

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA  
POLICY MANUAL**

<b>SECTION</b>	Financial Management and Administration
<b>POLICY</b>	3030 – Non-Budgetary Cycle Capital Project Review and Approval

**Objective** To provide a framework for the standardized review, approval, monitoring, and revision of non-budgetary cycle capital project funding requests to achieve value for money.

**Application** This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

**Authority** Legislative Assembly organizational policies are approved by the Legislative Assembly Management Committee, as per *Policy 1000 – Legislative Assembly Policy Framework*.

**Key Definitions** **“emergency project”** means a project that was not identified and approved during the annual budget planning process but that needs to be actioned mid-cycle in a timely manner;

**“non-budgetary cycle capital project”** means a capital project or expenditure that was not approved during the annual budget planning process but for which a need has arisen or an approved capital project or expenditure that must be carried into the subsequent fiscal year;

**“project”** means a temporary undertaking carried out to acquire and/or produce a product, service, or benefit for which financial resources are required;

**“Subcommittee”** means the Subcommittee on Finance and Audit of the Legislative Assembly Management Committee.

**1. Classification of Capital Projects** .01 Capital projects result in the acquisition, development, or construction of a tangible capital asset as defined in *Policy 3225 – Accounting for Tangible Capital Assets*.

.02 All proposed projects that are significant in value or complexity must be reviewed by Financial Services in advance of approval for an assessment of whether the project is capital or operating in nature, or a combination of the two.

**2. Non-Budgetary Cycle Capital Project Funding Requests** .01 Non-budgetary cycle capital project funding requests that arise throughout the fiscal year require pre-approval before the project begins. The approvals required depend on the expected dollar value of the project, as per section 2.04.

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- .02 Prior to requesting approval for a non-budgetary cycle capital project, departments must identify available funds, either from other projects within the department that did not proceed or are under budget, from central contingency funds, or from another source.
- .03 A *Project Approval Form* with all applicable supporting documentation must be completed and signed by the initiator and include all required signoffs and approvals.
- .04 The approval thresholds applying to all non-budgetary cycle capital project funding requests are as follows:

Amount*	Required Approval
Up to \$50,000	(1) Member of Clerk’s Leadership Group
\$50,001 to \$250,000	(1) Member of Clerk’s Leadership Group and (2) Clerk of the Legislative Assembly
\$250,001 or more	(1) Member of Clerk’s Leadership Group and (2) Clerk of the Legislative Assembly and (3) Subcommittee

*\* All references to dollar amounts in this policy refer to the Maximum Contract Value (as defined in Policy 3100 – Procurement and Contract Management) and are inclusive of PST but exclusive of GST.*

- .05 Funding for approved non-budgetary cycle capital projects is for the current fiscal year only. Any continued project funding, i.e., multi-year capital projects, must be requested as part of the following year’s annual budget planning process.
- .06 Priority will be given to non-budgetary cycle capital projects that address at least one of the following:
  - a) strategic priorities as identified in the Legislative Assembly Administration Strategic Plan; and/or
  - b) organizational risks as identified through the Legislative Assembly’s enterprise risk management program.

**3. Requests for Additional Funding for Capital Projects**

- .01 A new *Project Approval Form* must be completed, with the original business case appended, before requesting additional funding or the re-allocation of available funds for an existing capital project where the requested amount is twenty percent (20%) or more of the previously approved project budget.

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.02 Approval of the new *Project Approval Form* is required using the process and approval thresholds outlined in section 2.

**4. Emergency Projects**

.01 Circumstances may arise when a non-budgetary cycle capital project is required to address an emergency situation, such as a matter affecting health and safety-related requirements or critical system failures. In such circumstances, an emergency capital project must be initiated using the steps outlined in section 2.

.02 For the consideration of an emergency capital project, a *Project Approval Form* must be submitted, which is subject to the approvals set out in section 2.04, with the Speaker providing approval for funding requests of \$250,001 or more in place of the Subcommittee.

.03 If the Speaker is unavailable, unreachable, or incapacitated and a time-sensitive decision is required, notwithstanding section 4.02, the Clerk of the Legislative Assembly may approve the emergency capital project and must subsequently notify the Speaker of the decision at the first opportunity.

**5. Monitoring and Reporting**

.01 Quarterly reporting on capital projects to the Subcommittee must include a breakdown of budgeted project cost and revised/projected and/or actual cost, including any additional funds approved in accordance with this policy or funds reallocated to the project.

.02 The Subcommittee must be notified of any approvals granted in accordance with section 4 at the first opportunity.

<b>Contact</b>	Please contact Financial Services with any questions regarding this policy at <a href="mailto:financialservices@leg.bc.ca">financialservices@leg.bc.ca</a> .
<b>Procedure</b>	<i>Project Approval Form</i>
<b>References</b>	<b><i>Policy 3100 – Procurement and Contract Management</i></b> <b><i>Policy 3225 – Accounting for Tangible Capital Assets</i></b>

Approved and authorized by the Legislative Assembly Management Committee on November 28, 2022.

POLICY HISTORY	
Version 1	December 19, 2018
Version 2	November 28, 2022