

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL

SECTION	General Policies
POLICY	6105 – Liquor Control and Inventory

Objective The objective of this policy is to set out standards and requirements for the purchase and inventory of alcohol by Legislative Assembly employees for use at Assembly official events. This policy does not apply to alcohol purchased for sale by the Parliamentary Dining Room.

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1100 – Creating and Updating Policies*.

1. General

.01 As representatives of the Legislative Assembly, Assembly employees may extend hospitality at pre-approved Assembly official events as part of their official duties and functions. Hospitality extended by Assembly employees for Assembly official events is permitted on limited occasions, and may be appropriate when hosting formal conferences.

.02 When extending hospitality, alcohol may be pre-approved for offer in limited circumstances, where appropriate, as a matter of protocol.

.03 Any alcohol pre-approved for purchase by Assembly employees for use at Assembly official events on the Legislative Precinct shall be acquired from B.C. Liquor Stores or registered agencies and suppliers, and shall be limited to wine, beer and cider products produced in British Columbia.

.04 Alcohol served at Assembly functions or events must be served by qualified Assembly staff or contractors holding a provincial Serving it Right certificate, or equivalent.

2. Approval of Alcohol Purchases

.01 If an Assembly employee is required to purchase alcohol for use at an Assembly official event, pre-approval in writing must be obtained from the appropriate Assembly Executive member, the Clerk, and the Speaker.

.02 Payment for the purchase of alcohol must be supported by a memorandum requisitioning the payment, including the pre-approved detailed explanation for the purchase and pre-approval signoffs. The memorandum must be approved by an Expense Authority with adequate authority as per *Policy 3000 – General Expenditure*, and by the applicable Assembly Executive member.

3. Inventory of Alcohol

.01 All alcohol purchased for use at an official event must be inventoried and counts recorded by the responsible Assembly employee at the outset and conclusion of each event or serving period.

.02 Any alcohol purchased for use at an official event and not opened for use at the event shall be returned to the supplier for reimbursement to the

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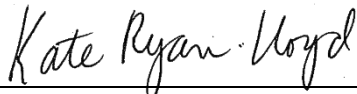
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Assembly. Any leftover and opened alcohol products must be disposed of immediately, where possible at the site of the event.

- .03 A final alcohol purchase and inventory report must be submitted by the responsible Assembly employee to the appropriate Assembly Executive member, the Clerk, and the Speaker.

Contact Questions regarding this policy may be directed to Financial Services at financialservices@leg.bc.ca.

Reference **Policy 3000 – General Expenditure**



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

July 2, 2019

Date

POLICY HISTORY

Version 1	July 2, 2019
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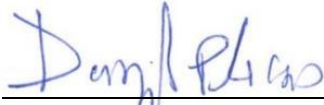
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POLICY APPLICABILITY – OFFICE OF THE SPEAKER

The provisions of this policy apply to the Office of the Speaker. For greater certainty, the following clarifications are made with respect to policy provisions relating to the Office of the Speaker:

Section	Clarification
2.01	Approvals contemplated are only required by the Speaker
3.03	The purchase and inventory report is only required to be submitted to the Speaker

In the event of the Speaker's extended absence from British Columbia or incapacity, or if the Office of Speaker is vacant, approvals required by this policy may be provided by the Deputy Speaker.



Authorized by the Honourable Darryl Plecas,
Speaker of the Legislative Assembly

September 9, 2019

Date