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# A MESSAGE FROM THE PRESIDENT

It is my privilege to present our annual activity report, which will hereafter be referred to as the 2019–2020 Annual Report of the National Assembly of Québec. This publication provides an overview of the activities of Québec's 125 parliamentarians, at the National Assembly and beyond its walls. It also presents the administrative apparatus of parliament and its achievements, particularly on the strategic planning front.

As Québec society evolves, the National Assembly is changing and evolving with it. Already the beating heart of our democracy where parliamentarians fulfill their duties as legislators and as overseers and representatives of the government, the National Assembly has come to embody the "people's house." In 2019 we opened the doors to our new reception pavilion and inaugurated a unique new visitor experience. We are now equipped to welcome more people, better fulfill our mission of outreach and provide parliamentarians with a safe and modern meeting place.

Over the past year we also further developed the relationship between Québec's foremost institution and the community in which it is rooted. The National Assembly is more vibrant and innovative than ever, forging new partnerships to highlight exciting initiatives, moving artworks and its rich heritage.

I would also be remiss not to mention the excellent work of our National Assembly personnel, who, in addition to giving shape and form to our people's house, provide parliamentarians with the conditions and services they require to perform their duties.

Over the past year our personnel have shown how quick they are to adapt, particularly in response to the uncertainty and upheaval of the COVID-19 pandemic. Another major change came with the departure of the Assembly's Secretary General, Michel Bonsaint, who had held this position since 2010. On behalf of Québec's parliamentarians, I would like to extend my warm thanks to him for his dedication and outstanding service to Québec democracy. I would also like to thank François Arsenault, who stepped in as interim Secretary General to ensure that National Assembly operations continued uninterrupted. Finally, on behalf of myself and my colleagues, I would like to congratulate Siegfried Peters on his appointment as the 12th Secretary General of the National Assembly of Québec. I am confident that he will wholeheartedly serve the interests of the National Assembly. Under his leadership, and thanks to his dedicated staff, our institution will continue to fulfill its mission, making our democracy ever more vibrant.

I look forward to once again welcoming you to your Parliament Building. Until then, I invite you to learn more about us, as you read on.

Enjoy!

**François Paradis**President of the National Assembly of Québec



# FROM THE SECRETARY GENERAL

I am proud to present the 2019–2020 Annual Report of the National Assembly of Québec. In addition to describing the parliamentary activities of our Members and the achievements and efforts of our administration over the past year, this report details our institution's governance performance. Prior to this exercise, in 2019, we tabled two plans: the 2019 Strategic Plan and the Sustainable Development Plan. By setting specific objectives and targets, these demonstrate our commitment to pursuing our efforts to modernizing our institution and opening our doors to the public.

Of course, the abrupt interruption of operations caused by COVID-19 has had an impact on our ability to complete our projects. The pandemic has also, however, showcased our remarkable agility and robust capacity to adapt and pursue our mission.

I would like to tip my hat to every National Assembly personnel member, for all their work over the past year. I have seen with my own eyes how dedicated, creative and enthusiastic everyone has been. Without their unflagging support, vast expertise, and far-reaching knowledge of our organization, we could never have gotten to where we are today. This desire to push our institution ever further is proof positive of the vitality of the National Assembly and, ultimately, democracy itself.

It is my hope that, as you read this report, you will come to appreciate the National Assembly in all its richness and diversity.

Siegfried Peters
Secretary General

Sign pt

of the National Assembly of Québec

# DECLARATION CONCERNING THE RELIABILITY OF DATA AND INFORMATION

The results and information in this report are the responsibility of the Secretary General and management of the National Assembly of Québec, who must ensure that this 2019–2020 Annual Report of the National Assembly of Québec is accurate, reliable and complete.

To the best of our knowledge, this Report accurately represents parliamentary activity and services by the institution in 2019–2020. It also details the objectives and results of the 2019–2023 Strategic Plan and the 2019–2023 Sustainable Development Plan.

An internal audit was conducted to assess whether the information it contains is plausible and consistent, and a validation report was drafted. In our estimation, the data and information presented in this Annual Report and related documentation are reliable, free of errors and verifiable. They reflect the situation as at March 31, 2020.

Members of National Assembly management,

**Siegfried Peters** 

Sign pot

Secretary General of the National Assembly of Québec

François Arsenault

Director General, Parliamentary Affairs

Serge Bouchard

Director General, Administration

5.1

## INTERNAL AUDIT REPORT

To the Secretary General:

We have reviewed the information presented in the 2019-2020 Annual Report of the National Assembly of Québec. Responsibility for the reliability of this information rests with the management of the National Assembly of Québec.

Our mandate was to review the information in accordance with industry standards to assess its quality and consistency. This entailed obtaining certain information and supporting documentation, performing analyses, reviewing calculations and discussing the information provided.

Following our audit, we conclude that the information contained in the 2019-2020 Annual Report of the National Assembly of Québec appears plausible and consistent in all material respects.

Manu (arrier

Internal Auditor



# TABLE OF CONTENTS

THE NATIONAL ASSEMBLY AT A GLANCE						
HIGHLIGHTS						
	PARLIAMENTARY LIFE	14				
	Composition of the National Assembly	14				
	President and Vice-presidents of the National Assembly	15				
	Office of the National Assembly	16				
	Parliamentary proceedings	18				
	Parliamentary diplomacy	27				
	Institutional life	29				
	Training for MNAs and political staff	30				
	Members' payroll, allowances and expensese	32				
	PARLIAMENTARY ADMINISTRATION	34				
	Mission, vision and values of the parliamentary administration	34				
	Administrative organization	35				
	Administrative activities and services	36				
	Resources	45				
	2019–2023 Strategic Plan results	53				
	2019-2023 Sustainable Development Plan results	65				
	APPENDIX	72				
	List of bills passed	72				

## THE NATIONAL ASSEMBLY AT A GLANCE



An institution central to Québec's democracy and government

The term "National Assembly" refers to both the deliberative forum where the 125 parliamentarians elected by the people of Québec discuss matters of public interest and to the institution employing the public servants responsible for parliamentary administration.



125 parliamentarians



elected by the population



A parliamentary administration

at the service of elected Members, numbering 701 people as at March 31, 2020



who debate matters of public interest.



# Mission of the National Assembly

The National Assembly enacts laws in the areas of its jurisdiction, oversees the actions of the government and the public administration, and debates matters of public interest.

# Parliament as at March 31, 2020

### Distribution of seats



125 parlementarians: 55 women and 70 men

# Parliament as at March 31, 2020 (cont.)



Distribution of MNAs,

Average Age **52**  Distribution of MNAs, by years of parliamentary experience



Average
4 years and 5 months

## **HIGHLIGHTS**

## The parliamentary year in numbers

as at March 31, 2020



71 bills introduced

45 bills passed, 25 unanimously

130 petitions submitted

- 5 orders of initiative from parliamentary committees, on the following topics:
  - The issues of recycling and local recovery of glass
  - The alarming increase in the use of psychostimulants in children and young people in connection with attention deficit hyperactivity disorder (ADHD)
  - Examine the impact of pesticides on public health and the environment and examine current and future innovative alternative practices in the agriculture and food sectors, with due regard for the competitiveness of Québec's agri-food sector
  - The future of the news media
  - Access to local financial services in the regions

1

Select Committee on the Sexual Exploitation of Minors 678

people and organizations heard during special and general consultations 51

 $\begin{array}{c} \text{international activities,} \\ \text{including } 35 \text{ parliamentary} \\ \text{missions} \end{array}$ 

# A more digital Parliament



projects to enhance the Assembly's technology infrastructure



Installation of a faster network for parliamentarians to share information and communicate in real time



Greater work mobility for administrative and political staff

# A healthier, more respectful, more inclusive environment

### Awareness campaign

on incivility and harassment

### 2019 Zenith Award,

Internal Communications, to the National Assembly Zero Harassment Campaign



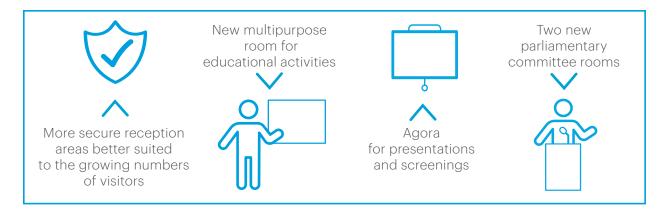






# A new reception pavilion

Inaugurated May 29, 2019



The reception pavilion has won multiple awards, including:



The 2020 grand prize for universal accessibility in Prestige Magazine's 13th annual

Grand Prix du Design



The 2020 grand prize for public institutions in Prestige Magazine's 13th annual

Grand Prix du Design



The Excellence Award for Concrete Construction, Low-rise Buildings Category

American Concrete Institute (ACI)

## A much-visited People's House



120,451

visitors to the National Assembly



Inauguration of a guided tour on the history of the National Assembly, the Parliament Building, and daily parliamentary life, featuring an enhanced visitor experience



Citizen programming on democratic life, the arts, the environment and education



14

Activities for the general public

## New transparency initiatives

Tabling of the first annual report on prevention activities and the new

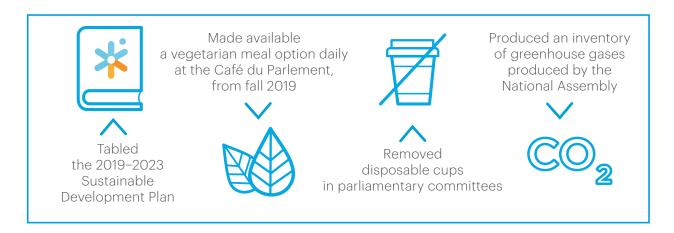
Policy on Preventing and Managing Situations Involving Harassment



Tabling of the first activity report on

Interparliamentary and International Relations

## Environmentally responsible management



# Exceptional measures in response to the COVID-19 pandemic



Temporary suspension of parliamentary proceedings

Closure of the reception pavilion to visitors (mid-March)

Teleworking for the vast majority of administrative staff

Frequent meetings between the President and whips to ensure a smooth transition

Establishment of a coordination cell made up of managers, to ensure adoption of appropriate strategies



# PARLIAMENTARY LIFE

# Composition of the National Assembly

The following changes in the composition of the National Assembly were observed.

### **RESIGNATION**

Sébastien Proulx, Member for Jean-Talon, August 30, 2019

### **BY-ELECTION**

One by-election was held, in the electoral division of Jean Talon on December 2, 2019. Joëlle Boutin, the Coalition avenir Québec candidate, was elected.

### **CHANGES IN STATUS**

None



# President and Vice-presidents of the National Assembly

### **President of the National Assembly**

The President of the National Assembly has three key roles: presiding over sittings and mediating parliamentary debates, overseeing the Assembly's administrative services, and representing the National Assembly. In his administrative capacity, the President ensures that the parliamentary administration meets the needs of its Members and the people of Québec.

The President also represents the National Assembly, raising its profile in Québec and internationally, promoting democratic values and informing the public on the work of MNAs through outreach and educational activities.

+ www.assnat.qc.ca/en/deputes/president-assemblee/index.html



**François Paradis**President
Since November 27, 2018

### Vice-presidents of the National Assembly

as at March 31, 2020

The President of the National Assembly is assisted by three vice-presidents, who may replace him in the event he is absent or has an impediment. These three members, elected by the Assembly, preside over certain parliamentary sittings and support the President in his administrative duties.



Marc Picard
Member for Chutes-de-la-Chaudière
First Vice-President
Since November 27, 2018



Chantal Soucy
Member for Saint-Hyacinthe
Second Vice-President
Since November 27, 2018



Maryse Gaudreault Member for Hull Third Vice-President Since November 27, 2018

+ www.assnat.qc.ca/en/deputes/fonctions-parlementaires-ministerielles/fonctions-parlementaires.html

17 decisions rendered by the President and the Vice-presidents of the National Assembly in 2019–2020.

