

Legislative Assembly Administration

Year in Review 2023/24



TERRITORIAL ACKNOWLEDGEMENT

The Legislative Precinct, including the Parliament Buildings, other buildings and surrounding grounds used by Members of the Legislative Assembly and Legislative Assembly Administration employees, are in the heart of the traditional territory of the ləkwəŋən Peoples, known today as the Songhees and Esquimalt Nations. These nations have an enduring relationship with this land, existing from time immemorial. We are grateful for their enduring stewardship and for sharing their culture and homeland with us. Hay'sxw'qa si'em.

The Legislative Assembly Administration serves Members of the Legislative Assembly and through them, all people across this province, which includes First Nations, Métis and Inuit communities and individuals. As a provincial institution, we acknowledge the rich diversity of Indigenous culture and tradition in British Columbia. We are committed to reconciliation and seek to build relationships rooted in mutual understanding, friendship and respect.

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MESSAGE FROM THE SPEAKER



As the Speaker of the Legislative Assembly of British Columbia, I am pleased to present the Legislative Assembly Administration's second Year in Review.

In collaboration with the Legislative Assembly Management Committee, I continue to ensure that the Administration delivers the essential services and infrastructure required by Members of the Legislative Assembly (Members) to effectively perform their duties as elected representatives.

This report is about the work that the Legislative Assembly Administration (the Administration) does behind the scenes to support this democratic institution. This past year has been marked by significant progress, driven by the continued implementation of the Administration's Strategic Plan, introduced in June 2022. This report will highlight actions undertaken over the last fiscal year to advance the goals and objectives of this Strategic Plan, as well as other notable shifts on the Legislative Precinct.

On behalf of all Members, I would like to express our deep gratitude for the unwavering commitment of the non-partisan employees who facilitate our work within the Legislative Assembly. I trust that this Year in Review will evoke the same sense of pride in you as it does in me, showcasing the critical role that the Administration plays in upholding the functions of the Legislative Assembly through its exemplary services and support.

Thank you for your interest in understanding more about the inner workings of the Legislative Assembly and for your engagement with British Columbia's dynamic parliamentary democracy.

Honourable Raj Chouhan Speaker of the Legislative Assembly

MESSAGE FROM THE CLERK



As the Clerk of the Legislative Assembly, I have the honour of serving as the chief executive of the Legislative Assembly Administration (the Administration). This dedicated team of more than 400 non-partisan employees impartially supports the Members of the Legislative Assembly (Members) in their parliamentary duties.

In June 2022, we introduced our first-ever Strategic Plan for 2022/23 – 2024/25, approved by the Legislative Assembly Management Committee. This document

has been the foundation our work over the last two years, setting forth our collective purpose, as well as the principles by which we do our work, and our shared goals and objectives for this three-year period. As we conclude the second year of our three-year plan, I am proud to present this Year in Review, which showcases progress made in delivering on our goals and objectives, and the continued commitment of our staff in supporting the Legislative Assembly.

In 2023/24, the Administration continued to advance several transformative initiatives to enhance our services and supports to Members. These efforts focused on improving our services posture, streamlining our operations, creating a better workplace for our employees, and providing more open access to the provincial parliament. I hope that this report will offer a glimpse into the important work being done as we strive to meet the evolving needs of Members.

As we embark on the third and final year of our Strategic Plan, I look forward to continuing to work collaboratively to achieve on this three-year Strategic Plan. Together, I hope that we can continue to build upon the momentum gained over the past two years, and leverage the lessons learned thus far. I also hope that as we continue to build relations with Indigenous partners and civil society stakeholders province-wide, the Legislative Precinct continues to develop as a place where all feel welcome, and are encouraged to engage with and participate in this democratic institution.

Kate Ryan-Lloyd
Clerk of the Legislative Assembly



In August 2022, the Administration finalized a discussion paper, titled Paddling Together: Setting a Reconciliation Course for the Legislative Assembly Administration. Drawing on the Calls to Action of the Truth and Reconciliation Commission of Canada, as well as the United Nations Declaration on the Rights of Indigenous Peoples, the discussion paper identified four initial areas of focus for the Administration:

Education

Provide professional development to all Administration employees.

Culture

Develop land acknowledgment guidance, draft a shared history of the land on which the Precinct is located, and fund capital projects centred on language and cultural revitalization.

Commemoration

Facilitate design and construction of a residential school memorial.

