

Legislative Assembly Management Committee

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# ACCOUNTABILITY REPORT 2020-21

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January 2022



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2nd Session  
42nd Parliament

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# MESSAGE FROM THE SPEAKER

To the Honourable Legislative Assembly of the Province of British Columbia

Along with all British Columbians, the Legislative Assembly and its Members were confronted in 2020-21 by the extraordinary challenges caused by the COVID-19 pandemic.

Like other organizations, our immediate challenge was operational as health and safety measures were put in place to protect Members, staff and employees. To enable the Legislative Assembly to continue to meet safely and address the rapidly changing impact of the pandemic, we pivoted to new ways of working, collaborating and connecting with British Columbians by using technologies and adapting our procedures and processes.

Our strong performance reflects the resilience of Members, staff and employees, improvements to the Legislative Assembly Management Committee's governance and oversight, and strategic investments to strengthen the Legislative Assembly Administration's workforce and collaboration.

This report summarizes the Committee's decisions and the work of Assembly employees in responding to the continuing impacts of the COVID-19 pandemic and supporting the transition to a new Parliament during 2020-21.

I want to express my appreciation to my colleagues on the Committee for their advice and support. On behalf of the Committee, I also thank all Members, staff and the entire Administration team for their flexibility and resolve in this challenging time.

Respectfully submitted on behalf of the Committee,

Honourable Raj Chouhan  
Speaker of the Legislative Assembly



# MESSAGE FROM THE CLERK

2020-21 was an especially challenging and busy year for the Legislative Assembly Administration.

After adapting our workplace to the COVID-19 pandemic, we developed and implemented new technologies to enable parliamentary committees to meet on a virtual or remote basis – and we were the first in Canada to do so. In June 2020, we supported hybrid Legislative Assembly sittings and fully remote Committee of Supply meetings – the first fully hybrid sittings in Canada.

We supported the Legislative Assembly and its Members through a provincial general election and transition period thereafter, with virtual orientation sessions and oath ceremonies and the resumption of sittings to begin the 42nd Parliament in December 2020.

The Legislative Assembly Management Committee received an independent Legislative Assembly workplace review report in July 2020, which acknowledged a very engaged and dedicated workforce but also highlighted areas for improvement. An Action Plan was supported by the Committee in August 2020 outlining initiatives to strengthen and better the Legislative Assembly as a workplace. In February 2021, the Committee approved a 2021-22 budget with targeted investments in staffing and employee engagement, and data and information management initiatives as well as significant lifecycle investments in critical information technology systems, assets, and infrastructure to enhance workplace operations and service delivery.

Over the past year, it was clearer than ever how much our performance depends on leadership and close collaboration with the Legislative Assembly Management Committee and all Members and across Administration departments. The Committee's support for a new Clerk's Leadership Group has strengthened strategic direction and fostered innovation in the delivery of Legislative Assembly Administration programs. To enhance our capabilities in the midst of the pandemic, we've added additional high-calibre employees, improved our policies and processes, and deepened our technical expertise in priority service areas.

I would like to express my gratitude to everyone within the Administration team for their dedication, resilience and support. I am confident that our expertise and innovative spirit make us well-positioned to continue providing the resources and support that the Committee and all Members require in the new Parliament.