## Office of the National Assembly

Established under the Act respecting the National Assembly (chapter A-23.1), the Office of the National Assembly exercises oversight, regulatory and approval functions.

The Office also performs other duties entrusted to it by the Assembly. It approves budget estimates, makes decisions relating to the administrative management of the National Assembly, and regulates expenditures and allowances allocated to Members and House Officers to perform their parliamentary functions.

For the duration of the 42nd legislature, the Office is made up of the President, six members of the government party, three members of the official opposition, one member of the 2nd opposition party and one member of the 3rd opposition party.

### Composition of the Office

as at March 31, 2020

### **PRESIDENT**

• François Paradis

### **MEMBERS**

### Coalition avenir Québec (6)

- Éric Lefebvre (Arthabaska)
- Geneviève Hébert (Saint-François)
- Mario Laframboise (Blainville)
- Lise Lavallée (Repentigny)
- Sylvain Lévesque (Chauveau)
- Donald Martel (Nicolet-Bécancour)

### Québec Liberal Party (3)

- Gaétan Barrette (La Pinière)
- Monsef Derraji (Nelligan)
- Marwah Rizgy (Saint-Laurent)

### Québec solidaire (1)

• Ruba Ghazal (Mercier)

### Parti québécois (1)

• Harold LeBel (Rimouski)

#### SUBSTITUTE MEMBERS

### Coalition avenir Québec (6)

- Mario Asselin (Vanier-Les Rivières)
- Gilles Bélanger (Orford)
- Stéphanie Lachance (Bellechasse)
- Lucie Lecours (Les Plaines)
- Mathieu Lévesque (Chapleau)
- Jean-François Simard (Montmorency)

### **Québec Liberal Party (3)**

- Enrico Ciccone (Marquette)
- Nicole Ménard (Laporte)
- Paule Robitaille (Bourassa-Sauvé)

### Québec solidaire (1)

• Gabriel Nadeau-Dubois (Gouin)

### Parti québécois (1)

• Véronique Hivon (Joliette)

# THE OFFICE OF THE NATIONAL ASSEMBLY AT A GLANCE



51

decisions adopted by the Office

24

regulations tabled in the National Assembly Tabling of the Office's report
on the independent process
for determining Members' conditions
of employment,
on February 20, 2020

# 10 meetings held

<sup>+</sup> www.assnat.qc.ca/en/abc-assemblee/ban/index.html

## Parliamentary proceedings

The business, discussions and debates in the National Assembly Chamber and on parliamentary committees are known collectively as "parliamentary proceedings." These proceedings follow the calendar set out in the Assembly's Standing Orders. There are two distinct periods during which the Assembly sits to conduct parliamentary business: spring and fall. Each sessional period comprises weeks of regular deliberation followed

by weeks of intensive deliberation. Weeks are also set aside for riding work, and neither the Assembly nor committees may sit at this time.

Debates in the National Assembly of Québec follow specific rules of procedure derived from the British parliamentary tradition. Parliamentarians must also obey rules of conduct and observe decorum.

### Ordinary and extraordinary sittings

In parliamentary language, each day of deliberations is a sitting. Ordinary sittings are those held in accordance with the parliamentary calendar and hours of meeting in the Standing Orders; extraordinary sittings are held outside normal sitting periods, at the request of the Premier.

Each sitting of the National Assembly is divided into two periods: Routine Proceedings and Orders of the Day.

78 ordinary sittings

429 hr., 20 min.

4 extraordinary sittings



49 hr., 19 min.

### **Routine Proceedings**

The period known as Routine Proceedings serves mainly to provide parliamentarians with information, particularly from the government.

At this stage, bills are introduced, making them public, and the Oral Questions and Answers period is held.

### ROUTINE PROCEEDINGS AT A GLANCE



821

statements by Members

998 DOCUMENTS TABLED

Replies to written questions place on the Order Paper and Notices

88

2

statements by Ministers

Petitions submitted
Number of petitions submitted
Number of signatures gathered
Replies to petitions
130
333,286
Replies to petitions
107

**7**1

bills introduced, including:

40

Government bills

20

Private Members' public bills

11

Private bills

Annual reports (government departments and public bodies)	270
Decisions of the Office of the National Assembly	24
Committee reports	90
Other documents	289

### **Oral Questions and Answers**

Statistics for the Oral Questions and Answers period are calculated based on the parliamentary calendar for spring and fall 2019.

These are not statistics for the fiscal year.

Period	Main questions	Supplementary questions	Hours spent		
Spring 2019	465	912	33 hr. 31 min.		
Fall 2019	337	635	23 hr. 13 min.		

<sup>+</sup> www.assnat.qc.ca/en/travaux-parlementaires/documents-deposes.html

### Orders of the Day

The period known as Orders of the Day is dedicated primarily to the consideration of bills. This is also when

all other substantive debates, such as the business of opposition Members, is brought before the Assembly.

# ORDERS OF THE DAY AT A GLANCE



2

**Urgent Debates** 

82

Debates upon Adjournment

4

Debates on Reports from Committees

45

Bills passed, 55.6% unanimously

17

Orders of Business Standing in the Name of Members in Opposition **35** 

Government bills passed, 43% unanimously

Private Member's Public Bill, unanimously adopted

Approvals of international commitments

9

Private bills, unanimously adopted

+ www.assnat.qc.ca/en/travaux-parlementaires/projets-loi/projets-loi-42-1.html

### COVID-19

Due to the COVID-19 pandemic, six ordinary sittings scheduled for March 2020 were cancelled. Members agreed to adopt special measures to address this ex-

ceptional situation, including supplementary estimates for the fiscal year ending March 31, 2020.

### Parliamentary committees

Parliamentary committees are work groups composed of a set number of MNAs who examine issues within the committee's particular area of competence and carry out other mandates assigned by the National Assembly. Committees are the ideal forum for the clause-by-clause consideration of bills, oversight of government activity and public consultations on topical societal issues in Québec.

The National Assembly has eleven standing parliamentary committees. Of these, the nine sectorial committees specialize in a particular area of government activity,

while the two "horizontal" committees—the Committee on the National Assembly and the Committee on Public Administration—have a broader purview.

A motion adopted on June 14, 2019, created a select committee to study the sexual exploitation of minors in Québec, including consequences on the transition to adulthood.



	PARLIAMENTARY COMMITTEES AT A GLANCE								
PARLIAMENTARY COMMITTEES	SITTINGS				PUBLIC CONSULTATIONS  30 specific consultations, including 25 on bills		COMMITTEE REPORTS		
	Public sittings	Deliberative meetings	Total sittings	Total hours	People heard	Briefs submitted	Reports tabled	Recommendations made	
Committee on the National Assembly (CAN)	-	-	-	-	-	-	-	-	
Committee on Public Administration (CAP)	6	19	25	32 hr. 12 min.	12	-	2	16	
Committee on Agriculture, Fisheries, Energy and Natural Resources (CAPERN)	38	6	44	153 hr. 17 min.	59	108	1	32	
Committee on Planning and the Public Domain (CAT)	50	5	55	177 hr. 18 min.	33	55	1	-	
Committee on Culture and Education (CCE)	60	8	68	279 hr. 46 min.	137	184	-	-	
Committee on Labour and the Economy (CET)	41	4	45	159 hr. 18 min.	42	41	-	-	
Committee on Public Finance (CFP)	53	4	57	202 hr. 29 min.	29	31	1	-	
Committee on Institutions (CI)	57	9	66	235 hr. 16 min.	119	217	1	-	
Committee on Citizen Relations (CRC)	39	4	43	158 hr. 11 min.	52	64	-	-	
Committee on Health and Social Services (CSSS)	48	7	55	190 hr. 32 min.	60	72	-	-	
Committee on Trans- portation and the Environment (CTE)	44	13	57	199 hr. 21 min.	94	132	1	9	
Select Committee on the Sexual Exploitation of Minors (CSESM)	7	18	25	63 hr. 44 min.	67	59	-	-	
TOTAL	443	97	540	1 851 hr. 24 min.	704	963	7	57	

<sup>+</sup> www.assnat.qc.ca/en/travaux-parlementaires/commissions/index.html

### Consideration of bills

The consideration of bills is the mandate that most occupies Québec's MNAs in sectorial committees. Over

the past 10 years, committees have spent, on average, 61% of their time considering bills.

# CONSIDERATION OF BILLS IN PARLIAMENTARY COMMITTEE AT A GLANCE

74.2%

of committee time spent considering bills

37

Government bills and

10

private bills considered in parliamentary committee

343

sittings spent on consideration of bills, including

82

sittings spent on consultations

3,193 clauses examined

1,396 amendments considered, with 893 adopted

The bills considered by parliamentary committees included the following topics:

- · Amendments to the Taxation Act
- The Act respecting the Québec sales tax, and other provisions
- The establishment of the Centre d'acquisitions gouvernementales and Infrastructures technologiques Québec
- · The laicity of the State
- The reform of Québec's voting system
- The regulation of building inspections and divided co-ownership
- Provisions concerning preschool education
- Amendments to the *Education Act* and other provisions concerning preschool services for 4-year-old students
- An Act to amend the Education Act with regard to school organization and governance

1,033

Online comments submitted by citizens, on

41

committee orders and bills

DADIJAMENTADV	TOTAL HOURS *	PUBLIC BILLS			PRIVATE BILLS		
PARLIAMENTARY COMMITTEES		Number	Clauses	Amendments adopted	Number	Clauses	Amendments adopted
Committee on the National Assembly (CAN)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Committee on Public Administration (CAP)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Committee on Agriculture, Fisheries, Energy and Natural Resources (CAPERN)	109 hr. 19 min.	2	61 19 155 87		-	-	-
Committee on Planning and the Public Domain (CAT)	159 hr. 29 min.	2			9	49	5
Committee on Culture and Education (CCE)	208 hr. 22 min.	3	346	346 52		-	-
Committee on Labour and the Economy (CET)	128 hr.	3	193	132	1	4	-
Committee on Public Finance (CFP)	158 hr. 56 min.	7	1356	129	-	-	-
Committee on Institutions (CI)	193 hr. 5 min.	9 264 104		104	-	-	-
Committee on Citizen Relations (CRC)	105 hr. 5 min.	2	272	168	-	-	-
Committee on Health and Social Services (CSSS)	159 hr. 48 min.	6	116	81	-	-	-
Committee on Transportation and the Environment (CTE)	150 hr. 46 min.	3	377	377 116		-	-
Select Committee on the Sexual Exploitation of Minors (CSESM)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TOTAL	1 372 hr. 50 min.	37	3140	888	10	53	5

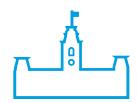
<sup>\*</sup> The total number of hours includes consultations on Government and private bills.

### Parliamentary oversight

Another important responsibility of parliamentary committees is overseeing government activities. Through such actions as examining estimates of expenditure, interpellations, supervising public bodies

and executing other orders mandated by legislation, parliamentary committees enjoy special powers to provide enhanced oversight of the public service.

# PARLIAMENTARY OVERSIGHT AT A GLANCE



12

Government departments and bodies heard by the Committee on Public Administration 42 Sittings to study the budget estimates

14 Interpellations from committees, in which Ministers were heard on subjects chosen by the opposition parties

Publication of

2

reports from the Committee on Public Administration containing

16

recommendations on the accountability of deputy ministers and heads of public bodies

13.1%

of total time spent on committee work related to parliamentary oversight

### Other orders

Parliamentary committees spent the remainder of their time on various mandates under orders of the Assembly or on their own initiative.

