

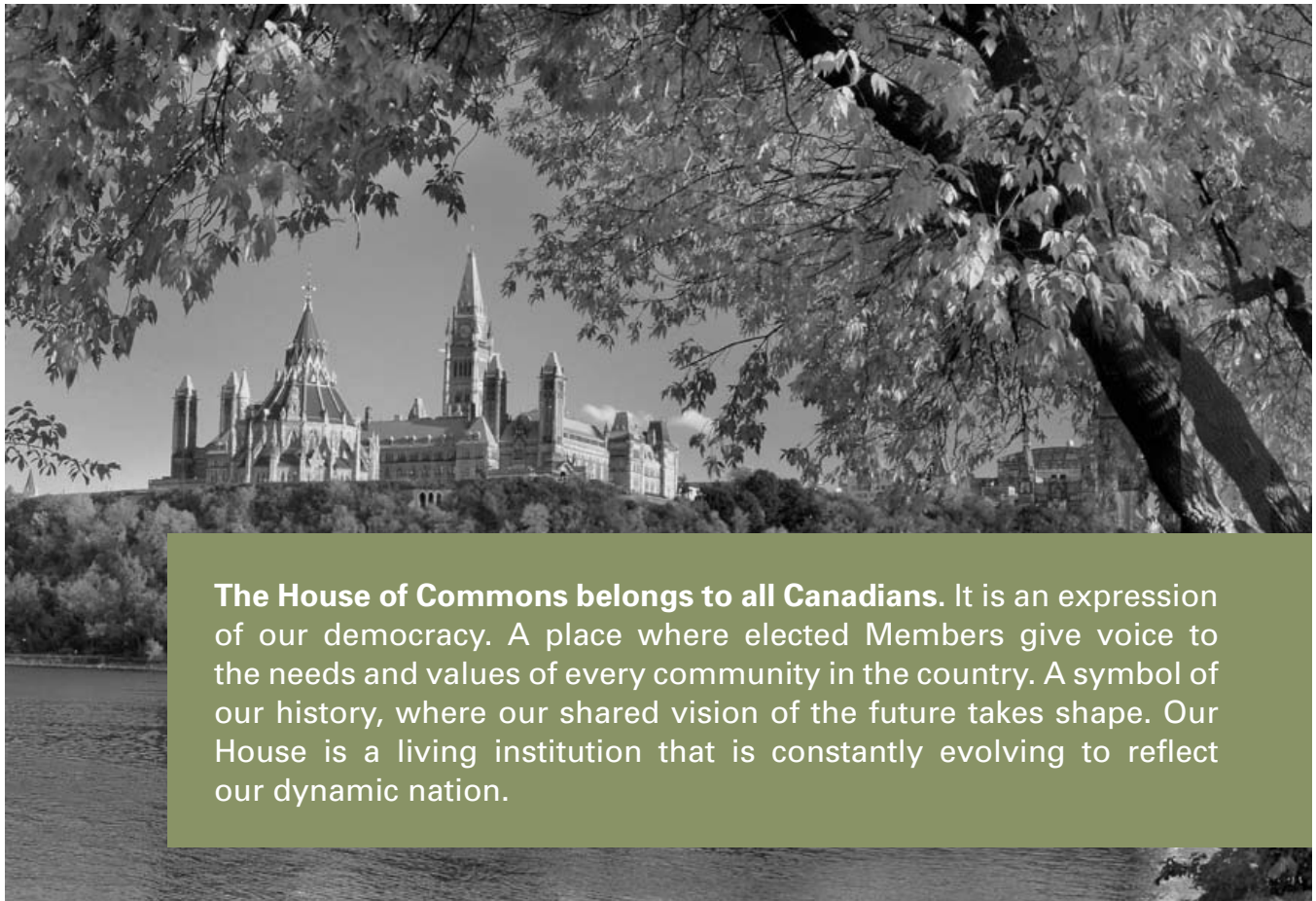


HOUSE OF COMMONS  
CHAMBRE DES COMMUNES

# Our House



## Report to Canadians 2011



**The House of Commons belongs to all Canadians.** It is an expression of our democracy. A place where elected Members give voice to the needs and values of every community in the country. A symbol of our history, where our shared vision of the future takes shape. Our House is a living institution that is constantly evolving to reflect our dynamic nation.

Period of this report: April 1, 2010 to March 31, 2011

Total number of sitting days: 128

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# Table of Contents

How Our House Works . . . . .	2
Our House Over the Years . . . . .	4
Message from the Speaker. . . . .	6
Our House is Under Renovation . . . . .	7
Our House is Always Ready for Business . . . . .	10
Our House is in Order. . . . .	13
Our House is Open . . . . .	15
Our House is Everywhere . . . . .	17
Summary of Members' Activities . . . . .	19
Message from the Clerk . . . . .	23
The Board of Internal Economy . . . . .	24
The House Administration . . . . .	24
Performance Review . . . . .	25
Financial Report . . . . .	30

“My proudest moments are when a Member of Parliament introduces a bill I have drafted and it valiantly survives various rounds of vigorous debate. It’s really something to contribute to that, to see a Member’s good idea find acceptance with Canadians and become a piece of legislation. I feel like I’m leaving footprints in the sands of time.”

– **Anita Eapen**  
*Parliamentary Counsel (Legislation)*  
*Office of the Law Clerk and Parliamentary Counsel*



# How Our House Works



## SERVING CANADIANS

### CANADA'S PARLIAMENT

The Parliament of Canada includes the Monarch (the Queen, represented by Canada's Governor General), the Senate (made up of members appointed by the Governor General on the advice of the Prime Minister) and the House of Commons (made up of elected Members), which together enact laws.

### THE HOUSE OF COMMONS MEMBERS OF PARLIAMENT

The House of Commons is where Members of Parliament—the men and women elected by Canadians to represent them in our national legislature—come together to make laws, to hold the government to account and to decide on the affairs of the country.

### How Laws are Made

Government Ministers propose new laws by introducing bills for debate in the Senate or the House of Commons, although bills that involve raising or spending public money have to be introduced in the House. Individual Members can also introduce private Member's bills during the time set aside for such business in the *Standing Orders of the House of Commons*.

### Who Gets a Seat?

Since Canada's Parliament was created, the country has operated on a model of representation by population. After every census conducted at the start of a new decade, the number of seats in the House is distributed according to population size. Electoral boundaries are drawn by provincial commissions to make sure they are established in a fair and unbiased way.

## MEMBER SNAPSHOT

<b>308</b> Number of Members	<b>69</b> Number of seats held by women	<b>246</b> Number of seats held by men	<b>37</b> Number of seats held by Members born outside of Canada	<b>54</b> Average age of Members
	<b>72</b> Members elected for the first time	<b>23</b> Age of the youngest Member	<b>77</b> Age of the oldest Member	

### The Daily Routine

Most of the everyday workings of the House of Commons are set out in the rules of the House, some of which are centuries old and others that have been created more recently to reflect the realities of a modern Parliament.

### The Speaker's Role

The Speaker helps keep the House in order by maintaining decorum and by ruling on issues of procedure—everything from points of order to questions of privilege to requests for emergency debates.

## WHAT MEMBERS DO

<p><b>In the Chamber</b> Debate and vote on legislation, present documents and petitions, ask and respond to questions and raise issues of importance to their constituents.</p>	<p><b>In Committees</b> Work together to investigate current issues, study proposed legislation and receive input from citizens and experts.</p>	<p><b>In Caucuses</b> Gather with colleagues in their political parties to discuss policies and parliamentary strategies.</p>	<p><b>In Their Constituencies</b> Meet with constituents and the public to discuss issues. When the House is sitting, roughly one week in four is set aside as a constituency week. Long adjournments (some twelve weeks in the summer and six over the winter holidays) also provide time for such exchanges.</p>	<p><b>Internationally</b> Represent Canada, promote democratic institutions and strengthen ties with other countries by travelling abroad or receiving visitors from foreign countries.</p>
<p><b>39</b> Average number of questions asked during Question Period</p>	<p><b>901</b> Number of written questions submitted</p>		<p><b>2,437</b> Number of documents tabled during Routine Proceedings</p>	<p><b>57</b> Number of rulings in response to points of order raised in the Chamber</p>

### Question Period

It is a familiar sight to all Canadians: Members standing up in the Chamber to ask questions of the government on important issues. Question Period lasts 45 minutes each day the House sits. It is a busy time: Members asked a total of 5,018 questions over the course of last year's 128 sitting days.

## HOUSE OF COMMONS ADMINISTRATION

The House Administration provides the services, infrastructure and advice Members need to carry out their work, and an environment in which Canadians can participate in the democratic process. The work of the Administration is varied and complex: for example, producing and delivering Parliament's daily publications in both official languages; helping Members stay connected through the use of technology; and ensuring the Parliament Buildings are safe, secure and equipped to accommodate the vast range of activities that take place within them.

