

Third Session
42nd Parliament

Legislative Assembly Management Committee

Accountability Report 2021-22

November 2022



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

CONTENTS

Message from the Speaker	3
Message from the Clerk	4
Operational Highlights 2021-22	5
Legislative Assembly Management Committee	6
2021-22 Year in Review	7
Accountability Goals and Performance	8
Committee Decisions	16

MESSAGE FROM THE SPEAKER

To the Honourable Legislative Assembly of the Province of British Columbia

Honourable Members:

More than two and a half years since the onset of the COVID-19 pandemic, hybrid parliamentary proceedings, increased use of technology and strengthened constituency office supports are enabling Members of the Legislative Assembly to continue to carry out their parliamentary responsibilities and serve their communities.

I have been very pleased with the strong support and cooperation of all Members of the Legislative Assembly for our principled and practical approach to hybrid sittings, virtual and in-person parliamentary committee meetings, and evolving COVID-19 health and safety measures.

Oversight of the Legislative Assembly's operations and management has become ever more important during the COVID-19 pandemic. Throughout the crisis, the Legislative Assembly Management Committee has been meeting regularly and receiving updates on services to Members and the Legislative Assembly's financial and administrative operations.

In January, the Committee approved the first ever *Legislative Assembly Governance Framework* covering the Legislative Assembly's financial and administrative management, including the Committee's decision-making and subcommittees, operations, and delegations of authority for periods of dissolution and emergencies. Approved as a living document subject to regular review, the framework is a key component of the Committee's work to strengthen the Legislative Assembly's governance and oversight processes.

This report summarizes the Committee's decisions and the activities of Legislative Assembly employees in providing the services and infrastructure vital to the Legislative Assembly and its Members during 2021-22.

I want to express my gratitude to Committee Members for their dedication and hard work. On behalf of the Committee, I also thank all the employees of the Legislative Assembly Administration for their agility, resilience and adaptation in supporting the evolving needs of the Legislative Assembly and its Members in this challenging time.

Respectfully submitted on behalf of the Committee,

Honourable Raj Chouhan
Speaker of the Legislative Assembly



MESSAGE FROM THE CLERK

2021-22 was another active year of changes and challenges for Legislative Assembly Administration employees.

Like other British Columbians, the COVID-19 pandemic forced us to change the ways we deliver programs and services. Our top priority was sustaining House and parliamentary committee proceedings by providing Members of the Legislative Assembly as well as the House and committees with procedures, technological tools, and health and safety measures to support virtual and in-person participation.

We also continued to adapt our programs to respond to the changing needs of the Legislative Assembly and its Members. In December 2021, the Legislative Assembly Management Committee approved a 2022-23 budget with targeted investments in Members' services and funding for new positions and initiatives relating to the Legislative Assembly's strategic priorities, including: enhancing organizational capacity; and investing in a modern, secure, and sustainable infrastructure.

British Columbians expect their public institutions to reflect their shared values. The 2022-23 budget approved by the Committee supports our responsibility to promote engagement, diversity, equity, inclusion, and accessibility in the delivery of our programs and services. It is also a priority for me as Clerk of the Legislative Assembly to develop a reconciliation plan which respects, honours and celebrates Indigenous history and culture in the work of Administration employees. The Reconciliation Working Group, a cross-departmental team of Administration employees, is setting the groundwork to develop a reconciliation plan in collaboration with Indigenous partners.

Having the right leaders at the right time is key to our success as an organization. In 2021-22, the Clerk's Leadership Group welcomed Andrew Spence as Chief Information Officer and Manjit Bains as Interim Chief Human Resources Officer. More recently, Daisy Jassar and Randy Smith were appointed as Chief Human Resources Officer and Interim Executive Financial Officer, respectively. In addition, Ray Robitaille was appointed as Sergeant-at-Arms.

I am proud of the Administration's performance in 2021-22 and join the Speaker in thanking our leadership teams and all employees for their unwavering commitment, hard work and innovative spirit. I am optimistic about our ability to continue to successfully respond and adapt to the evolving needs of Members and the changing world around us.