Respectfully submitted,

Kate Ryan-Lloyd  
Clerk of the Legislative Assembly



# OPERATIONAL HIGHLIGHTS

## 2020-21



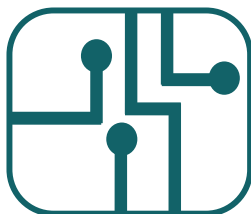
Continuity of House Proceedings



COVID-19 Health and Safety



Transition to 42nd Parliament



Increased Digital and Information Services



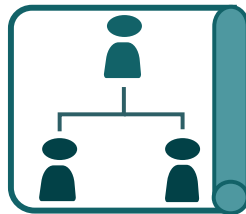
Modernizing Business Processes



Better Workplace Environment



Virtual Public Engagement



Administrative Restructuring



Capital Project Improvements

**87** Members of the Legislative Assembly

**47** Sitting Days

**25** Bills Adopted

**9** Active Parliamentary Committees



**2,177**  
Parliamentary Education Workshop Participants



**5,368**  
Parliamentary Committee Consultation Participants



# LEGISLATIVE ASSEMBLY

## MANAGEMENT COMMITTEE

### MEMBERS (AS OF JANUARY 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

Stephanie Cadieux, MLA, Surrey South  
Official Opposition Caucus Chair

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

Sonia Furstenau, MLA, Cowichan Valley  
Leader of the Third Party

Peter Milobar, MLA, Kamloops-North Thompson  
Official Opposition House Leader

### CLERK'S LEADERSHIP GROUP

Kate Ryan-Lloyd, Clerk of the Legislative Assembly

Manjit Bains, Acting Chief Human Resources Officer

S. Suzie Seo, Law Clerk and Parliamentary Counsel

Artour Sogomonian, Clerk Assistant, Parliamentary  
Services

Andrew Spence, Chief Information Officer

Hilary Woodward, Executive Financial Officer



# 2020-21

## YEAR IN REVIEW

This report provides the decisions of the Legislative Assembly Management Committee and outlines the work of the Legislative Assembly Administration during the 2020-21 fiscal year.

The Legislative Assembly's capacity to respond quickly to the COVID-19 pandemic was facilitated by the Legislative Assembly Management Committee's approval of 2019-20 and 2020-21 budgets with strategic investments to build a better workplace and expand information management and technology support. The Committee also provided oversight for the smooth roll-out of health and safety measures and approved policies to improve administrative effectiveness and efficiency.

In addition, the renewal of procedural positions continued. Collaboration across departments also increased. Improvements were made to Hansard digital broadcasting expertise and equipment. Technology investments in Microsoft 365 and streaming services enabled a flexible hybrid approach, ensuring the work of Members and staff could to continue throughout the pandemic.

As this report goes to press, British Columbia's public health situation looks very different from that at the beginning of 2020-21, when a provincial state of emergency was in place and no COVID-19 vaccines were available. Although there is still uncertainty ahead and precautions continue, the vaccination campaign has made a gradual restart possible for personal and organized gatherings, business operations and in-person activities of the Legislative Assembly. In a constantly evolving environment, the Legislative Assembly is in a strong position to quickly address new challenges and continue to provide excellent support and services to all Members.



# ACCOUNTABILITY GOALS AND PERFORMANCE

## SUPPORT LEGISLATIVE ASSEMBLY FUNCTIONS

- CONTINUITY OF HOUSE PROCEEDINGS
- TRANSITION TO THE 42ND PARLIAMENT
- CRITICAL BUDGET INVESTMENTS
- ADMINISTRATIVE RESTRUCTURING

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

### CONTINUITY OF HOUSE PROCEEDINGS

Sustaining the operation of House and parliamentary committee proceedings during COVID-19 was a top priority for the Legislative Assembly in 2020-21, given the need to quickly consider legislative and spending initiatives to address the rapidly changing impact of the pandemic.

Following a one-day special sitting with a reduced number of Members on March 23, 2020, the Legislative Assembly continued to adhere to the evolving COVID-19 health and safety restrictions. To enable all Members the opportunity to participate and fulfill their legislative responsibilities, many procedural adjustments and technological changes were made in consultation with the Speaker and House Leaders to initiate hybrid proceedings and to ensure a successful summer 2020 sitting period. This included the development of a Hybrid Sitting Guide for Members outlining new procedures for participating in debate including how to: be recognized to speak; propose a floor amendment to a bill in Committee of the Whole; present a petition; seek the attention of the Speaker; raise a point of order; and handle divisions. Robust testing was undertaken to thoroughly examine the feasibility, reliability and efficiency of the proposed procedures and technologies to minimize issues for Members during debate and ensure a seamless broadcast. Assembly staff held several hybrid



sitting simulations to test the process for granting participants remote access via Zoom videoconferencing technology, troubleshooting video, audio and connectivity issues, managing the broadcast feed with in-person and remote participants, a dedicated Zoom clerk, modified parliamentary procedures and new deferred divisions. Testing escalated with the expansion of caucus staff participants, and again with the addition of Members plus, a Members only hybrid simulation.