### Six Service Areas

- Procedural Services
- Office of the Law Clerk and Parliamentary Counsel
- Information Services
- Parliamentary Precinct Services
- Finance Services
- Human Resources, Corporate Planning and Communications Services

### Guiding Plan

For every new Parliament, the House Administration produces a *Strategic Outlook* in which it sets goals and plans major initiatives.

# Our House Over the Years

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- 1858** Ottawa is designated as the capital of the Province of Canada
- 1860** Albert Edward, Prince of Wales, lays the cornerstone of the new Parliament Building on Parliament Hill
- 1865** The East and West Departmental Buildings (Blocks) are completed
- 1866** The original Parliament Building (Centre Block) is ready for occupancy
- 1867** Confederation—Ottawa becomes the capital of the Dominion of Canada
- 1876** Library of Parliament opens
- 1916** Original Parliament Building (Centre Block) is destroyed by fire
- 1916** Parliament takes up quarters in the Victoria Memorial Building
- 1919** Edward, Prince of Wales and the future Edward VIII lays the cornerstone of the Peace Tower
- 1920** Parliament resumes sitting in the new Centre Block
- 1927** Peace Tower is inaugurated on July 1st—the 60th anniversary of Confederation; its 53-bell carillon sounds in Canada’s first national radio broadcast
- 1952** Library of Parliament is damaged by fire
- 1956** Library of Parliament reopens after renovation
- 1963** West Block is renovated for parliamentary use
- 1973** Confederation Building is converted from a departmental building to a parliamentary building
- 1982** East Block is renovated for parliamentary use
- 1982** Peace Tower undergoes major interior renovation
- 1997** Peace Tower and Centre Block front facade exterior restoration is completed
- 2001** Long Term Vision and Plan for the Parliamentary Precinct is endorsed by both the government and Parliament
- 2001** Justice Building is converted from a departmental building to a parliamentary building
- 2006** Library of Parliament reopens following major renovations
- 2011** West Block closes for major renovations

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## Staying Informed

All Canadians are invited to learn more about—and become involved in—the activities of the House of Commons. They can do so by watching sittings in the Chamber and many committee meetings live on the Internet at [www.parlvu.parl.gc.ca](http://www.parlvu.parl.gc.ca), or by coming to

Ottawa and taking a seat in the public galleries in the House. Sitting days are posted on [www.parl.gc.ca](http://www.parl.gc.ca). Every committee has its own Web page at [www.parl.gc.ca](http://www.parl.gc.ca), a site that also includes information on each individual Member of Parliament.

# Message from the Speaker

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I would like to begin by thanking and congratulating my predecessor, the Honourable Peter Milliken, who served Parliament in an exemplary way throughout his historic tenure in his role as Speaker of the House. I am extremely proud to have been elected Speaker, and look forward to carrying out the duties of the position in the interest of all Canadians.

This *Report to Canadians* provides an important glimpse into the workings of the House of Commons and the activities both of Members and the House Administration that supports them. The theme, “Our House,” is an acknowledgement that every Canadian shares in what transpires here: in the Chamber, in committee and caucus meetings, and beyond the Parliamentary Precinct in every constituency across the country.

This report also sheds light on the important relationship between the activities of Members and those of the House Administration: Members carry out the business of the nation and the House Administration supports them in that work in a myriad of ways—sustaining the operations, traditions and history of the Canadian Parliament by providing an accessible, secure, safe and functional environment for Members, employees and visitors.

I look forward to working with my fellow Members and the dedicated team within the House Administration to serve Canadians well and act as responsible stewards of this significant institution, our House.

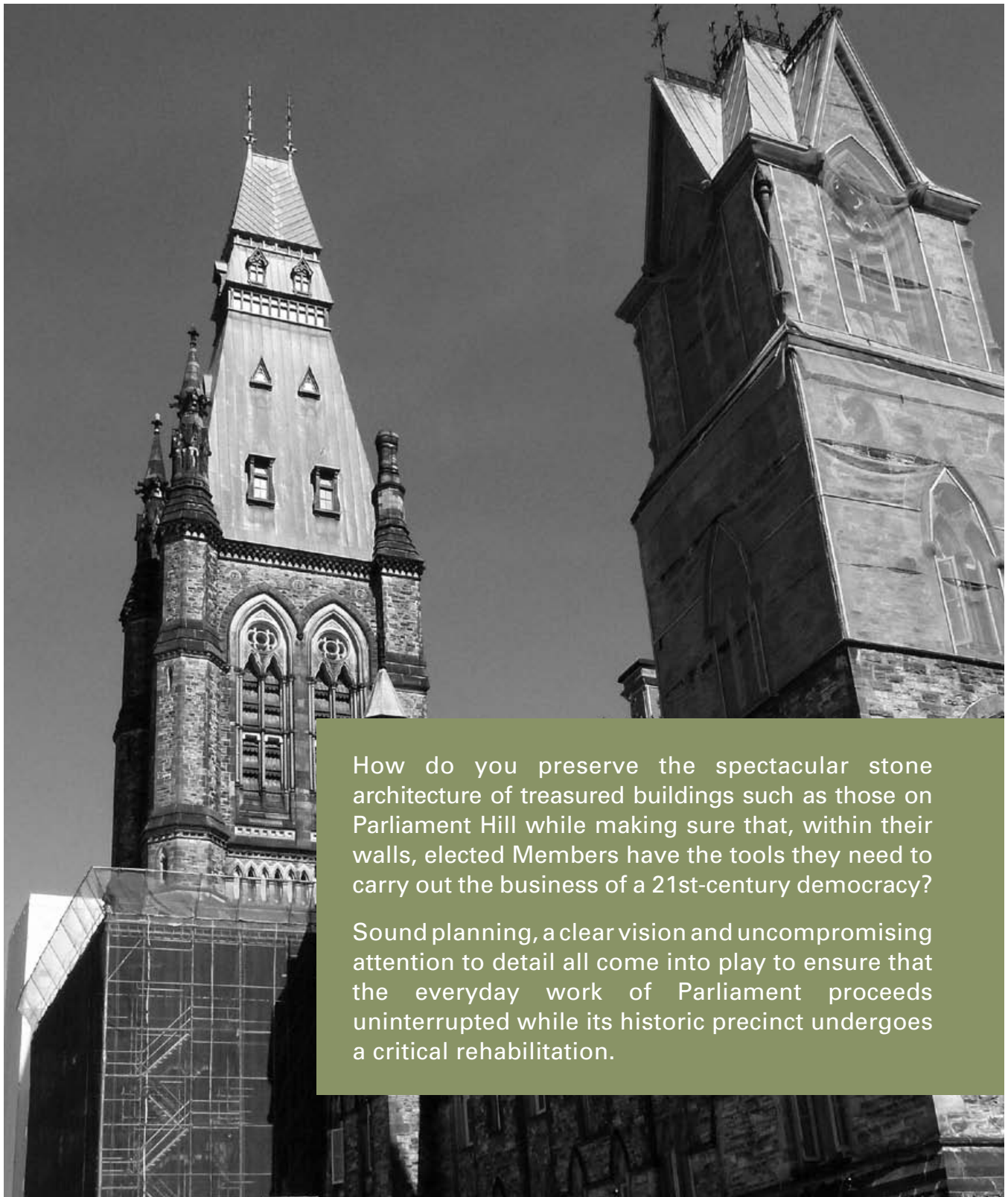
**Andrew Scheer, M.P.**

Speaker of the House of Commons



# Our House is Under Renovation

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How do you preserve the spectacular stone architecture of treasured buildings such as those on Parliament Hill while making sure that, within their walls, elected Members have the tools they need to carry out the business of a 21st-century democracy?

Sound planning, a clear vision and uncompromising attention to detail all come into play to ensure that the everyday work of Parliament proceeds uninterrupted while its historic precinct undergoes a critical rehabilitation.

“I work with a small, dedicated group of specialists responsible for the preservation, management and interpretation of the 8,000-some objects that make up the heritage collection at the House of Commons. I think all employees of the House function, in their own ways, as stewards of the institution, maintaining its integrity and dignity as the focal point of Canadian democracy.”

– **David Monaghan**  
Curator  
Curatorial Services  
Parliamentary Precinct Services



## For Parliament, Business as Usual

The Parliament Buildings and grounds are in the midst of a major upgrade and restoration program—the first part of the Long Term Vision and Plan for the Parliamentary Precinct. Phase One alone is a five-year program that includes planning and undertaking the restoration of the West and the East Blocks and upgrades to the Confederation Building, the Centre Block and parts of the grounds. The aim is to protect and restore these important elements of Canada’s architectural and democratic heritage while at the same time equipping them to support the activities of a modern Parliament.

As part of the Long Term Vision and Plan, appropriate interim space has to be provided for the relocation of parliamentary functions to allow major construction work to occur in the heritage buildings. Last year, the House Administration continued working closely with Public Works and Government Services Canada to make sure that, throughout the renovation process, Members, committees and caucuses have access to the facilities they need to carry out their work on the country’s behalf. The logistics had to be carefully managed. For example, Members had to relocate from the West Block to interim space within reasonable distance of Parliament Hill. In this new context, where parliamentary functions are dispersed in the city core rather than consolidated in a defined Parliamentary Precinct, the House Administration ensures that the activities of the House of Commons continue with no interruptions.

