

# FINANCE AND AUDIT COMMITTEE

(AN ADVISORY COMMITTEE TO THE LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE)

## REPORT

April 24, 2015

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The following report outlines the key items reviewed at the February 16<sup>th</sup>, February 26<sup>th</sup>, March 12<sup>th</sup> and April 23<sup>rd</sup> meetings of the Finance and Audit Committee and, where appropriate, makes recommendations for Legislative Assembly Management Committee (LAMC) consideration.

### DECISION ITEMS

The following decision items were considered and recommended for approval by the Finance and Audit Committee at its March 12<sup>th</sup> and April 23<sup>rd</sup> meetings. These decisions are brought forward for Legislative Assembly Management Committee consideration and approval.

1. **Front Entrance Security Project: Planning Costs and Public Accessibility** – The Finance and Audit Committee received and referred a detailed cost and implementation plan for the creation of a second controlled public access point at the main entrance of the Parliament Buildings. The detailed cost and implementation plan was prepared in response to direction provided by the Legislative Assembly Management Committee at its November 5, 2014 meeting. *(March 12, 2015).*

The Finance and Audit Committee refer the following motion for consideration by the Legislative Assembly Management Committee:

**Recommendation (Motion):** Resolved, that the Committee approve the detailed cost and implementation plan for the creation of a second controlled access point at the main entrance of the Parliament Buildings, with installation to begin in fall 2015 (after peak summer visits) with completion in early 2016.

2. **Accessibility Review** - The Chair of the Finance and Audit Committee distributed a document entitled “Accessibility Review” and a project request form for the installation of new automated door openers for the Office of the Speaker and the Douglas Fir Committee Room (south end). The Committee discussed the project request and recommended proceeding with one door opener for the identified committee room. *(April 23, 2015)*

The Finance and Audit Committee propose the following motion for consideration by the Legislative Assembly Management Committee:

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**Recommendation (Motion):** Resolved, that the Committee approve the installation of an automated door opener on the south end entrance of the Douglas Fir Committee Room.

3. **2014-15 Financial Update – Third Quarter Reports** - The Finance and Audit Committee was presented with an overview of the Legislative Assembly's 2014-15 financial results for the period April 1, 2014 to December, 2014 (Quarter 3). *(April 23, 2015)*

The Finance and Audit Committee propose the following motion for consideration by the Legislative Assembly Management Committee:

**Recommendation (Motion):** Resolved, that the Committee approve the Legislative Assembly's 2014-15 Third Quarter Financial results for the period April 1, 2014 to December 31, 2014 (Quarter 3), as presented today.

4. **Capital Project Review and Approval Policy** - The Finance and Audit Committee was presented with a revised capital project review and approval policy. The Committee reviewed the policy and recommended the policy to the Legislative Assembly Management Committee for consideration and approval. *(April 23, 2015)*

**Recommendation (Motion):** Resolved, that the Committee approve the Legislative Assembly's revised Capital Project Review and Approval Policy.

### INFORMATION ITEMS:

The following information items were considered by the Finance and Audit Committee at its February 26th and March 12th meetings. These items are brought forward for Legislative Assembly Management Committee information.

1. **Constituency Office Allowance Payment Process** – On March 12, 2015, The Finance and Audit Committee was briefed on a proposal to enhance the constituency office allowance payment process. The proposed process would enable real-time processing of monthly allowance payments. The proposed process would streamline accounting

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processes and provide Members with improved reporting. The Committee recommended adoption of the proposed administrative process change and passed the following motion:

Resolved, that the Finance and Audit Committee recommend adoption of the constituency office allowance payment process for report to the Legislative Assembly Management Committee as an information item. (*March 12, 2015*)

- 2. MLA Disclosure – Receipt Redaction** - On November 5, 2014, the Legislative Assembly Management Committee delegated approval of the report model for the processing of Members' travel and constituency office receipts to the Finance and Audit Committee. On February 26, 2015 the Finance and Audit Committee received an update on the proposed timeline for the public release of Members' 2014-15 Quarter 3 travel and constituency office receipts, as well as a draft copy of the *Receipt Redacting and Online Posting Guide*. The Committee recommended adoption of both the revised timeline and the draft guide, and passed the following motion:

Resolved, that the Finance and Audit Committee adopt the circulated *Receipt Redacting and Online Posting Guide*. (*February 26, 2015*)

- 3. Capital Project Approval ≤\$25,000** - On May 6, 2014, LAMC formally delegated approval of capital projects \$25,000 or less to the Finance and Audit Committee. On February 26, 2015 the Finance and Audit Committee was presented with a number of capital project requests and made the following motions:

Resolved, that the Finance and Audit Committee approve the purchase of three replacement security cameras for key locations on the precinct property at an estimated cost of \$24,900.

Resolved, that the Members' telephone room in the Speaker's corridor be converted to a meeting room; estimated project cost is up to \$12,000.

Resolved, that the Oak Committee Room chairs be refurbished or replaced; estimated cost up to \$24,000.