At the beginning of the summer 2020 sitting period, a Sessional Order was adopted to temporarily allow for hybrid proceedings of the House, and for the examination of Estimates in Committee of Supply to be held exclusively virtually. The Order amended the House sitting schedule from four days a week to three and allowed for two sections of Committee of Supply to meet concurrently for two full days.

Information technology equipment and software were rapidly deployed to support Members, their parliamentary and constituency office staff and Legislative Assembly Administration employees working remotely. This ensured that all Members were able to connect to hybrid and virtual proceedings with the support of their staff and Administration employees working in their offices and remotely.

## TRANSITION TO THE 42<sup>ND</sup> PARLIAMENT

On September 21, 2020, a provincial general election was called, and general voting day took place on October 24, 2020, resulting in a majority government for the New Democratic Party of British Columbia. To facilitate the oath ceremonies for Members of the 42nd Parliament, the format and procedures were adjusted to utilize videoconferencing technology to allow Members to participate remotely.

To support re-elected and non-returning Members, the Members' Guide to Policy and Resources website, containing important information on the role of a Member, Legislative Assembly services, administration and financial policies, travel guidelines, compensation, and transition information, was updated and refreshed using a new format and website platform. In addition, a series of virtual orientation sessions were held on key priority topics such as constituency office set-up, staff onboarding, financial management, House business and procedures, role of presiding officers, and statutory officers to assist Members in their new parliamentary roles. Virtual orientation sessions were also provided to Members of parliamentary committees focusing on their roles and activities.

## CRITICAL BUDGET INVESTMENTS

The Committee approved the 2021-22 Legislative Assembly (Vote 1) budget submission on February 19, 2021. Vote 1 includes expenses for Members' services, caucus support services, and legislative support services. The operating budget provides for total operating expenses of \$86.1 million, a \$1.0 million increase from the 2020-21 operating budget. The additional funding includes targeted investments in staffing and employee engagement, and data and information management initiatives. The Assembly's capital budget of \$6.3 million in funding provides significant lifecycle investments in critical information technology systems, assets, and infrastructure.

## ADMINISTRATIVE RESTRUCTURING

At its April 7, 2020 meeting, the Committee endorsed a restructuring of the Legislative Assembly Administration proposed by the Clerk of the Legislative Assembly, involving the establishment of a Clerk's Leadership Group (comprised of the Chief Human Resources Officer; the Chief Information Officer; the Clerk Assistant, Parliamentary Services; the Executive

Financial Officer; and the Law Clerk and Parliamentary Counsel) to provide strategic direction and a realignment of departmental structures to alleviate pressures and strengthen support in key areas. The restructuring broadens leadership expertise, enhances strategic management across Administration departments, and streamlines operations in information management and systems, and human resource areas to sustain support for the Legislative Assembly and Members in this difficult time and to respond to new priorities which may be established by the Committee, the Speaker or the Clerk of the Legislative Assembly.

In April 2020, S. Suzie Seo was permanently appointed into the position of Law Clerk and Parliamentary Counsel, having joined the Legislative Assembly in 2019 on secondment from the Ministry of Attorney General. In May 2020, Artour Sogomonian was appointed Clerk Assistant, Parliamentary Services, within the Office of the Clerk with responsibility for legislative documents, communications, policy, internal audit, as well as the Parliamentary Committees Office and the Parliamentary Education Office. Jamie Hanly was selected to take on the new position Chief Human Resources Officer in September 2020, to provide strategic leadership on the human resources challenges arising from COVID-19, to advance the implementation of workplace review report recommendations, to guide labour relations and organizational development, and to facilitate human resources support to Members. In February 2021, Carolyn Chorney joined the Legislative Assembly Administration team as Acting Chief Information Officer to guide work in delivering information technology initiatives and providing overall leadership and support for addressing pressures on the Information Technology and Digital Information Office departments.