Respectfully submitted,

Kate Ryan-Lloyd
Clerk of the Legislative Assembly



OPERATIONAL HIGHLIGHTS 2021-22



Sustaining House Proceedings



Evolving COVID-19 Measures



LAMC Governance Framework



Online Parliamentary Practice in BC, 5th Edition



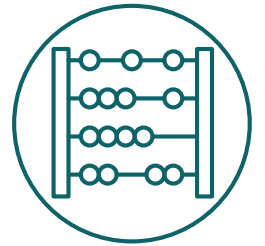
Constituency Office Supports



IT and Cybersecurity Investments



Office of the Sergeant-at-Arms Renewal



Budget Build Process



Parliamentary Dining Room Innovations



Parliamentary Education Virtual Programs



Hansard Broadcasting Investments



Legislative Library Digitization

87

Members of the Legislative Assembly

78

Sitting Days

39

Bills Adopted

10

Active Parliamentary Committees

4,290

Parliamentary Education Workshop Participants

1,015

Parliamentary Committee Consultation Participants

LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE

MEMBERS (AS OF NOVEMBER 2022)

Hon. Raj Chouhan, MLA, Burnaby-Edmonds
Speaker and Chair

Michele Babchuk, MLA, North Island
Deputy Government Whip

Garry Begg, MLA, Surrey-Guildford
Government Whip

Jagrup Brar, MLA, Surrey-Fleetwood
Government Caucus Chair

Hon. Mike Farnworth, MLA, Port Coquitlam
Government House Leader

Coralee Oakes, MLA, Cariboo North
Official Opposition Caucus Chair

Adam Olsen, MLA, Saanich North and the Islands
Third Party House Leader

Todd Stone, MLA, Kamloops-South Thompson
Official Opposition House Leader

CLERK'S LEADERSHIP GROUP

Kate Ryan-Lloyd, Clerk of the Legislative Assembly

Daisy Jassar, Chief Human Resources Officer

S. Suzie Seo, Law Clerk and Parliamentary Counsel

Randy Smith, Interim Executive Financial Officer

Artour Sogomonian, Clerk Assistant, Parliamentary Services

Andrew Spence, Chief Information Officer

2021-22 YEAR IN REVIEW

This report outlines the Legislative Assembly Management Committee's decisions and the activities of the Legislative Assembly Administration during the 2021-22 fiscal year.

The work of the Committee and the Legislative Assembly Administration continued to be shaped by the need to respond quickly to the evolving impacts of the COVID-19 pandemic. While the harshest effects of the pandemic have stabilized, new waves of the COVID-19 virus are continuing. In 2021-22, the Committee oversaw the evolution of the Legislative Assembly's working environment in line with changing provincial public health orders.

The Committee also approved the *Legislative Assembly Governance Framework* and a 2022-23 budget to lay the foundation for strong oversight and support to Members in a changing environment, including enhanced organizational capacity; a modern, secure, and sustainable infrastructure; and strengthened engagement, diversity, equity, inclusion, and accessibility.

Looking ahead, future reporting will include the Committee's decisions for 2022-23 and progress in delivering on the goals and priorities articulated in the *Legislative Assembly Administration Strategic Plan 2022-23 to 2024-25*, which aims to create a better workplace and more effective support and services for the Members of the Legislative Assembly and British Columbians.

ACCOUNTABILITY GOALS AND PERFORMANCE

SUPPORT LEGISLATIVE ASSEMBLY FUNCTIONS

- SUSTAINING HOUSE PROCEEDINGS
- CONSTITUENCY OFFICE SUPPORTS
- ONLINE PARLIAMENTARY PRACTICE IN BC, 5TH EDITION

GOAL 1: SUPPORT THE LEGISLATIVE ASSEMBLY'S KEY FUNCTIONS TO LEGISLATE, AUTHORIZE EXPENDITURES AND TAXES, AND UNDERTAKE OVERSIGHT

SUSTAINING HOUSE PROCEEDINGS

Sustaining House and parliamentary committee proceedings continued to be a top priority for the Legislative Assembly in 2021-22, given the need to respond quickly to the ongoing impacts of the pandemic. Sessional Orders were adopted based on similar Orders agreed to in 2020-21, which enabled ongoing hybrid proceedings, with equitable treatment of Members participating through Zoom and in person in the Legislative Chamber.

