

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Introduction
POLICY	1000 – Legislative Assembly Policy Framework

Objective To provide a framework for the identification, planning, development, review, approval, implementation, revision, and repeal of new and existing Legislative Assembly policies.

Authority Pursuant to the *Legislative Assembly Management Committee Act* (R.S.B.C. 1996, c. 258), the Legislative Assembly Management Committee has jurisdiction to deal with all matters for the efficient and effective operation and management of the Legislative Assembly, including adopting policies for the administration of the Legislative Assembly and for the conduct of Members of the Legislative Assembly. These policies may be guided by statutory provisions, including, but not limited to, those contained in the *Legislative Assembly Management Committee Act* and the *Members’ Remuneration and Pensions Act* (R.S.B.C. 1996, c. 257).

Key Definitions

“**Clerk**” means the Clerk of the Legislative Assembly;

“**policy**” means a statement of intent, governing principles or end result adopted by the Legislative Assembly Management Committee and intended to guide future action, which may be accompanied by procedures, directives, standards, protocols, or guidelines;

“**Policy Development Work Plan**” means an annual work plan prepared by the Office of the Clerk summarizing the review and development of policies by priority, department, and status.

1. Overall Accountability .01 On behalf of the Legislative Assembly, the Clerk has overall responsibility for the development, administration, maintenance, and stewardship of the Legislative Assembly policy suite. This involves coordinating the consolidation of the Legislative Assembly’s policies into a single manual, ensuring that policies have been thoroughly considered and undergone appropriate development and consideration prior to approval and implementation, ensuring consistent formatting and structure, and ensuring that policies are reviewed and updated periodically, if necessary, to meet changing needs.

2. Principles for Policy Development .01 Legislative Assembly policies shall, as applicable:

- a) comply with relevant statutes and regulations;
- b) reflect current professional standards and/or best practices;
- c) promote good governance through appropriate provisions relating to accountability, leadership, integrity, stewardship, and transparency;
- d) promote sound management practices;

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL

SECTION	Introduction
POLICY	1000 – Legislative Assembly Policy Framework

- e) promote prudent financial administration;
- f) promote behaviours consistent with the core principles of the Legislative Assembly Administration;
- g) promote openness, fairness, transparency, continuity, and efficiencies in the administrative operations of the Legislative Assembly; and
- h) aim to effectively manage organizational risk and performance through robust controls and active management.

.02 The Clerk shall ensure that the policy development and review processes use collaborative approaches to draw on a broad range of input and subject matter expertise throughout the organization, resulting in high-quality advice and creative solutions that support openness and inclusivity while balancing organizational realities and needs.

.03 The following principles shall guide the development and review of Legislative Assembly policies:

- A. **Evidence-based:** policies must be based on sound research and analysis. Sound analysis and data are vital in the policy development and review processes to ensure the adoption and implementation of appropriate policy provisions.
- B. **Relevance:** policies must draw from a broad organizational perspective and be aligned with the Legislative Assembly’s priorities and operational needs and the Legislative Assembly Administration’s strategic objectives.
- C. **Inclusivity:** policies must respect and promote diversity, equity, and inclusion with a view to addressing any systemic barriers that may exist within the organization.
- D. **Sustainability:** policies must be viable, risk-aware, and enduring. They must be mindful of and be responsive to operational needs and be appropriately adaptable to evolving environments and realities.
- E. **Coherence:** policies must be written in plain language, drafted in a clear and structured manner using a single format, and use a streamlined approach from concept to implementation to ensure an effective and consistent policy suite.

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA

POLICY MANUAL

SECTION	Introduction
POLICY	1000 – Legislative Assembly Policy Framework

.04 Policies of the Legislative Assembly must be informed by the policies and practices of the Government of British Columbia and be aligned with best practices in parliamentary and public sector organizations to the extent practicable and appropriate.

.05 It is recognized that a general rule may not always suit all circumstances or situations that may arise, however, sound judgment must be used by all applicable individuals to ensure that the principles set out in this policy are upheld.

3. Policy Structure

.01 A policy must contain an application provision clearly setting out to whom the policy applies.

.02 A policy must designate a department of the Legislative Assembly responsible for the day-to-day maintenance and administration of the policy.

.03 A policy must clearly set out in summary form the responsibilities of all individuals listed in the policy.

.04 Procedures, directives, standards, protocols, or guidelines may be developed by the responsible department for the administration of a policy. These supporting documents will be overseen by the respective department and are not subject to the approval process outlined in section 5.

4. Policy Development

.01 The Legislative Assembly Management Committee and its advisory subcommittees may direct the Clerk to develop a new policy or review an existing policy.

