



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA



HOUSE OF COMMONS

Report to Canadians 2015

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

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

Period of this report: April 1, 2014–March 31, 2015
Parliamentary session covered in this period;
2nd session, 41st Parliament (October 16, 2013–August 2, 2015)
Total number of sitting days during this period: 128

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YEAR IN REVIEW



Message from the Speaker



As Speaker of the House of Commons, I am proud to present the *Report to Canadians 2015* for the 2014–2015 fiscal year. This report, the last one of the 41st Parliament, is a companion piece to the *Strategic Outlook for the 41st Parliament*, which presents the plans and priorities that were established to meet the House of Commons' core strategic objectives.

Updated annually, the *Report to Canadians* provides an overview of the accomplishments realized by

Members of Parliament and highlights the key role of the House Administration in supporting the work of Members and of the institution.

In my role as Speaker, it is my duty to maintain order in the Chamber and to ensure that parliamentary rules and traditions are observed. I also chair the Board of Internal Economy, which oversees all administrative and financial policy matters affecting the House of Commons.

This report allows Canadians to better understand the Members' roles and responsibilities, the way in which the House of Commons functions, and the mandate of the House Administration. To find out more about Canada's 308 elected representatives, please refer to the Members' Snapshot section. The Members' Activities section provides a look at 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 strategic objectives, while expenditure details can be found in the Financial Review section.

This reporting period has been marked by the tragic events of October 22, 2014. Since this time, extensive steps have been taken with our security partners from the Senate and the RCMP to increase interoperability between the security partners, enhance our security posture and ensure that the grounds of Parliament remain open and secure.

Important strides have also been made towards our commitment to improve transparency in the work of Members of Parliament. The Board of Internal Economy has approved changes to the way in which data is collected and presented in the *Members' Expenditure Report*, to ensure that more details are disclosed to Canadians. The report is now published quarterly on the Parliament of Canada Web site.

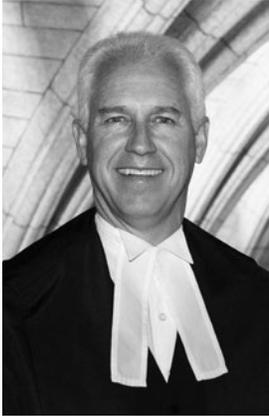
I am also pleased to confirm that, as part of the ongoing work under the Long Term Vision and Plan, the Sir John A. Macdonald Building was officially transferred to the House of Commons in June and will be ready for use in the fall of 2015. Additionally, construction continues on the rehabilitation of the West Block and the Wellington Building. With the implementation of the *Fair Representation Act*, work to expand the Chamber and prepare office space for the increase from 308 to 338 Members also continued throughout 2015.

On behalf of all Members and the House Administration, I invite you to consult this report and I hope you will find great interest in reading about the inner workings of the House of Commons.

Andrew Scheer, M.P.

Speaker of the House of Commons

Message from the Acting Clerk



The *Report to Canadians* is an opportunity for the House Administration to focus on the achievements of the past year and to help Canadians learn more about its current activities.

As Acting Clerk of the House of Commons, my role includes advising the Speaker and Members of Parliament on the interpretation of parliamentary rules, precedents and practices in a discreet and impartial manner.

My duties also include ensuring the sound management of the House Administration. In that role, I chair the Clerk's Management Group (CMG), which is made up of representatives from all service areas of the House of Commons. This experienced team is responsible for making recommendations to the Speaker and the Board of Internal Economy regarding the strategic directions, priorities, human and financial resources, and policies governing the House Administration.

The second session of the 41st Parliament was an unprecedented one and was particularly difficult on several fronts, especially following the events of October 22, 2014. Despite the increased complexity of its work and operations, the House Administration demonstrated remarkable adaptability, flexibility and openness throughout this period. The Administration forged ahead with planned activities, including one that I am especially proud of: the Employee Engagement Survey. One of the key messages that came out of this survey was the undeniable pride that employees take in working for the House of Commons and serving the Parliament of Canada.

In the Performance Review section of this report, you will find that considerable effort was made to facilitate and enhance access to parliamentary information, both for Members and for Canadians. As an example, the Parliament of Canada Web site (parl.gc.ca) was updated to incorporate new features to refine searches on interventions by individual Members of Parliament and to view the House of Commons seating plan.

Over the course of the coming fiscal year, we will experience a period of significant change. Occupancy planning for the Sir John A. Macdonald Building—which will house ceremonial functions for parliamentarians and is a Long Term Vision and Plan milestone—is well under way. The addition of 30 Members of Parliament following the next federal election will create operational challenges that each House Administration service area is ready to address. Moreover, the integration of the House, Senate and RCMP security services on Parliament Hill is transforming work relations with our key parliamentary partners and will have us broadening our perspectives on security issues. We are shaping our future in new and inventive ways.