Relationships

Support the Speaker in external engagement and building relationships with Indigenous peoples.

In fulfillment of this commitment, the Administration has been working on several reconciliation initiatives. Building on educational offerings to date, the Administration has introduced professional development opportunities to promote understanding of Indigenous histories and identities, including how these communities view and interact with this institution. Some of these offerings are facilitated or delivered by Indigenous and non-Indigenous providers. These courses give employees the opportunity to learn about past injustices and acknowledge their relationship and responsibilities to reconciliation. In 2023/24, the Administration offered a total of 15 learning sessions on Indigenous truth and reconciliation.

ESTABLISHMENT OF THE SPEAKER'S INDIGENOUS RECONCILIATION ADVISORY COMMITTEE

In May 2023, the Speaker established an Indigenous Reconciliation Advisory Committee to provide guidance on how the Legislative Assembly could most meaningfully engage with Indigenous Peoples and advance reconciliation. The committee currently includes four Indigenous leaders, reflecting a diversity of views and experiences:

- Taylor Baker, Executive Councillor for Tsawwassen First Nation;
- Howard Grant (qiyəplenəx*), Councillor for Musqueam Indian Band;
- Chief David Jimmie (Lenéx wí :ót), Squiala First Nation; and
- Chief Willie Sellars, Williams Lake First Nation.

Building on the success of the initial (one-year) term of the Committee, a formal process will be developed for renewing the Committee's membership to ensure a diversity of representation.

Since the Committee was established, it has met regularly with the Speaker and Clerk, and has already been instrumental in shaping the Legislative Assembly's engagement and reconciliation efforts. One of the first efforts has been to embark on a "Listening Tour" where the Speaker and the Clerk have been visiting with Indigenous communities and organizations across British Columbia to better understand their perspectives on the Legislative Assembly. This has also been an opportunity to establish stronger ties with these groups. Just as the Legislative Assembly engages with legislatures from other jurisdictions, it can also form closer ties with Indigenous governance bodies throughout British Columbia.



Honourable Speaker Raj Chouhan and Clerk Kate Ryan Lloyd on a visit to the Williams Lake First Nation.

Each of these engagements has also informed the development of a Reconciliation Action Plan for the Legislative Assembly. To be rolled out in 2024, with the support of the Legislative Assembly Administration, this Action Plan will guide the Legislative Assembly's reconciliation planning and actions for the next four years (2024-2028). The Legislative Assembly recognizes the need to address historical injustices by acknowledging the past and working to build new relationships with Indigenous Peoples based on respect and understanding. In developing a Reconciliation Action Plan, the Legislative Assembly is committed to reconciliation as a core value.

These are important first steps, but they are only the beginning of the Legislative Assembly's reconciliation journey. The Reconciliation Action Plan will be a living document that will evolve with further input and dialogue. In the spirit of true collaboration, the Legislative Assembly will continue to engage and collaborate with Indigenous Peoples as it develops and takes specific actions to promote and include Indigenous cultures, languages, traditions, and representation within this institution and its proceedings.



Honourable Speaker Raj Chouhan and honoured guests at the release of the Reconciliation Action Plan

LƏKWƏŊƏN WELCOME SIGNAGE

In recognition of the continuing relationships that the Songhees and Esquimalt Nations have with the land on which the Legislative Precinct is located, the Legislative Assembly worked with Dr. Elmer Seniemten George (an Elder from the Songhees Nation), supported by Andrew Cienski (a language revitalization specialist), to create ləkwəŋən welcome signage that is now displayed at the front of the legislative grounds.



Honourable Speaker Raj Chouhan and honoured guests at unveil the lakwaŋan welcome signage

Unveiled on November 23, 2023, this project seeks to promote Indigenous language revitalization by reconnecting the Parliament Buildings, and other buildings on the legislative grounds, to the traditional territory on which they are located. The signage also serves as a reminder to all guests, visitors, and staff of the important relationships that come from these lands.

More information, as well as translation of the $l \ni k^w \ni \eta \ni n$ welcome signage, can be found here.

LEGISLATIVE ASSEMBLY ADMINISTRATION: WHO ARE WE?

The Legislative Assembly Administration is a unique entity. Our wide variety of roles means that many of our day-to-day jobs look very different from one another. And yet, everything we do here — from providing <u>public tours</u>, to running a <u>dining room</u> on premises, to supporting the <u>parliamentary process</u>, and much more — revolves around a singular purpose:



Supporting the Legislative Assembly of British Columbia and its Members by providing services and infrastructure vital to an accessible democratic institution.