The ongoing engagement of Members and caucuses, the deployment of IT equipment and software, and the principled and practical approach to COVID-19 health and safety measures in response to changes in provincial public health orders facilitated in-person attendance. As 2021-22 progressed, Members often opted to attend House proceedings in-person.

STRENGTHENED CONSTITUENCY OFFICE SUPPORT

During the COVID-19 pandemic, many British Columbians looked to Members' constituency offices for urgent assistance and information regarding government programs, policies and benefits. The Legislative Assembly Administration expanded its support and services to constituency offices to support Members and their constituency office staff in this important time.

Enhancing constituency office support was a focus across Legislative Assembly Administration departments.

The Digital Information Office carried out upgrades and training for the file management tool used by constituency offices, which is a key initiative in the Legislative Assembly's IT roadmap for 2021-22. The tool is used for case file management,

which includes the storage and use of private and confidential information. With the completion of the project, all accounts are protected using robust software security standards and authentication. The upgrade also allows for secure remote access for Members and constituency office staff.

In alignment with the Legislative Assembly IT roadmap and broader IT infrastructure planning, the Information Technology Department completed planning and procurement to modernize the IT networks at constituency offices around the province.

The Human Resource Operations Department strengthened its support for constituency office staffing and human resource management and provided COVID-19 guidelines and resources in line with changing provincial public health orders to assist Members with managing their constituency offices during the COVID-19 pandemic.

The Office of the Sergeant-at-Arms continued to support the safety and security of constituency offices throughout British Columbia and distributed a constituency office security guide outlining areas of security responsibilities, issues and good practices, resources and assistance available to Members and staff.

Legislative Library staff reached out to every constituency office in the province to explore ways to facilitate access to online and other library services to support Members and their staff.

ONLINE VERSION OF PARLIAMENTARY PRACTICE IN BRITISH COLUMBIA, 5TH EDITION

In October 2021, the Legislative Assembly launched an online HTML version of the fifth edition of *Parliamentary Practice in British Columbia*, the procedural authority of the Legislative Assembly. This online resource is available at <https://ppbc.leg.bc.ca/> which captures the contents of the 2020 print publication of the fifth edition. The online version can be navigated through the table of contents or through the index and includes a comprehensive search tool. The online resource is designed as a useful tool for Members and Legislative Assembly staff and provides all British Columbians with access to and understanding of the Legislative Assembly. This innovative resource was produced by an inter-departmental team from the Office of the Clerk, the Hansard Services Department, the Legislative Library and the Information Technology Department.

LEGISLATIVE ASSEMBLY ADMINISTRATION

During 2021-22, two new members of the Clerk's Leadership Group were appointed: Andrew Spence, as Chief Information Officer; and Manjit Bains, as Interim Chief Human Resources Officer. In addition, Ray Robitaille was appointed as Sergeant-at-Arms.

FINANCIAL AND ADMINISTRATIVE MANAGEMENT

- EVOLVING COVID-19 HEALTH AND SAFETY MEASURES
- GOVERNANCE FRAMEWORK
- IT AND CYBERSECURITY INVESTMENTS
- BUDGET BUILD PROCESS

GOAL 2: ENSURE EFFECTIVE OVERSIGHT AND ACCOUNTABILITY OF THE LEGISLATIVE ASSEMBLY'S FINANCIAL MANAGEMENT AND ADMINISTRATION

EVOLVING COVID-19 HEALTH AND SAFETY MEASURES

Legislative Assembly COVID-19 health and safety measures continued to evolve in line with changing provincial public health orders. In March 2021, masks became optional in common areas within the Parliament Buildings and other Legislative Precinct buildings, including the Chamber. In September 2021, the Committee agreed to implement a proof of COVID-19 vaccination program applicable to Members, caucus staff, and employees working on the Precinct. The requirement was initially in place until January 31, 2022 and was extended by the Committee until the end of June 2022.

