

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Introduction
POLICY	1100 – Creating and Updating Policies

Objective To establish guidelines for the creation of new policies and the revision of existing policies in a manner that is consistent, duly authorized, and formally documented, in accordance with *Policy 1000 – Legislative Assembly Policy Framework*.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “**interdepartmental committee**” means a group of executive or senior management employees of the Legislative Assembly established in accordance with the *Legislative Assembly Administration Governance Framework*;

“**Policy Committee**” means a group of Legislative Assembly employees designated by the Clerk of the Legislative Assembly to draft and review policies. Permanent membership shall include representatives from the Office of the Clerk, Parliamentary Committees Office, and Human Resource Operations supplemented by rotational members where appropriate to ensure broad departmental input recognizing distinct operational requirements.

1. Initiation .01 A Legislative Assembly department director or a member of the Clerk’s Leadership Group may initiate a new policy or revision of an existing policy by submitting a *Policy Development Framework Form* (PDFF) to the Clerk Assistant, Parliamentary Services for preliminary review. Following conclusion of the preliminary review, the PDFF will be provided to the Clerk of the Legislative Assembly for signoff.

.02 The Clerk of the Legislative Assembly may refer the PDFF along with any proposed policy directives and comments back to the initiator, to an interdepartmental committee, or to the Policy Committee, which must undertake a review in considering the overall policy suite and any related policy impacts.

.03 The Clerk of the Legislative Assembly may initiate a new policy and refer a PDFF to the Policy Committee, to an interdepartmental committee, or to the applicable department for development.

2. Development .01 All new and revised policies must adhere to the principles and structure prescribed in *Policy 1000 – Legislative Assembly Policy Framework*.

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- .02 All new and revised policies must be reviewed by an interdepartmental committee prior to approval by the Clerk of the Legislative Assembly.
- .03 Any policies not drafted by the Policy Committee must be submitted to the Policy Committee for a consistency review prior to being submitted to the appropriate approval authority.

3. Implementation

- .01 The approval of a new policy or a revision to an existing policy must be communicated through posting on each applicable electronic policy repository, and Legislative Assembly Administration policies must be made readily available through a physical policy manual located on the Legislative Precinct.

4. Process for Mandatory Policy Review

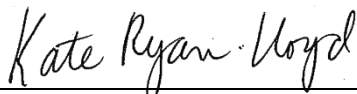
- .01 The mandatory policy review mandated by *Policy 1000 – Legislative Assembly Policy Framework* must be completed through the submission of a *Policy Review Form* to policy@leg.bc.ca. If policy updates are required as a result of this review, a PDF must be submitted in accordance with section 1.01.

Contact

Questions regarding this policy may be directed to the Office of the Clerk at OfficeoftheClerk@leg.bc.ca.

Procedures

Policy Development Framework Form
Policy Review Form



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

November 1, 2022

Date

POLICY HISTORY	
Version 1	July 23, 2015
Version 2	July 2, 2019
Version 3	November 1, 2022