# FINANCIAL AND ADMINISTRATIVE MANAGEMENT

- COVID-19 HEALTH AND SAFETY
- MODERNIZING BUSINESS PROCESSES AND POLICIES
- BUILDING A BETTER WORKPLACE ENVIRONMENT

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

### COVID-19 HEALTH AND SAFETY

Following the provincial declaration of a state of emergency due to the pandemic, a Legislative Assembly COVID-19 Safety Plan was developed with the advice of British Columbia's Provincial Health Officer and WorkSafeBC. The plan was designed to be transitional and subject to change to reflect regular monitoring and re-evaluation. Over the course of 2020-21, the plan evolved to encompass physical distancing, the use of face coverings, physical barriers, personal hygiene supports, and enhanced cleaning protocols.

### MODERNIZING BUSINESS PROCESSES AND POLICIES

During 2020-21, the Legislative Assembly Administration continued a multi-year modernization of business processes and policies.

**Intranet Migration of Business Processes:** In September 2020, a new intranet site using the Microsoft SharePoint platform was launched to strengthen communication and collaboration across the Legislative Assembly. The intranet is part of a roll-out of cloud-based Microsoft 365 software to enable all Legislative Assembly users to work from anywhere, on any device, at any time. The phased implementation of intranet migration commenced with the intranet homepage and the Information Technology department. The subsequent roll-out involves the migration of the Financial Services and Human Resource Operations departments and their business processes for Members, their parliamentary and constituency offices, and Administration employees, and will continue to encompass all Legislative Assembly departments.

**Document Management Software:** In 2019, the Financial Services department finalized the roll-out of DocuWare, a document management system, to automate the expense approval workflow and accounts payable process. In 2020-21, work was undertaken to refine processes and leverage DocuWare's capabilities. An integration management software, SmartConnect, was acquired to allow for the automatic integration of information from DocuWare, replacing a bi-weekly manual system. Initial business process improvements were extended to new custom processes for travel claims and purchasing card claims. These changes will improve service timeliness and efficiencies for Members and their staff as well as Administration employees, with administrative savings and enhanced reporting and controls.

**Policies and Procedures:** The improvement of the Legislative Assembly's suite of policies and procedures continued through 2020-21, drawing on good practices in other parliamentary jurisdictions and the provincial public sector.

**Internal Audit Program:** The Committee approved the appointment of an external firm to support the re-establishment of the Legislative Assembly's internal audit program.

**Disclosure:** Further to the Committee's June 16, 2020 decision, the Legislative Assembly's proactive public disclosure commenced in the first quarter of 2020-21 for purchasing card transactions and awarded contracts valued at over \$10,000. Disclosure reports were also added for transitional assistance allowances for former Members and employee out-of-province travel, furthering transparency and accountability to British Columbians.

## BUILDING A BETTER WORKPLACE ENVIRONMENT

In the fall of 2019, the Committee approved a 2020-21 budget which delivered strategic investments to build a better workplace environment, including enhanced staff engagement, improved human resources management, training and development, the development of a whistleblower policy and expanded information management and technology support. The Committee met in February 2021 to support a 2021-22 budget with additional funding to build a better workplace environment, with targeted investments in training and development, employee engagement, and ethics and values support.

An independent workplace review report on the Legislative Assembly Administration workplace was released on July 2, 2020 and a proposed response and Action Plan to implement the report recommendations was endorsed by the Committee at its August 6, 2020 meeting. The action plan set out measures to strengthen the Administration governance framework, improve communications across the organization, provide easier access to workplace policies and procedures, institute a comprehensive performance appraisal system, expand training and development, and review flexible work arrangements and mobility opportunities within the Administration. By the end of 2020-21, progress had been made on several recommendations, but full implementation was delayed by several months due to the impact of an unplanned provincial general election, preparations for the opening of the 42nd Parliament, and the network outage which occurred in November 2020.

During 2020-21, the Human Resource Operations department pivoted to expand employee learning, training, and development through online programs to address the impact of the pandemic and respond to the recommendations of the workplace review report. Online programs provided better scheduling to meet employee needs as well as savings in time and costs. In addition to supporting employee mental health and resiliency at the peak of the pandemic, learning and training programs continued to build capacity in the areas of reconciliation initiatives with Indigenous peoples, respectful workplace, and collaboration tools and platforms. The department also launched an online leave management tool called "LEAP" for all employees.

