



## **LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE**

### **INFORMATION NOTE: POLICY DEVELOPMENT WORK PLAN – 2022-23**

#### **BACKGROUND**

In 2019, a number of policy gaps at the Legislative Assembly were brought to light through the Speaker's reports and were affirmed through the Auditor General's performance audit released in September 2019. A part of the Legislative Assembly Management Committee's ("the Committee") response to strengthening the Legislative Assembly's policy suite and policy development oversight, on October 8, 2019, the Committee adopted *Policy 1000 – Legislative Assembly Policy Framework*. That policy requires that a Policy Development Work Plan be deposited with the Committee on an annual basis. The 2021-22 Policy Development Work Plan was deposited with the Committee on May 27, 2021. The Administration continued to make good progress to revise policies and ensure that a robust policy suite is in place to govern the administration operations of the Assembly and its Administration.

The 2022-23 Policy Development Work Plan is enclosed as an information item for the Committee.

Members' input into the Policy Development Work Plan is very welcome. Legislative Assembly staff will keep the Committee apprised on progress as policies are developed, renewed and implemented, and as appropriate policy training sessions are offered to staff.

#### **DECISION ITEM**

None.

*Purpose:* This worksheet provides an overview of policies that have been flagged for development which may include revisions to existing policies, replacement of old policies, and the implementation of new policies.

Policy Title	Type	Objective	Administering Department	Application	Approval Authority	Target Implementation Date	Current Status
Accounting for Tangible Capital Assets	Revision	Remove a number of outdated references and update to reflect current policy formatting.	Financial Services	All tangible capital assets purchased centrally by the Legislative Assembly excluding those purchased by or for constituency offices.	Clerk of the Legislative Assembly	May 31, 2022	Development - Lead Branch
Creating and Updating Policies	Revision	Ensure that the policy is in alignment with the revised Legislative Assembly Policy Framework.	Office of the Clerk	All policies developed by the Legislative Assembly excluding policies developed by recognized party caucuses or constituency offices for their internal use.	Legislative Assembly Management Committee	May 31, 2022	Review - Policy Committee
Filming Policy	Replacement	Update the existing policy and procedures for alignment with the Legislative Assembly's current policy suite.	Parliamentary Education Office	All requests received to film at the Legislative Assembly.	Legislative Assembly Management Committee	May 31, 2022	Review - Clerk's Leadership Group
Flexible Work Arrangements	Revision	Revise the policy based on the work of the Flexible Work Arrangements Policy Working Group to enhance the Time off in Lieu (ToIL) provision and to make a variety of largely administrative enhancements.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	May 31, 2022	Review - Policy Committee
Month-end Cut-off	Revision	Update procedural guidelines to match current processes and update to reflect current policy formatting.	Financial Services	All Legislative Assembly (Vote 1) Expenditures excluding Constituency Office expenditures.	Clerk of the Legislative Assembly	May 31, 2022	Development - Lead Branch
Overtime	Revision	Revise the policy to clarify that an unbroken cumulative time off (CTO) period that includes time in December and January shall be considered CTO for the year in which it commenced.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	May 31, 2022	Review - Policy Committee
Pre-paid Expenses	Revision	Update to reflect current policy formatting.	Financial Services	All Legislative Assembly (Vote 1) Expenditures excluding Constituency Office expenditures.	Clerk of the Legislative Assembly	May 31, 2022	Development - Lead Branch
Vacation	Revision	Revise the policy so that a maximum vacation entitlement carry forward is utilized as opposed to a minimum utilization.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	May 31, 2022	Review - Policy Committee