The House Administration also focused on developing the plans to ensure that when the West Block reopens, it will provide an appropriate temporary home for the functions currently carried out in the Centre Block—where the next round of renovations is planned.

## Communication is Key

Parliamentarians and others on the Hill need to know how the Long Term Vision and Plan is unfolding and what changes to expect. Last year, the House Administration introduced a number of communications tools to keep them informed, including booklets on the new buildings and an e-bulletin for regular updates. At the beginning of 2011, the e-bulletin was replaced by a weekly Web page: *LTVP – Construction within the Parliamentary Precinct*.

## Architecture is Not the Only Valuable Element

The Centre Block is currently home to 90 paintings spanning the period from 1854 to 2010. Plans were finalized in 2010–2011 to ensure the conservation of these pieces during the Long Term Vision and Plan activities and into the future so they will be available for the appreciation of generations to come.

## Inside the Chamber Highlights from 2010–2011

Aside from the Peace Tower, the Chamber is likely the most recognizable element of Canada's Parliament. It is where elected Members come together to debate issues of national importance, and to introduce and discuss potential new laws.

Last year in the Chamber, 52 government bills were introduced on wide-ranging topics including gasoline prices, *Criminal Code* amendments with respect to white collar crime and pardon provisions, Canada consumer product safety, legislation on economic measures, enhancing the New Veterans Charter, the abolition of early parole, and dealing with the assets of foreign officials.

A total of 144 private Members' bills were introduced on issues such as:

- Federal spending power
- Proactive Enforcement and Defect Accountability Legislation (PEDAL)
- Survivor's annual allowance
- Air passengers' bill of rights
- Poverty elimination

- Protecting Canadians abroad
- Status of Women Canada
- First Nations education funding plan
- National public transit strategy
- Protecting beneficiaries of long-term disability benefit plans

During all these activities, the Chamber was presided over by then-Speaker of the House, the Honourable Peter Milliken—who set a new record during the 40th Parliament as the longest-serving Speaker in Canadian history.

### Other Chair Occupants for the 40th Parliament, 3rd Session

Andrew Scheer, Deputy Speaker and Chair of Committees of the Whole

Denise Savoie, Deputy Chair of Committees of the Whole

Barry Devolin, Assistant Deputy Chair of Committees of the Whole

# Our House is Always Ready for Business

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Whether carrying out the time-honoured practices of a parliamentary session, laying the groundwork to support the kind of change brought by a general election, or ensuring that first responders are fully prepared to act at a moment's notice in the case of an unexpected event, the House Administration and its partners work closely together to make sure all the right pieces are in place.

“Every day I’m proud of the work I accomplish, the people I work with and the democratic institution I belong to. At committee meetings, it’s wonderful to witness various political parties working together to ensure the needs and interests of Canadians are brought forward.”

– **Chantal Goulet**  
*Logistics Officer*  
*Committees and Legislative Services Directorate*  
*Procedural Services*



## Prepared to Serve

One of the main priorities of the House Administration is ensuring on behalf of all Canadians that Parliament can always function—a key element of which is seeing that everyone with a role to play has some understanding of parliamentary procedure. In 2010–2011, the House Administration held numerous information and training sessions for Members and their staff as well as for public service employees, university students, House Administration employees and the new Procedural Clerks of the House.

A general election can change the makeup of the House of Commons significantly, increasing the need for this type of initiation to practices and procedures. The House Administration has to be ready at all times to support the transition from one Parliament to the next. Last year, the Members’ Orientation and Election Readiness Program reviewed lessons learned from previous elections and enhanced the ways it delivers administrative, financial and procedural information and services to Members—which proved timely when Parliament was dissolved on March 26, 2011 and Canadians prepared to go to the polls.

## Expecting the Unexpected

In addition to informing Members and others about the workings of the House, the House Administration has the responsibility to keep everyone within the Parliamentary Precinct safe and secure. A number of immediate priorities were identified on this front in 2010–2011 as part of ongoing work on the House of Commons Master Security Plan—an initiative to centralize the planning, development and delivery of security services. Specific activities included maintaining the joint Master Security Planning Office and establishing an information-sharing agreement with security partners such as the Royal Canadian Mounted Police. Simulations were staged to allow security forces to practice their response to unforeseen events, security policies and standards were reviewed, and business, design and procurement requirements were set for an interim vehicle screening facility to be established during Phase One of the Long Term Vision and Plan.

## In Committees Highlights from 2010–2011

In committees, Members of Parliament investigate the issues that matter to Canadians by studying proposed legislation, examining departmental spending, conducting inquiries, and receiving input from citizens and experts.

Several kinds of committees exist to advance parliamentary business: *standing committees*; *special committees* focused on particular issues; *legislative committees*, which review bills; *joint committees*, which include Members of both the Senate and the House; and *subcommittees*, which are created by other types of committees. Last year there were:

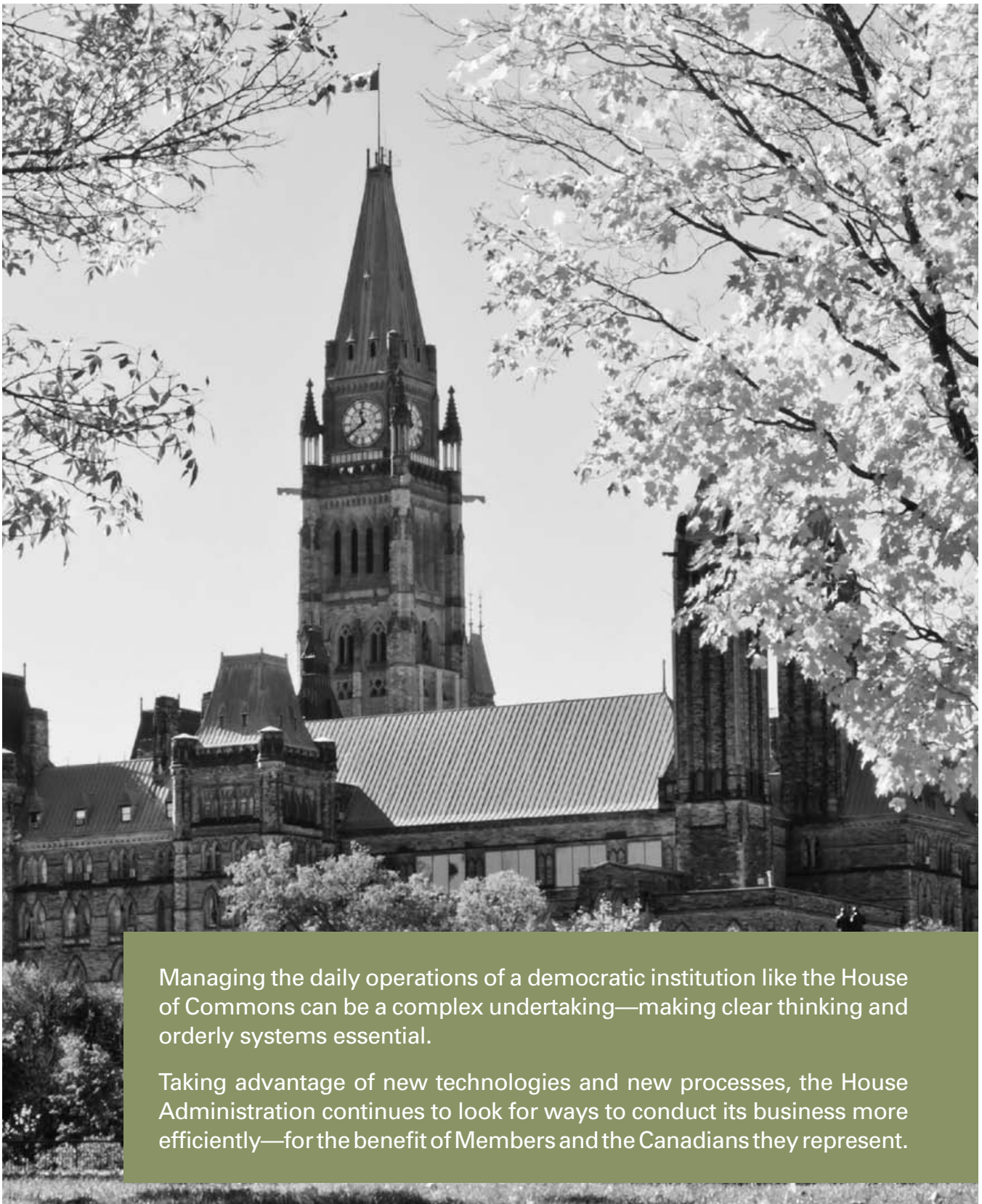
- 24 standing committees
- 1 special committee
- 2 legislative committees
- 2 joint committees
- 3 subcommittees

Members took part in 1,400 committee meetings during the 2010–2011 fiscal year, hearing testimony from 4,755 witnesses and generating 230 reports. Due to their small size (an average of 12 members), committees provide an excellent opportunity for in-depth discussions on a variety of topics. In 2010–2011, these topics included:

- Privacy implications of street-level imaging applications (such as online maps that show photos of houses and other buildings)
- Retirement income security
- Recruitment and retention in the Canadian Forces
- Violence against Aboriginal women
- Competitiveness of Canadian agriculture
- Accessibility and affordability of food in Northern Canada
- Future of medical isotope production and research in Canada
- Health human resources challenges

# Our House is in Order

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Managing the daily operations of a democratic institution like the House of Commons can be a complex undertaking—making clear thinking and orderly systems essential.