GOVERNANCE FRAMEWORK

In January 2022, the Committee approved the *Legislative Assembly Governance Framework* to serve as an authoritative guide for all facets of administrative and financial operations. The framework facilitates effective decision-making and oversight by ensuring that processes to support good governance are embedded within the work of the Committee and its subcommittees as well as those that may be put in place by the Speaker of the Legislative Assembly or the Clerk of the Legislative Assembly, on the advice of the Clerk's Leadership Group. Going forward, the framework will be an important tool in equipping Committee Members with a comprehensive understanding of their roles and responsibilities and forms part of the overall governance work that will continue to take place at the Legislative Assembly.

IT AND CYBERSECURITY INVESTMENTS

The Information Technology Department continued to complete significant lifecycle investments in critical information technology systems, assets, and infrastructure IT investments. Through the IT Security Workstream Project, efforts focused on improving the Legislative Assembly's cybersecurity posture, with the implementation of new IT solutions and tools, including the modernization of the onsite network firewall.

BUDGET BUILD PROCESS

The Financial Services Department rolled out a new budget build process to strengthen and provide consistency across Legislative Assembly Administration departments for budget proposals. The new process includes the shared use of operating and capital budget templates and a requirement for business cases for new funding requests to facilitate the evaluation and consolidation of the proposed Legislative Assembly budget for consideration by the Committee.

STRATEGIC BUDGET-MAKING AND TARGETED INVESTMENTS

The Committee adopted a more strategic approach to budget-making with the development of focused investments for priority areas to support the Legislative Assembly and its Members in the post-COVID-19 environment. In December 2021, the Committee approved a 2022-23 budget with targeted Members' services and funding for new positions and initiatives relating to the Legislative Assembly's strategic priorities, including: enhancing organizational capacity; and investing in a modern, secure, and sustainable infrastructure.

HUMAN RESOURCE OPERATIONS

During the COVID-19 pandemic, human resource recruitment and retention have become increasing challenges for all organizations. The Human Resource Operations Department expanded its staffing and training programs to support the needs of Members' legislative and constituency offices and Administration departments. The department also continued to expand employee learning, training and development to strengthen the Administration workplace. A new Leadership Development Certificate Program offered with Royal Roads University was launched to strengthen the leadership skills and capacity of Administration senior management, including executives, department heads and managers, fulfilling a recommendation in the July 2020 report on the Legislative Assembly Administration workplace.

INDIGENOUS RECONCILIATION

The 2021-22 year was also marked by an increased focus on reconciliation with Indigenous peoples. In the days after the May 2021 confirmation of unmarked graves at residential school sites, toys, children's shoes and other articles of remembrance were placed on the front steps of the Parliament Buildings. Administration staff worked with Lou-ann Neel, a residential school survivor and the then Curator, Indigenous Collections at the Royal British Columbia Museum, to carefully remove and repurpose items for distribution in the community.

The Committee resolved that the National Day for Truth and Reconciliation be recognized as a workplace day of commemoration in 2021 for all employee groups within the Legislative Assembly and treated as a statutory holiday, to enable employees to reflect on the importance of Indigenous reconciliation and participate in local events to honour and celebrate Indigenous history and communities.

In addition, the Clerk of the Legislative Assembly formed a cross-departmental working group of Administration employees to engage with Indigenous partners in the development of a reconciliation discussion paper to propose actions to respect, honour and celebrate Indigenous history and culture in the work of the Administration.

STRENGTHEN PUBLIC ENGAGEMENT AND INFORMATION

- PARLIAMENTARY COMMITTEE PUBLIC CONSULTATIONS
- PARLIAMENTARY EDUCATION VIRTUAL PROGRAMS
- HANSARD BROADCASTING INVESTMENTS
- LEGISLATIVE LIBRARY DIGITIZATION

GOAL 3: STRENGTHEN PUBLIC ENGAGEMENT AND INFORMATION SERVICES FOR THE LEGISLATIVE ASSEMBLY, PARLIAMENTARY COMMITTEES AND MEMBERS

Legislative Assembly Administration departments continued to advance initiatives to meet the changing needs of the Legislative Assembly and Members for public engagement and information services. As COVID-19 pandemic restrictions were reduced, public engagement and information initiatives also pivoted to support the Legislative Assembly and Members in the post-COVID 19 environment.