I encourage you to take a look at this report, which provides a glimpse into the work that was accomplished over the last year by the House Administration to support Canada's Members of Parliament.

Marc Bosc

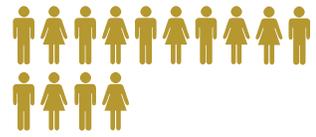
Acting Clerk of the House of Commons



MEMBERS' SNAPSHOT

(as of March 31, 2015)





308 Constituencies

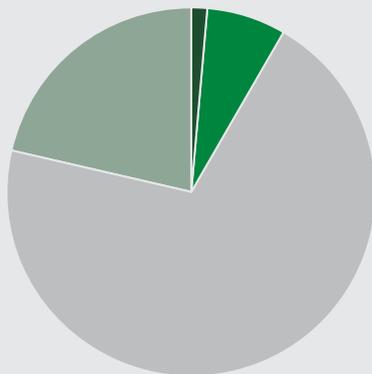


41 Seats held by Members born outside of Canada



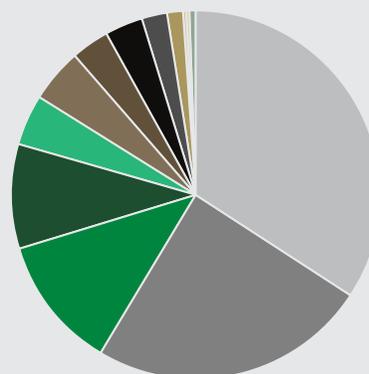
6 Members elected in by-elections in 2014–2015

EDUCATION



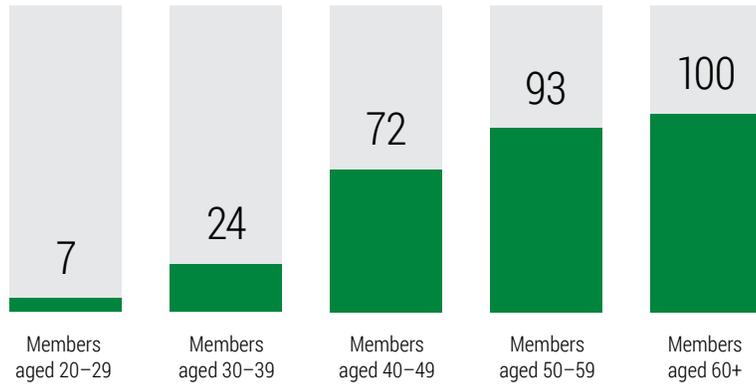
- Members with high school education and/or vocational training **(1.6%)**
- Members with college education **(6.9%)**
- Members with university education **(70.2%)**
- Information not available **(21.3%)**

