



LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE

INFORMATION NOTE: 2026-27 POLICY DEVELOPMENT WORK PLAN

PURPOSE

To deposit the 2026-27 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 2026-27 Policy Development Work Plan is enclosed as an information item for the Committee.

POLICY PRIORITIZATION

The 2026-27 Policy Development Work Plan organizes policies into two priority tiers to guide the order in which policies are updated or new policies are developed. The priority tiers are informed by organizational risk, operational impact, state of readiness, and priorities expressed by Members.

- **Tier 1 policies** are assessed as having the highest strategic importance to address policy gaps and implement revisions identified by formal policy reviews and Member feedback. Most tier 1 policies are currently in development, and it is a priority to complete these policies for governance approval before policies in tier 2.
- **Tier 2 policies** are existing policies due to be updated as part of the Legislative Assembly's standard policy development cycle. These policies have completed standard five-year reviews or are due for standard review this year. Revisions will be beneficial but are not urgent and do not impede existing operations.

Members' input into the Policy Development Work Plan is very welcome. The Legislative Assembly Administration 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 2026-2027 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.

Tier 1 Priorities

Policy Title	Type	Objective	Administering Department	Application	Approval Authority
Member Allowances	New Policy	Formalize the amounts, eligibility, and specifications of the personal, parliamentary and constituency allowances available to Members to conduct their work.	Financial Services	Members	Legislative Assembly Management Committee
Precinct Use	Revision	Update the locations within the Parliament Buildings that may be booked by an internal applicant and the requirements for approving a precinct use request.	Parliamentary Education Office	Members, caucuses, Legislative Assembly employees, and public	Legislative Assembly Management Committee
Contracting	Revision	Amend the approval authority for construction contract amendments in alignment with the interim directive issued in December 2025.	Financial Services	Legislative Assembly employees	Clerk of the Legislative Assembly
Constituency Office Management	New Policy	Outline responsibilities for constituency office assets, use of constituency office space, conditions of constituency office employment, and Member responsibilities as an employer and as a contracting party.	Client Services	Members and constituency staff	Legislative Assembly Management Committee
Fraud Awareness, Prevention and Reporting	Revision	Update the responsibilities in the policy, consider amendments to address different types of fraud, and develop procedures to ensure that fraud response and recovery plans are documented.	Financial Services	Legislative Assembly employees	Legislative Assembly Management Committee
Appropriate Use of IT Resources for Members and an Employee of a Member or Caucus	Revision	Update the policy to include the use artificial intelligence (AI) to ensure use of AI by Members, caucuses, and their staff does not create a risk to information security.	Information Technology Department	Members, caucuses, and employees of a Member or caucus	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 Travel	New Policy	Formalize existing practices and clarify any existing ambiguity of Member travel guidelines.	Financial Services	Members	Legislative Assembly Management Committee
Respectful Workplace - LAMC Approved	Revision	Implement recommendations from the Independent Respectful Workplace Office to improve policy clarity and extend the scope to employees of a Member.	Office of the Clerk	Members, caucuses, Legislative Assembly employees, and political staff	Legislative Assembly Management Committee
Respectful Workplace	Revision	Update the policy to align with policy drafting principles and ensure the Administration's employee policy is aligned with HR best practices and the broader LAMC-approved policy.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Corporate Purchasing Card	Revision	Revise the policy following the completion of its formal review to align with BC Government core policy, allow use of the purchasing card for travel, and extend the scope of the policy to include constituency offices.	Financial Services	Legislative Assembly employees, caucuses, constituency offices	Legislative Assembly Management Committee
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
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. Ensure there is clarity on adjustments to caucus operating budgets when the composition of a caucus changes.	Office of the Clerk	Caucuses	Legislative Assembly Management Committee
Information Technology Resource Allocation	Revision	Update to reflect evolving technology requirements and evolved operations and remove privacy impact assessment requirements now that privacy requirements are addressed in a new privacy management policy.	Information Technology Department	Legislative Assembly employees	Clerk of the Legislative Assembly
Precinct Access	New Policy	Establish a framework for the management, approval and distribution of access cards and physical keys and changes to an individual's access to areas of the Legislative Precinct.	Office of the Sergeant-at-Arms	Members, caucuses, Legislative Assembly employees, contractors and visitors	Legislative Assembly Management Committee

Tier 2 Priorities

Policy Title	Type	Objective	Administering Department	Application	Approval Authority
Risk Management	Revision	Complete minor updates identified in the policy's 2025 formal 5-year review, including adding an application section, clarifying responsibilities for management and senior leadership, and outlining requirements for the associated procedures.	Financial Services	Legislative Assembly Administration	Legislative Assembly Management Committee
Internal Audit	Revision	Complete minor updates identified in the policy's 2025 formal 5-year review, including adding an application section and adjustments to align the policy with an evolved organizational structure and policy suite.	Financial Services	Members, caucuses, Legislative Assembly employees	Legislative Assembly Management Committee
Liquor Control and Inventory	Revision	Complete the policy revisions initiated in 2025 to clarify the policy's application and align the policy with evolved expense processing practices and operations.	Office of the Clerk	Legislative Assembly employees and Office of the Speaker	Clerk of the Legislative Assembly
Remote Work	Revision	Update the policy according to its formal 5-year review completed in 2025, ensuring the remote work agreement and procedures supporting the policy are effective and efficient.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Gifts and Honoraria	Revision	Update the policy according to its 2024 formal review to adjust types of permitted gifts, required approvals, gift coordination, monitoring and tracking, and add culturally-informed practices for providing honoraria to Indigenous consultation and contributions.	Office of the Clerk	Legislative Assembly employees	Clerk of the Legislative Assembly
Hospitality	Revision	Update the policy according to its formal 5-year review and jurisdictional scan completed in 2025 to provide clarity on the policy's application, permitted expenses, and any differences in hospitality provided to external guests.	Office of the Clerk	Legislative Assembly employees and guests invited to an official Legislative Assembly event	Clerk of the Legislative Assembly
Use of Parliamentary Venues by External Groups	Revision	Update the policy according to its formal 5-year review completed in 2025 to clarify the policy's application and the areas external parties may request for use. Adjustments to align with other legislative assemblies may be considered.	Office of the Clerk	Public and external groups	Legislative Assembly Management Committee
Employee Travel	Revision	Complete an updated review of the policy to ensure it is meeting its objective and implement identified revisions.	Financial Services	Legislative Assembly employees	Clerk of the Legislative Assembly
Employee Concern	Revision	Complete a standard 5-year review to ensure the policy is meeting its objective and implement identified revisions.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Retirement Allowance	Revision	Complete a standard 5-year review to ensure the policy is meeting its objective and implement identified revisions.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Sustainable Commuting	Review	Conduct a standard 5-year review of the policy to ensure it is meeting its objective and identify opportunities for improvement.	Office of the Clerk	Legislative Assembly employees	Clerk of the Legislative Assembly
Occupational Health and Safety	Review	Conduct a standard 5-year review of the policy to ensure it is meeting its objective and identify opportunities for improvement.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly
Flexible Work Arrangements	Review	Evaluate the time off in lieu amendments introduced in the fall of 2025 for employees not eligible for overtime to confirm if the recent amendments are effectively relieving pressures of an increase in work hours stemming from extended parliamentary sitting hours, increased parliamentary committee activity and events on the Legislative Precinct.	Human Resource Operations	Legislative Assembly employees	Clerk of the Legislative Assembly