# OTHER COMMITTEE ORDERS AT A GLANCE



Public hearings and special consultations held in Québec City, Montréal and Val d'Or as part of Select Committee on the Sexual Exploitation of Minors

Special consultations and public hearings: The leak of personal information at Desjardins

- **5** Orders of initiative on the following topics:
- The issues of recycling and local recovery of glass
- The alarming increase in the use of psychostimulants in children and young people in connection with attention deficit hyperactivity disorder (ADHD)
- The impact of pesticides on public health and the environment, and current and future innovative alternative practices in the agriculture and food sectors, with due regard for the competitiveness of Québec's agri-food sector
- The future of the news media
- Access to local financial services in the regions

Special consultations
and public hearings in Québec City,
Matane, and Rouyn-Normanda
in connection with the order initiative
on the future of news media,
by the Committee on Culture
and Education

## Parliamentary diplomacy

Through parliamentary diplomacy, Québec MNAs are actively working to extend the influence of the National Assembly around the world. One aim of these international activities is to make the National Assembly

a more modern, open institution that better supports parliamentarians in their duties while promoting sectors of excellence in Québec society.

PARLIAMENTARY DIPLOMACY AT A GLANCE						
51 interparliamentary and cooperation activities, including 35 parliamentary missions	22 activities with diplomats, members of the consular corps, and president and vice-presidents of the National Assembly					
2 assembly presidents hosted	Participation in 6 international parliamentary committees					

As part of interparliamentary activities, Québec MPs studied more than a hundred topics of interest to Québec, many of which were directly related to parliamentary work:

- High-speed Internet access and denvitalization of rural regions
- · Climate change
- Use of psychostimulants in children and young people in connection with attention deficit hyperactivity disorder (ADHD)
- Governance and digital technology
- Cannabis legalization

- Maintaining a climate of respect in the legislative environment
- Open and transparent parliaments
- North American partnerships in the energy sector
- Preservation of culture and heritage
- Early childhood education systems
- Electoral systems
- · Pesticide use
- · Gender-based violence

### **MULTILATERAL ACTIVITIES**

Member of 5 multilateral organizations

Participant in 33 activities hosted by interparliamentary organizations

Current chair of the Network of Women Parliamentarians of the Assemblée parlementaire de la Francophonie (APF)

July 2019 marked the end of the Assembly's two-year term as chair of the APF

Participant in 17 activities of United States interparliamentary organizations

### BILATERAL ACTIVITIES

16 partner parliaments

8 activities with partner parliaments

3 ad hoc bilateral activities

Fact-finding mission to Belgium and France as part of the Committee on Agriculture, Fisheries, Energy and Natural Resources's order of initiative on the use of pesticides

+ View the report here (French only)

Mission of the President of the National Assembly to the Scottish Parliament to discuss mutual parliamentary issues, including digital parliament, work–family balance and anti-harassment policy.

+ View the report here (French only)

- + Report on interparliamentary and international relations 2019-2020 (French only)
- + www.assnat.qc.ca/en/diplomatie/index.html

### Interparliamentary cooperation

In addition to its extensive diplomatic network, the National Assembly has developed broad services in the field of interparliamentary cooperation.

It also contributes to activities designed to strengthen the institutional capacity of parliaments.

# OVERVIEW OF INTERPARLIAMENTARY COOPERATION



interparliamentary cooperation activities

Held the 5th edition of the International
Parliamentary Training Program (PIFP) in partnership
with Université Laval. It was attended
by 9 representatives of 5 French-language
parliaments, of whom 6 were women.

5

delegations welcomed on fact-finding missions: Burkina Faso (2), Mali, Wales and Vietnam Held the 3rd edition of the leadership workshop for women parliamentarians in partnership with École nationale d'administration publique and Groupe Femmes, Politique et Démocratie, attended by 10 elected members from French-language parliaments.

+ www.assnat.qc.ca/en/diplomatie/cooperation/index.htm

### Institutional life

The National Assembly regularly hosts institutional events whose scope sometimes extends beyond Québec's borders: official ceremonies, reception of foreign delegations, visits by ambassadors and consuls, etc. The members of the National Assembly Protocol Team ensure

that these activities, which MNAs take part in, are carried out under conditions conducive to dialogue and in accordance with recognized protocol practices.

# OVERVIEW OF INSTITUTIONAL LIFE



108

Activities conducted

26

Activities and ceremonies involving the President and Vice-presidents of the Assembly

19

Ministerial ceremonies

6 recipients of the Medal of Honour of the National Assembly:

Boucar Diouf
Laurent Duvernay-Tardif
Penelope Guay
Gilles Kègle
Jean Pagé
Colombe Saint-Pierre

Hosted a ceremony commemorating the 30th anniversary of the tragedy at Montréal's École Polytechnique.

The Medal of the National Assembly was posthumously awarded to the women assassinated on December 6, 1989.

## Training for MNAs and political staff

Training is an essential support service provided to assist parliamentarians in their duties. The parliamentary administration offers a wealth of training and education opportunities for MNAs and their staff, particularly at the start of each Legislature.

While National Assembly administrative personnel is often called on to share its expertise, external partners are often brought in to provide training opportunities that meet the needs of MNAs and their staff throughout their terms of office.

# PARLIAMENTARIAN AND POLITICAL STAFF TRAINING AT A GLANCE

1

training session for a new Member following a by-election

3

training sessions for Members on the prevention and management of harassment situations as part of the Zero Harassment at the National Assembly campaign. A fourth session was cancelled due to the COVID-19 pandemic.

1

training session on the functioning of parliamentary committees for MNAs who chair committees or preside over sittings **152** 

viewings of a video training course on incivility, conflict and harassment available to National Assembly political staff on the intranet.

2

training sessions for MNAs
and political staff on how bills
are structured, the clause-by-clause
study process in parliamentary committee
and the procedure
for introducing amendments

1

online self-study session for political staff on information security

# Training and educational activities by the Cercle des femmes parlementaires

The Cercle des femmes parlementaires is a forum created in 2010 for female MNAs from all parties to gather and reflect on their shared experiences. Its aim is to better equip women for their legislative and government oversight roles.

The Circle holds training and educational activities to this end, some for Circle members only and others for all parliamentarians.

# CERCLE DES FEMMES PARLEMENTAIRES TRAINING ACTIVITIES AT A GLANCE

5

training sessions
on gender-based analysis
in collaboration with the
Secrétariat à la condition féminine

1

training session on public speaking

1

presentation on the phenomenon of violent and hateful messages on social media, organized in collaboration with the Secrétariat à la condition féminine

+ www.assnat.qc.ca/en/deputes/cerclefemmes/index.html

# Members' payroll, allowances and expenses

The remuneration of Members of the National Assembly cover expenses incurred in the performance of their includes their base salaries and various allowances to

duties.

		(in th	Approp nousands of	oriations dollars) 2	2019-2020	2018-2019		
PAYROLL								
Regular remuneratior (includes the basic al	n lowance and additiona	al allowances for pa	arliamentary c	luties)	13,709.0	12,344.1		
ALLOWANCES								
Allowances for expe	nditures, attendance	and travel						
in their ridings and e	lsewhere in Québec				4,787.9	3,991.0		
•	to offset the fact that sudally, effective January 1, 2							
Transition allowance	es				-	7,753.6		
(including allowances p	oaid when a Member lea	aves)						
Travel from riding to	Parliament Building				715.0	646.7		
Accommodation in (	Accommodation in or around Québec City							
	Additional allowance for the purchase of office furniture and equipment during the first and fourth terms of office							
	Additional allowance for the purchase of office furniture and equipment for new ridings							
Riding office operati	ng expenses				8,439.3	7,859.6		
EXPENDITURES								
	Members' staff 2019-2020	Office staff of House Minister 2019-2020		Members' staff 2018-2019	Office staff of House Minister 2018-2019			
Payrol	14,778.2	8,221.0	22,999.2	14,397.3	8,090.9	22,488.2		
Travel expenses	410.1	425.5	835.6	416.0	278.0	694.0		
Political party research services			2,580.7			2,501.5		

<sup>+</sup> www.assnat.qc.ca/en/abc-assemblee/fonction-depute/indemnites-allocations.html

### Political staff

Under the Act respecting the National Assembly (chapter A-23.1), the Office of the National Assembly establishes by regulation the standards and scales according to which the staff of an MNA or of a Minister's office are recruited, appointed and remunerated. The working conditions of other political staff, such as political attachés, advisors, support staff, researchers and executive assistants are also established by the Office, by regulation.

As at March 31, 2020, **468** people were employed by MNAs and House ministers on Parliament Hill and in riding offices. The number for March 31, 2019, was 462.



# THE PARLIAMENTARY ADMINISTRATION

# Mission, vision and values of the parliamentary administration

### Mission

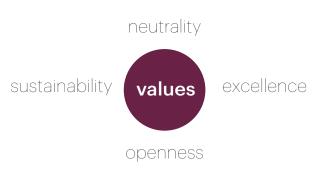
The National Assembly administration ensures that MNAs work under the best possible conditions and have the services they need to carry out their responsibilities to the fullest. It promotes democracy and raises the Assembly's profile by making the institution better known to the people of Québec.

### Vision

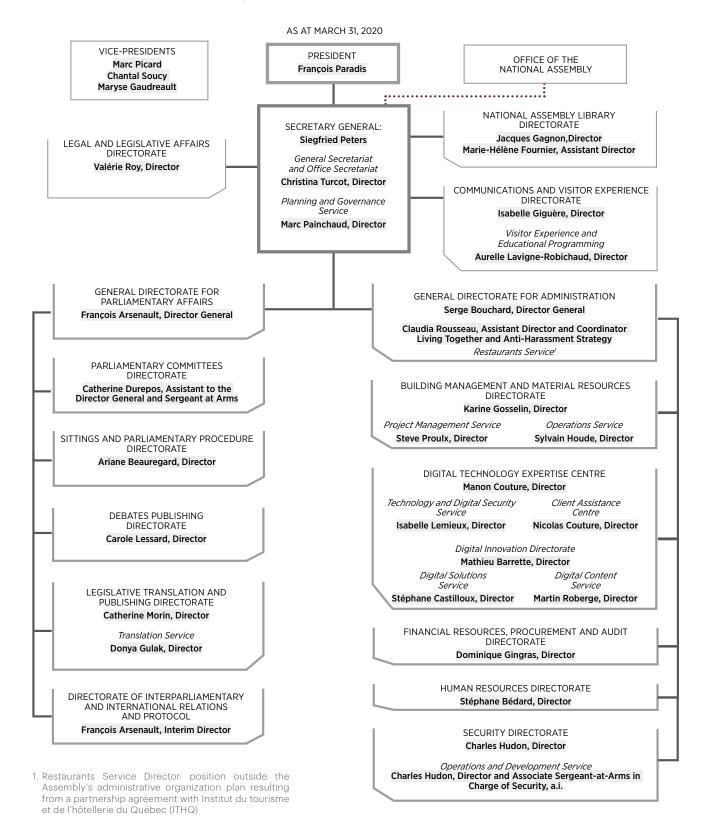
The National Assembly administration is reputed for the high quality of its services. It employs state-of-the-art parliamentary and administrative practices, and assists elected representatives in their dialogue with the people.

### **Values**

The National Assembly administration adheres to the Québec public service's statement of values, which is based on competence, impartiality, integrity, loyalty and respect. In the parliamentary context, it embraces the following values as well:



# Administrative organization



# Administrative activities and services

## Welcoming the public

With its reception pavilion, the National Assembly embodies the concept of the "people's house." Our new facilities, public programming and visitor experience

make us a destination of note for the people of Québec and for visitors from around the world.

# THE PEOPLE'S HOUSE AT A GLANCE

120,451

visitors to the National Assembly, a

12.0%

increase over last year.