PARLIAMENTARY COMMITTEE PUBLIC CONSULTATIONS

The Parliamentary Committees Office continued to enhance public consultation processes to meet the evolving needs of parliamentary committees. For the Special Committee on Reforming the Police Act, the office strengthened outreach to experts, individuals and Indigenous communities, and created processes to facilitate input from individuals with lived and frontline experiences and perspectives. Committee Members also received training and education on trauma-informed processes and interviewing.

PARLIAMENTARY EDUCATION VIRTUAL PROGRAMS

The Parliamentary Education Office expanded its outreach with virtual programming for parliamentary procedure workshops, educational groups with a focus on virtual classrooms, and an online Speaker in the Schools program. As the year progressed, the office resumed tours and programming inside the Parliament Buildings in line with changing provincial public health orders.

HANSARD BROADCASTING INVESTMENTS

The Hansard Services Department carried out ongoing investments to maintain and improve the broadcasting infrastructure and launched work on planning for the implementation of innovative technology to improve the Hansard transcription service.

LEGISLATIVE LIBRARY DIGITIZATION

The Legislative Library continued to advance its goal of enhancing digital library resources and their accessibility to Members, Legislative Assembly employees and all British Columbians. In 2021-22, the digitization of the provincial Public Accounts was completed, forming a vital online record of the province's financial history. The Legislative Library also made progress on its ongoing preservation plan with disaster training for staff to respond to the threat to the physical collection posed by disasters, particularly water damage.

A SAFE AND SUSTAINABLE WORK ENVIRONMENT

- COVID-19 HEALTH AND SAFETY MEASURES
- OFFICE OF THE SERGEANT-AT-ARMS RENEWAL
- PARLIAMENTARY DINING ROOM INNOVATIONS

GOAL 4: MAINTAIN A SAFE AND SUSTAINABLE WORK ENVIRONMENT FOR MEMBERS, STAFF AND VISITORS

COVID-19 HEALTH AND SAFETY MEASURES

The Committee continued its principled and practical approach to COVID-19 health and safety with evolving measures in line with changing provincial public health orders. In September 2021, the Committee approved the establishment of a proof of COVID-19 vaccination program at the Legislative Assembly for Members, caucus staff and employees working on the Legislative Precinct. LAMC authorized the Speaker to oversee the details of the program's implementation, which were subsequently announced by the Clerk of the Legislative Assembly. In alignment with the broader provincial proof of vaccination requirement, all persons aged 12 and older seeking entry into buildings on the Precinct were required to have proof of at least one dose of a COVID-19 vaccine by September 13 and proof of two doses by October 24. The Committee agreed that the program remain in place until January 31, 2022 and in January 2022 extended the program under the same terms until June 30, 2022.

OFFICE OF THE SERGEANT-AT-ARMS RENEWAL

The Legislative Assembly began a renewal of the Office of the Sergeant-at-Arms in 2021-22 to ensure effective support to the Legislative Assembly and its Members in light of emerging safety and security challenges. In October 2021, the Legislative Assembly appointed Ray Robitaille, former Deputy Chief of the Calgary Police Service, as Sergeant-at-Arms. The Office of the Sergeant-at-Arms has overseen a restructuring of the Legislative Assembly Protective Services leadership team and staffing initiatives to fill vacant positions and strengthen the operation of the department. The office also supported the Members, caucus staff and Administration employees by ensuring their safety and security and providing information updates to Members, staff and employees during significant security and safety incidents.

PARLIAMENTARY DINING ROOM INNOVATIONS

Throughout the COVID-19 pandemic, the Parliamentary Dining Room worked creatively and diligently to sustain its important services to Members, caucus staff, Administration employees and the public. After the onset of the pandemic, the Dining Room pivoted to expand its take-out food services and reopened in accordance with health and safety measures. In May 2021, the Dining Room put out seating on the front driveway of the Legislative Precinct to enable clients to enjoy take-out items comfortably and safely in a setting described as having the best view in town.

PERFORMANCE MEASURES AND INDICATORS

(Note: 2020-21 and 2021-22 measures and indicators were impacted by the effects of the COVID-19 pandemic.)

