



LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE

INFORMATION NOTE: POLICY DEVELOPMENT WORK PLAN – 2023-24

PURPOSE

To deposit the 2023-24 Policy Development Work Plan (enclosed) with the Legislative Assembly Management Committee.

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 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 2023-24 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.

This document identifies the Legislative Assembly's policy priorities for the 2023-2024 fiscal year, including revisions to existing policies and the development of new policies, in accordance with section 11 of Policy 1000 - Legislative Assembly Policy Framework. The prioritization is derived from a current state assessment and is subject to change with the Legislative Assembly's strategic priorities, specifically election readiness.

New Policies	Revisions	Financial Services	Human Resources	Information Technology	Office of the Clerk	Parliamentary Education	Clerk	LAMC	Reset
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Policy Title	Type	Objective	Administering Department	Application	Approval Authority
Vital Records Management	New Policy	Establish the framework for the identification, preservation and assurance of access to vital records.	Information Technology Department	Legislative Assembly employees	Clerk of the Legislative Assembly
Business Continuity	New Policy	Establish the framework for the Assembly's business continuity management program.	Office of the Clerk	Legislative Assembly employees	Clerk of the Legislative Assembly
Contract Management	New Policy	Formalize the development and management of all agreements entered into by the Legislative Assembly Administration.	Office of the Clerk	Legislative Assembly employees	Clerk of the Legislative Assembly
Member General Expenditure	New Policy	Formalize the financial framework and responsibilities for reviewing, approving, and processing expenses related to the parliamentary and constituency duties of Members.	Financial Services	All Member expenses	Legislative Assembly Management Committee
Credited Service	Revision	Review to ensure the policy aligns with the original intent and reflects current operations.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Standards of Conduct	Revision	Review to ensure the policy addresses the feedback received from the annual review and acknowledgment process.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Job Evaluation	New Policy	Formalize a job evaluation process to ensure the value of work is recognized and compensated fairly and consistently across the organization.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Respectful Workplace	Revision	Conduct a comprehensive review of existing respectful workplace environment to ensure that the Assembly's employee policy is aligned with HR best practices.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Information Security	New Policy	Establish the security requirements and authorities of the Information Technology Department to manage controls to protect the integrity, confidentiality, and security of Legislative Assembly information and IT resources.	Information Technology Department	Legislative Assembly employees, Members, and employees of a caucus or a Member	Legislative Assembly Management Committee
Public Use of Grounds	Revision	Revise policy to incorporate illumination requests for the Legislative Precinct.	Parliamentary Education Office	Assessment of external party requests for use of the grounds undertaken by designated representatives of the Legislative Assembly	Legislative Assembly Management Committee
Caucus Funding	Revision	Revise policy to capture changes to the caucus capital funding formula.	Financial Services	Legislative Assembly Caucuses	Legislative Assembly Management Committee
Precinct Space Management	New Policy	Establish an authority framework, space standards, and other criteria for determining use of space at the Legislative Precinct.	Office of the Clerk	All Legislative Precinct user groups: Legislative Assembly employees, Members, Caucuses	Legislative Assembly Management Committee

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Member Travel	New Policy	Formalize existing practices and clarify any existing ambiguity.	Financial Services	Members' Travel	Legislative Assembly Management Committee
Member Allowances	New Policy	Formalize the amounts, scope, and specifications of the personal, parliamentary and constituency allowances available to Members.	Financial Services	Members and constituency employees	Legislative Assembly Management Committee
Preservation of Member Records	New Policy	Develop framework including provisions for the long-term disposition and custody of Members' records following the closure of constituency offices.	Information Technology Department	Member financial, constituency and archival records	Legislative Assembly Management Committee
Constituency Assistant Transition	New Policy	Formalize the Constituency Assistant Transition Allowance Administrative Guidelines into policy to include version control and address additional transitional requirements, such as a timeframe to claim reimbursements.	Financial Services	Members and constituency employees	Legislative Assembly Management Committee
Records Retention & Disposition	New Policy	Establish the framework for the identification, management, archiving and disposition of electronic and physical records.	Information Technology Department	Legislative Assembly, Member and constituency records	Legislative Assembly Management Committee
Privacy Management	New Policy	Establish how the Legislative Assembly Administration collects, uses, discloses, and protects personal information.	Office of the Clerk	Legislative Assembly employees	Clerk of the Legislative Assembly