports Members in that work—and captures the context of continual change in which it occurs.

The House of Commons will continue to actively provide Members with the resources they need to maintain the vitality of Canada's democratic process and serve those who have elected them as their representatives.

**FOR MORE DETAILED INFORMATION ON CANADA'S PARLIAMENT AND THE WORK THAT MEMBERS DO, PLEASE VISIT [WWW.PARL.GC.CA](http://WWW.PARL.GC.CA).**



*The redesigned Parliament of Canada Web site provides access to a wealth of information on the House of Commons, its history, traditions and activities.*

PHOTO: © HOUSE OF COMMONS

## PARLIAMENTARY HERITAGE

### EMBLEM OF OFFICE



*The ceremonial mace of the House of Commons descends from a centuries-old tradition that originated in England. Ornate and splendid, Canada's mace today serves as a representation of the indispensable authority of the Speaker and the House of Commons in the democratic process of the nation. Always upon entering or leaving the House of Commons, the Speaker is preceded by the Sergeant-at-Arms, who carries the mace and, at the start of every sitting, lays it upon the table before the Speaker's Chair. Until the mace has been placed on the table, the House can neither sit nor conduct any business. The original mace was destroyed in the fire of 1916; its replacement was presented to Prime Minister Robert L. Borden at The Guildhall, London, on March 28, 1917.*

PHOTO: © HOUSE OF COMMONS

# FINANCIAL REPORT\*

## Planned Versus Actual Spending by Authority

(in thousands of dollars)

2004-2005

| Vote  | Main Estimates | Supplementary Estimates and Adjustments | Total Authorities | Actual Spending | Variance      |
|---|----------------|---|-------------------|-----------------|---------------|
| 5 PROGRAM EXPENDITURES                      | 212,498        | 30,024                                  | 242,522           | 228,819         | 13,703        |
| (S) MEMBERS OF THE HOUSE OF COMMONS**       | 102,378        | 5,842                                   | 108,220           | 108,220         | 0             |
| (S) CONTRIBUTIONS TO EMPLOYEE BENEFIT PLANS | 31,687         | (2,000)                                 | 29,687            | 29,687          | 0             |
| <b>SUBTOTAL</b>                             | <b>134,065</b> | <b>3,842</b>                            | <b>137,907</b>    | <b>137,907</b>  | <b>0</b>      |
| <b>TOTAL</b>                                | <b>346,563</b> | <b>33,866</b>                           | <b>380,429</b>    | <b>366,726</b>  | <b>13,703</b> |

\*\* Salaries and allowances of House 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 by Program Activity

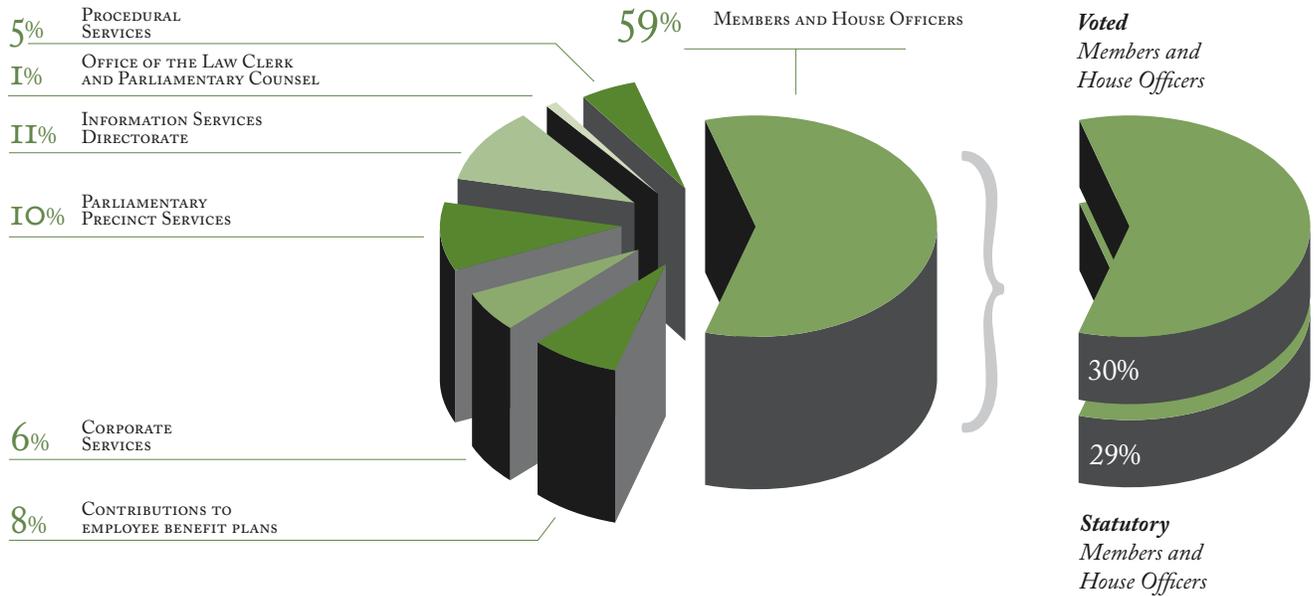
(in thousands of dollars)