.02 The director (or equivalent) of each Legislative Assembly department is responsible for the following in respect of a policy within their scope of responsibility:

- a) ensuring that the policy is sufficient and meets departmental and organizational requirements;
- b) developing and maintaining any procedures, directives, standards, protocols, or guidelines necessary for the administration of the policy; and
- c) ensuring that proper training and support is provided to all those to whom the policy applies.

.03 The need to develop a new or revised policy may arise as a result of any of the following:

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Introduction
POLICY	1000 – Legislative Assembly Policy Framework

- a) a resolution or directive of the Legislative Assembly Management Committee;
- b) a directive of the Speaker of the Legislative Assembly;
- c) to comply with a legal or professional standard requirement;
- d) an operational need or requirement.

5. Policy Approval

.01 Policies of the Legislative Assembly fall into one of the following categories:

- A. **Governance and Organization:** policies on the overall governance and organization of the Legislative Assembly; Legislative Assembly Management Committee rules and procedures; and the use of the Parliament Buildings and the Legislative Precinct.
- B. **Members’ Expenses and Resources:** policies respecting remuneration of Members; travel, expenses, and benefits; caucus and constituency offices and expenses; new and departing Members, former Members, and Presiding Officers; and parliamentary associations.
- C. **Legislative Assembly Expenses and Resources:** policies on the allocation and use of Legislative Assembly resources; human resources; property management; and financial rules and procedures.
- D. **Other:** security; information technology and data management; and other matters.

.02 The establishment of a new policy or a revised policy must be approved by the appropriate approval authority as follows:

Policy Category	Approval Authority
Governance and Organization	Legislative Assembly Management Committee
Members’ Expenses and Resources	Legislative Assembly Management Committee
Legislative Assembly Expenses and Resources	Clerk
Other	Legislative Assembly Management Committee or Clerk

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Introduction
POLICY	1000 – Legislative Assembly Policy Framework

- .03 Approval of policies under the purview of the Legislative Assembly Management Committee must be evidenced by approved minutes of the Committee.
- .04 The Clerk may make minor editorial or grammatical corrections to policies approved by the Legislative Assembly Management Committee.
- .05 Approval of policies under the purview of the Clerk must be evidenced by signature of the Clerk or the Clerk’s designate.
- .06 Once implemented, policies must be made available to all Members of the Legislative Assembly, staff, and the public.

6. Monitoring and Policy Compliance

- .01 Policy compliance is a shared responsibility among all the Legislative Assembly Management Committee, all Members of the Legislative Assembly and their staff, caucuses, the Clerk, the Clerk’s Leadership Group, senior management, and all employees of the Legislative Assembly.
- .02 Directors (or equivalent) of Legislative Assembly departments are responsible for promoting policy compliance within their departments, and for reporting non-compliance with a policy to the director (or equivalent) of the department responsible for the maintenance of the policy.
- .03 Members of the Legislative Assembly are responsible for promoting policy compliance within their respective caucuses, legislative offices, and constituency offices. Instances of non-compliance must be dealt with by the Legislative Assembly Management Committee or one of its advisory subcommittees.
- .04 Directors (or equivalent) of Legislative Assembly departments are responsible for monitoring and reporting to the Clerk or to the Executive Financial Officer any instances of non-compliance with a policy designated to their department.
- .05 The Clerk is responsible for addressing instances of policy non-compliance concerning employees of the Legislative Assembly, including instituting any corrective measures.

7. Policy Review

- .01 Legislative Assembly policies must undergo a substantive review at minimum every five (5) years after they are implemented with the primary purpose of ensuring that the policy is current and that it continues to meet its intended objective.

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Introduction
POLICY	1000 – Legislative Assembly Policy Framework

- 8. Policy Repeal** .01 A policy may be repealed by the authority that approved it in accordance with section 5.
- 9. Reporting** .01 On an annual basis, or as requested by the Legislative Assembly Management Committee, the Clerk must provide to the Legislative Assembly Management Committee a prioritized Policy Development Work Plan, including a summary of new and revised policies.
- .02 On a quarterly basis, the Clerk and the Executive Financial Officer must provide to the Legislative Assembly Management Committee a report on significant instances of
- a) non-compliance with a policy; and
 - b) exercises of discretion to provide for exceptions or exemptions to a policy.

Contact Questions regarding this policy may be directed to the Office of the Clerk at OfficeoftheClerk@leg.bc.ca.

Approved and authorized by the Legislative Assembly Management Committee on May 27, 2021.

POLICY HISTORY	
Version 1	October 8, 2019
Version 2	May 27, 2021