



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

STRATEGIC PLAN 2019-2023



| OUR PLAN



The House of Commons Administration's ***Strategic Plan 2019–2023*** sets out our corporate priorities and strategic direction for the next four years. It will serve to guide our decisions and focus resources so that the Administration is best able to respond and adapt to Members' needs.

The Board of Internal Economy, the governing body of the House of Commons, ensures that progress against the plan is communicated through the annual ***Report to Canadians***.

OUR VISION

We deliver outstanding services to Members of Parliament and their employees in support of parliamentary democracy.

OUR MISSION

We support the parliamentary work of Members by anticipating their needs and delivering streamlined, personalized, quality services.

| OUR VALUES

The values of the House Administration define who we are and what matters to us. They represent the commitment of the House Administration to the Members we serve and form the foundation upon which we achieve our purpose and goals.

WE VALUE

IMPARTIALITY

We are non-partisan and we respect, support and promote the democratic process.

EXCELLENCE

We strive to continuously improve our services by experimenting and innovating.

ACCOUNTABILITY

We honour our commitments, take responsibility for our actions and learn from them.

OUR PEOPLE

We believe that everyone has a contribution to make and has the potential for individual growth.

TEAMWORK

We are one team that leverages diversity in all its forms.

INCLUSION

We value diversity and inclusion, and empower everyone to bring their whole selves to work.



OUR PRIORITIES



Over the next four years, the work of the House Administration will focus on four key priorities. Providing outstanding services to Members and their staff means that this plan is a living document that we will adapt based on their needs.



IMPROVED CLIENT EXPERIENCE AND OPERATIONAL EXCELLENCE

The House Administration strives to be a leader in service excellence in support of the parliamentary work of Members of Parliament and their staff—on the Hill, in their constituency offices, and abroad.

KEY FOCUS AREAS:

- Enhance orientation services to support Members and their staff through the election process and on an ongoing basis;
- Enable a more mobile and connected environment;
- Continue to provide accessible services and premises; and
- Review and adjust the information we provide on parliamentary practices.



UNIFIED AND SEAMLESS SERVICES

The House Administration offers a wide range of services to Members and their staff to support them in various roles. Over the next three years, we will simplify access to services to facilitate their work.

KEY FOCUS AREAS:

- Improve access to services to achieve a client-focused and integrated service delivery model; and
- Review the governance model for our services and products to ensure resource optimization.





EMPOWERED AND ENGAGED WORKFORCE

We employ a dedicated and professional workforce. Our goal is to empower and motivate our employees to deliver outstanding services. To do that, we will foster a culture of innovation and creativity that will engage employees with diverse skills at all levels. This will help generate new ideas on ways to better serve Members and their staff.

KEY FOCUS AREAS:

- Foster a culture of empowerment where employees can contribute and collaborate across all levels and service areas;
- Develop and implement an action plan following the results of the 2018 Employee Engagement Survey;
- Engage with stakeholders to begin implementing the Anti-Racism Subcommittee's recommendations; and
- Adapt current recruitment practices to be more agile and flexible in areas where shortages exist and where skills are scarce.



MODERNIZED PHYSICAL SPACES AND ASSOCIATED SERVICES

The Parliamentary Precinct is the seat of our democracy and is the setting for much of the work of Members and their staff. The multi-decade rehabilitation program currently underway in partnership with Public Services and Procurement Canada provides an opportunity to restore and modernize the physical and digital workspace to continue to meet the needs of parliamentarians.

KEY FOCUS AREAS:

- Develop and implement a unified corporate approach to asset management;
- Review and update the House of Commons' requirements and guiding principles for future renovations to the Parliamentary Precinct;
- Execute the Long Term Vision and Plan; and
- Maintain, support and enhance our security environment.





ADDITIONAL KEY FOCUS AREAS

The following key focus areas were identified and added in 2021 to demonstrate the House Administration's commitment to adapting to a new environment, while continuing to focus on its mission. These focus areas apply to all four key priorities

- Respond and adapt to pandemic and post-pandemic realities in the workplace;
- Respond and adapt to pandemic and post-pandemic realities in Parliament; and
- Deliver on pre-election and post-election activities.

FOR MORE INFORMATION

The *Report to Canadians*, which is published every year, provides an update on the progress of the House Administration in supporting Members of Parliament and their employees. It is available on our public website, ourcommons.ca, where Canadians are invited to learn more about the House of Commons and the vital work of Members and their staff.

For more information, you can also follow us on social media, ourcommons.ca/en/social-media.