



*This document identifies the Legislative Assembly's policy priorities for the 2024-2025 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
General Expenditure	Revision	Update the policy authority to the Legislative Assembly Management Committee and any other requisite updates for continuity across the Legislative Assembly's evolved policy suite.	Financial Services	Legislative Assembly employees, caucuses, and Office of the Speaker	Legislative Assembly Management Committee
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
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
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
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
Member Travel	New Policy	Formalize existing practices and clarify any existing ambiguity of Member travel guidelines.	Financial Services	Members' Travel	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
Public Use of Grounds	Revision	Revise policy to incorporate illumination requests for the Legislative Precinct and expand the application of the policy to include the assessment of requests by Members and caucuses to use areas of the Legislative Precinct for events.	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
Respectful Workplace	Revision	Update the policy to align with policy drafting principles and ensure the Assembly's employee policy is aligned with HR best practices.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
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	Legislative Assembly employees	Clerk of the Legislative Assembly
Records Management	New Policy	Establish a framework for the management of electronic and physical records and responsibilities for record retention, disposition, and preservation and access assurance to vital records.	Information Technology Department	Legislative Assembly employees	Clerk of the Legislative Assembly
Gifts and Honoraria	Revision	Review to assess the efficacy of the existing review and approval framework and thresholds. Update policy to appropriately include honoraria for Indigenous consultation.	Office of the Clerk	Legislative Assembly employees	Clerk of the Legislative Assembly
Employee Travel	Revision	Complete a full review of the policy and consider revisions to pre-approval requirements and reimbursement of gratuity.	Financial Services	Legislative Assembly employees and Office of the Speaker	Clerk of the Legislative Assembly
Liquor Control and Inventory	Revision	Review policy efficacy and update policy language for clarity and alignment with the policy suite. Consider incorporating the application of the policy to the Office of the Speaker designated in the appendix into the body of the policy.	Office of the Clerk	Legislative Assembly employees and Office of the Speaker	Clerk of the Legislative Assembly

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Precinct Access	New Policy	Establish a framework for the management, approval and distribution of physical keys and access cards and changes to an individual's access to areas of the Legislative Precinct.	Sergeant-at-Arms	Members, caucuses, Legislative Assembly employees, contractors and visitors	Legislative Assembly Management Committee
Leaves	Revision	Expand the policy to include sick leave, specifying available hours for each employee per calendar year, that hours to not carry forward, and clarifying any conditions of use, including that days may be used for mental and physical health. For all leaves, where applicable, clarify leave as hours in place of days for employees with 12 hour shift durations and employees on flexible work schedules.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Caucus Funding and Caucus Funding - Leader's Office	Replacement	To improve clarity, replace the two separate policies, Caucus Funding, and Caucus Funding - Leader's Office, with a single policy aligned with policy suite drafting principles. Review the caucus funding formula for efficiency and reflection of LAMC decisions and clarify adjustments to caucus operating budgets when the composition of a caucus changes.	Office of the Clerk	Caucuses	Legislative Assembly Management Committee
Corporate Purchasing Card	Revision	Complete a full review of the policy and consider a revision to use the purchasing card for travel and an extension of the policy to constituency offices.	Financial Services	Legislative Assembly employees	Clerk of the Legislative Assembly
Parliamentary Gift Shop	Revision	Complete a full review of the policy and consider updating the executive approval required for loss pricing and non-compliant margin pricing to be the member of the Clerk's Leadership Group responsible for the oversight of the Parliamentary Education Office.	Parliamentary Education Office	Legislative Assembly employees	Clerk of the Legislative Assembly
Employee Legal Assistance (Indemnification)	Revision	Revise the policy's application to adjust for a new policy proposed to provide legal assistance for select Legislative Assembly Protective Services positions; add coverage of expenses incurred by an employee in relation to their participation in a legal proceeding (travel expenses must be in accordance with Policy 3015 - Employee Travel); and update contact provision to provide for general questions and assistance regarding a specific legal proceeding.	Office of the Clerk	Legislative Assembly employees	Clerk of the Legislative Assembly
Special Provincial Constable Legal Assistance (Indemnification)	New Policy	Establish criteria and approval specific to Legislative Assembly Protective Services for providing legal representation and payment for the cost of legal proceedings arising from the performance of their employment duties in relation to their constabulary functions.	Office of the Clerk	Legislative Assembly employees appointed as special provincial constables as part of their employment duties in relation to their constabulary functions	Clerk of the Legislative Assembly