35,437

people took the guided tour, while

72,721

opted for a self-guided tour.

More than

3,000

people took part in the reception pavilion opening festivities between May 24 and June 2, 2019. Extended opening hours to increase public interest in the Assembly:

- 6 days per week, Sunday through Friday, between Thanksgiving and the Journée nationale des patriotes
- 7 days per week during summer
- \* On March 13, 2020, the National Assembly closed its doors to visitors due to the COVID-19 pandemic.

#### **VISITOR EXPERIENCE**

A new multimedia guided tour offers visitors a rich, modern and personalized experience.

#### **PUBLIC PROGRAMMING**

A new slate of activities for the general public, based on

5 main themes:

Democratic life and society
Arts and culture
Science and the environment
Education, leisure and
youth Sports

Produced with community partners

# 14 PUBLIC ACTIVITIES

14 PUBLIC ACTIVITIES	
Dates	Activities
June 24, 2019	Public celebration
September 13, 16 and 18, 2019	Québec City Film Festival (FCVQ)
	Presentation by Québec's arts council, SODEC (Société de développement des entreprises culturelles)
	Cinéphilo film screening
	Conference with director Louis Bélanger
September 9, 2019/October 7, 2019 November 4, 2019/December 2, 2019 February 3, 2020/March 2, 2020	Workshops for the general public Comment ça marche? (How does it work?)
November 26 to December 20, 2019	Swedish Dads exhibition
December 5 and 6, 2019	Commemoration of the École Polytechnique tragedy
February 10, 2020 to March 13, 2020	Exhibition Des œuvres qui donnent des ailes, for the benefit of the Fondation Maison Dauphine (Urbania Art Gallery)
February 12, 2020	Opening, Des œuvres qui donnent des ailes exhibition

#### Library

The Library of the National Assembly stores, organizes, develops and distributes collections that contribute to the political and parliamentary life of Québec. It serves its priority clientele by providing reliable, unbiased

information and analysis, and reaches a wider audience by offering access to its rich documentary and archival heritage.

# THE LIBRARY AT A GLANCE



Supporting the work of parliamentarians 6,000+ inquiries and research requests

600+ requests completed by the Research Department

7,000+ documents loaned

1,500+ document management requests

An open, living library

44,865 visitors or users

800,000+ web page views from the catalogue

or thematic guides

15,000+ pages of parliamentary debates indexed

**17th** annual National Assembly political book prize



#### Prix de la présidence de l'Assemblée nationale

Valérie Lapointe-Gagnon : Panser le Canada. Une histoire intellectuelle de la commission Laurendeau-Dunton. Les Éditions du Boréal

#### Prix de la Fondation Jean-Charles-Bonenfant (doctoral thesis)

Jean-François Laniel : Il était une foi des bâtisseurs : vers une synthèse socio-historique du catholicisme et du nationalisme québécois en modernité (1840-2015), Université du Québec à Montréal

#### Prix de la Fondation Jean-Charles-Bonenfant (master's thesis)

Julien Verville : La réforme du mode de scrutin au Québec : une perspective néo-institutionnaliste, Université du Québec à Montréal

#### Prix du Ministère des Relations internationales et de la Francophonie du Québec/Ministère de l'Europe et des Affaires étrangères

Gabriel Arsenault : L'économie sociale au Québec : Une perspective politique, Presses de l'Université du Québec

<sup>+</sup> www.assnat.qc.ca/bibliotheque

## La Boutique

The National Assembly's gift shop, La Boutique, officially opened its doors on June 1, 2019. It is conveniently located in the reception pavilion and features an gift items selected for their quality and originality.

attractive new design that enhances product visibility. La Boutique is a showcase for made-in-Québec art and

# LA BOUTIQUE AT A GLANCE



76.0%

of La Boutique products are made in Québec.

40

Québec artisans are represented.

Featuring craftworks from

14

of the 17 administrative regions of Québec.

+ www.assnat.qc.ca/en/visiteurs/boutique-assemblee/



#### **Educational Mission**

The National Assembly's educational programs team contributes to developing a more responsible, better informed and more engaged citizenry with a stronger attachment to its democratic institutions. Through the financial support of the Jean-Charles Bonenfant Foundation, the National Assembly organizes a number of outreach activities, both at the Assembly and in schools, for youth, teachers of all grade levels and the general public.

The National Assembly also dispenses training sessions for those interested in the rules of parliamentary debate and the workings of Parliament, through a course on parliamentary law and procedure that has been offered at Université Laval for 16 years. The Assembly is also a partner in a legislative drafting clinic, an opportunity for students to draft bills as part of the Student Forum.

## EDUCATIONAL ACTIVITIES AT A GLANCE **NEW NEW** Participation of sessions elementary, secondary ateliers grand public and college teachers participants 231 2,271 subscribers member schools OX POPUL 3,000 18,714 TA DÉMOCRATIE À L'ÉCOLI participating students 150 workshops in schools young people, accompanying adults parliamentary simulations conducted for varied 1,250 and members of the public took 5 audiences, along with the 27th annual Young part in educational activities or **Democrats Tournament** parliamentary simulations. Jean-Charles-Bonenfant Foundation bursary interns: Jean-Christophe Anderson, Annie-Pier Bacon, Catherine Gibeau, Anne-Sophie Robitaille and Anne-Catherine Vadnais Participation by 14 undergraduate students in the internship program for student pages

ANNUAL REPORT 2019-2020 OF THE NATIONAL ASSEMBLY OF QUÉBEC

www.assnat.qc.ca/en/abc-assemblee/carrieres-et-stages/stages.html

voxpopuli.quebec/

www.paricilademocratie.com/ www.fondationbonenfant.gc.ca

#### Restaurants

The Le Parlementaire restaurant has been open to the public for over fifty years and has served Québec parliamentarians for over a century. Le Parlementaire's "little brother," the Café du Parlement, is the perfect option for visitors on a tight schedule.

To modernize facilities and make Le Parlementaire a noted Québec destination, the restaurant's dining room closed in late October 2019 for renovations that include new lighting, an ancillary kitchen and new furnishings.

The restaurant is scheduled to reopen in 2020.

The restaurants of the National Assembly are proud to showcase Québec specialities, with menus that change with the seasonal offerings of the province's producers. In summer, produce harvested from the garden on the National Assembly grounds is also included in the dishes meticulously prepared by the Assembly's restaurant team.

# OUR RESTAURANTS AT A GLANCE



More than

2,000

people served with the new weekend openings in summer 2019 Three administrative regions—Cantons-de-l'Est, Rougemont and Îles-de-la-Madeleine—been honoured with new regional menus.

The National Assembly's restaurants are now certified under the *Aliments du Québec au menu* program, which recognizes restaurants that give pride of place to Québec products.



+ www.assnat.qc.ca/en/visiteurs/parlementaire

## Recording and broadcasting of parliamentary proceedings and press activities

The Digital Content Service is responsible for recording parliamentary proceedings, press events and other Assembly activities, which are then broadcast on the National Assembly Channel and posted on the website.

The Service also produces multimedia content to fulfill the institution's mission and publicize the democratic process.

#### RECORDING AND BROADCASTING AT A GLANCE

135.0%

Increase in the hours of parliamentary proceedings, press events and other institutional activities recorded (from 1,000 to

2,354 hours)

Production of a special program hosted by the President of the National Assembly and other dignitaries for the reception pavilion grand opening on June 1, 2019

Two new video production

control rooms for

the two new

parliamentary committee rooms.

Recorded content produced per year	Multimedia productions	Press events	Video excerpts
2019-2020	90	358	2,211
2018-2019*	61	231	1,611

<sup>\* 2019-2019</sup> was an election year, which explains the lower number of hours of parliamentary work, press and institutional activities.

<sup>+</sup> www.assnat.qc.ca/en/video-audio/en-direct-webdiffusion.html

#### Journal des débats

written record of all that is said, in French or in English, during parliamentary proceedings. Special events may

The Journal des débats (Hansard) provides a faithful also be transcribed with the approval of the General Secretary.

## THE JOURNAL DES DÉBATS AT A GLANCE

64,000+

online page views of the Journal des débats index

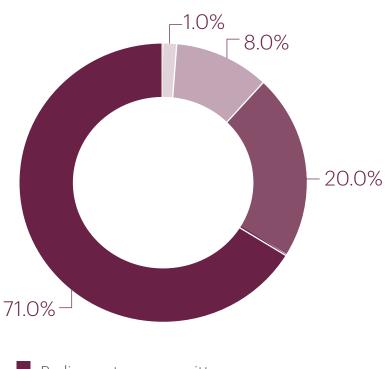
# 2,380 hr. 30 min.

of parliamentary debates transcribed, edited, laid out and published

136.0%

increase in duration of events transcribed versus 2018-19 (election year)

Percentage of time on parliamentary activities



- Parliamentary committees
- Sittings of the National Assembly
- Addresses and press conferences
- Special activities

<sup>+</sup> www.assnat.qc.ca/en/travaux-parlementaires/journaux-debats.html

#### Translation and publication of laws

All bills are translated so they can be introduced to the National Assembly in French and English. The same applies to amendments adopted during the legislative process, whether they are proposed in French or English. Legislation is published in the annual physical volume of the *Statutes of Québec* and on the Publications du Québec website.

In addition to its mandate to translate and publish laws, the Legal Translation and Publishing team provides translation services to the administrative units of the National Assembly, the Lieutenant-Governor of Québec and other designated persons.

## TRANSLATION AND PUBLISHING OF LAWS AT A GLANCE

Translation of 71 bills introduced in the National Assembly

Publication of 5,326 pages of bills and legislation, in English and French

Translation of 241 texts from 11 administrative units of the Assembly, the Lieutenant-Governor of Québec, the Ethics Commissioner and the Lobbyists Commissioner

<sup>+</sup> www.assnat.qc.ca/en/publications/fiche-recueil-annuel-lois.html

## Security

Under the authority of the President of the National Assembly, the Security Directorate protects all people and secures all premises occupied by MNAs and the parliamentary administration. To this end, it develops

and implements building security and accident and fire prevention measures, and plans emergency operations. It also provides advice concerning security measures to National Assembly authorities.

## SECURITY AT A GLANCE

Enhanced security for Parliament Building access with the opening of new security stations at the east and west entrances in spring 2019.

Assistance from paramedics and other first responders for

31

people.

In response to a survey of riding office personnel on their security capacity and needs, installation of new equipment in

56

offices that expressed needs for enhanced security.