Taking advantage of new technologies and new processes, the House Administration continues to look for ways to conduct its business more efficiently—for the benefit of Members and the Canadians they represent.

“I feel a great sense of achievement when I provide excellent service to Members by helping them in the day-to-day operation of their Ottawa and constituency offices or with their travel requirements since it has a ripple effect. It helps Members connect with their constituents, which is very important to me as well as all Canadians.”

– **Sylvie Franklin**  
Financial Review Officer  
Corporate Accounts Payable and Travel Services  
Finance Services



## Leaner, Faster and More Efficient

The House Administration continued last year to carry out its financial and risk management duties associated with the ongoing operations of the House of Commons. In doing so, it sought opportunities to increase the efficiency of those operations—for the practical benefit of Members and in the interest of serving Canadians. For example, it harmonized printing and mailing processes and moved these to a new facility where production and distribution are consolidated, improving service levels and reducing costs.

In 2010–2011, the House Administration also looked at ways of accelerating and streamlining the preparation of routine reports by consolidating committee budget and reporting procedures. A new application for committee budgets, completed in January 2011 and launched at the beginning of the new fiscal year in April 2011, will improve data quality and reduce the time and effort needed for creating, processing and reporting by eliminating data redundancy.

The House Administration also began a review of several procedural publications and online tools in order to streamline content and reduce duplication—identifying duplicate materials, publications requiring modification, and others that could be discontinued in the first phase of its ‘living documents’ strategy.

## Building a More Agile Workforce

Like any organization, the House of Commons is only as strong as its people. Several talent management initiatives were undertaken in 2010–2011 to further develop leaders and employee competencies—the first cohort of the Clerk’s Leadership Program, the development of a corporate methodology for succession planning, the deployment of performance management activities and the development of recruitment tools all contributed to preparing the House Administration for the challenges it will face in coming years.

## In Caucus Highlights from 2010–2011

While the House Administration refines its systems and conducts its internal business over the course of the year, Members do the same for their parties through caucus meetings. Most Members belong to a political party and, together with any colleagues in the Senate, they make up that party’s parliamentary caucus.

Each caucus meets weekly to discuss policies, plan strategies and develop positions on issues being

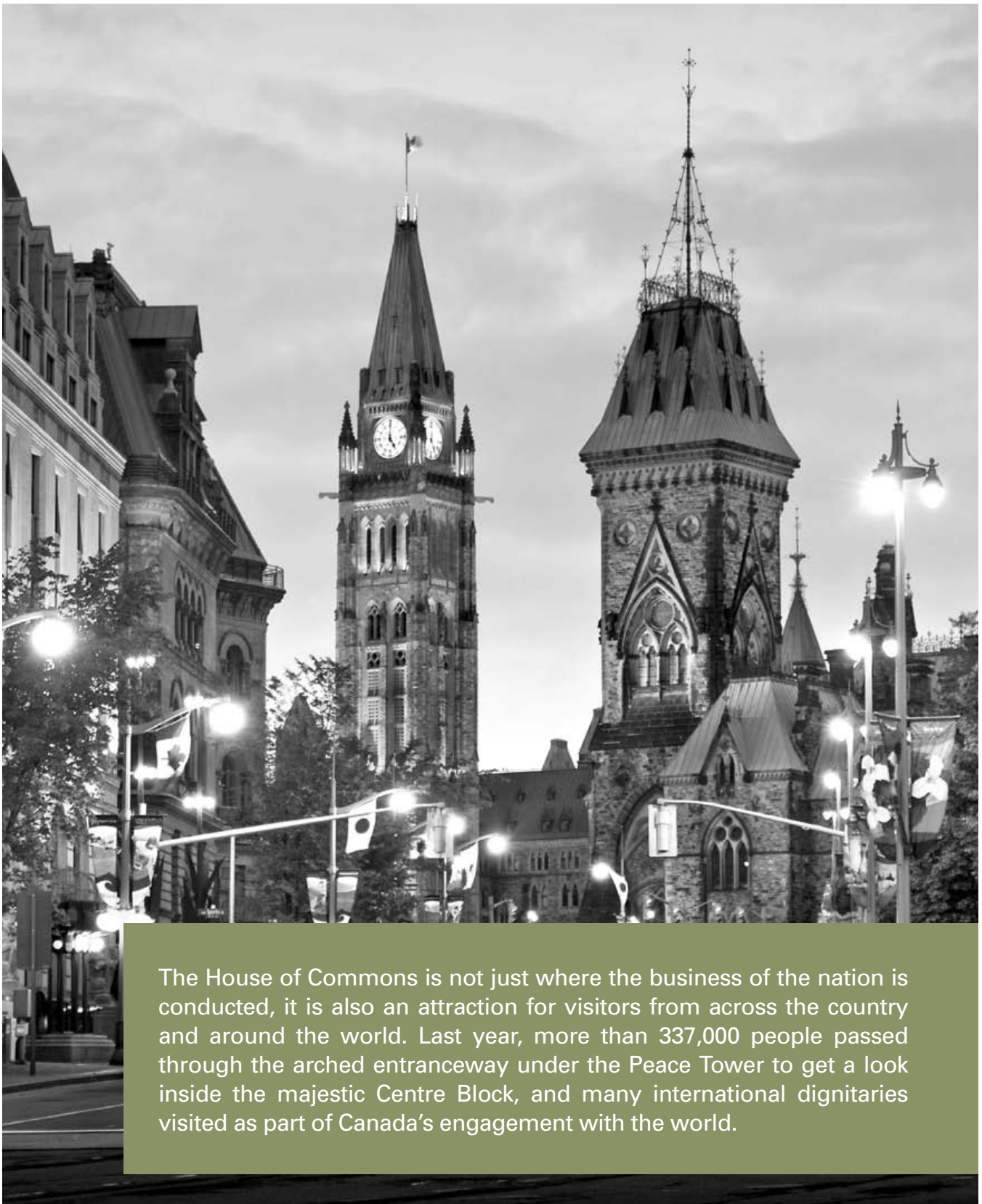
debated in the House of Commons. Held in private, caucus meetings allow Members to express their views and opinions freely and to debate policy.

With the temporary closure of the West Block in February 2011, some caucus meetings have been held in new committee rooms located at 1 Wellington Street and in La Promenade Building.



# Our House is Open

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The House of Commons is not just where the business of the nation is conducted, it is also an attraction for visitors from across the country and around the world. Last year, more than 337,000 people passed through the arched entranceway under the Peace Tower to get a look inside the majestic Centre Block, and many international dignitaries visited as part of Canada's engagement with the world.

“Of course it is our House! Every wall, every piece of furniture, every column reflects our origins and our history. It is the most beautiful House in Canada.”

– **Géraldine Lavoie**  
Language Teacher

Language Training and Assessment Centre  
Human Resources, Corporate Planning and Communications Services



## A House for Everyone

The historical significance of the Parliament Buildings makes them not only a favourite destination of visitors to Ottawa but also a place to celebrate national occasions like Canada Day. Last year, more than 100,000 people gathered on the Hill and in the surrounding streets to greet Her Majesty the Queen of England and His Royal Highness, Philip, Duke of Edinburgh, during their Royal Visit on July 1st.

## Welcoming the World

By participating in international conferences, Members of Parliament are able to share their ideas and experiences with counterparts from other nations. Following Canada's hosting of the G8 and G20 summits in June 2010, the Parliament of Canada held two complementary parliamentary sessions in Ottawa: first, the inaugural G20 Speakers' Consultation for Presiding Officers of the Upper and Unicameral Houses of the G20 from September 2nd to 5th, hosted by the Honourable

Noël A. Kinsella, Speaker of the Senate; and, one week later, the Ninth Meeting of the Speakers of the Lower Houses of the G8, hosted by the Speaker of the House. The House Administration worked hard to ensure the success of both meetings. It was with particular pride that Speaker Milliken hosted his G8 counterparts given that he had first welcomed them in 2002 at the group's inaugural meeting.

## Sharing our Experiences

The Parliamentary Officers' Study Program—a collaboration between the Senate, House of Commons and Library of Parliament—gives senior staff from foreign legislatures the opportunity to learn about Canada's procedural and administrative practices. To further extend the value the Parliament of Canada offers the world—and because of the waiting list of eager participants—plans were made to expand the program from two to three sessions per year.