Policy Title	Type	Objective	Administering Department	Application	Approval Authority	Target Implementation Date	Current Status
Appropriate Use Policy (Members)	Replacement	Enhance provisions to support the safe and effective use of Information Technology resources by Members and their associated staff, similar to the Legislative Assembly Administration's recently implemented policy.	Information Technology Department	Information technology resource use by:  a) Members and their employees; b) Caucuses and their employees; and, c) Individuals volunteering on behalf of a member and/or caucus.	Legislative Assembly Management Committee	September 30, 2022	Development - Lead Branch
Asset Management	New Policy	Establish the Legislative Assembly's asset management framework addressing asset planning, acquisition, operations and maintenance, monitoring, and disposal.	Executive Financial Officer	All assets that have been, or will be, purchased using Legislative Assembly (Vote 1) funds.	Legislative Assembly Management Committee	September 30, 2022	Review - Policy Committee
Compensation	New Policy	Formalize many facets of the Legislative Assembly's compensation framework including hours of work, overtime, shift premium, classification, and substitution.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	September 30, 2022	Development - Lead Branch
General Expenditure Policy	Revision	Transition the policy authority to the Legislative Assembly Management Committee and any other requisite updates.	Executive Financial Officer	All Legislative Assembly (Vote 1) Expenditures excluding Constituency Office expenditures.	Legislative Assembly Management Committee	September 30, 2022	Development - Lead Branch
Information Technology Resource Allocation (Members)	Replacement	Clarify the allocation of Information Technology devices for Members and their associated staff, similar to the Legislative Assembly Administration's recently implemented policy.	Information Technology Department	Information technology resource use by:  a) Members and their employees; b) Caucuses and their employees; and, c) Individuals volunteering on behalf of a member and/or caucus.	Legislative Assembly Management Committee	September 30, 2022	Development - Lead Branch
Learning and Development	Replacement	Refresh and consolidate Education Leave and Reimbursement and Employee Training and Development policies to comply with current legislation and overall best practices.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	September 30, 2022	Development - Lead Branch
Legislative Assembly Policy Framework	Revision	Clarify the process surrounding policy exceptions including who may grant such exceptions.	Office of the Clerk	All policies developed by the Legislative Assembly.	Legislative Assembly Management Committee	September 30, 2022	Development - Lead Branch
Procurement and Contract Management	Revision	Clarify a number of ambiguous provisions including policy application, direct award and informal competitive processes, and utilization of procurement templates.	Executive Financial Officer	All procurement opportunities initiated on behalf of the Legislative Assembly excluding those exempted in the policy objective statement.	Clerk of the Legislative Assembly	September 30, 2022	Development - Lead Branch
Project Review and Approval	Revision	Expand the capital project framework to address unbudgeted project/program initiation.	Executive Financial Officer	All projects and purchases that are significant in value or complexity.	Legislative Assembly Management Committee	September 30, 2022	Review - Other

Policy Title	Type	Objective	Administering Department	Application	Approval Authority	Target Implementation Date	Current Status
Respectful Workplace	Revision	Provide additional detail surrounding the investigation process and also to incorporate a formal complaint form.	Human Resource Operations	All Legislative Assembly employees including interactions with external parties for work-related purposes.	Clerk of the Legislative Assembly	September 30, 2022	Development - Lead Branch
Delegation of Authority	New Policy	Establish a formal framework for the delegation of responsibilities by the Clerk to other members of the Legislative Assembly Administration.	Office of the Clerk	All Legislative Assembly employees.	Legislative Assembly Management Committee	December 31, 2022	Development - Lead Branch
Exhibition and Display	New Policy	Formalize a process for an application or selection process, evaluation and approval criteria and expectations with respect to the ownership, care, maintenance and longevity (permanent or temporary) of any new interior exhibitions or displays, or new exterior monuments on the Precinct grounds.	Office of the Clerk	All requests received for the permanent or temporary display of new interior exhibitions or exterior monuments.	Legislative Assembly Management Committee	December 31, 2022	Development - Lead Branch
Flag Protocol	New Policy	Provide guidance on the display of flags on the exterior grounds, including half-masting procedures and guidance on flags approved to be flown on the courtesy flagpole at the front of the Parliament Buildings.	Office of the Clerk	All requests received to fly alternate flags on the grounds and half-mast existing flags.	Legislative Assembly Management Committee	December 31, 2022	Development - Lead Branch
Fraud Prevention	New Policy	Provide a formal mechanism that encourages employees to report a suspected fraud and establishes formal procedures to be followed if fraud is found.	Executive Financial Officer	All Legislative Assembly employees.	Legislative Assembly Management Committee	December 31, 2022	Development - Lead Branch
Information Security	New Policy	Classify data, records and documents according to risk and establish a set of controls defined for each classification level.	Information Technology Department	All Legislative Assembly employees.	Clerk of the Legislative Assembly	December 31, 2022	Development - Lead Branch
Constituency Office Expenditure	New Policy	Formalize the process for spending of public monies by constituency offices to ensure that there is an appropriate financial control framework which permits a balance of risks, costs, and efficiencies.	Financial Services	All constituency office expenditures.	Legislative Assembly Management Committee	March 31, 2023	Not Started
Custodial Preservation of Constituency Office Information	New Policy	Develop framework including provisions for the long-term disposition and custody of information for Constituency Offices that have closed.	Digital Information Office	All constituency office records.	Legislative Assembly Management Committee	March 31, 2023	Development - Lead Branch
Vital Records Management	New Policy	Establish the framework for the identification, preservation and assurance of access to vital records.	Digital Information Office	All Legislative Assembly employees.	Clerk of the Legislative Assembly	March 31, 2023	Not Started
Whistleblower Policy	New Policy	Establish an independent and objective reporting process for employees to raise potentially inappropriate conduct and actions that they have observed in the course of their employment.	Office of the Clerk	All Legislative Assembly employees.	Clerk of the Legislative Assembly	March 31, 2023	Development - Lead Branch