2004-2005

| Program Activity                                  | Main Estimates | Supplementary Estimates and Adjustments | Total Authorities | Actual Spending | Variance      |
|---|----------------|---|-------------------|-----------------|---------------|
| MEMBERS AND HOUSE OFFICERS                        | 204,164        | 23,506                                  | 227,670           | 217,336         | 10,334        |
| HOUSE ADMINISTRATION                              |                |   |                   |                 |               |
| PROCEDURAL SERVICES                               | 17,583         | 1,748                                   | 19,331            | 17,832          | 1,499         |
| OFFICE OF THE LAW CLERK AND PARLIAMENTARY COUNSEL | 2,139          | 211                                     | 2,350             | 2,348           | 2             |
| INFORMATION SERVICES DIRECTORATE                  | 34,088         | 5,594                                   | 39,682            | 39,516          | 166           |
| PARLIAMENTARY PRECINCT SERVICES                   | 35,700         | 3,306                                   | 39,006            | 38,420          | 586           |
| CORPORATE SERVICES                                | 21,202         | 1,501                                   | 22,703            | 21,587          | 1,116         |
| <b>SUBTOTAL</b>                                   | <b>110,712</b> | <b>12,360</b>                           | <b>123,072</b>    | <b>119,703</b>  | <b>3,369</b>  |
| CONTRIBUTIONS TO EMPLOYEE BENEFIT PLANS           | 31,687         | (2,000)                                 | 29,687            | 29,687          | 0             |
| <b>TOTAL</b>                                      | <b>346,563</b> | <b>33,866</b>                           | <b>380,429</b>    | <b>366,726</b>  | <b>13,703</b> |

\*Financial results may be subject to minor revisions.

2004-2005 Actual Spending by Service (in percentage)



## Increase in Main Estimates Over Previous Year

*(in thousands of dollars)*

## MAIN ESTIMATES

| Vote  | 2004-2005      | 2003-2004      | Variance      |
|---|----------------|----------------|---------------|
| 5 PROGRAM EXPENDITURES:                           |                |                |               |
| MEMBERS AND HOUSE OFFICERS                        | 101,786        | 96,139         | 5,647         |
| PROCEDURAL SERVICES                               | 17,583         | 16,137         | 1,446         |
| OFFICE OF THE LAW CLERK AND PARLIAMENTARY COUNSEL | 2,139          | 2,130          | 9             |
| INFORMATION SERVICES DIRECTORATE                  | 34,088         | 33,206         | 882           |
| PARLIAMENTARY PRECINCT SERVICES                   | 35,700         | 35,449         | 251           |
| CORPORATE SERVICES                                | 21,202         | 22,454         | (1,252)       |
| <b>SUBTOTAL</b>                                   | <b>212,498</b> | <b>205,515</b> | <b>6,983</b>  |
| (S) MEMBERS AND HOUSE OFFICERS                    | 102,378        | 90,586         | 11,792        |
| (S) CONTRIBUTIONS TO EMPLOYEE BENEFIT PLANS       | 31,687         | 28,686         | 3,001         |
| <b>SUBTOTAL</b>                                   | <b>134,065</b> | <b>119,272</b> | <b>14,793</b> |
| <b>TOTAL</b>                                      | <b>346,563</b> | <b>324,787</b> | <b>21,776</b> |

## Full-Time Equivalents – House Administration

## MAIN ESTIMATES

| Program Sub-activity                              | 2004-2005    | 2003-2004    |
|---|--------------|--------------|
| PROCEDURAL SERVICES                               | 196          | 174          |
| OFFICE OF THE LAW CLERK AND PARLIAMENTARY COUNSEL | 21           | 22           |
| INFORMATION SERVICES DIRECTORATE                  | 471          | 452          |
| PARLIAMENTARY PRECINCT SERVICES                   | 697          | 697          |
| CORPORATE SERVICES                                | 300          | 299          |
| <b>TOTAL</b>                                      | <b>1,685</b> | <b>1,644</b> |