## On the World Stage Highlights from 2010–2011

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 representing our country throughout the world.

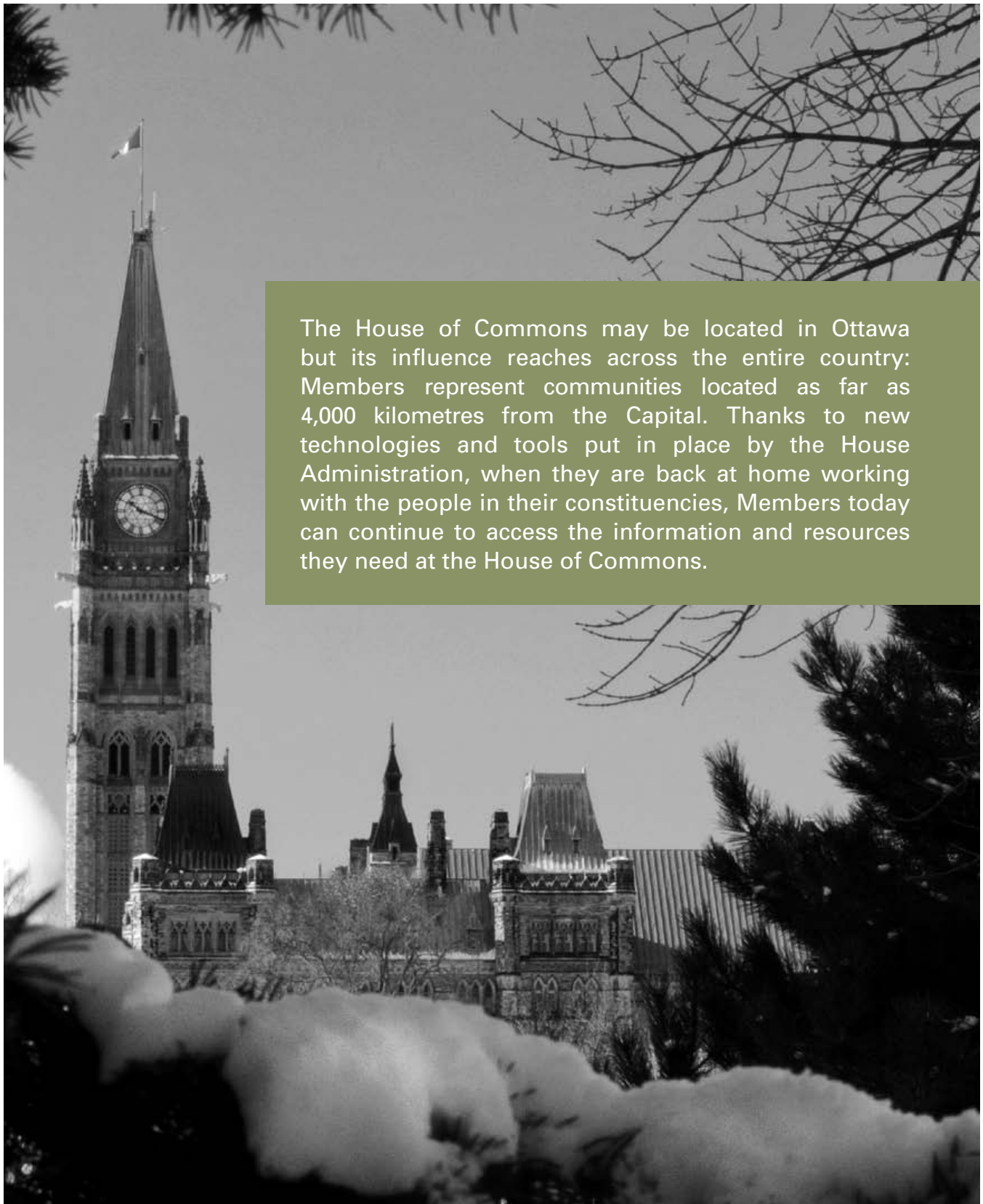
The Speaker of the House and fellow Members of Parliament are often invited to discuss issues and strengthen relationships with colleagues in other parliaments. Last year, the Speaker visited a number of legislatures, including those of Ecuador, Chile, Serbia, the United Kingdom, Sweden and Kuwait.

Parliamentary delegations also attended a number of conferences in 2010–2011, among them the Third World Conference of Speakers of Parliament held in Geneva, Switzerland, and the 17th Canada-Mexico Interparliamentary Meeting in Mexico City.

As part of their respective roles, the Speakers of the Senate and the House also maintain liaison with foreign dignitaries and the diplomatic community—for example, by receiving calls from arriving and departing ambassadors to Canada. The Speaker of the House last year received 71 courtesy calls.

# Our House is Everywhere

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The House of Commons may be located in Ottawa but its influence reaches across the entire country: Members represent communities located as far as 4,000 kilometres from the Capital. Thanks to new technologies and tools put in place by the House Administration, when they are back at home working with the people in their constituencies, Members today can continue to access the information and resources they need at the House of Commons.

“Every day on Parliament Hill, history is written right before our eyes. And I’m privileged to have a front-row seat. My contribution is to capture these debates as fully and impartially as possible, putting the issues into context and making sure I maintain the highest level of technical quality in broadcasting the debates to Canadians every day.”

– **Alain Bourque**  
Television Director  
Multimedia Services  
Information Services



## A House that is Accessible

In 2010–2011, the House Administration launched the Secure Parliamentary Remote Access (SPRA) system, which gives Members secure remote access to a rich set of information and services from their constituency offices and on the road. The SPRA pilot program, implemented for 20 Members and 8 House Officers in 2010–2011, will be extended to other Members and will continue to meet the evolving requirements of future Members.

## Bringing Parliament to all Canadians

Because not everyone is able to visit Parliament Hill in person, it is important that information about this national institution be made readily available to all Canadians. To make it easier for people to find the information they are looking for, the public Web site of the Parliament of Canada ([www.parl.gc.ca](http://www.parl.gc.ca)) underwent substantial redevelopment over the course of the year, including a redesign of its navigation features to make it more streamlined and easier to use and the renewal of the About Parliament section and the LEGISinfo portal.

## In the Constituencies Highlights from 2010–2011

In 2010–2011, Canada was divided into 308 constituencies—also called ridings or electoral districts—each of which is assigned a seat in the House of Commons. The Members who represent these constituencies have a responsibility to be available to the people who live there to discuss issues of concern and to help with access to federal programs and services.

Members keep offices and employ staff in their constituencies, allowing the public to connect with them at any time. They usually spend one week a month in their ridings, and longer in summer and from late December to early January. Members’ constituency time is typically very busy and quite varied. They may be asked to attend important events in the riding, assist constituents in their dealings with the government, or consult citizens on matters of importance to them and how best to address them.

### CANADA’S CONSTITUENCIES

- British Columbia: 36
- Alberta: 28
- Saskatchewan: 14
- Manitoba: 14
- Ontario: 106
- Quebec: 75
- New Brunswick: 10
- Nova Scotia: 11
- Prince Edward Island: 4
- Newfoundland and Labrador: 7
- Yukon: 1
- Northwest Territories: 1
- Nunavut: 1

# Summary of Members' Activities

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## 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

## Standing Joint Committees

Library of Parliament  
Scrutiny of Regulations

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

## Sessional Papers Tabled

Tabling a document in the House of Commons is a formal way of presenting information and putting it on the official public record. A variety of documents must be tabled, such as House of Commons committee reports (and government responses to those reports), 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. Collectively, these documents are referred to as sessional papers. In 2010–2011, a total of 2,437 sessional papers were tabled.