At its August 6, 2020 meeting, the Committee approved an Executive Compensation Framework aligned with provincial public service executive compensation benchmarks and other parliamentary jurisdictions of comparable organizational size for Clerk's Leadership Group positions reporting directly to the Clerk of the Legislative Assembly. As noted previously, these executive-level positions are: the Chief Human Resources Officer; the Chief Information Officer; the Clerk Assistant, Parliamentary Services; the Executive Financial Officer; and the Law Clerk and Parliamentary Counsel.

## STRENGTHEN PUBLIC ENGAGEMENT AND INFORMATION

- VIRTUAL PUBLIC ENGAGEMENT AND OUTREACH
- DIGITAL AND INFORMATION SERVICES

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

Legislative Assembly departments carried out a wide range of new and ongoing initiatives to strengthen the organization's public engagement and information services to Members and their staff, Administration employees, external clients and the public which were particularly important during the COVID-19 pandemic.

#### VIRTUAL PUBLIC ENGAGEMENT AND OUTREACH

The Parliamentary Education Office pivoted to virtual public education programs. Virtual classroom tours were offered to students and a virtual tour of the inside of the Parliament Buildings was developed and made available to all. Workshops were provided through online programs, including professional development for teachers and a new version of the Parliamentary Procedure Workshop for public service employees in hour-long learning sessions throughout the year. In collaboration with the Legislative Library, two virtual programs were launched: "Documents to Democracy;" and "Maces Past and Present." A fun, virtual Halloween-themed program with spooky stories about the Parliament Buildings was made available during the week of Halloween.

The Parliamentary Committees Office facilitated the move by parliamentary committees to a fully virtual environment using the Zoom videoconferencing platform and shifted public consultation processes to virtual formats to sustain parliamentary committee activities. In this regard, for its annual budget consultation process, the Select Standing Committee on Finance and Government Services held 17 virtual public hearings using Zoom in June 2020 with individual presentations grouped into panels based on key economic themes; in total the Committee heard 281 presentations and received 1,362 written and video submissions and 3,625 survey responses – the highest level of participation in nearly 10 years. The Office also coordinated the first virtual conference of the Canadian Council of Public Accounts Committees in September 2020. The half-day virtual conference included over 100 parliamentarians and legislative auditors from across the country and focused on parliamentary oversight of COVID-19 program administration and the role of public accounts committees and auditors general.

#### DIGITAL AND INFORMATION SERVICES

The Digital Information Office was created in 2019 to strengthen the Legislative Assembly's digital program and ensure strategic management of information services and records management. In 2020-21, the new office launched initiatives to increase collaboration on digital and information services across Administration departments and to modernize information

management policies and processes to reflect good practices in other parliamentary jurisdictions and public and private sector organizations.

To support the need for greater collaboration during the COVID-19 pandemic, the Information Technology department accelerated the Legislative Assembly's migration to Microsoft 365 and Teams. As noted, a new MS SharePoint intranet site was established. An outdated tape backup system is being replaced with a modern disk-based system and off-site cloud solution to improve the back-up and restoration of data, and security enhancements were added.

In fall 2020, the Information Technology department became aware of suspicious network activity and took the Legislative Assembly network offline out of an abundance of caution. The full restoration of services was difficult and challenging. The lessons learned from the outage have informed the Committee's consideration of new investments to address legacy infrastructure and aging application systems, cybersecurity controls, and staffing. Given the significant expansion of the Legislative Assembly's digital footprint and the further implications of the outage, work was launched on a comprehensive multi-year IT roadmap, including reliable infrastructure, devices, and software, enhanced security, and improved team capacity to provide effective and timely services to all client groups.