## 2004-2005 Capital Projects

*(in thousands of dollars)*

| Project  | Actual Spending | Duration | Completion Date |
|--|-----------------|----------|-----------------|
| COMPUTER SYSTEMS REPLACEMENT<br>AND SOFTWARE UPGRADE FOR<br>MEMBERS AND HOUSE OFFICERS | 2,006           | 1 YEAR   | 2005            |
| REPLACEMENT OF MEMBERS' AND<br>HOUSE OFFICERS' PRINTERS                                | 994             | 1 YEAR   | 2005            |
| <b>TOTAL</b>   | <b>3,000</b>    |          |                 |

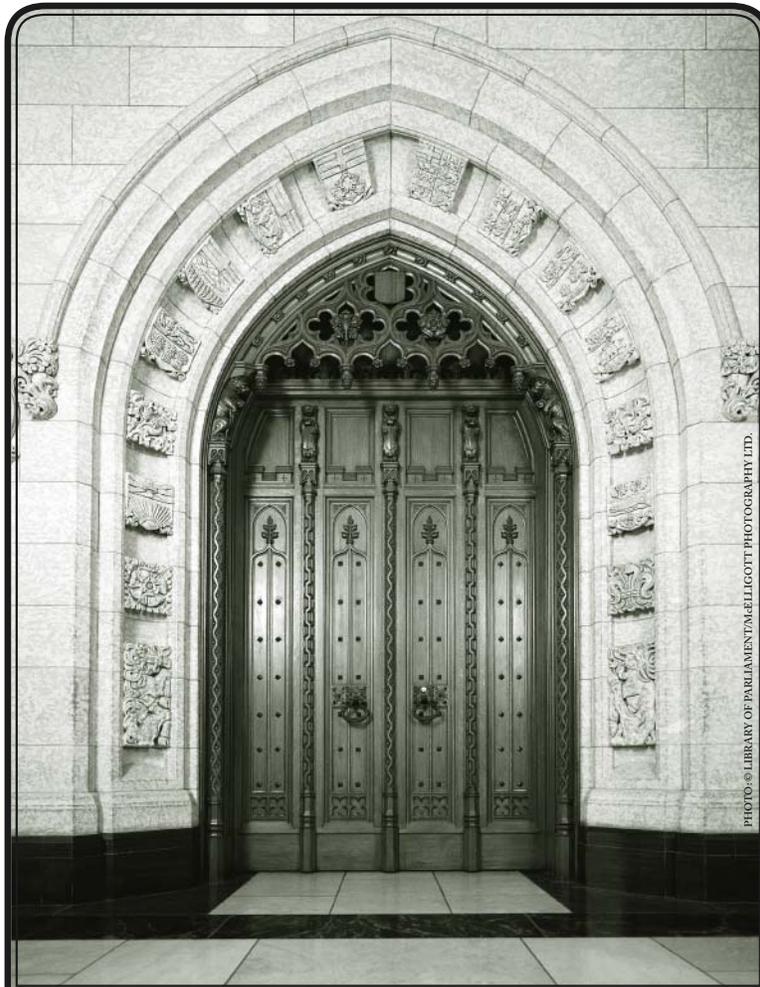
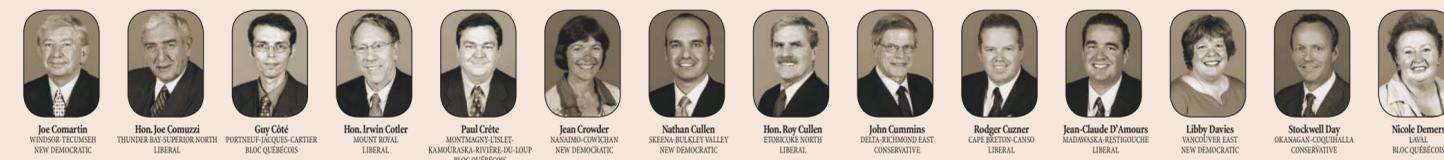


PHOTO © LIBRARY OF PARLIAMENT/M.ELLIOTT PHOTOGRAPHY LTD.

### Your Portal to a Wealth of Information

*The fold-out insert at the centre of this document includes photographs of Members elected to Canada's Thirty-eighth Parliament. Canadians can use their postal code to identify their Member of Parliament by visiting the Parliament of Canada Web site at:*

**[www.parl.gc.ca](http://www.parl.gc.ca)**



# MEMBERS OF THE HOUSE OF COMMONS 38TH PARLIAMENT — APRIL 2005

To view more details on your member of Parliament go to : [WWW.PARL.GC.CA](http://www.parl.gc.ca)