## Visits to Parliament by Heads of State or Heads of Government

April 16, 2010	Her Royal Highness Princess Astrid of Belgium
May 27, 2010	His Excellency Felipe Calderón Hinojosa, President of the United Mexican States and Ms. Margarita Zavala
May 31, 2010	His Excellency Benjamin Netanyahu, Prime Minister of the State of Israel
June 25, 2010	His Excellency Hu Jintao, President of the People's Republic of China
September 28–29, 2010	His Excellency Sukhbaatar Batbold, Prime Minister of Mongolia
September 29, 2010	Her Royal Highness Princess Bajrakitiyabha Mahidol of Thailand
October 16, 2010	Their Majesties King Carl XVI Gustaf and Queen Silvia of Sweden

## Speaker-led Visits

May 1–8, 2010	Visit to Canada of His Excellency Bogdan Borusewicz, Speaker of the Senate of the Republic of Poland, and a parliamentary delegation
May 30–June 5, 2010	Visit to Canada of His Excellency Dr. Yahya Mahfoodh Al Manthri, Chairman of the State Council of the Sultanate of Oman, and a parliamentary delegation
June 15–16, 2010	Mr. Yvon Vallières, M.N.A., President of the National Assembly of Quebec, and a parliamentary delegation
June 27–29, 2010	Visit to Canada of His Most Eminent Highness the Prince Fra' Matthew Festing, Grand Master of the Sovereign Military and Hospitaller Order of St. John of Jerusalem, of Rhodes and of Malta, and a delegation
October 20–23, 2010	Visit to Canada of His Excellency Blaz Kavcic, President of the National Council of the Republic of Slovenia, and a parliamentary delegation
November 1–5, 2010	His Excellency Trajko Veljanoski, President of the Assembly of the Republic of Macedonia, and a parliamentary delegation
November 2–7, 2010	Visit to Canada of His Excellency Mircea Geoana, President of the Senate of Romania, and a parliamentary delegation
November 5, 2010	Honourable Steve Peters, M.P.P., Speaker of the Legislative Assembly of Ontario
February 8–11, 2011	Honourable Paul Okalik, M.L.A., Speaker of the Legislative Assembly of Nunavut

## Official Parliamentary Delegations led by the Honourable Peter Milliken, Speaker of the House of Commons

May 16–21, 2010	Ecuador and Chile
July 12–18, 2010	United Kingdom and Serbia
March 13–19, 2011	Kuwait and Sweden

## Parliamentary Conferences attended by the Honourable Peter Milliken, Speaker of the House of Commons

July 19–21, 2010 (Joint participation with Senate)	Third World Conference of Speakers of Parliament (Geneva, Switzerland)
September 9–12, 2010	Ninth Meeting of the Speakers of the Lower Houses of the G8 (Ottawa)
November 19–21, 2010 (Joint participation with Senate)	17th Canada-Mexico Interparliamentary Meeting (Mexico City, Mexico)
January 12–15, 2011	Meeting of the Standing Committee of the Conference of Speakers and Presiding Officers of the Commonwealth (Isle of Man)
January 20–23, 2011 (Joint participation with Senate)	28th Canadian Presiding Officers' Conference (Iqaluit, Nunavut)

## Interparliamentary Associations

The Parliament of Canada is involved in official interparliamentary groups that promote cooperation and understanding among nations and strengthen relations between Canadian parliamentarians and their counterparts in other parliaments. Membership fees from individual parliamentarians support the groups' activities.

### Multilateral Associations:

- Canada-Africa Parliamentary Association
- Canada-Europe Parliamentary Association
- Canadian Delegation to the Organization for Security and Co-operation in Europe Parliamentary Assembly (OSCE PA)
- Canadian Branch of the *Assemblée parlementaire de la Francophonie* (APF)
- Canadian Branch of the Commonwealth Parliamentary Association (CPA)

- Canadian Group of the Inter-Parliamentary Union (IPU)
- Canadian NATO Parliamentary Association (NATO PA)
- Canadian Section of the Inter-Parliamentary Forum of the Americas (FIPA)

### Bilateral Associations:

- 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

## A Select Review of Association Activities

April 13, 2010	Visit to Ottawa by the Hon. Hamad Rashid Mohamed, Leader of the Opposition and member of the Parliament of Tanzania
April 19, 2010	Visit to Ottawa by a Swedish delegation
May 2–4, 2010	Can-Am Border Trade Alliance Conference (Ottawa)
May 13, 2010	Visit to Ottawa by the Committee on Environment and Resources Protection of the Provincial People’s Congress of Jiangxi Province
May 14, 2010	Visit to Ottawa by a delegation from the Judicial Affairs Committee of the National People’s Congress of China
June 14, 2010	Visit to Ottawa by a delegation from la Commission des lois du Sénat de la République française
July 16–20, 2010	Pacific Northwest Economic Region Annual Summit (Calgary)
August 8–11, 2010	65th Annual Meeting of the Midwestern Legislative Conference (Toronto)
August 29 to September 4, 2010	37th Annual Meeting of the Canada-France Interparliamentary Association (Edmonton and Fort McMurray)
October 15–21, 2010	14th Bilateral Meeting of the Canada-China Legislative Association (Vancouver, Whistler and Ottawa)
November 1–5, 2010	33rd Interparliamentary Meeting with a delegation from the European Parliament (Edmonton, Fort McMurray and Ottawa)
November 16, 2010	Meeting of the Standing Committee of Parliamentarians of the Arctic Region (Ottawa)
January 3–7, 2011	17th Bilateral Meeting of the Canada-Japan Interparliamentary Group (Vancouver, Squamish and Whistler)
February 2, 2011	Visit to Ottawa by a delegation from the Parliament of the Kingdom of Sweden
March 21, 2011	Visit to Ottawa by a delegation of the People’s Congress of the Tibetan Autonomous Region of the People’s Republic of China



# Message from the Clerk

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It was a privilege to continue my work last year as Clerk of the House of Commons, guiding the activities of the House Administration as it provided support to Canada's elected Members of Parliament.

The House of Commons is, as this report aptly states, "Our House"—meaning a place for all Canadians. Those of us who work within it are honoured to be entrusted with the care and operation of such an important national institution, and we take our responsibilities very seriously.

These are busy times at the House of Commons. The Long Term Vision and Plan (LTVP) is a much-needed and complex undertaking that involves not only our

organization but also several of our partners: the Senate of Canada, the Library of Parliament and Public Works and Government Services Canada. All of the partners worked closely together to ensure that the first phase of renovation under the plan unfolds seamlessly, with as little disruption to Members and the business of Parliament as possible. Throughout the year's LTVP activities, the House Administration carried out its regular duties with vigour and dedication.

According to the *Parliament of Canada Act*, the Speaker of the House of Commons is the Chair of the Board of Internal Economy and the Clerk is its Secretary. As Clerk, I report to the Speaker and advise the Speaker, his deputies, and all Members on interpretations of parliamentary rules, precedents and practices. When the House is sitting and the Speaker is in the Chair, I am in the Chamber as well.

Beyond the Chamber, my role as head of the House Administration is to develop strategy and oversee the organization's performance. With the members of my management team, I deal with issues ranging from security of the Parliamentary Precinct to technology infrastructure to stewardship of public resources to talent recruitment and management and leadership development of staff. Some of the major activities of the House Administration this past year involved preparing for a potential general election and an influx of new Members, refining and testing our emergency preparedness systems, and hosting of prominent international visitors such as the G8 Speakers last June.

I am proud to serve as part of this institution and invite all Canadians to read this report and discover the ways in which this truly is, for everyone, "Our House."

**Audrey O'Brien**

Clerk of the House of Commons

# The Board of Internal Economy

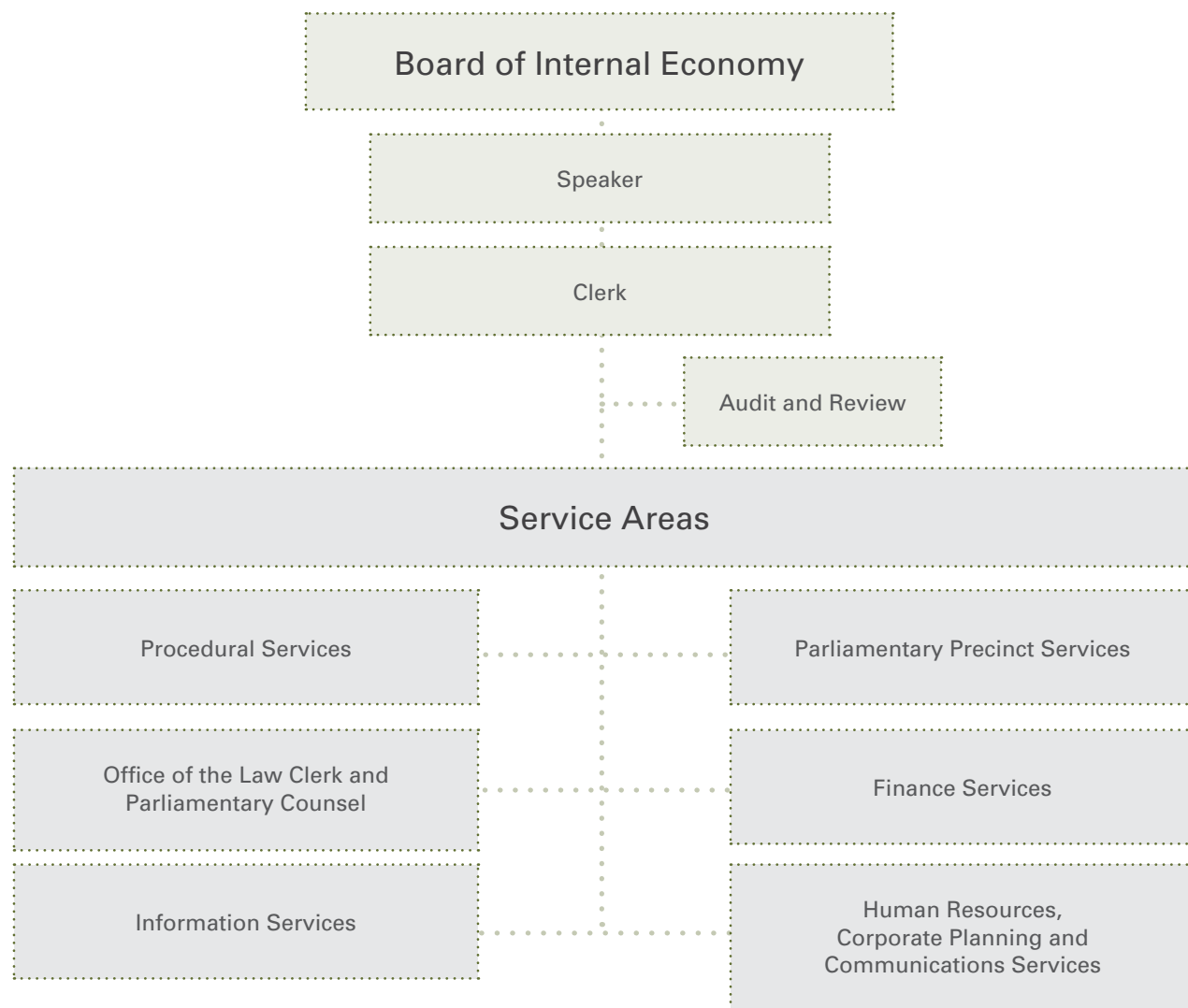
Under the *Parliament of Canada Act*, the Board of Internal Economy governs the House Administration. It is responsible for all matters of financial and administrative policy that affect the House and its Members, premises, services and employees. It has the legal authority to make by-laws, which are tabled in the House, to regulate the use of resources available to the House of Commons.