Hansard Services made significant and innovative infrastructure modifications to enable Members to participate remotely in virtual and hybrid House proceedings and virtual parliamentary committee meetings. In response to the fall 2020 network outage, the department supported its employees working on-site and remotely through systems support and communications, reactivating internal information, shifting to cloud-based systems, creating new training materials, and sharing trouble-shooting knowledge and technical awareness. After the outage, the department reviewed services to provide more dynamic and secure functionality for the future. The department also collaborated with other departments on projects which are relevant to its core mandate and advance the Legislative Assembly's public engagement and outreach, including support for the Legislative Library's multi-year digitization of archival newspaper clippings files (which were the only source for debates prior to 1970), and the provision of technical and software development expertise to the Human Resource Operations department for the establishment of the above-noted online leave management tool.

The Legislative Library issued a Request for Proposals for archival digitization services on a four-year contract in March 2020 and a vendor was selected in July 2020. In addition, the Library continued the digitization of historical BC government publications for long-term preservation and to improve access to these materials by Library clients. Library staff also completed a shelf reading of the Dewey decimal collection. This project involves checking that the items on the shelf are in the correct order and looking for items that need repair or need to be moved to the rare book collection. The shelf reading project took approximately one year to complete and is an important step on the way to an eventual full collection inventory. The Library maintains a collection of historical British Columbia campaign literature and associated information dating back to 1900. Every election period, the Legislative Library reaches out to libraries, archives, and campaign offices across the province and asks for donations of campaign material. In the October 2020 provincial general election, the Library received campaign materials from candidates across 30 electoral districts to add the campaign material collection and explored capturing digital campaign material such as online video recordings, interviews, tweets, and other social media – over 600 digital campaign items were downloaded and added to the collection.

# A SAFE AND SUSTAINABLE WORK ENVIRONMENT

- CAPITAL INFRASTRUCTURE PROJECTS
- FACILITIES AND SECURITY SERVICES

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

### CAPITAL INFRASTRUCTURE PROJECTS

Significant progress on capital infrastructure took place in 2020-21. The landscape security enhancement project on the front lawns of the Legislative Precinct on Belleville Street between Menzies and Government Streets will encourage public enjoyment, accommodate more event space at the Cenotaph, and reduce threats to security through the installation of new features such as retractable and stationary bollards. The Chamber lighting upgrade was completed, including the installation of energy efficient LED lights and new fixtures, and will improve lighting levels in the Chamber for the broadcasting of House proceedings and contribute toward the Legislative Assembly's sustainability goals. Enhancements were also made to electrical and HVAC equipment, wayfinding signage on the exterior grounds, and seismic protection.

### FACILITIES AND SECURITY SERVICES

The Legislative Facility Services department worked with Members and their caucuses to establish accommodation and relocation requirements after the 42nd provincial general election. Other activities to ensure a safe and secure environment at the Legislative Assembly involved the continuation of the phased implementation of improved fire detection devices across the Parliament Buildings, the completion of work to replace the outline lighting strings and convert the bulbs to LED technology, continued food waste composting office kitchen areas, accessibility improvements including an additional ramp for barrier-free access to the Premier's Rose Garden and the installation of automatic doors for committee rooms and hallways of the Parliament Buildings. COVID-19 preventative measures included enhanced cleaning and sanitization, equipment to facilitate rapid sanitizing of areas of suspected exposure, plexiglass barriers in public-facing areas and desks in high traffic areas, sanitizing stations throughout the Parliament Buildings, and the provision of hand sanitizer and disinfectant spray bottles to office suites.

Security readiness and safety were sustained by partnerships with provincial and regional organizations, training in key health, safety and protection functions, and staffing to address emerging security concerns. Public protests and rallies were a significant activity, with a need to recognize the importance of freedom of speech and the public right to assemble while ensuring safety across the Legislative Precinct for Members, staff, visitors and the public.