While this organization is continually evolving, our singular purpose remains at the centre of everything we do. Every day, each of us is proud to support parliamentary democracy in British Columbia. We are more than just employees — we are a parliamentary community working together to provide responsive services in support of the legislative branch of government.



The Legislative Assembly Administration

The Legislative Assembly Administration consists of more than 400 non-partisan employees, who are responsible for providing the services and infrastructure necessary for the Members, constituency office staff, and caucus staff to do their jobs.

This includes providing services and supports to 99 constituency offices located across British Columbia.



The Legislative Assembly as an Institution

The Legislative Assembly as an institution consists of 87 elected Members, commonly known as MLAs. The three functions of the Legislative Assembly are to:

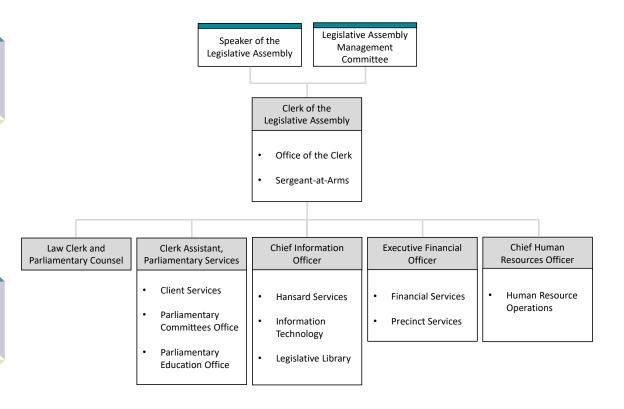
- Make laws;
- · Approve finances;
- Scrutinize government.

British Columbia is divided into 87 constituencies, each of which elects an MLA to represent them.

OUR STRUCTURE

The Administration operates under the direction of the Legislative Assembly Management Committee (the Committee) and is subject to oversight from the Committee, as well as from the Speaker of the Legislative Assembly (the Speaker). The Clerk of the Legislative Assembly (the Clerk) is the chief permanent officer of the Legislative Assembly who leads the Administration and is accountable to the Speaker and the Committee. In addition to procedural responsibilities, the Clerk leads the overall direction of the Administration, including the achievement of the Administration's strategic priorities, as articulated in the Administration's 2022/23 – 2024/25 Strategic Plan.

The Clerk is supported by the Clerk's Leadership Group, which is the executive team that provides leadership to the 11 departments of the Administration. Each department, and every employee within those departments, plays an important role in ensuring that the Administration operates efficiently and effectively for the Members. They impartially serve the Legislative Assembly and work with dedication to maintain and enhance public trust and confidence.



2023/24 YEAR IN REVIEW

This report provides an update on actions taken to achieve on the Administration's 2022/23 - 2024/25 Strategic Plan over the second year of its implementation. As we move forward, we will share annual updates on what we have done to deliver on our strategic priorities. Although this is only a subset of the important work that happens here, we hope that it will shine a light on those working to ensure that the Members can fulfill their constitutional and representative duties.



OUR WORK BY THE NUMBERS



42 BILLS PASSED



HANSARD 668

BROADCASTING HOURS

5,716 TRANSCRIBED

PAGES IN HANSARD



LIBRARY INFORMATION **REQUESTS**



0,699

PEOPLE ON PUBLIC TOURS



7,719
SERVICE DESK REQUESTS

1,207,147



32,395 VISITORS TO THE **DINING ROOM**



15,000 PAYMENTS ISSUED



216,570

VISITORS

DEMONSTRATIONS
AND MAJOR EVENTS



COMMITTEE

COMMITTEE **MEETINGS**

MEETING HOURS



NEW STAFF ONBOARDED

HR LEARNING EVENTS

IN-HOUSE COURSES

OUR PLAN

In June 2022, the Administration rolled out its first-ever Strategic Plan – developed together with employees, who shared their experiences and input on what is needed for our organization to succeed. This three-year plan established our **purpose**, **principles**, **goals**, **objectives**, and **key performance indicators**, which will guide our decisions and focus our resources so that we are best able to respond to the needs of the Legislative Assembly and its Members. For each of our goals, it also identified several key initiatives. These are the specific areas of work that we will prioritize annually when allocating resources, which we will review on an annual basis and share our progress on through future versions of this report.

