

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6220 – Parliamentary Gift Shop

Objective To ensure that the Parliamentary Gift Shop operates within a framework of accountability and sound financial management practices while supporting the Parliamentary Education Office in promoting awareness and understanding of the Legislative Assembly and its role.

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “**educational resources**” means goods such as books and posters, designated by the Parliamentary Education Office as having meritorious and functional use in supporting parliamentary outreach by Members of the Legislative Assembly and their constituency offices;

“**total cost**” means the standard acquisition price, shipping cost, and any other costs incurred to bring the product to the point of sale, with exception to development costs, which are not a determinant of total cost.

- 1. General**
- .01 While providing an engaging and unique retail environment that reflects the Legislative Assembly’s history and setting, the Parliamentary Gift Shop, under the direction of the Parliamentary Education Office, strives to:
- a) support Members of the Legislative Assembly by providing products that showcase and promote the Legislative Assembly, the Parliament Buildings, the Legislative Precinct grounds, and the institution of Parliament.
 - b) build an understanding and appreciation of the Legislative Assembly through informative and engaging products;
 - c) enhance the visitor experience by offering knowledgeable client service and distinctive quality products representative of the Legislative Assembly, the Parliament Buildings, the Legislative Precinct grounds, and the institution of Parliament;
 - d) encourage appreciation of a dynamic, vibrant, and diverse Parliament by offering innovative and affordable products; and
 - e) demonstrate prudent use of public funds.

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6220 – Parliamentary Gift Shop

2. Gift Shop Accounts for Members of the Legislative Assembly

.02 In support of Members of the Legislative Assembly, the Parliamentary Gift Shop offers the opportunity to acquire a diverse assortment of outreach products through the following individual accounts:

- a) **MLA Educational Resource Account:** a credit account, applied individually to each MLA at the start of a fiscal year, which is only drawn upon for ordering educational resources.
- b) **MLA Gift Shop Account:** an account through which each individual Member of the Legislative Assembly is able to purchase products from the Parliamentary Gift Shop at a discount.

3. Product Selection

.01 Products for sale in the Parliamentary Gift Shop must:

- a) have an association to, or be a representation of, the Legislative Assembly, the Parliament Buildings, the Legislative Precinct, or the institution of Parliament;
- b) positively reflect the reputation and dignity of the Legislative Assembly; and
- c) be of high quality and, to the extent possible, follow environmentally-sound manufacturing and packaging practices through factors such as:
 - i. incorporation of durable and renewable input materials;
 - ii. minimization in the quantity of packaging materials used; and
 - iii. use of compostable, bio-degradable, or reusable packaging materials.

.02 Products procured for sale in the Parliamentary Gift Shop should be sourced from:

- a) a British Columbia manufacturer, where possible; or
- b) a Canadian manufacturer located outside of British Columbia in the absence of a local alternative.

.03 If a product is unavailable from a Canadian manufacturer, the Parliamentary Gift Shop may explore the procurement of products from other jurisdictions provided that the requirements outlined in section 3.01 are otherwise met.

.04 The Parliamentary Gift Shop cannot stock or promote products as part of a charitable undertaking unless it is in support of the

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA

POLICY MANUAL

SECTION	General
POLICY	6220 – Parliamentary Gift Shop

Legislative Assembly's participation in the Provincial Employees Community Services Fund (PECSF) annual campaign.

4. Ordering Products

- .01 Any new products proposed for sale by the Parliamentary Gift Shop must be pre-approved by the Clerk of the Legislative Assembly or their designate through a *Parliamentary Gift Shop – New Product Form*.
- .02 The Director, Parliamentary Education Office is responsible for procuring new products following the approval outlined in section 4.01, subject to the provisions of *Policy 3000 – General Expenditure* and *Policy 3100 – Procurement and Contract Management*.
- .03 The Director, Parliamentary Education Office is also responsible for reordering products based on inventory levels and projected retail demand.

5. Product Pricing

- .01 The Parliamentary Gift Shop shall not price products to undercut competitor operations where similar products are offered.
- .02 Subject to approval by the Executive Financial Officer, as evidenced by the completion of a *Parliamentary Gift Shop – Loss Pricing Approval Form*, products may only be sold for less than the total acquisition cost when there is a need to reduce inventory items (e.g., for items nearing the end of their shelf life or when items are determined to be slow-moving).
- .03 Products should meet the calculated gross profit margins for each product category as defined in the procedures. Products that do not meet the criteria must be pre-approved by the Clerk of the Legislative Assembly or their designate through a *Parliamentary Gift Shop – Non-Compliant Margin Pricing Approval Form*.

6. Inventory Management

- .01 The Parliamentary Gift Shop must conduct regular inventory counts based upon best practices, at minimum once every fiscal year, and in consultation with Financial Services.
- .02 The Parliamentary Gift Shop will regularly monitor inventory levels to ensure optimal inventory levels are consistently maintained.

7. Reporting

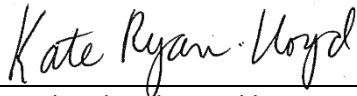
- .01 The Parliamentary Gift Shop must provide a monthly sales report to the Clerk of the Legislative Assembly, the Executive Financial Officer, Financial Services, and the member of the Clerk's Leadership Group responsible for overseeing the Parliamentary Education Office.

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6220 – Parliamentary Gift Shop

.02 The Director, Parliamentary Education Office will provide, on an annual basis, a summary report detailing the activities of the Parliamentary Gift Shop, including annual sales, cost of goods sold, historical trends and performance measure reporting.

Contact	Questions regarding this policy may be directed to the Parliamentary Education Office at PEO@leg.bc.ca .
Procedures	<i>Parliamentary Gift Shop – Loss Pricing Approval Form</i> <i>Parliamentary Gift Shop – New Product Form</i> <i>Parliamentary Gift Shop – Non-Compliant Margin Approval Form</i> <i>Parliamentary Gift Shop Procedures</i>
References	Policy 3000 – General Expenditure Policy 3100 – Procurement and Contract Management



Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

April 14, 2021

Date

POLICY HISTORY

Version 1	June 30, 2020
Version 2	April 14, 2021