# Resources

# Use of appropriations allocated to the National Assembly

(in thousands of dollars)	2019-2020	2018-201
cretary General and Legal and Legislative Affairs		
General Secretariat and Office Secretariat		
Legal and Legislative Affairs Directorate	1,364.3	1,156
Parliamentary Committees Directorate	1,049.5	1,083
	2,413.8	2,239
Parliamentary Affairs		
General Directorate for Parliamentary Affairs	913.7	1,782
Sittings and Parliamentary Procedure Directorate**	979.6	
Parliamentary Committees Directorate **	416.0	
Debates Publishing Directorate	1,893.1	1,650
Legislative Translation and Publishing Directorate	512.9	44
Directorate of Interparliamentary and International Relations and Protocol	2,828.0	3,026
Special Commission on the Sexual Exploitation of Minors	48.9	
	7,592.2	6,906
	10,006.6	9,14
Parliamentary Affairs and National Assembly Library		
Parliamentary Affairs and National Assembly Library National Assembly Library Directorate Communications and Visitor Experience Directorate	5,241.9 4,628.7	4,79 3,72
National Assembly Library Directorate	,	3,72
National Assembly Library Directorate  Communications and Visitor Experience Directorate	4,628.7	3,72
National Assembly Library Directorate  Communications and Visitor Experience Directorate	4,628.7	3,72 <b>8,5</b> 19
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security	4,628.7 <b>9,870.6</b>	3,72 <b>8,51</b> 9
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration	4,628.7 <b>9,870.6</b> 430.3	3,72 <b>8,51</b> 9 35 1,83
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services	4,628.7 <b>9,870.6</b> 430.3 2,130.7	3,72 <b>8,519</b> 35 1,83 7,56
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services Building Management and Material Resources Directorate	4,628.7 9,870.6 430.3 2,130.7 8,938.8	3,72 <b>8,519</b> 35 1,83 7,56 8,399
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services Building Management and Material Resources Directorate Digital Technology Expertise Centre	4,628.7 <b>9,870.6</b> 430.3 2,130.7 8,938.8 9,447.3	3,72 <b>8,519</b> 35 1,83 7,56 8,399 1,45
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services Building Management and Material Resources Directorate Digital Technology Expertise Centre Financial Resources, Procurement and Audit Directorate	4,628.7 <b>9,870.6</b> 430.3 2,130.7 8,938.8 9,447.3 2,140.1	3,72 <b>8,519</b> 35 1,83 7,56 8,399 1,456 11,340
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services Building Management and Material Resources Directorate Digital Technology Expertise Centre Financial Resources, Procurement and Audit Directorate Human Resources Directorate	4,628.7 <b>9,870.6</b> 430.3 2,130.7 8,938.8 9,447.3 2,140.1 11,691.0	3,72 <b>8,519</b> 35 1,83 7,56 8,399 1,456 11,340 6,666
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services Building Management and Material Resources Directorate Digital Technology Expertise Centre Financial Resources, Procurement and Audit Directorate Human Resources Directorate	4,628.7 9,870.6 430.3 2,130.7 8,938.8 9,447.3 2,140.1 11,691.0 6,385.4	3,72 <b>8,519</b> 35  1,83  7,56  8,399  1,45  11,340  6,663 <b>37,61</b>
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services Building Management and Material Resources Directorate Digital Technology Expertise Centre Financial Resources, Procurement and Audit Directorate Human Resources Directorate Security Directorate  Administrative total	4,628.7 9,870.6 430.3 2,130.7 8,938.8 9,447.3 2,140.1 11,691.0 6,385.4 41,163.6 61,040.2	3,72  8,519  35 1,83 7,56 8,399 1,458 11,340 6,663  37,611
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services Building Management and Material Resources Directorate Digital Technology Expertise Centre Financial Resources, Procurement and Audit Directorate Human Resources Directorate Security Directorate	4,628.7 9,870.6 430.3 2,130.7 8,938.8 9,447.3 2,140.1 11,691.0 6,385.4 41,163.6	
National Assembly Library Directorate Communications and Visitor Experience Directorate  ministration and Security  General Directorate for Administration Restaurant Services Building Management and Material Resources Directorate Digital Technology Expertise Centre Financial Resources, Procurement and Audit Directorate Human Resources Directorate Security Directorate  Administrative total  tutory support services to parliamentarians	4,628.7  9,870.6  430.3 2,130.7 8,938.8 9,447.3 2,140.1 11,691.0 6,385.4  41,163.6  61,040.2  68,717.0	3,72  8,519  35  1,83  7,56  8,399  1,458  11,340  6,663  37,61'  55,27

<sup>\*</sup> The appropriations used include fixed assets, salaries, operating expenses, transfers and advances. Figures are subject to change until the official close of the government's fiscal year.

 $<sup>^{\</sup>star\star}$  New directorates resulting from a change in administrative structure

#### **Human Resources**

As at March 31, 2020, the administrative sector had 493 of **701**, versus 658 as at March 31, 2019. regular employees and 208 casual employees, for a total

WORKFORCE BY JOB CATEGORIES AT A GLANCE		
Job Categories	As at March 31, 2020	As at March 31, 2019*
Supervisors	5.7%	5.3%
Professionals	32.8%	32.4%
Public servants	46.1%	45.8%
Manual labourers	7.4%	8.1%
Peace officers	8.0%	8.4%

# Regular and casual personnel

Distribution by gender		
	As at	As at
	March 31, 2020	March 31, 2019
Women	50.9%	50.8%
Men	49.1%	49.2%

Distribution by age		
	As at	As at
	March 31, 2020 March 31, 2019	
Under 35	20.4%	18.6%
35 and over	79.6%	81.4%

<sup>\*</sup> Numbers for students and interns are excluded from this data, whereas they were included in the 2018–2019 Activity Report.

#### | PARLIAMENTARY ADMINISTRATION

For 2019–2020, the number of authorized full-time equivalents (FTEs) was 610, whereas the actual total number of full-time equivalents at the National Assembly was 602.3.

Distribution of full-time equivalents at the National Assembly				
Directorate	Regular employees	Casual employees	Total employees	Full-time equivalents*
General Secretariat	13	1	14	12,5
Legal and Legislative Affairs Directorate	5	2	7	11,2
National Assembly Library Directorate	63	7	70	66,0
Communications and Visitor Experience Directorate	45	27	72	62,2
Parliamentary Affairs Directorate	90	36	126	105,6
General Directorate for Administration	277	135	412	344,8
TOTAL	493	208	701	602,3

#### **Training**

Breakdown of expenditures on training and professional development, by area of activity	Expenditures (in thousands of dollars)
Management for supervisory personnel	26.0
Management for non-supervisory personnel	20.6
Communications	12.2
Organizational efficiency**	3.1
Organizational knowledge*	10.6
Language training	4.2
Preparing for retirement	4.0
Financial assistance for education	6.0
Information technology	7.5
Health and safety**	5.6
SPECIALIZATIONS	
Library	2.0
Law	0.1
Building management	1.6
Financial resources	4.5
Human resources	7.2
Security	5.2
TOTAL	120.4

<sup>\*</sup> In-house training given by Assembly staff

## Changes in expenditures on training

Breakdown of expenditures on training	2018-2019	2019-2020
Proportion of total payroll (%)*	1.19%	1.27%
Average number of training days per person	2.16	1.31
Minimum amount allocated per person	\$411.13	\$168.22
Total training days	1,492	923

<sup>\*</sup> Proportion of total payroll is calculated by calendar year, while the other results are calculated by fiscal year.

The decrease in expenditures and the average number of In 2018-2019, the National Assembly funded this special training days per person can be explained notably by the constable basic training for three employees. cancellation of a one-time, sixty-day basic training course formerly offered to newly hired special constables.

<sup>\*\*</sup> Multiple training sessions given internally by Assembly staff

Average number of training days, per employee, by job category	
Supervisors	3,36
Professionals	1,44
Public servants	0,60
Manual labourers	0,10
Peace officers	3,89

#### Awareness campaign on incivility and harassment

In 2019–2020, the National Assembly continued its Zero Harassment at the National Assembly awareness campaign, whose aim is to prevent harassment situations and incivility. Measures were implemented to communicate to MNAs, political staff and administrative personnel the importance of not tolerating and, when necessary, reporting inappropriate conduct.

The National Assembly now requires all new staff, managers and team leaders to complete training in this area, which all current personnel have already had an opportunity to take. This is part of a suite of measures

designed to promote harmonious workplace relations. In 2019–2020, 67 administrative staff members took the nine training sessions on offer.



#### Voluntary departure rate

The voluntary departure rate includes transfers, resignations and retirements. The higher rate in 2019–2020 versus 2018–2019 is due largely to the increase

in retirements and high number of transfers. Personnel members are eligible to apply for both equivalent and higher-level jobs in government departments and bodies.

Voluntary departure rate	
2019-2020	2018-2019
12.9%	11.6%

Voluntary departure rate, excluding retirements	
2019-2020 2018-2019	
9.4%	7.9%

## **Employment equity**

As it is exempt from the *Public Service Act*, the National Assembly is not required to report data on equal opportunity access to employment for target groups and women. However, out of its commitment to leading by example and exhibiting transparency, Québec's foremost

institution has chosen to report data on equality and inclusion in the workplace. Like all Québec government departments and agencies, the National Assembly seeks to ensure that all target groups are fairly represented in its regular workforce.

# Representation of visible and ethnic minorities, Anglophones, Indigenous people and persons with disabilities

#### Hiring

The government objective is to ensure that by 2023, 25% of new hires (regular, casual, interns and students) are members of visible and ethnic minorities, Anglophones,

Indigenous people, or people living with a disability, for a public service that better reflects the diversity of Québec society.

	HIRING FROM TARGET GROUPS AT A GLANCE						
Employment status	Total hires 2019-2020	Visible and ethnic minorities	Anglophones	Indigenous people	People with disabilities	Number of hires, members of at least one target group	Hiring rate, members of at least one target group
Regular personnel	43	4	0	0	0	4	9.3%
Casual personnel	129	6	2	1	1	9	7.0%
Students	22	2	0	0	0	2	9.1%
Interns	28	5	1	0	0	6	21.4%
TOTAL	222	17	3	1	1	21	9.5%

<sup>\*</sup> Employees who belong to more than one target group were counted only once.

#### Presence of target groups in the regular and casual workforce

The government's goal for the Capitale-Nationale region is to achieve a 12% representation rate for members of visual and ethnic minorities in the regular and casual

workforce by 2023. The target for people with disabilities is 2% of the regular workforce.

CHANGING REPRESENTATION OF PEOPLE IN TARGET GROUPS WITHIN THE REGULAR AND CASUAL WORKFORCE*			
TARGET GROUPS	2019-2020	2018-2019**	
Visible and ethnic minorities	5.7%	5.8%	
Anglophones	2.4%	2.4%	
Indigenous people	0.4%	0.2%	
People with disabilities	0.9%	0.9%	
TOTAL	9.4%	9.3%	

<sup>\*</sup> Employees who belong to more than one target group were counted only once.

#### Gender equality

GENDER REPRESENTATION BY JOB CATEGORY		
JOB CATEGORY	PERCENTAGE OF WOMEN	
Supervisors	47.5%	
Professionals	55.2%	
Public servants	56.7%	
Manual labourers	32.7%	
Peace officers	19.6%	
TOTAL	50.9%	

As at March 31, 2020, women represented 50.9% of the National Assembly's regular and casual workforce.

# Measures and actions aimed at hiring, integrating and retaining members of target groups

The National Assembly is pursuing efforts to achieve desired levels of representation for all target groups. Instilling a culture of respect and inclusiveness is one of the aims of the Assembly's 2019–2023 Strategic Plan.

Concrete actions are being implemented to ensure that the entire National Assembly is an inclusive environment that accepts difference, embraces diversity and facilitates the successful integration of all.

<sup>\*\*</sup> Students and interns are excluded from this statistic, whereas they were included in the 2018–2019 Activity Report.

# Building management and material resources

Directorate plans, coordinates and oversees activities related to building management and material resources. It also provides advisory services to parliamentary

The Building Management and Material Resources authorities and supports parliamentarians and administrative units in interior design and building management.

	BUILDING MANAGEMENT AT A GLANCE				
	Projects at the Parliament Building valued at over \$1 million				
Project	Descriptions	Budget	Timeline	Comments	
Modernization of the Le Parlementaire restaurant, addition of ancillary kitchen	New flooring installed  Restoration of heritage plasterwork and chandeliers  Addition of an ancillary kitchen, light fixtures, counter, fixed audio/video equipment and new furnishings	\$3.9 million	October 2019 to April 2020	On budget  Due to the construction stoppage that began March 25, 2020, due to COVID-19, the timeline could not be met.  This project reflects Priority 1 of Aim 1 of the 2019–2020 Strategic Plan: "Become a must-see destination."  Combined with the restaurant's updated menu, the project is designed to give Le Parlementaire a more contemporary feel to welcome a more diverse clientele.	
	I	Projects un	der \$1 million		
officers, added ar	New cloakrooms for constables and security officers, added armoury				
Building	Upgrade one of the elevators at the Parliament Building		\$1.925 million total allocated for these projects		
Replacement of carpet in the monumental staircase					
	Renovation of offices on the 6th floor of the André-Laurendeau Building, to address water damage				

# 2019–2023 Strategic Plan Results

+ http://www.assnat.qc.ca/en/publications/fiche-plan-strategique.html

#### ISSUE 1: Quebecers interest and trust in their democratic institutions

#### **DIRECTION 1: AN OPEN PARLIAMENT**

In order to maintain their interest and trust in their democratic institutions, people need to identify with them and understand how they work. With this in mind, the National Assembly must continue to open its doors and to use multiple channels of communication, both to reach the greatest possible number of people and to hear their concerns.