Our Purpose

We support the Legislative Assembly of British Columbia and its Members by providing services and infrastructure vital to an accessible democratic institution.

Our Principles

IMPARTIALITY

We are non-partisan and objective in the performance of our duties.

INTEGRITY

We build trust through responsible actions and respectful relationships.

OPENNESS

We provide a welcoming environment and promote public access and engagement.

STEWARDSHIP

We ensure institutional continuity and renewal.

Goal 1: Service Excellence

We provide unified, innovative, and seamless services, resources, and advice that enable the Legislative Assembly and its Members to fulfill their respective roles in our parliamentary democracy.



Objective 1: Enhance Member Services and Support

We will strengthen our professional and dedicated workforce by building additional capacity targeted at improving our services and support to Members.



Launch of the Client Care Team

At the end of 2023/24, the Administration soft-launched its new Client Care Team, creating a single point of access for Members and their staff. In the future, anyone seeking services or support from any department within the Administration may contact this single service desk. From there, Client Care Coordinators will work behind the scenes to address their request as quickly as possible, and without the need for additional points of contact by the client. This creates a streamlined experience for the client, allowing them to focus on their important work.



One of the first tests for this new Client Care Team will be the upcoming provincial general election. As the 43rd provincial general election approaches, the Administration has already started to prepare for the transition. This has involved all areas of the Administration working together to arrange for the off-boarding and on-boarding of Members; developing educational resources for new and returning Members; and developing a space management plan to accommodate six additional Members. Ninety-three Members will need office spaces on the Legislative Precinct, as well as within their constituencies; technology with which to do their work; and an additional six desks in the Chamber. New and returning Members will also bring new and returning staff, who will be provided with services and support.







Busy Sessional Periods

The year brought many sitting days with multiple chambers, making for an especially busy session for those who directly support parliamentary proceedings, including Table Officers, who directly support the proceedings; Hansard, who broadcasts and transcribes the proceedings; Sessional Officers, who support the functioning of the House during proceedings; committees staff, who provide supports to parliamentary committees; and the many others who support parliamentary proceedings in other important ways. The fall sitting period was the first in which a fourth official party was officially recognized in the Legislative Assembly since the concept of an official party was introduced in the 1970s.

Sergeant-at-Arms Department Modernization

The goal of the Sergeant-at-Arms (SAA) Department Modernization is to enhance business practices and ensure effective delivery of security services in line with the SAA's mandate. The new model addresses the evolving operating environment, including increased threats and gaps in the SAA's security capabilities.

In 2023, modernization efforts included adopting a hybrid model of Armed Officers and Safety Officers and introducing a Quick Response Team (QRT) for non-routine events. Additional initiatives focused on physical security and layered security, as well as the Member Safety Program, which is part of the Legislative Assembly's Strategic Plan and addresses critical safety and security needs for MLAs and staff.

Further efforts included the Major Events and Emergency Management program to prepare for risks from demonstrations, climate emergencies, and other events. Additionally, a training and education component was implemented to set standards and provide training for all staff.



Service Excellence

Key Performance Indicator:

Percentage of employees who have completed service excellence training in support of the Legislative Assembly Administration's Service Excellence Statement. ¹

2023/24 Target: Establish a baseline.



Status as of Q4 2023/24:

At the end of Q2 an all-staff event was hosted with a focus on Service Excellence – during which introductory training on service excellence was provided. This event was attended by approximately 200/375 employees (53%). In 2024/25, it is anticipated that the revamped Service Excellence Committee will be leveraged to promote and support department-specific service excellence training.

¹ The Legislative Assembly Administration has implemented an organization-wide Service Excellence Statement, which focuses the Administration's efforts to improve in providing seamless and unified services and supports.

Goal 2: Operational Excellence

Our operations and support services are effective and efficient.



Objective 2: Enhance Our Organizational Capacity

We will continuously improve our business practices to create effective and innovative ways of completing our work.



Project Management

In November 2023, to improve our ability to deliver projects on time and on budget, the Administration established a Project Management Office (PMO). The PMO works with departments to enhance our operations at all project stages — from initiation to closure. In unison with existing processes in the areas of risk and financial management, this hub for operational improvement will also provide project-level oversight and training to support the implementation of best practices at all levels of the organization.