CONSTITUENCIES

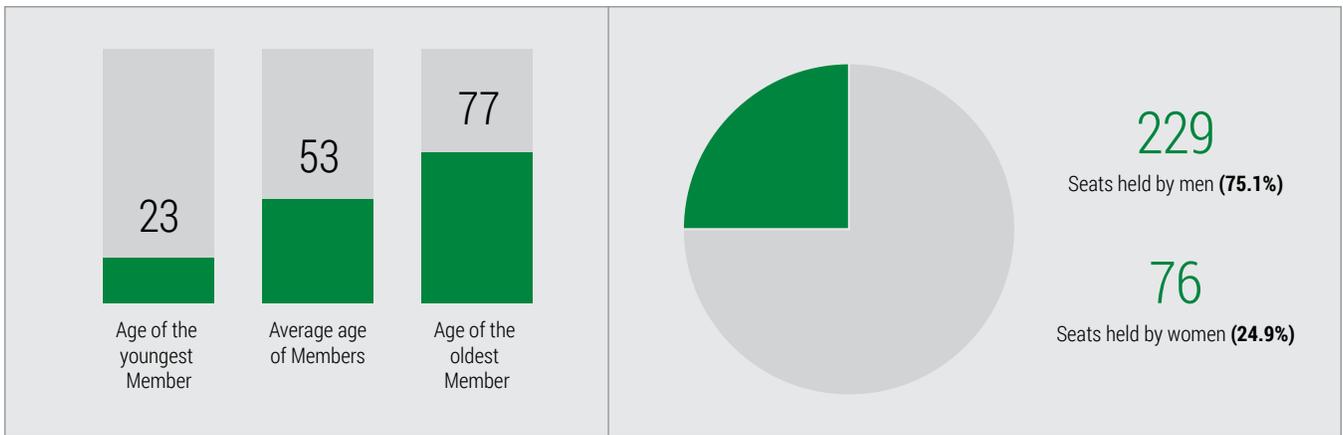


- Ontario **(34.4%)**
- Quebec **(24.4%)**
- British Columbia **(11.7%)**
- Alberta **(9.1%)**
- Saskatchewan **(4.5%)**
- Manitoba **(4.5%)**
- Nova Scotia **(3.6%)**
- New Brunswick **(3.2%)**
- Newfoundland and Labrador **(2.3%)**
- Prince Edward Island **(1.3%)**
- Yukon **(0.3%)**
- Northwest Territories **(0.3%)**
- Nunavut **(0.3%)**

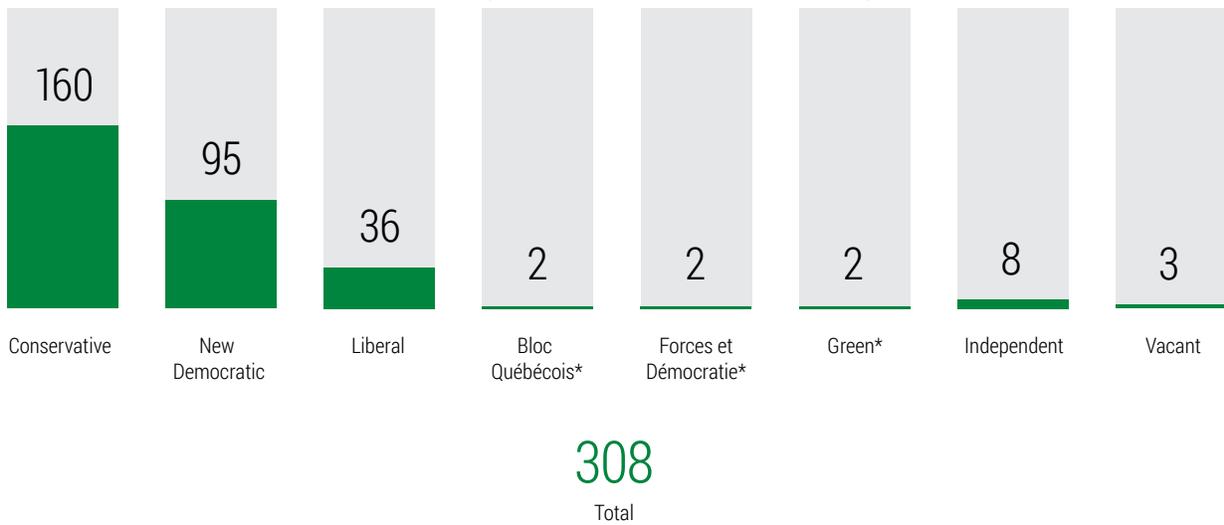
AGE OF MEMBERS*



**Age information unavailable for nine Members.*



MEMBERS BY POLITICAL PARTY (AS OF MARCH 31, 2015)



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



MEMBERS' ACTIVITIES



In the Chamber

Last year, legislation was introduced on topics such as railway safety, the establishment of a new urban national park in Toronto, the implementation of a trade agreement with South Korea, and the improvement of support and compensation for members of the Canadian Forces.

27

Government bills introduced

Topics included:

- Creation of a bill of rights for victims of crimes
- Services, assistance and compensation for members and veterans of the Canadian Forces
- Railway safety
- Adjustments to the names of federal electoral districts
- Establishment of an urban national park in the Toronto area
- Implementation of a trade agreement with South Korea
- Welfare of animals serving alongside armed forces and peace officers

96

Private Members' bills introduced

Topics included:

- *Criminal Code* (16 bills)
- Environment (12 bills)
- Heritage and culture (5 bills)
- Income tax and excise tax (6 bills)
- Transportation (5 bills)
- Compensation, pension and employment insurance (4 bills)
- Health (4 bills)

128

Sitting days in 2014–2015

40

Average number of questions asked during Question Period each sitting day

710

Written questions submitted

9

Rulings by the Speaker in response to points of order raised in the Chamber

8

Rulings by the Speaker in response to questions of privilege raised in the Chamber

DOCUMENTS TABLED DURING ROUTINE PROCEEDINGS

2,397

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 such as how to reduce barriers preventing the trade of agricultural products between provinces, renew Canada's forestry industry and ensure the economic prosperity of women.

3,111

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**

0

Special committees

*Committee chaired by a Member of the Official Opposition.

