



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

## FACT SHEET

# Members' Orientation Program

Under the direction of the Speaker, the House of Commons Administration provides all new Members with an orientation program outlining the support and services available to them. The program focuses on providing new Members with the administrative and procedural information they will need to carry out their responsibilities as parliamentarians.

## Overview of the Program

- Members are assigned a **House Administration Liaison Officer** to guide them through their orientation.
- Members are directed to *Source*, an **intranet site** designed to provide accessible and timely information. *Source* is mobile-enabled and accessible from a variety of devices. A task-based approach focuses on the essential steps that new Members must follow. In addition, an integrated learning portal gives Members and their staff access to online and in-person training.
- A **Members' Orientation Centre** is established for Members' first days on Parliament Hill.
- Members are invited to attend personalized **meetings and small group orientation sessions with House Administration subject-matter experts** to assist them in getting started in their new role and setting up their constituency and Hill offices. Key topics include an overview of the Parliamentary Precinct, human resources and staffing, financial resources, and the digital infrastructure.
- Shortly before the opening of the new Parliament, Members are invited to an **orientation session on their work in the Chamber**. This session covers the physical setting of the Chamber, the House schedule, procedures for debate and voting, etc.
- Before they can take their seat in the Chamber, Members must take an oath or solemn affirmation of allegiance at a **swearing-in ceremony**.

## Liaison Officers

New Members are assigned a Liaison Officer to provide them with a personalized level of service throughout their orientation.

Liaison Officers are experienced employees of the House Administration. Their primary responsibility is to guide Members through the process of their orientation to the administrative and procedural aspects of their parliamentary functions.

## Members' Orientation Centre

Located in the Parliamentary Precinct, the Members' Orientation Centre provides new Members with assistance on a variety of matters, from obtaining parking passes to setting up their IT equipment and Internet connections.

Members attend a series of orientation meetings and sessions designed to familiarize them with their new work environment, as well as provide key information to assist in setting up their offices.

House Administration experts are on the premises to provide assistance and information on staffing, budgets, technology, security and legal matters.

Temporary work space is also available.

## Source – Members' intranet

The information Members need to carry out their parliamentary functions is available on *Source*, an intranet geared towards their specific roles.

*Source* hosts a learning portal where Members and their staff, in Ottawa and constituencies, can easily access online courses related to the different aspects of their work.

## Chamber Orientation Session

A Chamber Orientation Session will be held shortly before the return of Parliament, providing Members with an overview of events that occur during the first days of the House sitting, describing a typical sitting day, and explaining the rules of decorum in the Chamber.

A panel of experienced Members will provide advice on how new Members can maximize their effectiveness.

## Other orientation information

The House Administration's Members' Orientation Program is complemented by the training and support that a new Member receives from their political party (for those affiliated with a party).

Once the Orientation Program is completed, Members and their staff will continue to have access to learning material through online and in-person sessions. The House Administration provides Members with a variety of resources to support them throughout their mandate.

## Support for departing Members

The House Administration also has a transition program in place to support Members who did not seek re-election and those who were not re-elected.

A transition team is in place to oversee and coordinate the delivery of services related to pay and benefits, vacating parliamentary and constituency offices, relocation, career transition support, and wrapping up financial aspects related to the Member's Office Budget.

In addition, Transition Officers are appointed as primary points of contact to support departing Members and their employees during this period.

## Additional resources

- *House of Commons Procedure and Practice*, [Opening of a Parliament and a Session](#)
- *Members' Allowances and Services Manual*, [Elections](#) chapter

## For more information

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