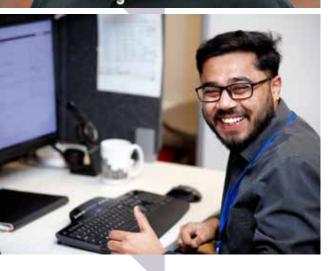


Replacing End-of-Life Systems

The Administration is working towards the procurement and implementation of a new enterprise resource planning (ERP) system to replace end-of-life software in the areas of human resources, finance, payroll, and procurement. Not only will this address risks associated with these outdated business applications, but it will also help modernize our management of human and financial resources — reducing administrative burden, streamlining decision-making processes, and improving our ability to meet the needs of the Legislative Assembly.







Emergency Management and Business Continuity

The Legislative Assembly, like any organization, is exposed to many risks that could damage infrastructure and disrupt critical business processes — including natural disasters, cyber attacks, security breaches, IT outages, and more. To ensure that the Legislative Assembly is prepared for major disruptions, the Administration has developed emergency management and business continuity management programs. These not only help us respond to and recover from emergencies, but also enable us to deliver critical services until a return to normal is possible. Members and staff participate in regular training exercises on what to do in the event of an emergency.

Privacy Management Program

Due to the nature of the work that Members and staff undertake, it is paramount that information privacy is prioritized. Understanding this, the Administration took significant steps to reinforce its privacy practices in 2023/24, with the establishment of a new privacy management program, and the introduction of a dedicated Privacy Analyst role within the organization. This function promotes privacy awareness across the organization; ensures appropriate training for employees for compliance with privacy obligations; and acts as a resource to the Legislative Assembly, its Members and the Administration on the treatment of sensitive information.





Operational Excellence

Key Performance Indicator:

Percentage of Key Initiatives following a project management framework.

2023/24 Target: 100%



Status as of Q4 2023/24:

Project Sponsors confirmed that 12/12 Key Initiatives (100%) followed a project management framework with a project charter or equivalent document completed.

Goal 3: Healthy Workplace Culture

We enable our employees to contribute, innovate, and collaborate using their diverse skills and perspectives.



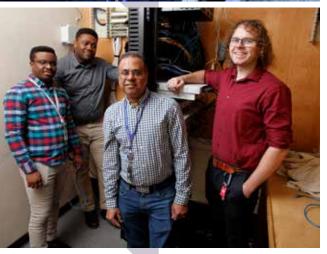
Objective 3: Promote Engagement, DEIA, and Learning

We will introduce new programs, measures, and tools to support reconciliation, employee engagement, diversity, equity, inclusion, and accessibility (DEIA), and learning.



Created a People and Culture Plan

Together with employees, the Administration developed its first-ever People and Culture Plan (PCP) to be released and implemented in 2024/25. This strategic document outlines our approach to managing and developing our workforce through practices, programs, and supports to increase performance, client satisfaction, and employee engagement. This involves activities like developing leadership skills and creating an organizational culture that supports employee growth and wellbeing. Our goal is to create an environment where employees can perform at their best, contribute to the organization's success, be resilient during times of change, and feel valued and supported in their roles and careers.



Implementation of the DEIA Plan

In April 2023, the Administration rolled out its first-ever Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan. In year one of the Plan, we conducted a review of the our employee recruitment process to ensure that it aligns with DEIA principles. We have now updated the recruitment process based on the findings of the review. Also, to ensure that the employee experience lives up to this Plan, we formed an employee-led committee to provide guidance on the Plan's implementation and to identify future DEIA initiatives across the organization. Training has also been developed around these principles, and continues to be expanded to ensure that inclusivity and accessibility are considered in all our activities.







Learning and Development

The Administration continues to introduce new learning and development initiatives, particularly in the areas of leadership and reconciliation. In 2023/24, the Administration's Leadership Development Program (in collaboration with Royal Roads University's Professional and Continuing Studies Program) graduated its second cohort – supporting current and future leaders to develop their skills. The Administration also launched its Professional and Continuing Studies Program, which provides financial assistance to employees wanting to advance their education by pursuing a formal program of study. And in the area of reconciliation, the Administration continued to build out its learning pathway with new curriculum and the introduction of a Reconciliation 101 course for all staff to partake in.

Planning for Child Care on the Legislative Precinct

The Legislative Assembly is committed to providing a supportive work environment for staff and their families, and creating a positive relationship with the Victoria community. As such, the Administration is in the planning phase for the construction of a modular child care facility on the Legislative Precinct. Once this project is complete, a not-for-profit child care operator will offer high-quality, licenced childcare for 37 children. As an employer-sponsored child care facility, the majority of these spaces will be prioritized for the families of those who work on the Legislative Precinct, but the remaining spaces will be made available to local families.