The Speaker of the House chairs the Board, which is made up of Members from all recognized political parties. The Board meets on a regular basis, and minutes of those meetings are tabled in the House. To learn more

about the Board of Internal Economy and the documents made available to the public, please visit the Parliament of Canada Web site at [www.parl.gc.ca](http://www.parl.gc.ca).

The Board membership as of March 31, 2011 was as follows: Hon. Peter Milliken (*Speaker of the House of Commons and Chair of the Board*), Hon. John Baird, Ms. Libby Davies, Mrs. Claude DeBellefeuille, Mr. Jacques Gourde, Mr. David McGuinty, Hon. Gordon O'Connor, Mr. Joe Preston, Mr. Marcel Proulx, and Ms. Audrey O'Brien (*Secretary to the Board*).

# The House Administration



# Performance Review

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## Strategic Objective 1

To respond to the evolving role of Members and the institution

- *Improving Members' access to parliamentary information*
- *Facilitating the involvement and awareness Canadians have about their Parliament and the parliamentary process*

### PROJECTS

Consolidating committee budgets and reports

Completed and deployed in January 2011, with a scheduled launch date of April 1, 2011, the Committee Budget Application consolidates the steps involved in committee budgeting and reporting, centralizes all committee budget information, and provides a common look and feel to ensure that information is provided to the Liaison Committee in an efficient, accurate and timely manner.

Renewing the public Web site

To provide visitors with easier access to information, the House of Commons redesigned the common navigation features, the About Parliament section and the LEGISinfo portal of its public Web site ([www.parl.gc.ca](http://www.parl.gc.ca)).

## Strategic Objective 2

### To enhance ongoing services to Members and sustain the institution

- *Advancing the Long Term Vision and Plan to rehabilitate heritage buildings and grounds, and provide additional parliamentary accommodations*
- *Providing a flexible technology infrastructure to respond to the needs of Members and the institution*
- *Ensuring the guardianship of the institution*

#### PROJECTS

Accommodating House of Commons requirements during building rehabilitation

The West Block was vacated and turned over to Public Works and Government Services Canada for rehabilitation work. To ensure the continuation of parliamentary operations, functional requirements were developed for key activities to be relocated outside the Parliamentary Precinct; space was found at alternate sites to support the ceremonial, technical and parliamentary functions previously housed in the West Block.

Development of functional, symbolic and technical requirements proceeded on several fronts: to provide interim space for parliamentary offices and committee rooms in the Wellington Building while the West and East Blocks are vacated; to ensure that the legislative functions presently housed in the Centre Block can be hosted in the renovated West Block; and to ensure that the Bank of Montreal building on Wellington Street can accommodate ceremonial functions previously housed in the West Block.

For projects related to the Northwest Tower of the East Block, the Confederation Building and the Centre Block, strategies were developed to minimize impacts on operations and prevent further deterioration of the structures through priority stabilization of exterior building envelopes and grounds.

Communicating rehabilitation project plans and progress

Information booklets and a regular e-bulletin were produced to inform Members, staff and others about the rehabilitation work underway. A more comprehensive communications strategy and plan related to Long Term Vision and Plan programs, projects and moves was developed, and an informational Web site is set to be launched in 2011–2012.

Conserving Canadian artwork

Plans were developed and implemented in 2010–2011 to conserve and report on the condition of all moveable artwork within the House of Commons' collection.

Providing remote access to parliamentary resources

A pilot Secure Parliamentary Remote Access (SPRA) project involving 20 Members and 8 House Officers was conducted—and extended to allow for the identification of new requirements. SPRA provides secure remote access—from constituency offices and on the road.

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Ensuring the security of Parliament	Several steps were taken last year toward developing a Master Security Plan that will centralize the planning, development and implementation of security measures for the Parliamentary Precinct: a joint Master Security Planning Office was maintained to coordinate activities; a Memorandum of Understanding related to information sharing was established with security partners; simulations were carried out to practice the coordinated response of multiple security partners to emergency scenarios; a policy and standards review was completed to ensure the greatest possible integration of security standards and practices; and business requirements were defined, the design was completed and equipment was acquired for an interim vehicle screening facility.
Establishing a pandemic plan	The House of Commons continues to be proactive in protecting health and safety within the Parliamentary Precinct. A pandemic plan is in place and will be updated as required. The plan is based on best practices established by the World Health Organization and the Canadian Pandemic Influenza Plan, and outlines steps that the House of Commons would follow during specific phases of a pandemic.

### Strategic Objective 3

To promote understanding and support the advancement of legislative institutions

- *Providing learning opportunities for parliamentarians and legislative officials from jurisdictions in Canada and abroad*
- *Increasing public awareness and sustaining the independence and traditions of the House of Commons*

#### PROJECTS

Reviewing parliamentary publications	The House Administration reviewed several of its publications and online tools, identifying the extent of duplication across products and determining which may need to be modified, enhanced or discontinued. An approach is also being developed for updating products on a regular basis.
Delivering internal training	Training sessions on parliamentary procedure were developed for Members and their staff, caucus research services and House Administration employees. To ensure that it is ready to welcome new and re-elected Members of Parliament following an election, the House Administration continued to enhance its Members' Orientation and Election Readiness Program, with the goal of delivering administrative, financial and procedural information and services to Members in a coordinated way.
Supporting international activities	A number of incoming and outgoing parliamentary visits and diplomacy-and protocol-related activities were organized in 2010–2011 including two high-profile conferences, the G8 and G20 events. Plans were put in place to host Speaker-led delegations from other parliaments and to organize meetings, seminars and conferences related to various parliamentary associations. The planned increase in the frequency of the Parliamentary Officers' Study Program sessions—from two to three—was postponed due to the dissolution of Parliament. The Program hosts officials from other legislatures wishing to learn more about procedural and administrative practices in Canada; two sessions were held last fiscal year and the third was planned for May 2011.

## Strategic Objective 4

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

- *Promoting strong stewardship and effective management of public resources*
- *Attracting, engaging and retaining our talent*
- *Strengthening environmental practices*

### PROJECTS

Harmonizing printing and mailing services

The harmonization of printing and mailing services proceeded, including the consolidation of operations at a facility outside the Parliamentary Precinct, the acquisition and installation of new press and bindery equipment, and the training of employees. Phase 1 of Printing Services' new Information Management System was launched, with full deployment (and that of a new Web portal) scheduled for 2011–2012.

Enhancing the House Administration's planning capabilities

The Multi-Year Business Plan, which was approved in April 2010 and revised in October 2010, provides an across-the-board view of the House's major strategic commitments over multiple fiscal years. The Clerk's Management Group Status Report, approved in December 2010, provides semi-annual performance measure results and project status updates related to strategic priorities. An environmental scan was also completed in April 2010; based on consultations with more than 100 managers, this document will help inform the House Administration as it prepares its strategic priorities moving forward.

Modernizing financial management at the House of Commons

Extensive planning was undertaken with regard to the transformation of Finance Services to enable the progression from a primarily manual, transactional service delivery model to a more tool-based, client-service oriented strategic service model. Further planning and implementation will begin in 2011–2012.

Establishing a Quality Assurance Framework

To ensure the House Administration's fiduciary responsibilities continue to be met, planning and implementation of an integrated Quality Assurance Framework proceeded last year for finance, materiel management, procurement and information management functions, including policies, guidelines and internal controls. Policy work focused on improving governance and policies related to financial signing authorities, including expenditure authorization and review, procurement management, and the management of materiel, petty cash and taxes/regulatory charges.