**House Co-chair is a Member of the Official Opposition.

10

Members on each
standing committee

899

Total committee
meetings

1,368

Total hours of
committee meetings

3,111

Witness appearances

155

Reports presented

TOPICS ADDRESSED BY COMMITTEES

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

In 2014–2015, these included:

- Promotion of interprovincial trade of agricultural products
- Protection of women in the immigration system
- Protection of children and youth in developing countries
- Management of municipal solid waste and industrial materials
- Canada's entertainment software industry
- Canada's forestry industry
- Economic leadership and prosperity of Canadian women
- Recommended changes required for the House to establish an e-petitioning system

Internationally

Members play an important role in strengthening Canada's ties with other countries. Last year, Parliament was visited by delegations from Ukraine, France, Germany, Australia, Peru, South Korea and other countries around the world.

17

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:

<p style="text-align: center;">A</p> <p>Visits to Parliament by heads of state or heads of government</p>	<p style="text-align: center;">B</p> <p>Visits to Parliament by parliamentary speakers or delegations</p>	<p style="text-align: center;">C</p> <p>Official parliamentary delegations led by the Speaker of the House</p>	<p style="text-align: center;">D</p> <p>Parliamentary conferences attended by the Speaker of the House</p>	<p style="text-align: center;">E</p> <p>Interparliamentary association events that included Canadian participation</p>
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NORTH AND SOUTH AMERICA

<p>A</p>	<p>April 10, 2014</p>	<p>Visit to Canada of His Excellency Ollanta Humala Tasso, President of the Republic of Peru</p>
<p>A</p>	<p>May 26, 2014</p>	<p>Visit to Canada of the Honourable Rufus Ewing, Premier of the Turks and Caicos Islands</p>
<p>E</p>	<p>July 4–8, 2014</p>	<p>40th Annual Session of the Assemblée parlementaire de la Francophonie (Ottawa)</p>
<p>D</p>	<p>September 9–11, 2014</p>	<p>11th Conference of Parliamentarians of the Arctic Region (Whitehorse)</p>

continued on next page

D	November 24–25, 2014	20th Canada-Mexico Interparliamentary Meeting (Ottawa)
B	December 9–10, 2014	Visit to Ottawa of Mr. Jacques Chagnon, President of the National Assembly of Quebec
D	January 29 – February 1, 2015	32nd Canadian Presiding Officers' Conference (Winnipeg)
C	March 15–20, 2015	Visit to the Federative Republic of Brazil by the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation
E	March 23–25, 2015	United States congressional visit by the Canada-United States Inter-Parliamentary Group, Washington, D.C.



EUROPE

B	April 7–8, 2014	Visit to Canada of the Right Honourable Tricia Marwick, Presiding Officer of the Scottish Parliament, and a parliamentary delegation
C	May 16–20, 2014	Visit to the United Kingdom of Great Britain and Northern Ireland by the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation
E	May 25–28, 2014	Election observation mission to the Ukraine by the Canadian Delegation to the Organization of Security and Co-operation in Europe Parliamentary Assembly (OSCE PA)
D	August 28–31, 2014	5th Annual Meeting of the International Catholic Legislators Network (Frascati, Italy)
C	September 1–3, 2014	Visit to the Republic of Macedonia by the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation
C	September 8–10, 2014	Visit to the Italian Republic by the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation
D	September 11–12, 2014	European Conference of Presidents of Parliament (Oslo, Norway)
A	September 17, 2014	Address to Parliament by His Excellency Petro Poroshenko, President of Ukraine
A	September 25, 2014	Visit to Canada of His Excellency Joachim Gauck, President of the Federal Republic of Germany

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A	September 26, 2014	Visit to Canada of His Excellency Herman Van Rompuy, President of the European Council, and His Excellency José Manuel Barroso, President of the European Commission
A	October 9, 2014	Visit to Canada of His Excellency Sauli Niinistö, President of the Republic of Finland
B	October 27–28, 2014	Visit to Canada of Dame Rosemary Butler, Presiding Officer of the National Assembly for Wales, and a parliamentary delegation
A	November 3, 2014	Address to Parliament by His Excellency François Hollande, President of the French Republic
D	January 15–18, 2015	Meeting of the Standing Committee of the Conference of Speakers and Presiding Officers of the Commonwealth (Saint Helier, Jersey)
C	January 19–20, 2015	Visit to the United Kingdom of Great Britain and Northern Ireland by the Honourable Andrew Scheer, Speaker of the House of Commons, and a parliamentary delegation
A	February 9, 2015	Visit to Canada of Her Excellency Dr. Angela Merkel, Federal Chancellor of the Federal Republic of Germany
B	March 9–11, 2015	Visit to Canada of His Excellency Valeriu Ştefan Zgonea, President of the Chamber of Deputies of Romania, and a parliamentary delegation