Healthy Workplace Culture

Key Performance Indicator:

How likely would you be to recommend this organization as a great place to work? On a scale from 1 to $10.^{2}$

2023/24 Target: 7/10



Status as of Q4 2023/24:

8/10

² Legislative Assembly Administration employees are surveyed annually on how likely they would be to recommend this organization as a great place to work.

Goal 4: Open Access

We provide a welcoming, safe, and inclusive physical and digital environment to enable public access to the Legislative Assembly and Legislative Precinct buildings and grounds, and to facilitate understanding and observation of, and participation in, parliamentary proceedings.



Objective 4: Invest in Modern, Secure, and Sustainable Infrastructure

We will invest in technology and our physical environment so that it continues to be safe, secure, sustainable, and adaptable to meet current and future needs.



The Administration is developing its Long-Term Plan for the Legislative Precinct to ensure that our physical infrastructure continues to meet the needs of the Legislative Assembly. Once complete, this Plan will provide guidance for all infrastructure projects on the Legislative Precinct, as well as a roadmap to accommodate the increasing number of Members, staff, and visitors to the Parliament Buildings and legislative grounds. Our intent is for this Long-Term Plan to modernize the Legislative Precinct, continually shaping the space into one that supports British Columbia's parliamentary functions — embracing the ideals of democracy and inclusivity for all British Columbians, and enabling operational continuity of the Legislative Assembly.



Space Modernization Projects

The Administration has been working with a third-party design company to modernize the interiors of the Armouries building on the south-west of the Legislative Precinct, and the Bunker building on the south-east of the Legislative Precinct. So far, this has included improvements to the layout of workspaces, increasing the capacity of the building (to make more room for current and future employees), and introducing modern furniture for increased functionality and improved ergonomics. These spaces are equipped with modern technology, more workspaces, more meeting spaces, and quiet rooms.







In October 2023, the Administration completed renovations to the front stairs at the ceremonial (and visitor) entrance to the Parliament Buildings — marking a pivotal chapter in preserving the heritage of the Legislative Precinct. The front stairs were first completed in 1893 and this project was prioritized to address the seismic stability needs of the entrance, as well as water damage that occurred over time. During these renovations, the Administration's tour team worked diligently through the busy summer season to overcome the obstacles of the construction so that visitors could continue to experience this historical landmark and popular tourist attraction.



Modernization and Digitization

The Administration is modernizing its technology in several different areas of the organization. For instance, the Legislative Library is digitizing its collection of more than 500,000 items to make them more accessible to clients (both internal and external). Almost half of the collection has already been digitized and, with the recent implementation of a modern archival system and digital asset management system, this number is expected to increase in the coming years.

Hansard Services — the team that is responsible for broadcasting and transcribing proceedings of the Legislative Assembly and parliamentary committees — has also recently modernized, with the implementation of generative artificial intelligence-powered Automated Speech Recognition technology to provide support in the transcription process.

Furthermore, the Administration has prepared to launch a new external website, which along with several large-scale network and data centre infrastructure improvements, have helped to optimize the organization's operations, as well as further enhance data security and business continuity.



Open Access

Key Performance Indicator:

Number of people who access educational and visitor programming.

2023/24 Target: Establish a baseline.



Status as of Q4 2023/24:

In 2023/24, 59,492 people (members of the public and school groups, including virtual school groups) were given tours of the Parliament Buildings. 1,045 accessed educational opportunities provided by the Parliamentary Education Office, including the BC Teacher's Institute on Parliamentary Democracy, Parliamentary Procedure Workshops, Library Programs, and Tea and Tour. 3,850 accessed the travelling plays and Halloween plays. 3,050 attended seasonal events.

LOOKING AHEAD

At the end of 2023/24, as we reflected upon the progress made toward the goals in our three-year Strategic Plan, we refreshed several of our key initiatives. Moving forward, we are well-positioned to deliver on our core purpose: providing services and infrastructure vital to an accessible democratic institution. At the end of year three we will provide another update on the progress we've made.

In the meantime, we encourage you to visit our website at www.leg.bc.ca where you can learn more about the Administration, our work, and the activities of this democratic institution. You can also find us on our social media pages, Facebook, Instagram, and X, where we provide regular updates on happenings at the Legislative Assembly.