Goal 1 – Support the Legislative Assembly’s key functions to legislate, authorize expenditures and taxes, and undertake legislative oversight				
	2018-19 Actual	2019-20 Actual	2020-21* Actual	2021-22 Actual
Legislative Assembly sitting days	68	59	49	78
Sitting hours (Chamber and Estimates debates)	642	561	371	691
Active parliamentary committees	15	13	9	10
Parliamentary committee meeting hours	270	356	224	270
Bills processed accurately through all stages	58	53	26	39
Bills introduced	86	69	32	57
Parliamentary documents accurately prepared	460	362	269	508
Goal 2 – Effective, responsive, and accountable financial management and administration				
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual
The external auditor has provided an unqualified (clean) opinion on the Financial Statements (Yes or No)	Yes	Yes	Yes	Yes
Legislative Assembly has maintained expenditures within its annual budget appropriation (Yes or No)	Yes	Yes	Yes	Yes
Percentage of expense disclosure (Members’ travel and constituency office expenses, parliamentary committee travel, and executive travel) released within three months of the close of the quarterly reporting period	100%	100%	60% **	100%
Goal 3 – Members and British Columbians are well-informed about the work of the Legislative Assembly				
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual
Visitors to the Parliament Buildings	224,687	225,016	1,799	24,982
Visitors who participated in a Parliament Buildings tour	83,066	78,916	262	1,535
Parliamentary committee consultation participants (presentations, submissions and applications)	1,433	1,610	5,368	4,290
Library information requests	3,217	4,365	2,808	2,724
Percentage of Library resources in digital form	41%	43%	47%	47%
Parliamentary education workshop participants	709	368	2,177	1,015
Goal 4 – A safe and secure environment for Members, staff, and citizens				
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual
Security plan up to date and tested (Yes or No)	Yes	Yes	Yes	Yes

*Provincial general election held October 24, 2020.

**In 2020-21, second quarter reporting was delayed due to the October 24, 2020 provincial general election and the fall 2020 network outage.

COMMITTEE DECISIONS

The Legislative Assembly Management Committee met nine times in 2021-22, on May 27, 2021, July 8, 2021, August 27, 2021, September 3, 2021, November 17, 2021, December 16, 2021, January 31, 2022, February 22, 2022, and March 30, 2022.

DECISIONS FROM APRIL 1, 2021 TO MARCH 31, 2022 BY SUBJECT

The Legislative Assembly Management Committee's decisions from April 1, 2021 to March 31, 2022 are listed below as per the Committee's meeting minutes.

ALLOWANCES

The Committee resolved that the Committee approve the payment of vendors for work undertaken in fiscal year 2021-22 and allow for the project to proceed on an accelerated schedule to ensure timely completion of phases 1 and 2 in fiscal year 2022-23. (March 30, 2022)

COMMITTEE ADMINISTRATION

The Committee resolved that the Chair undertake consultations with each Member of the Committee with a view to identifying priorities for the Clerk of the Legislative Assembly for the current fiscal year; that, following those consultations, the Chair be empowered to set mandate letter deliverables for the Clerk on behalf of the Committee; and that the Chair deposit that mandate letter with the Committee at the earliest opportunity. (May 27, 2021)

The Committee resolved that Policy 6015 – Public Use of Grounds be approved, as presented. (May 27, 2021)

The Committee resolved that the Accountability Report 2019-20 be adopted, as amended, that it be deposited with the Office of the Clerk, and that the Chair present the report to the Legislative Assembly at the earliest opportunity. (May 27, 2021)

The Committee resolved that the Financial Statements of the Legislative Assembly for the year ending March 31, 2020 be approved, as presented. (May 27, 2021)

The Committee resolved that the revised Policy 1000 – Legislative Assembly Policy Framework be approved, as presented. (May 27, 2021)

The Committee resolved that the Working Group on the Respectful Workplace Policy oversee the selection of an external contractor to provide the services of the Independent Respectful Workplace Office as set out in the Respectful Workplace Policy. (July 8, 2021)

The Committee resolved that pursuant to section 4.03 of the Respectful Workplace Policy, the list of external investigators be adopted, as presented, on an interim basis, and that a further review of external investigators be undertaken to reflect diversity and that that list be brought forward to the Committee at the earliest opportunity. (July 8, 2021)