ASIA AND AUSTRALIA

A	June 9–10, 2014	Visit to Canada of the Honourable Tony Abbott, Prime Minister of Australia
E	June 9–12, 2014	18th Bilateral Meeting of the Canada-China Legislative Association (Ottawa and Vancouver)
A	September 22, 2014	Visit to Canada of Her Excellency Park Geun-hye, President of the Republic of Korea
B	December 1–4, 2014	Visit to Canada of His Excellency Tan Sri Datuk Seri Panglima Pandikar Amin Haji Mulia, Speaker of the House of Representatives of Malaysia, and a parliamentary delegation
E	January 10–15, 2015	23rd Annual Meeting of the Asia-Pacific Parliamentary Forum (APPF) (Quito, Ecuador)
E	March 28–April 1, 2015	132nd Assembly of the Inter-Parliamentary Union (IPU) (Hanoi, Vietnam)



MIDDLE EAST AND AFRICA

B	April 2–4, 2014	Visit to Canada of His Excellency Dr. Mustapha Ben Jaâfar, President of the National Constituent Assembly of the Republic of Tunisia, and a parliamentary delegation
B	September 13–20, 2014	Visit to Canada of His Excellency Kassa Tekeleberhan Gebrehiwot, Speaker of the House of the Federation of the Federal Democratic Republic of Ethiopia, and a parliamentary delegation
E	October 2–10, 2014	Participation by the Canadian Branch of the Commonwealth Parliamentary Association (CPA) at the 60th Commonwealth Parliamentary Conference (Yaounde, Cameroon)
E	January 19–23, 2015	Bilateral visits to Lesotho and Malawi by the Canada-Africa Parliamentary Association
B	February 22–26, 2015	Visit to Canada of His Excellency Cemil Çiçek, Speaker of the Grand National Assembly of the Republic of Turkey, and a parliamentary delegation

Interparliamentary Associations

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

MULTILATERAL ASSOCIATIONS:

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

BILATERAL ASSOCIATIONS AND INTERPARLIAMENTARY GROUPS:

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

Joint Interparliamentary Council

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



OVERVIEW OF THE HOUSE

What Members of Parliament Do

For nearly 150 years, Members of Parliament have upheld the principles and practices of Canadian democracy, including representing the regional and local concerns of the citizens who elect them. Members consider and vote on 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).

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.

COMMITTEES

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

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

CAUCUSES

Most Members of Parliament belong to a political party and as such are members of their party's parliamentary caucus. Each caucus meets weekly to discuss policies, plan parliamentary strategy and

develop party positions on issues being debated in the House of Commons. Held in private, caucus meetings allow Members to express their views and opinions freely without compromising party unity.