#### Aim 1: A "people's house" that is welcoming

Priority 1: Become a must-see destination

Indicator	2019-2023 Target	2019-2020 Result
Increase in the number of visitors to the Parliament Building (%)	35.0% increase by 2023	12.0% increase 120,451 visitors to the Parliament Building

Base number: 107.535 visitors in 2018-2019

2019–2020 saw celebrations marking the June 2019 inauguration of the National Assembly's reception pavilion. Following the opening, new programming for the public was launched, and the Visitor Experience service added extended visiting hours, revamped guided tours, self-guided tours, a new gift shop and more. These efforts to invite the people of Québec to spend time at their foremost democratic institution have proven fruitful, and unquestionably contributed to the increased number of visitors to the Assembly versus the previous year.

#### Priority 2: Partner with the community

Another facet of the National Assembly's renewed visitor experience is the process undertaken by Le Parlementaire restaurant, in partnership with Institut de tourisme et d'hôtellerie du Québec (ITHQ), to develop new menus that showcase Québec products. Le Parlementaire also began serving Saturday and Sunday brunch, from June to October 2019.

In summer 2019, the National Assembly joined up with the Québec City Film Festival, becoming a partner venue for the Festival's summer series. Three activities for the general public were held at the Agora, including a tribute to director, screenwriter and actor Louis Bélanger.

#### Aim 2: A "people's house" that communicates

Priority 3: Disseminate parliamentary and institutional information in a dynamic way

Indicator	2019-2023 Target	2019-2020 Result
Increase in website traffic (%) (Number of visits)	15.0% increase by 2023	23.7% increase 5,397,942 visits

Base number: 4,364,750 website visits in 2018-2019

The National Assembly website saw an increased number of visits over the past year. Although traffic on the Assembly's website remains partly dependent on parliamentary activities, improvements to the site also impact its usage numbers.

Over the past year, new website content was added including a Register of Recorded Divisions (votes), an updated section on parliamentary diplomacy, new educational and informative video clips, and an online database listing bills adopted since 1867. All bills introduced in the National Assembly since fall 2019 and published on the Assembly website comply with government Web accessibility standards. This means they include bookmarks for easy navigation and are readable using the most popular screen readers for people with visual impairments. The same holds for all acts given assent.

Indicator	2019-2023 Target	2019-2020 Result
Increased number of followers on social media (%)	25.0% increase by 2023	26.0% increase 55,714 followers

Base number: 44,228 followers, 2018-2019

A digital communication strategy has been developed to make parliamentary information more user-friendly and reach a wider audience. The strategy is designed to boost reach through better targeting and diversify types of posts (photos, videos and text) and communications platforms. These combined efforts have resulted in an increased number of followers of the National Assembly's social media accounts (Facebook, Twitter, YouTube, Instagram and LinkedIn) as at March 31, 2020.

#### Priority 4: Increase disclosure of administrative information

The following advances have been made in disclosure of administrative information:

- Additional information on interparliamentary and international activities.
- Adoption of new operating rules for the Office of the National Assembly in 2020 to publicly release meeting schedules, agendas, decisions and regulations adopted (with some exceptions) and reporting documents.
- A new page on the National Assembly website dedicated to the work of the Office of the National Assembly.

  All documents released publicly by the Office are available there.
- Pursuit of parliamentary committee work to release expenditures by MNAs and House Officers.
- Tabling on June 12, 2019, of the first activity report on the prevention and treatment of workplace harassment in the National Assembly.
- Revision of the content of the National Assembly of Québec annual report, to give a fuller account of institution's activities and progress on the implementation of the Strategic Plan and Sustainable Development Plan.
- Publication of the Secretary General's salary on the Assembly website.

#### Aim 3: A "people's house" that encourages participation

Priority 5: Promote and encourage citizen participation

Indicator	2019-2023 Target	2019-2020 Result
Percentage of participatory tools updated	100.0% by 2023	In progress

Base number: 4 participatory tools in place

During the first year of the plan to encourage citizen participation, discussions to identify the most innovative and promising solutions focused initially on online petitions and comments. A list of areas for improvement was also drawn up. These items will serve as a foundation for the next steps in reviewing participatory tools, part of the ongoing process of becoming a digital parliament.

Priority 6: Educate for democratic life

Indicator	2019-2023 Target	2019-2020 Result
Increased participation in in educational activities (%) (Number of participants)	25.0% increase by 2023	26.5% increase 1,430 participants

Base number: 1,130 participants in 2018-2019

In 2019–2020, 1,430 people participated in the National Assembly's educational activities, a 26.5% increase from the 1,130 participants in 2018–2019. In addition to its normal programming, the Assembly has introduced three new activities on the theme of education for democratic life: the "Comment ça marche?" series of public lectures, youth workshops and the teachers' seminar.

A room for citizen participation has also been set up in the Parliament Building. It is part of both guided and self-guided tours.

#### ISSUE 2: ADAPTING SERVICES TO MNAS' EVOLVING NEEDS

#### DIRECTION 2: A PARLIAMENT THAT SUPPORTS THE PEOPLE'S REPRESENTATIVES

Supporting MNAs in their duties is at the heart of the National Assembly administration's mission. The administration must put all the conditions in place to allow MNAs to concentrate on the essential aspects of their work and fully play their role in a constantly changing environment. The administration's contribution includes the gamut of services provided to elected representatives and their staff as well as the tools made available, assistance offered and information communicated to them so they can perform their functions as effectively as possible.

#### Aim 4: Efficient, high-quality services

Priority 7: Provide MNAs with efficient support

Indicator	2019-2023 Target	2019-2020 Result
Member satisfaction	Measure the satisfaction rate twice during the 42nd Legislature.	Not started

Five committees of MNAs were either created or reconstituted at the beginning of the legislature or newly established in 2019–2020 to assess Member needs, advise the Office of the National Assembly and improve the delivery of parliamentary services:

- Advisory Committee on the Conditions of Employment and Pension Plan of the Members of the National Assembly
- Advisory Committee on Digital Technology in the National Assembly
- Advisory Committee on Zero Harassment at the National Assembly
- Advisory Committee on Sustainable Development
- Advisory Committee on Parliamentary Diplomacy

In addition, three surveys were conducted in 2019–2020 to ensure that MNAs' needs are well documented. The first survey concerned technology needs in relation to various aspects of their work both on Parliament Hill and in riding offices. It was supplemented by workshops with members of the Advisory Committee on Digital Technology in the National Assembly as part of the ongoing transition to a digital parliament. The second survey focused on the work-life balance of MNAs and staff (see Priority 16 on page 60). A survey of riding office staff was also conducted to measure their needs and assess current security infrastructure.

#### Priority 8: Ensure ongoing improvement of tools and services

Several measures were implemented to improve tools and services for parliamentarians in 2019–2020: an upgrade to internet networks in riding offices (increased connection speed, updated routers and WiFi network); deployment of Phase 1 of the migration to the Office 365 suite, including access to core functionalities of Microsoft Teams (videoconferencing, chatting and document sharing); integrated telephony in riding offices; and text message alerts to Members in connection with parliamentary proceedings.

The Security Directorate has instituted a single access point for all MNA services on Parliament Hill (accreditation, parking, key and access management). It has also expanded support for security equipment installation in riding offices (cameras, alarm systems, etc.) and incident management (demonstrations, vandalism, threats, etc.).

New tools have also been made available to members of the Public Administration Committee to assist them on accountability orders for government departments and agencies.

#### Aim 5: Support for knowledge development

Priority 9: Seek out best practices to fuel reflection on parliamentary work

Indicator	2019-2023 Target	2019-2020 Result
Number of benchmarking activities	2 activities per year	2 activities completed

Two benchmarking activities were conducted in 2019–2020. The goal was to seek out best parliamentary practices as part of the parliamentary reform being overseen by the President of the National Assembly. Specifically, benchmarking activities examined the budget appropriation study process and setup of a parliamentary proceedings planning committee.

To develop parliamentary reform proposals in these two areas, research was conducted to identify best practices elsewhere in the world and adapt them to the context of the National Assembly. An administrative committee on parliamentary practices was also established. The committee will coordinate monitoring and benchmarking initiatives for parliamentary proceedings and parliamentary reform.

# Priority 10: Put knowledge gained from exchanges with partner parliaments to work in the Assembly

At the start of the 42nd legislature, various actions aimed at creating a greater tie-in between interparliamentary relations activities and parliamentary proceedings were taken:

- Adoption of a new regulation on international activities
- Establishment of an advisory committee on parliamentary diplomacy
- Formation of groups of 4, including an adviser on interparliamentary and international relations, a committee secretary, a research officer and an adviser from the reference service

This brought about several changes in 2019–2020. Documentation was gathered at international events and provided to the corresponding parliamentary committees. Consultations on these new initiatives were also held with those involved to identify areas for improvement.

Priority 11: Enhance training for MNAs and their staff

Indicator	2019-2023 Target	2019-2020 Result
Creation of a directory of available training	2020	In progress

Available training for MNAs and political staff is described in detail on page 30. Over the next year, efforts will be continued to create a directory of available training courses

#### ISSUE 3: EMPLOYEE MOTIVATION AND LIVING TOGETHER AS A COMMUNITY

#### **DIRECTION 3: A PARLIAMENT AS A COMMUNITY**

As an employer, the National Assembly must look after its personnel's well-being, ensure they have a healthy work environment and provide them with appropriate support and tools to reach their full potential. The Assembly also needs to be a more appealing employer in order to attract competent, diverse, motivated employees. The administration firmly intends to stand out from the competition owing to its inclusive practices and to take action to improve quality of life at work for all its personnel.

#### Aim 6: A culture of respect and inclusiveness

Priority 12: Promote respectful, civil relations

Indicator	2019-2023 Target	2019-2020 Result
Training rate for administrative staff (incivility, conflict management and harassment)	80.0% of administrative staff with completed training	73.8%

Initial rate: 81% per cent of administrative with completed training in 2018-2019

Throughout 2019–2020, the National Assembly pursued its work to prevent situations of incivility, conflict and harassment. The Zero Harassment in the National Assembly awareness campaign, which began in November 2018 and was conducted entirely in-house, continued in April 2019. It specifically addressed the issue of discriminatory harassment, and then closed on a positive note in May 2019 by promoting civility in the workplace. Activities took a number of forms. MNAs were offered training sessions dispensed by an outside specialist on workplace harassment investigations. Political staff had access to video clips of this training on the intranet portal.

As for administrative staff, all new employees underwent the National Assembly's mandatory training on incivility. Sixty-seven employees and managers, as well as the 2019-2020 cohort of pages, took this mandatory training. In March 2020, two training courses for managers and staff were cancelled due to the COVID-19 pandemic.