The Committee resolved that the revised Respectful Workplace Policy be adopted, as amended. (July 8, 2021)

The Committee resolved that the unplanned quarter 2 information technology expenditures be approved, as presented, up to \$750,000, subject to further updates on financials and information technology roadmap progress provided at the conclusion of each financial quarter to the Subcommittee on Finance and Audit and the Committee. (July 8, 2021)

The Committee resolved that the National Day for Truth and Reconciliation be recognized as a workplace day of commemoration on September 30, 2021, for all employee groups within the Legislative Assembly, treated as a statutory holiday for administrative purposes. (August 27, 2021)

The Committee resolved that a proof of COVID-19 vaccination program be established for Members of the Legislative Assembly, caucus staff, and Legislative Assembly Administration staff working on the Legislative Precinct effective September 13, 2021, concluding on January 31, 2022, subject to re-evaluation by the Committee; and that, recognizing the fluid nature of the matter, appropriate program arrangements be finalized by the Legislative Assembly Administration under the oversight of the Speaker. (September 3, 2021)

The Committee resolved that the capital funding request of \$105,000 for caucus room audiovisual upgrades be approved, as presented. (November 17, 2021)

The Committee resolved that the Legislative Assembly Administration strategic plan and supporting processes be approved, as presented, effective April 1, 2022. (November 17, 2021)

The Committee resolved that the Legislative Precinct Parking Policy be approved, as presented. (November 17, 2021)

The Committee resolved that the Financial Statements of the Legislative Assembly for the year ending March 31, 2021 be approved, as amended. (November 17, 2021)

The Committee resolved that the proof of COVID-19 vaccination program implemented by the Committee on September 3, 2021 be extended under the same terms until June 30, 2022. (January 31, 2022)

The Committee resolved that the Constituency Assistant Transition Allowance and related provisions be approved, as presented. (January 31, 2022)

The Committee resolved that the Clerk of the Legislative Assembly be authorized to update the Legislative Assembly Governance Framework as required to reflect decisions of the Committee, and to maintain version control and a listing of changes made. (January 31, 2022)

The Committee resolved that the Legislative Assembly Governance Framework be approved, as presented. (January 31, 2022)

The Committee resolved that the Accountability Report 2020-21 be adopted, as presented, that it be deposited with the Office of the Clerk, and that the Chair present the report to the Legislative Assembly at the earliest opportunity. (January 31, 2022)

The Committee resolved that, pursuant to section 4.03 of the Respectful Workplace Policy, the amended list of external investigators be adopted, as presented. (March 30, 2022)

CONSTITUENCY OFFICES

The Committee resolved that the proposed constituency office communications provisions be approved, as presented, and be added to the Members' Guide to Policy and Resources. (May 27, 2021)

The Committee resolved that the tenant improvement costs for the Burnaby-Edmonds constituency office be approved, as presented. (May 27, 2021)

PARLIAMENT BUILDINGS

The Committee resolved that the additional funding for Capital Project No. CPD-11 – Security Enhancement and Landscape Improvement Project in fiscal years 2020-21 and 2021-22 be approved, as presented. (May 27, 2021)

STAFF

The Committee resolved that the creation of a regular legal counsel full-time equivalent position be approved, as presented to the Committee on July 8, 2021. (September 3, 2021)

TRAVEL

The Committee resolved that Members' travel guidelines on air fare be modified in the *Members' Guide to Policy and Resources*, retroactive to January 1, 2021 and through to December 31, 2021, to permit the reimbursement of prepaid flights. (May 27, 2021)

The Committee resolved that, further to the resolution of the Committee of May 27, 2021, Members' travel guidelines on airfare be modified in the *Members' Guide to Policy and Resources* until November 30, 2022 to permit the reimbursement of prepaid flights. (January 31, 2022)

VOTE 1

The Committee resolved that the estimates of expenditure for fiscal year 2022-23 for the Legislative Assembly for Vote 1 be approved, as presented. (December 16, 2021)

The Committee resolved that the Speaker transmit the estimates of expenditure for fiscal year 2022-23 for the Legislative Assembly for Vote 1, as presented, to the Minister of Finance on behalf of the Committee. (December 16, 2021)