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

CONSTITUENCIES

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

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

INTERNATIONAL

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

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

Governing the House

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

RESPECT FOR THE DEMOCRATIC PROCESS

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

COMMITMENT TO BALANCING CONTINUITY AND CHANGE

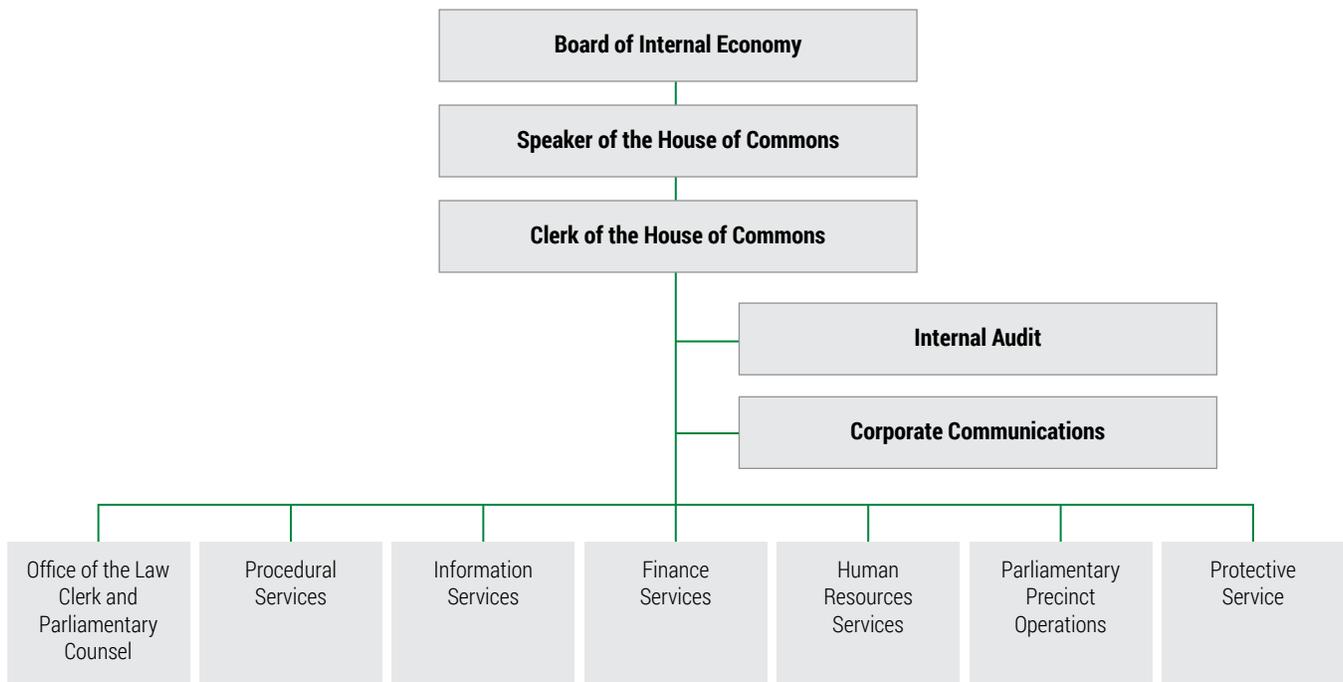
The House Administration preserves the collective memory of the House of Commons and its traditions while facilitating its evolution to keep pace with Canadian society, and ensures institutional continuity while supporting Members as their needs evolve.

PROFESSIONAL EXCELLENCE

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

The following chart outlines the governance structure of the House Administration. Click on an entity or service area to learn more about its specific roles and responsibilities.

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: Office of the Law Clerk and Parliamentary Counsel, Procedural Services, Information Services, Finance Services, Human Resources Services, Parliamentary Precinct Operations and Protective Service.



BOARD OF INTERNAL ECONOMY

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

SPEAKER OF THE HOUSE OF COMMONS

As Chair of the Board of Internal Economy, the Speaker is the head of the House Administration and is responsible for its overall direction and management. The Speaker's administrative duties also involve ensuring that certain documents are published on behalf of the Board, including the *Members' Expenditures Report* and the *Report to Canadians*.

CLERK OF THE HOUSE OF COMMONS

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

INTERNAL AUDIT

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

CORPORATE COMMUNICATIONS

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

OFFICE OF THE LAW CLERK AND PARLIAMENTARY COUNSEL

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

PROCEDURAL SERVICES

Providing procedural and legislative advice to the Speaker of the House and Members, Procedural Services also offers support to committees, conducts research and offers training on parliamentary practice and procedure, and coordinates Members' participation in international and interparliamentary activities. This service area produces timely and accurate parliamentary information including publishing the debates of the House of Commons and the proceedings and evidence of both the House and its joint committees. It also provides technical and administrative infrastructure for the Canadian Parliamentary Press Gallery.

INFORMATION SERVICES

Information Services plans, implements and maintains information technology and management services for Members of Parliament to support them in their roles in the Chamber, in committees, in caucuses and in their offices on Parliament Hill and in their constituencies. In addition, Information Services is responsible for the long-term IM/IT and accommodation planning related to the facility renovations.

FINANCE SERVICES

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

HUMAN RESOURCES SERVICES

Human Resources Services provides operational support and advisory services in the areas of human resources and talent management, employee relations, occupational health and safety, organizational effectiveness, business continuity management and corporate strategic planning.

PARLIAMENTARY PRECINCT OPERATIONS

Parliamentary Precinct Operations ensures the House is clean and equipped to accommodate a wide range of activities. It is responsible for ensuring a functional work environment within the House, including essential daily support activities such as tenant operations, room allocation, maintenance and material handling, printing and mailing, food, and transportation and delivery services.

PROTECTIVE SERVICE

The Protective Service ensures a safe, secure and inviting environment for everyone working at and visiting the House of Commons. It is responsible for security programs (including access control, security accreditation, incident response and emergency planning) and for the implementation of the long-term Master Security Plan. It also helps uphold ceremonial traditions by participating in activities such as the Speaker's Parade.