Priority 13: Value diversity and difference in all forms

Indicator	2019-2023 Target	2019-2020 Result
Representation of target groups among regular and casual personnel	12% of regular and casual personnel by 2023	9.4% of regular and casual personnel

Base rate: 9.3% of regular and casual staff in 2018-2019

Representation of target groups in the workforce remained stable in 2019–2020. Various actions have been put in place to raise our personnel's awareness of diversity and inclusion issues. In spring 2019, managers and administrative staff were invited to participate in focus groups designed to develop an action plan on respect. Sixty-nine people took part. One of the actions proposed was to create a committee of administrative staff on respect in the workplace, and this was done in January 2020. This committee's mandate is to discuss issues related to incivility, conflict management and harassment in the workplace, and propose tools to strengthen the culture of respect at the Assembly. However, the committee's launch was postponed due to COVID-19.

#### Aim 7: Motivated, highly qualified personnel

Priority 14: Establish practices that motivate and engage

Indicator	2019-2023 Target	2019-2020 Result
Level of staff engagement	Survey in 2022	Not started

As a follow-up to the 2018 survey on employee engagement and quality of life at work, an action plan was put forward in winter 2020 listing the National Assembly's priorities for addressing the concerns and needs expressed by staff. Many of these priorities are reflected in the priorities of the Strategic Plan.

Certain actions carried out in 2019–2020 are presented under the results of other Strategic Plan priorities, such as modernizing the work environment, improving the technology infrastructure to foster mobility and collaboration, improving internal communications and promoting respectful, civil relations.

Other institutional actions were implemented in 2019-2020:

- Presentation within each directorate of the institutional directions and collective aims in the 2019–2023 Strategic
  Plan and the 2019–2023 Sustainable Development Plan. A new section of the portal has been created to monitor
  progress on the SDP.
- Establish inter-directorate working committees to step up collaboration and the implementation of various projects, such as the Salon Vert and workplace respect committees.

In addition to National Assembly's strategic plan, individual directorates have developed action plans to address survey findings specific to their own administrative units.

Priority 15: Capitalize on employee expertise and attract new talent

Indicators	2019-2023 Target	2019-2020 Result
Competency development indicator	To be determined	n/a
Increase in number of interns and students (%)	20% increase by 2023	12.8% increase 44 students and interns

Base number: 39 students and interns in 2018–2019

On the skills development front, an investment equal to 1.27% of payroll was made in calendar 2019. During the reporting period, a new development program was offered for team leaders and professionals in management situations.

The observed increase in the number of students and interns is due in part to the fact that some directorates have begun hiring students to work on new projects related to the Strategic Plan and the Sustainable Development Plan.

#### Aim 8: A contemporary work environment

Priority 16: Encourage employee versatility and mobility

Indicator	2019-2023 Target	2019-2020 Result
Number of measures taken with respect to the work environment	6 measures by 2023	3 measures in progress

In 2019-2020 three measures to promote flexibility and mobility for administrative and political staff at the National Assembly were launched:

- To enhance administrative personnel mobility, some 100 laptops have been distributed to employees depending on needs expressed by managers and the plan for obsolete IT equipment.
- In response to concerns of parliamentarians and their staff and administrative personnel about access to tools for mobility and collaborative work, the National Assembly acquired and deployed Office 365. To date, 67.0% of users have migrated to this software suite and have access to new messaging and office automation tools. Basic Microsoft Teams was also made available beginning in March 2020 in response to the pandemic. This has made it possible to hold remote meetings by videoconference.
- To promote flexible working practices, a telework pilot project was launched in fall 2019 to experiment with remote working. This was, however, overtaken by the massive employee telework deployment in mid-March 2020, in response to the pandemic.

With regard to work-life balance, two consultations with Members and political staff were held in fall 2019 to document their situations and needs with respect to family life, caregiving and personal life. The purpose was to gather information while reflecting on appropriate measures to put in place.

Priority 17: Continue modernizing the work environment

Indicator	2019-2023 Target	2019-2020 Result
Develop an overall design vision for National Assembly facilities	2020	In progress
Expected percentage of completion	To be determined	Not started

With respect to modernization of the work environment, the following work is already complete or is being completed:

- Redevelopment of the changing rooms used by Security Directorate staff, including a new armoury that meets firearms safety standards
- Renovation of an office area located in the south part of the 6th floor of the André-Laurendeau Building, in response to water damage. The creation of open areas has made it possible to modernize and optimize the work space
- Renovation of the dining room of Le Parlementaire restaurant, addition of an ancillary kitchen and replacement of furnishings (in progress)

The work environment modernization project is aimed at developing an overall design vision. It began in March 2020 with a survey for managers on their needs.

#### **ISSUE 4: THE ABILITY TO RECONFIGURE AND INNOVATE**

#### **DIRECTION 4: A HIGH-PERFORMING PARLIAMENT**

The National Assembly administration is well known for its efficiency in managing routine activities and delivering services to elected representatives. While maintaining this efficiency, the administration wishes to improve its long-term planning, decision-making and accountability mechanisms by drawing on best management practices. It hopes to encourage the development of an organizational culture conducive to learning and innovation, with an emphasis on collaboration among the directorates, efficient information sharing and strategic monitoring.

#### Aim 9: Enhanced governance

Priority 18: Improve management planning and tools

Indicators	Target	2019–2020 Result
Management information software implementation	Implementation of software in 2020 100.0% of priority indicators by 2023	In progress
Percentage of IT master plan carried out	100.0% of master plan implemented by 2023	In progress

In 2019–2020, an internal audit function was instigated at the National Assembly. This new support function will aid senior management in its decision making and offer solutions to improve the management and performance of the National Assembly's systems, processes and operations.

In terms of management information software, the needs of administrative units were identified, a project team was created and a business case was prepared.

Having a strategic vision of a digital parliament will spur the organization to accelerate its digital shift and better meet the needs of citizens, Members and parliamentary administration. This vision, which has been approved, now forms the core of the forthcoming IT master plan. The main projects carried out in 2019–2020 were intended to reinforce the technological and organizational infrastructure of the Assembly as part of this digital shift. Improvements have been made to network infrastructure on Parliament Hill and in riding offices. Business cases were produced to support administrative units, and an IT project portfolio tracking tool was implemented.

Priority 19: Factor sustainable development into practices

Indicator	2019-2023 Target	2019-2020 Result
Percentage of Sustainable Development Action Plan carried out	100.0% of plan implemented by 2023	In progress
Obtain LEED Silver Certification	Certification planned for 2020	In progress

The 2019-2023 Sustainable Development Plan was tabled in the National Assembly in June 2019. The plan is structured around three areas: well-being at work, institutional visibility and environmentally responsible management. The measures implemented in 2019-2020 are detailed in the following section. In other sustainability news, the Assembly's January 2020 application to the Canada Green Building Council for LEED Silver certification for the reception pavilion is currently under study.

#### Aim 10: A culture of communication and learning

Priority 20: Improve internal communications and collaboration among directorates

Indicator	2019-2023 Target	2019-2020 Result
Implementation of internal communication strategy (%)	Tabled in 2020 100% by 2023	In progress Strategy tabled

The National Assembly's internal communications strategy was approved by the administrative authorities of the Assembly, and most of the actions planned for 2019–2020 have been implemented. These include a new internal communications functionality, several new sections on the intranet, new internal distribution platforms (including "Le Fil" and "L'infolettre"), multiple internal communication campaigns and meetings between the Secretary General and administrative staff. Employee committees have been created to increase collaborative ties between directorates, and project teams are now using the AGILE methodology, which aids collaboration and problem solving.

Priority 21: Encourage strategic monitoring and partnerships to spur innovation

Indicator	2019-2023 Target	2019-2020 Result
Number of new partnerships or collaborations with the academic or professional communities	7 new partnerships or collaborations by 2023	5 new partnerships or collaborations

The Library of the National Assembly made a significant contribution to organizational learning this year with 103 monitoring activities on various themes of interest, in support of parliamentary proceedings, interparliamentary and international relations activities and the mandates of the various administrative units.

2019-2020 was also a fruitful year for new partnerships and collaborations that created training opportunities, encouraged the sharing of expertise and enhanced the reputation of the National Assembly. Notable examples include the following:

- A partnership with Université Laval's Faculty of Agriculture and Food Science, which gives students the
  opportunity to work in the National Assembly gardens, has been expanded to include tending the vegetable
  garden.
- A Memorandum of Understanding has been signed with Ministère de la Sécurité publique to foster the
  development of specialized expertise and the sharing of security resources. In addition, the Security Directorate
  has assigned a special constable to provide training at Québec's provincial police academy in Nicolet,
  École nationale de police.
- The National Assembly's Digital Technology Expertise Centre has joined the government's cyber defence network (RGCD) As an operational cyber defence centre, the cyber security team benefits from interactions with the government network and contributes to expertise.
- Every year, the National Assembly Library's team of historians contributes to the dissemination of historical knowledge about our democratic institutions and shares the results with partners. In 2019–2020 the Library collaborated with Pointe-à-Callière Museum in Montreal, sharing its expertise on the parliamentary history of the Province of Canada (1841–1867). Another collaboration with Université du Québec à Rimouski gave the Library access to Transkribus artificial intelligence software to transcribe Quebec's political archives and make them accessible online.

#### Aim 11: A resilient organization

Priority 22: Keep reinforcing security and continuity

Indicator	2019-2023 Target	2019-2020 Result
Completion percentage of Phase II of the project	100.0% of the project completed in 2023	In progress

In 2019–2020 a call for tenders was launched and a professional services contract was awarded to a multidisciplinary team for a concept study. This study will inform an overall vision and guide the various processes required to carry out Phase II of the infrastructure improvement project.

This major project has four main components:

- Securing Rue des Parlementaires
- Securing pedestrian and vehicle access to and around the Parliament Building
- Redeveloping the inner courtyard
- · Managing residual materials

Indicator	2019-2023 Target	2019-2020 Result
Percentage of information security and service continuity action plans carried out (%)	100.0% of action plans implemented by 2023	In progress

In information security, the Assembly pursued efforts to improve procedure documentation, user training and education, and technology infrastructure. This included new procedures for detecting threats as well as periodic testing of systems and applications in the form of security audits and assessments.

In addition, COVID-19 created an opportunity for the Assembly to enhance and test multiple measures in its essential services continuity plans, which included strengthening health measures, deploying a communication strategy linked to the current special context, and developing large-scale remote working and videoconferencing capabilities.

# 2019-2023 Sustainable Development Plan results

Tabled in June 2019, the National Assembly's 2019–2023 Sustainable Development Plan sets out the Assembly's commitment to practices that respect the social, environmental and economic dimensions of sustainable development in its many spheres of activity. To monitor plan implementation and bring further improvements, two committees have been created:

- An advisory committee made up of MNAs from each party
- An advisory committee of administrative personnel

As part of the Administration's 2019–2023 Strategic Plan (Priority 19), the Sustainable Development Plan sets out 23 actions to be carried out by the National Assembly between 2019 and 2023. This section presents the institution's achievements and results in relation to its sustainable development commitments for the year 2019–2020.