## PERFORMANCE MEASURES AND INDICATORS

(Note: 2020-21 measures and indicators were significantly 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				
	2017-18* Actual	2018-19 Actual	2019-20 Actual	2020-21** Actual
Legislative Assembly sitting days	63	70	60	47
Sitting hours (Chamber and Estimates debates)	506	642	561	371
Active parliamentary committees	9	15	13	9
Parliamentary committee meeting hours	208	270	356	224
Bills processed accurately through all stages	20	58	47	25
Bills introduced	47	63	68	33
Parliamentary documents accurately prepared	309	460	362	269
Goal 2 – Effective, responsive, and accountable financial management and administration				
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 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	75%**	100%	100%	60%***
Goal 3 – Members and British Columbians are well-Informed about the work of the Legislative Assembly				
	2017-17 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual
Visitors to the Parliament Buildings	249,327	224,687	225,016	1,799
Visitors who participated in a Parliament Buildings tour	79,860	83,066	78,916	262
Parliamentary committee consultation participants (presentations, submissions and applications)	1,335	1,433	1,610	5,368
Library information requests	3,252	3,217	4,365	2,808
Percentage of Library resources in digital form	40%	41%	43%	47%
Parliamentary education workshop participants	608	709	368	2,177
Goal 4 – A safe and secure environment for Members, staff, and citizens				
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual
Security plan up to date and tested (Yes or No)	Yes	Yes	Yes	Yes
Annual business continuity plan test exercises	Yes	Yes	Yes****	Yes****



\*Provincial general election held May 9, 2017

\*\*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.

\*\*\*\*In 2019-20, one Assembly-wide business continuity test exercise was accompanied by tests undertaken by individual departments

\*\*\*\*\*In 2020-21, there were no Assembly-wide business continuity tests, with testing undertaken by individual departments.



# COMMITTEE

## DECISIONS

The Legislative Assembly Management Committee met 12 times in 2020-21, on April 7, 2020, June 11, 2020, June 16, 2020, July 2, 2020, August 6, 2020, August 20, 2020, December 21, 2020, January 18, 2021, February 2, 2021, February 19, 2021, February 24, 2021 and March 8, 2021.

### DECISIONS FROM APRIL 1, 2020 TO MARCH 31, 2021 BY SUBJECT

The Legislative Assembly Management Committee's decisions from April 1, 2020 to March 31, 2021 are listed below as per the Committee's meeting minutes.

#### ALLOWANCES

The Committee resolved, that, effective fiscal year 2020-21, a holiday card postage allowance of \$200 per Member be provided to each Member's constituency office, as required, from the Members' Services budget. (February 19, 2021)

The Committee resolved, that section 5.02 of Policy 7525 – Caucus Funding – Leader's Office be amended, as presented. (February 19, 2021)

The Committee resolved, that, effective April 1, 2021, Policy 7520 – Caucus Funding be amended to provide for annual caucus capital budget allocations using a formula, as presented, and that the policy provision for Independent Members remain unchanged. (February 19, 2021)

#### COMMITTEE ADMINISTRATION

The Committee resolved, that the Financial Statements of the Legislative Assembly for the year ending March 31, 2018 be approved, as presented. (April 7, 2020)

The Committee resolved, that the Financial Statements of the Legislative Assembly for the year ending March 31, 2019 be approved, as presented. (April 7, 2020)

The Committee resolved, that the Accountability Report 2017-18 and 2018-19 be adopted, as presented, that it be deposited with the Office of the Clerk, and the Chair present the report to the Legislative Assembly at the earliest opportunity. (April 7, 2020)

The Committee resolved, that the fiscal year 2019-20 quarter 3 financial update be posted on the Legislative Assembly's website. (April 7, 2020)

The Committee resolved, that the fiscal year 2019-20 quarter 4 financial update be posted on the Legislative Assembly's website. (June 16, 2020)

The Committee resolved, that Policy 3500 – Internal Audit be approved as presented. (June 16, 2020)

The Committee resolved, that Policy 3300 – Risk Management be approved as presented. (June 16, 2020)

The Committee resolved, that the financial update for quarter 1 of fiscal year 2020-21 be posted on the Legislative Assembly's website. (August 6, 2020)

The Committee resolved, that the additional capital budget request for the Chamber lighting project be approved, as presented. (August 6, 2020)

The Committee resolved, that MNP LLP be appointed as the internal auditor for the Legislative Assembly, in accordance with Policy 3500 – Internal Audit. (August 6, 2020)