PERFORMANCE REVIEW



STRATEGIC OBJECTIVE 1

To respond to the changing needs of Members and the institution

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

PROJECTS

Enable the greater use of technological tools by committees	In September 2014, a pilot project was conducted with six standing committees to determine the feasibility of providing committee members with timely and secure electronic access to committee documents (including on their mobile devices), with the goal being to reduce the use of printed materials for committee meetings. The pilot is ongoing and was extended to all House of Commons committees.
Publish a third edition of <i>House of Commons Procedure and Practice</i>	In an institution as dynamic as the House of Commons, parliamentary practice is constantly evolving. The second edition of <i>House of Commons Procedure and Practice</i> , which documents parliamentary procedure since Confederation, was published in 2009. Since then, a number of new practices and precedents have been established—making it necessary to once again prepare a revised edition. The drafting of nine chapters has been completed; three have finished the peer review process and currently await management review.
Explore the possibilities of developing electronic versions of procedural publications	A working group was established to determine guidelines and standards for developing electronic versions of publications such as <i>House of Commons Procedure and Practice</i> . A request for information on best practices related to e-books was provided to industry in March 2015. Concurrently, Information Services is working to establish standards with the assistance of an external expert. The project team plans to deliver its standards in time for the preparation of the Request for Proposal for the third edition of <i>House of Commons Procedure and Practice</i> and will then proceed with a pilot e-book project for the compilation of key decisions delivered by former Speaker Peter Milliken.
Provide Canadians with improved access to parliamentary information	A number of projects have been completed or are underway to give Canadians better access to information about Members of Parliament and Chamber events. For example, a new user experience is being developed for the Members' Information website, consolidating its information and presenting it in a simpler, more modern interface that can be accessed on a range of devices. In addition, the Parliament of Canada website (parl.gc.ca) has been updated to include new features such as the ability to filter by interventions by Member and an interactive seating plan to help users explore where Members sit in the House of Commons. Finally, a project has been completed for the ParIVU self-serve portal that allows users to select, download and repurpose clips of Chamber events.
Improve the process for the production of the activities and expenditures reports	Following an extensive process review in the spring of 2014, improvements were made to enhance the data verification process and ensure the more timely production of the <i>Committee Activities and Expenditures report</i> .
Modernize the committees website	A project was initiated to review the existing committees website with the goal of modernizing and enhancing it, including adding support for mobile devices and updating the site to provide more relevant information for Canadians. The project, initiated in the fall of 2014, will be completed in two phases: the first phase will lead to the launch of an updated site in the fall of 2015 (in conjunction with the opening of the 42nd Parliament) while the second phase, which is planned for the spring of 2016, will involve additional enhancements to the site.

STRATEGIC OBJECTIVE 2

To enhance ongoing services to Members and sustain the institution

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

PROJECTS

Rehabilitate the heritage buildings within the Parliamentary Precinct

As part of the ongoing work under the Long Term Vision and Plan, construction requirements pertaining to the rehabilitation of the West Block, the Sir John A. Macdonald Building (formerly the Bank of Montreal Building) and the Wellington Building continue to be developed and reviewed to ensure the project's successful implementation. Given the events of October 22, 2014, additional security requirements are anticipated for the West Block and the Wellington Building. The Sir John A. Macdonald Building is nearing completion and is expected to be ready for occupancy in the fall of 2015.

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

Regarding the rehabilitation of the Centre Block, the initial planning phase continues with Public Works and Government Services Canada.

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

Implement the strategy to accommodate 30 additional Members

With the number of Members set to increase from 308 to 338 during the next federal election, work continued throughout 2014 to expand the Chamber's accommodations and prepare offices for the new Members. The offices are now ready for occupancy and the Chamber work will be completed in 2015.

Develop and implement an overarching House of Commons security policy

During its review of the House Administration in 2012, the Office of the Auditor General of Canada (OAG) found that while there were established procedures and objectives for security operations, there was no overall security policy tying them all together. In response to the OAG recommendations, a new security policy has been developed to bring together the many existing policies and guidelines (governance, screening, access, training, physical security, document classification, etc.) under one overarching security umbrella. The policy is being reviewed further to the motion on the integration of parliamentary security that was adopted in the Senate and the House of Commons in February 2015. The implementation of the new policy will assist in guiding security operations, formalizing roles and responsibilities, clarifying authority and expectations, and clearly outlining the relationships with various partners and stakeholders.

STRATEGIC OBJECTIVE 3

To promote understanding and support the advancement of legislative institutions

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

PROJECTS

Organize and host conferences of international parliamentary associations to which the Parliament of Canada belongs

The 40th Annual Session of the Assemblée parlementaire de la Francophonie was held in Ottawa in July 2014. Besides the attendance of hundreds of delegates representing the various parliaments of the Francophonie, the conference also saw the participation of His Excellency Abdou Diouf, Secretary General of the Francophonie as well as the Right Honourable Michaëlle Jean, former Governor General of Canada, who succeeded Mr. Diouf in January 2015. The Parliament of Canada also organized and hosted the 11th Conference of Parliamentarians of the Arctic Region, which was held in Whitehorse in September 2014.