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Meeting today's staffing needs and planning for future requirements

Competency profiles were developed for all House Administration positions and integrated into staffing and performance management processes. The House of Commons' Performance Management Program is being deployed along with the competency profiles.

The Clerk's Leadership Program was launched this year to provide senior leaders with an opportunity to further develop leadership skills that reflect the culture of the House of Commons and prepare them to move into more senior management positions. The development of a corporate orientation program for new managers is also underway.

Adhering to sound environmental practices

The House Administration began to develop guidelines to support and encourage sound environmental practices in the planning and implementation of the Long Term Vision and Plan projects, and to revise existing environmental policies and practices with a view to creating guiding principles for the Partners for a Green Hill program.

# Financial Report\*



## Planned Versus Actual Spending by Authority

(in thousands of dollars)

Vote	Program Name	2010–2011				Variance
		Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	
5	Program expenditures	290,992		290,992	274,478	16,514
(S)	Members of the House of Commons**	113,323	1,117	114,440	114,440	
(S)	Contributions to employee benefit plans	35,997	(651)	35,346	35,346	
	<b>Subtotal of statutory items</b>	<b>149,320</b>	<b>466</b>	<b>149,786</b>	<b>149,786</b>	
	<b>TOTAL</b>	<b>440,312</b>	<b>466</b>	<b>440,778</b>	<b>424,264</b>	<b>16,514</b>

\* Financial results may be subject to minor revisions.

\*\* 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.



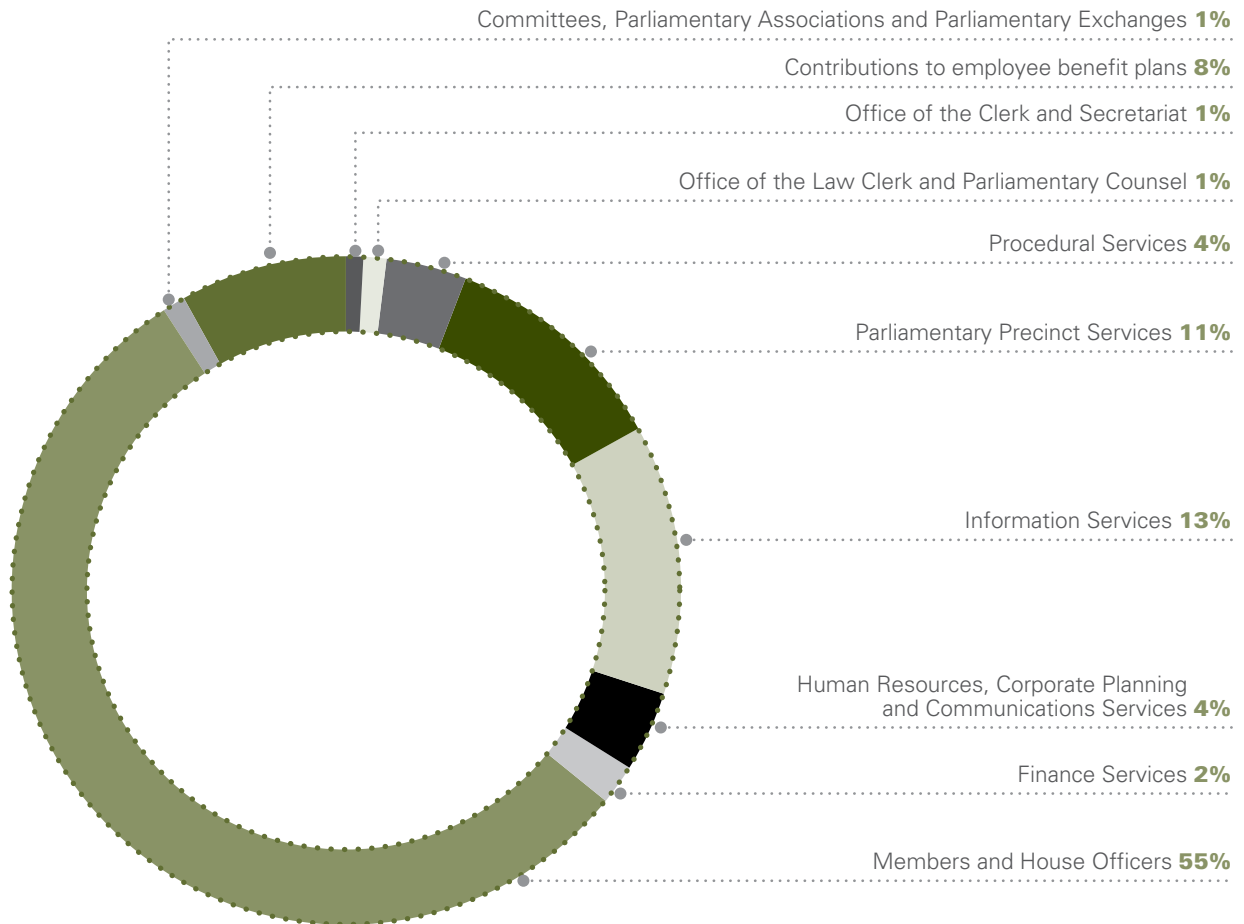
## Planned Versus Actual Spending by Program Activity

(in thousands of dollars)

Program Activity	2010–2011				
	Main Estimates	Supplementary Estimates and Adjustments	Total Authorities	Actual Spending	Variance
Members and House Officers	241,401	1,117	242,518	233,217	9,301
Standing Committees	5,250	(194)	5,056	2,216	2,840
Parliamentary Associations	3,094		3,094	2,254	840
Parliamentary Exchanges	980		980	748	232
Legislative and Special Committees		194	194	194	
<b>Subtotal</b>	<b>250,725</b>	<b>1,117</b>	<b>251,842</b>	<b>238,629</b>	<b>13,213</b>
Contributions to employee benefit plans	14,491	(262)	14,229	14,229	
<b>Total – Members and House Officers</b>	<b>265,216</b>	<b>855</b>	<b>266,071</b>	<b>252,858</b>	<b>13,213</b>
<b>House Administration</b>					
Office of the Clerk and Secretariat	1,521	117	1,638	1,532	106
Office of the Law Clerk and Parliamentary Counsel	3,237	(67)	3,170	3,119	51
Procedural Services	16,585	(268)	16,317	15,875	442
Parliamentary Precinct Services	51,189	(1,864)	49,325	48,690	635
Information Services	54,297	3,391	57,688	56,622	1,066
Human Resources, Corporate Planning and Communications Services	15,597	647	16,244	15,821	423
Finance Services	11,164	(1,956)	9,208	8,630	578
<b>Subtotal</b>	<b>153,590</b>		<b>153,590</b>	<b>150,289</b>	<b>3,301</b>
Contributions to employee benefit plans	21,506	(389)	21,117	21,117	
<b>Total – House Administration</b>	<b>175,096</b>	<b>(389)</b>	<b>174,707</b>	<b>171,406</b>	<b>3,301</b>
<b>TOTAL</b>	<b>440,312</b>	<b>466</b>	<b>440,778</b>	<b>424,264</b>	<b>16,514</b>

## 2010–2011 Actual Spending by Service

(in thousands of dollars)



## Increase in Main Estimates Over Previous Year

(in thousands of dollars)

Vote	Program Name	Main Estimates		Variance
		2010–2011	2009–2010	
5	Program expenditures			
	Members and House Officers	128,078	125,890	2,188
	Committees, Parliamentary Associations and Parliamentary Exchanges	9,324	9,324	0
	Office of the Clerk and Secretariat	1,521	1,525	(4)
	Office of the Law Clerk and Parliamentary Counsel	3,237	3,083	154
	Procedural Services	16,585	15,941	644
	Parliamentary Precinct Services	51,189	49,458	1,731
	Information Services	54,297	49,410	4,887
	Human Resources, Corporate Planning and Communications Services	15,597	14,854	743
	Finance Services	11,164	14,039	(2,875)
	<b>Subtotal</b>	<b>290,992</b>	<b>283,524</b>	<b>7,468</b>
(S)	Members and House Officers	113,323	108,209	5,114
(S)	Contributions to employee benefit plans	35,997	34,808	1,189
	<b>Subtotal</b>	<b>149,320</b>	<b>143,017</b>	<b>6,303</b>
	<b>TOTAL</b>	<b>440,312</b>	<b>426,541</b>	<b>13,771</b>

## Full-Time Equivalents: House Administration

Program Sub-activity	Main Estimates	
	2010–2011	2009–2010
Office of the Clerk and Secretariat	12	13
Office of the Law Clerk and Parliamentary Counsel	32	32
Procedural Services	220	219
Parliamentary Precinct Services	823	823
Information Services	552	524
Finance Services	107	137
Human Resources, Corporate Planning and Communications Services	139	134
<b>TOTAL</b>	<b>1,885</b>	<b>1,882</b>