The Committee resolved, that the Subcommittee on the Office of the Sergeant-at-Arms struck on February 13, 2020 be continued, and that it be comprised of Garry Begg, MLA (Chair), Stephanie Cadieux, MLA, and Hon. Raj Chouhan, MLA. (December 21, 2020)

The Committee resolved, that the Working Group on the Respectful Workplace Policy established on July 3, 2019 be continued, and that it be comprised of Michele Babchuk, MLA, Sonia Furstenau, MLA, and Peter Milobar, MLA. (December 21, 2020)

The Committee resolved, that the Subcommittee on Administration and Operations and the Subcommittee on Finance and Audit struck on February 13, 2020 be continued, and further, that the terms of reference and authorizations established by the Committee for each Subcommittee on February 13, 2020 also be continued. (December 21, 2020)

The Committee resolved, that the information technology capital expenditure of \$230,114.85 be approved, as presented. (February 19, 2021)

## BENEFITS

The Committee resolved, that, for the purposes of the Members' Guide to Policy and Resources, a "serious medical emergency" be defined as follows: A sudden and unexpected injury or condition that poses an immediate threat to the Member's health or life which requires medical intervention. (June 16, 2020)

The Committee resolved, that the Members' Legal Assistance (Indemnification) Policy be approved as presented. (June 16, 2020)

The Committee resolved, that the revised retraining allowance for former Members be approved, as presented. (February 19, 2021)

## CONSTITUENCY OFFICES

The Committee resolved, that the request from Sonia Furstenau, MLA with respect to relocating her constituency office and that the requested expenditures be covered from centralized funds be approved, as presented. (August 6, 2020)

## DISCLOSURE

The Committee resolved, that proactive disclosure for purchasing cards and contracts valued at over \$10,000 be approved, under the terms presented to the Committee, effective quarter 1 of fiscal year 2020-21. (June 16, 2020)

The Committee resolved, that the quarterly financial updates be posted on the Legislative Assembly's website after they have been considered by the Committee. (February 24, 2021)

## PARLIAMENT BUILDINGS

The Committee resolved, that Policy 6025 – Use of Parliamentary Venues by External Groups be approved, as presented. (June 16, 2020)

## STAFF

The Committee resolved, that on behalf of the Committee, the Chair relay the Committee's appreciation to Legislative Assembly staff for their ongoing dedication, commitment, and support of the operations of the Legislative Assembly during the COVID-19 pandemic. (April 7, 2020)

The Committee resolved, that, on behalf of the Committee, the Chair send a letter of thanks to the Legislative Assembly's Hansard Services and Information Technology staff for their assistance in providing support for the first successful week of hybrid proceedings of the Legislative Assembly. (July 2, 2020)

The Committee resolved, that the Executive Compensation Framework be approved, as presented, and that the Committee consider the application of changes in B.C. Public Service executive compensation with respect to the specified Legislative Assembly executive positions as part of the annual Legislative Assembly budget process. (August 6, 2020)

The Committee resolved, that the Committee take note of and concur in the decisions made by the Clerk of the Legislative Assembly and the Legislative Assembly Administration during the transition period between the 41st Parliament and the 42nd Parliament, as outlined in the report of the Clerk. (December 21, 2020)

The Committee resolved, that the revised Long Service Payment Framework for Constituency Assistants of Members who served in the 41st Parliament be approved, as presented. (February 2, 2021)

## TRAVEL

The Committee resolved, that accompanying person travel provisions be modified in the Members' Guide to Policy and Resources to allow for an accompanying person's travel to overlap significantly with the Member, rather than necessitate travel together with the Member, and to allow for a designated caucus position other than a Legislative Assistant, where such a position does not exist, to undertake eligible accompanying person travel. (February 19, 2021)

## VOTE 1

The Committee resolved, that the estimates of expenditure for fiscal year 2021-22 for the Legislative Assembly for Vote 1 be approved, as presented. (February 19, 2021)

The Committee resolved, that the Speaker transmit the estimates of expenditure for fiscal year 2021-22 for the Legislative Assembly for Vote 1, as presented, to the Minister of Finance on behalf of the Committee. (February 19, 2021)