Parliamentary Officers' Study Program (POSP)

The Parliamentary Officers' Study Program (POSP) offers senior officials from foreign legislatures the opportunity to learn about the functioning of the Parliament of Canada and, in turn, reflect on their own procedural and administrative practices. Hosted by the House of Commons in partnership with the Senate and the Library of Parliament, three programs were held during the 2014–2015 fiscal year.

The POSP offered its first-ever Executive Program—a condensed one-week program—from May 12 to 16, 2014. The Executive Program is geared mainly to clerks/secretaries general and other very senior staff members who are not available to attend a full two-week program. Given the success of this first Executive Programs, others will be offered in the future.

Two full programs were also offered. The first, for Francophone participants, was held from September 29 to October 9, 2014, and the second, for English-speaking attendees, took place from February 16 to 26, 2015.

STRATEGIC OBJECTIVE 4

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

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

PROJECTS

Ensure the transparent disclosure of Members' travel and hospitality expenditures

As part of its continued efforts to increase transparency, the Board of Internal Economy approved enhancements to the reporting of Members' travel and hospitality expenses, which came into effect on July 1, 2014. Under these new guidelines, the Members' Expenditures Report, expanded to include a detailed travel points report and a detailed hospitality expenditures report, was published on the Parliament of Canada website for the first time in December 2014—and will continue to be reported on a quarterly basis.

Conduct an employee engagement survey

Employee engagement—that is, the extent to which employees are invested in their work and care about their organization—is essential to any productive and successful workplace. In 2014, the House Administration conducted an employee engagement survey. Initial findings indicate that employees see the organization as having a clear purpose, effective leadership and a strong service culture. Working from the survey results, action plans are currently being developed to identify areas for improvement and to maintain current good practices.

Ensure a safe and respectful workplace

As part of its normal policy review, the House Administration approved a revised policy to prevent harassment and resolve complaints. The new policy, which is based on industry best practices, distinguishes between informal and formal processes, and provides for the direct involvement of the Chief Human Resources Officer in all formal complaints. Employees of Members and research offices were also provided with their own harassment prevention policy that applies principles from the House Administration's policy. In addition, informal conflict resolution services and harassment prevention program resources were extended to employees of Members and research offices to increase awareness and help proactively and constructively stop potential harassment at its earliest stages.

Standardize House office equipment

Multi-function devices that include copy, print, scan and fax capabilities were installed in Members' offices within the Parliamentary Precinct in 2013–2014, and throughout the House Administration in 2014–2015. These devices will help reduce costs, improve efficiencies and decrease the House's overall environmental footprint.

Renew the financial management system

In 2014, the House Administration launched a project aimed at renewing the financial management system and associated business processes and reporting structures to provide improved access to integrated financial, procurement and asset management information to aid in decision making and ensure strong financial management of public resources. It is expected that the new system will be implemented in 2016.



FINANCIAL REVIEW



Planned Versus Actual Spending by Authority

(IN THOUSANDS OF DOLLARS)

		2014–2015				
Vote	Program Name	Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
5	Program expenditures	270,119	30,018	300,137	285,880	14,257
(S)	Members of the House of Commons*	110,432	(6,631)	103,801	103,801	0
(S)	Contributions to employee benefit plans	33,174	(1,027)	32,147	32,147	0
	Subtotal of statutory items	143,606	(7,658)	135,948	135,948	0
	TOTAL	413,725	22,360	436,085	421,828	14,257

*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)

		2014–2015				
		Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
Members and House Officers		249,486	1,929	251,415	241,639	9,776
Committees, Parliamentary Associations and Parliamentary Exchanges		5,499	278	5,777	3,629	2,148
House Administration		158,740	20,153	178,893	176,560	2,333
TOTAL		413,725	22,360	436,085	421,828	14,257

House Administration

	Actual Spending		FTE Budget
	\$ <i>(in thousands of dollars)</i>	%	
Office of the Clerk and Secretariat	2,733	1%	23
Office of the Law Clerk and Parliamentary Counsel	3,992	2%	30
Procedural Services	27,752	16%	313
Parliamentary Precinct Services	57,879	33%	765
Information Services	50,504	29%	358
Human Resources Services	17,753	10%	125
Finance Services	15,947	9%	160
TOTAL	176,560	100%	1,774

For internal administration purposes, Parliamentary Precinct Services data for this fiscal year, as presented in the table above, include Parliamentary Precinct Operations and Protective Service.