+ www.assnat.gc.ca/en/document/146301.html

Area 1 – Well-being at work					
Actions	Year	Targets	Results	Status	
			tional Assembly personnel wi principles of sustainable dev		
1.1.1 Integrate sustainable development criteria into infrastructure development, repair and maintenance	2021-2022	Implement a decision- support tool to integrate sustainable development principles into infrastructure development, repair and maintenance	The tool has not yet been developed. However, following water damage, the 6th floor of the André-Laurendeau Building was renovated in keeping with sustainability principles. Particular attention was paid to the choice of materials, furniture ergonomics and creating a well-lit, welcoming environment.	Not started	
1.1.2 Set up outdoor spaces for the use of personnel	Beginning summer 2019 (ongoing)	Access to temporary outdoor areas for staff members	A committee of administrative personnel designed and set up a temporary outdoor area for staff on the grounds of the National Assembly known as the "Salon Vert."	Completed	
1.1.3  Develop a green management guide for riding offices	2021-2022	Tabling of guide		Not started	

Actions	Year	Targets	Results	Status
		oyee engagement a t the National Assen	t work and strengthen the sen	se of
			Three activities took place during the 2019–2020 fiscal year:	
1.2.1 Periodically hold institutional			Personnel Recognition Evening, held at the opening of the reception pavilion	
activities aimed at improving the dissemination of	2019-2020 (ongoing)	Two activities per year	Lunch to celebrate the new session, as part of the Entraide fundraising campaign	Completed  Not started
information			Tour by the new Secretary     General to meet staff when he took up his duties as Secretary     General.	
1.2.2 Develop an employee recognition program	2021-2022	Implementation of the recognition program		Not started
		oractices fostering i	ndividual and collective comm	nitment
			Seven activities were held during the 2019–2020 fiscal year:	
1.3.1			Hosted four conferences on health and well-being	
Provide awareness-raising and educational	2019-2020	Two activities per year	Created a sustainable development quiz	Completed
activities to pro- mote sustainable development	(ongoing) Iwo activities per ye	Two dottvities per year	Held a friendly tomato plant competition at the Salon Vert outdoor space	Completed
			Designed a sustainable development section of the intranet portal	
1.3.2 Carry out a project fostering sustainable deve- lopment in each administrative unit	2022-2023	One project per administrative unit by 2023 (15 total)	The Directorate for Parliamentary Committees has made the transition from single-use cups to reusable cups for serving hot drinks in parlia- mentary committee, thus elimina- ting a significant amount of waste during sittings.	In progress

Area 2 - Institutional Visibility					
Actions	Year	Targets	Results	Status	
Objective 2.1 I	Preserve and	d promote heritage a	and support artistic creation		
2.1.1 Establish a conservation and restoration program for heritage objects and archives	2019-2020 (ongoing)	100.0% of planned actions for each year completed	81.0% of planned actions for 2019–2020 have been completed. 17 of the 21 objects identified in plans have been restored.	In progress	
2.1.2 Showcase Québec art and handicrafts in the Assembly's gift shop  75.0% of the gift shop's inventory consists of Québec-made products		Through a call for applications from Québec artists, artisans and producers, La Boutique's inventory has grown from 56.0% to 76.0% Québec-made products since it reopened in May 2019.	Completed		
2.1.3 Establish an arts and culture showcase program	2020-2021	100.0% of annual programming completed	The policy on the presentation of Québec culture and arts in the National Assembly's buildings has not yet been developed, and programming has yet to be established. However, in 2019–2020 two art exhibitions and three activities were held in the Agora in partnership with the Québec City Film Festival.	Not started	

Area 2 - Institutional Visibility					
Actions	Year	Targets	Results	Status	
Objective 2.2	Make the wo	orkings of democrati	c institutions better known		
2.2.1 Set up a digital visit for people visiting Parliament on their own	2020-2021	(Target to be determined after the first year of implementation)	Completion of the digital visit is on schedule with 90.0% completed, including a substantial portion of content and mock-ups for the Web interface.	In progress	
2.2.2 Set up a youth day camp on citizenship	Summer 2020 (ongoing)	Day camp in operation as of summer 2020	Organization of the day camp is progressing according to schedule with 70.0% completed.	In progress	
2.2.3 Offer continuing education for teachers	2019-2020 (ongoing)	Annual seminar starting in 2019–2020	The first teachers' seminar was held from October 23 to 25, 2019. It was attended by nineteen elementary, secondary, and CEGEP teachers from 16 participating institutions. The satisfaction rate was 9.72/10.	Completed	

Area 3 – Environmentally responsible management							
Actions	Year	Targets	Results	Status			
	Objective 3.1 Foster environmentally responsible consumption of goods and services						
3.1.1 Implement a responsible purchasing policy	2020-2021	Tabling of the Responsible Purchasing Policy	Draft versions of the Policy and the process for assisting the administrative units concerned, including a categorization of purchases, are in progress.	In progress			
3.1.2 Include sustainable development criteria in calls for tenders and mutual agreement contracts	2021-2022	Integration of an environmentally responsibility criterion in 25.0% of annual calls for tenders		Not started			
3.1.3 Adopt an environmentally responsible approach to the planning of institutional activities	2021-2022	New tools to better account for sustainability principles during Assembly activities and assess their performance	A checklist on sustainability issues for activities at the Assembly was produced for the National Assembly Protocol team. A tool to assess the environmental responsibility of institutional activities is being finalized.	In progress			
3.1.4 Feature a daily vegetarian menu at the Café du Parlement	2019-2020 (ongoing)	Feature a daily vegetarian menu at Café du Parlement	The Café du Parlement has offered a daily vegetarian option since October 2019.	Completed			

Area 3 – Environmentally responsible management					
Actions	Year	Targets	Results	Status	
Objective 3.2 I	Diversify and	l adapt technology wi	th a view to responsible use		
3.2.1 Ensure optimal management of computer equipment (computers and printers)	2022-2023	Review computer equipment management practices	An annual life cycle analysis of computers and laptops was performed. To promote staff mobility, 100 new laptops were added to our IT equipment in 2019-2020. Decommissioned equipment was donated to an organization that distributes it to educational institutions.	In progress	
3.2.2 Set up a web conferencing service	2021-2022	Set-up of the web conferencing service	The necessary equipment for videoconferencing has been installed in the Marois and Kirkland committee rooms and in in one subcommittee room. In addition, core functionalities of the Microsoft Teams collaboration platform, including videoconferencing, have been made available to all MNAs and staff.	In progress	
3.2.3  Develop a mobile application for institutional activities	2021-2022	Deployment of mobile application		Not started	

Area 3 – Environmentally responsible management							
Actions	Year	Targets	Results	Status			
Objective 3.3	Objective 3.3 Contribute to efforts to reduce greenhouse gas (GHG) emissions						
3.3.1 Produce inventories of the Assembly's GHG emissions  Produce a GHG inventory for the National Assembly at the end of each fiscal year		The first official GHG inventory of the National Assembly has been completed, for the 2019–2020 fiscal year. Through its activities, the Assembly produced 2,364.53 tons of CO2 equivalent.  Specifically, 751.80 tons of CO2 equivalent was produced by travel by MNAs and political and administrative staff, 1,601.45 tons through energy consumption in the National Assembly buildings, and 11.28 tons from residual materials produced during the year.	Completed				
3.3.2 Implement a residual materials management plan	2020-2021	Implement the residual materials management plan	A waste characterization study was conducted by a specialized firm. It will allow the Assembly to improve its performance in the management of its residual materials.	In progress			
emissions linked to emissions offset ea		Percentage of GHG emissions offset each year (exact target to be determined)	The parliamentary advisory committee on sustainable development continued its work on establishing measures to reduce and offset greenhouse gas emissions.	In progress			

# **APPENDIX**Bills Passed

List	of Gove	ernment bills passed
No. 1	Cl	An Act to amend the rules governing the appointment and dismissal of the Anti- Corruption Commissioner, the Director General of the Sûreté du Québec and the Director of Criminal and Penal Prosecutions
No. 2	CSSS	An Act to tighten the regulation of cannabis
No. 3	CFP	An Act to establish a single school tax rate
No. 5	CCE	An Act to amend the Education Act and other provisions regarding preschool education services for students 4 years of age
No. 6	CI	An Act to transfer responsibility for the registry of lobbyists to the Lobbyists Commissioner and to implement the Charbonneau Commission recommendation on the prescription period for bringing penal proceedings
No. 7	CSSS	An Act respecting certain terms of employment applicable to officers of the health and social services network
No. 9	CRC	An Act to increase Québec's socio-economic prosperity and adequately meet labour market needs through successful immigrant integration
No. 10	CET	An Act to amend the Pay Equity Act mainly to improve the pay equity audit process
No. 12	CCE	An Act to clarify the scope of the right to free education and to allow the regulation of certain financial contributions that may be required
No. 13	CFP	An Act to amend the Taxation Act, the Act respecting the Québec sales tax and other legislative provisions
No. 14	CFP	An Act to facilitate the public administration's digital transformation
No. 16	CAT	An Act mainly to regulate building inspections and divided co-ownership, to replace the name and improve the rules of operation of the Régie du logement and to amend the Act respecting the Société d'habitation du Québec and various legislative provisions concerning municipal affairs
No. 17	CTE	An Act respecting remunerated passenger transportation by automobile
No. 19	CI	An Act to amend the Act respecting the conditions of employment and the pension plan of the Members of the National Assembly following the adoption of certain fiscal measures by the Parliament of Canada
No. 20	CI	An Act to implement certain recommendations of the 20 August 2018 report of the committee on the remuneration of judges and justices of the peace for 2016-2019

List o	of gover	nment bills passed (cont.)
No. 21	CI	An Act respecting the laicity of the State
No. 24		Appropriation Act No. 2, 2019–2020
No. 25	CI	An Act to amend mainly the Firearms Registration Act
No. 26	CTE	An Act respecting the Réseau structurant de transport en commun de la Ville de Québec
No. 27	CET	An Act respecting mainly government organization as regards the economy and innovation
No. 28	CSSS	An Act to allow the establishment of certain health and social services measures related to the Mauricie et Centre-du-Québec health region's special geographic status
No. 31	CSSS	An Act to amend mainly the Pharmacy Act to facilitate access to certain services (title modified a second time)
No. 33	CET	An Act to amend the Labour Code concerning the maintenance of essential services in public services and in the public and parapublic sectors
No. 34	CAPERN	An Act to simplify the process for establishing electricity distribution rates
No. 36	CFP	An Act to amend the Companies Act concerning participation in and decision making at meetings of legal persons without share capital
No. 37	CFP	An Act mainly to establish the Centre d'acquisitions gouvernementales and Infrastructures technologiques Québec
No. 38	CFP	An Act amending certain Acts establishing public sector pension plans
No. 40	CCE	An Act to amend mainly the Education Act with regard to school organization and governance
No. 41	CFP	An Act respecting mainly the implementation of certain provisions of the Budget Speeches of 17 March 2016, 28 March 2017, 27 March 2018 and 21 March 2019
No. 43	CSSS	An Act to amend the Nurses Act and other provisions in order to facilitate access to health services
No. 47	CAT	An Act to ensure the implementation of certain measures of the 2020–2024 partnership agreement between the Gouvernement du Québec and the municipalities
No. 48	CAPERN	An Act mainly to control the cost of the farm property tax and to simplify access to the farm property tax credit
No. 54	Committee of the Whole	An Act concerning the prohibition against bringing certain actions related to the operation of off-highway vehicles on trails forming part of the interregional network
No. 57		Appropriation Act No. 1, 2020–2021
No. 58		Appropriation Act No. 3, 2019–2020

# Private Member's public bill passed

No. 390 Committee of the Whole An Act to replace the Act respecting the Amicale des anciens parlementaires du Québec

# List of private bills passed

No. 200 CAT	An Act respecting certain immovables situated on a mining concession of the cadastre of Canton de Bourlamaque, registration division of Abitibi
No. 201 CAT	An Act respecting Ville de Paspébiac
No. 202 CAT	An Act respecting Ville de Rimouski
No. 203 CAT	An Act respecting the establishment of a special taxation scheme for the Corporation de gestion du port de Baie-Comeau
No. 204 CAT	An Act respecting the establishment of a special taxation scheme for Port of Havre-Saint-Pierre
No. 205 CAT	An Act respecting Ville de Gaspé
No. 206 CAT	An Act to amend the Act respecting the charter of the Coopérative fédérée de Québec
No. 207 CAT	An Act respecting Ville de Murdochville
No. 208 CAT	An Act concerning the transfer of a right of emphyteusis to the Ville d'Alma

