

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6015 – Precinct Use

Objective To provide a framework for considering requests for the use of certain designated areas of the Legislative Precinct, subject to the *Legislative Precinct Regulation* (B.C. Reg. 274/2002).

Application This policy applies to Members of the Legislative Assembly, employees of a Member or a caucus, employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66), and any other people authorized to use the Legislative Precinct.

Authority Legislative Assembly organizational policies are approved by the Legislative Assembly Management Committee, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions **“internal applicant”** means an applicant who is a Member of the Legislative Assembly, caucus staff, staff acting on behalf of a Member, or an employee of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66);

“Legislative Precinct” means the Legislative Precinct as defined in the *Legislative Assembly Management Committee Act* (R.S.B.C. 1996, c. 258);

“Precinct Use Committee” means an interdepartmental group within the Legislative Assembly Administration that reviews and decides on precinct use requests;

“sponsored event” means an event that is sponsored by one or more Member of the Legislative Assembly or a caucus.

1. General .01 This policy applies to lighting requests for the Legislative Precinct and event requests in the following areas of the Legislative Precinct:

- a) ceremonial entrance and stairway;
- b) Confederation Garden Park;
- c) grounds of the Legislative Precinct;
- d) Hall of Honour;
- e) Lower Rotunda;
- f) rear Library stairway; and
- g) Upper (Memorial) Rotunda.

.02 Only an internal applicant is permitted to request an event in the following areas:

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6015 – Precinct Use

- a) Hall of Honour;
- b) Lower Rotunda; and
- c) Upper (Memorial) Rotunda.

.03 A Precinct Use Request must be submitted to the Parliamentary Education Office for all event and lighting requests on the Legislative Precinct.

.04 Events and event participants must:

- a) respect other people on the Legislative Precinct;
- b) not endanger the health or safety of others;
- c) maintain a respectful environment free from bullying, harassment, intimidation, and discrimination; and
- d) not interfere with access to or enjoyment of the Legislative Precinct and buildings.

.05 The Parliamentary Dining Room will have the right of first refusal for the provision of food and beverages at any event hosted on the Legislative Precinct where the total food and beverage cost is expected to exceed \$100.00.

2. Precinct Use Committee

.01 The Precinct Use Committee is responsible for:

- a) considering Precinct Use Requests, with particular focus on identifying any reputational, legal, infrastructure safety, or security risks; and
- b) determining and recommending cost recovery for an event as required.

.02 The Precinct Use Committee must not approve an event that may jeopardize the institutional reputation of the Legislative Assembly, place the Legislative Precinct at risk of physical damage, or affect the integrity of the grounds as a historic site.

3. Prohibited Uses

.01 The following events, activities, and celebrations are prohibited on the Legislative Precinct:

- a) for-profit and commercial activities;
- b) private personal ceremonies or parties (e.g., weddings);
- c) electoral events, activities, and celebrations hosted by a political party, including party policy, platform, or candidate announcements; and

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6015 – Precinct Use

d) activities not permitted under the *Legislative Precinct Regulation* (B.C. Reg. 274/2002).

.02 Within the Legislative Precinct, events and event participants are prohibited from:

- a) advertising for commercial or private purposes;
- b) affixing, hanging, or attaching any item to any building, lawn, driveway, walkway, pillar, statue, monument, tree, or other structure;
- c) blocking a passageway to pedestrians or authorized vehicles;
- d) charging an admission fee;
- e) creating a fire, even if within a contained space;
- f) displaying political party branding and advertising;
- g) fundraising;
- h) hosting a formal organized sporting event (i.e., an event with registration or admission);
- i) promoting or soliciting membership, petitions, or signatures;
- j) selling, serving, or consuming a regulated substance, including alcohol and cannabis;
- k) selling or cooking food;
- l) trading by exchanging one commodity for another, monetary or otherwise; and
- m) using a drone.

.03 A person associated with or attending a demonstration, rally, or protest may be denied access to the Parliament Buildings during the event and for a period of 24 hours prior to and following an event at the discretion of the Legislative Assembly Protective Services.

.04 An event participant who engages in a prohibited activity while on the Legislative Precinct may be subject to removal by the Legislative Assembly Protective Services and may be subject to legal action.

4. Choirs

.01 The Precinct Use Committee may approve a performance in the Upper Rotunda by a choir comprised of a maximum 50 people

- a) on Fridays between 12 noon and 1:00 p.m. between Labour Day and Victoria Day; and
- b) on regular business days in December as part of the *Celebrate the Season* concert series.

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6015 – Precinct Use

- 5. Events Requested by Internal Applicants**
- .01 An internal applicant is responsible for ensuring the event and event participants comply with sections 3.01 and 3.02 of this policy.
 - .02 A Member or caucus may sponsor an event for a community or special interest group. The sponsoring Member or caucus must:
 - a) make the event request;
 - b) coordinate with the Precinct Use Committee on any logistical and planning issues; and
 - c) if the event is approved, the sponsor or their representative must be present for the entire duration of the event.
 - .03 A sponsored event must be accessible to all Members and caucuses.
 - .04 The Speaker may, on recommendation of the Clerk Assistant, Parliamentary Services (or, in their absence, the Clerk of the Legislative Assembly) or the Sergeant-at-Arms (or their designate), make a temporary exception to a prohibited event or activity (e.g., cooking food for an event).
- 6. Scheduling Priority**
- .01 Use of the Legislative Precinct must not interfere or conflict with parliamentary business or activities.
 - .02 An event that supports the functions of the Legislative Assembly and its Members has priority over use by an external applicant.
- 7. Cost Recovery**
- .01 An event applicant may be required to:
 - a) offset costs related to security, staffing, or janitorial services required as a result of the event; and
 - b) provide a damage deposit.
 - .02 When excessive costs are borne by the Legislative Assembly due to an event and the Legislative Assembly may pursue cost recovery, the impacted Legislative Assembly department must maintain detailed records of the costs associated with the event.
 - .03 The Precinct Use Committee must send the detailed list of expenses or damages to the Clerk Assistant, Parliamentary Services. The Clerk Assistant, Parliamentary Services must make a recommendation to the Clerk of the Legislative Assembly or Executive Financial Officer as to whether partial or full recovery of costs should be sought.

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6015 – Precinct Use

8. Lighting Requests

- .01 A lighting request may be considered by the Precinct Use Committee to adjust the colour of the LED lights of the:
 - a) ceremonial entrance;
 - b) front fountain;
 - c) Centennial Fountain; and
 - d) Confederation Garden Park fountain and waterfall.
- .02 Approval of a lighting request is at the sole discretion of the Precinct Use Committee. A lighting request will be considered for:
 - a) non-political community, provincial, national, and international awareness causes;
 - b) cultural celebrations; and
 - c) other significant events.
- .03 A light display may use the colour of a registered British Columbia political party if promoting the political party is not the purpose for the lighting request.
- .04 A lighting request can only be made for 1 evening. Lighting requests for consecutive evenings by 1 or more applicants for the same cause, celebration, or event will not be approved.
- .05 Lights will be activated from dusk until 1:00 a.m. but the start time may be adjusted to commemorate a specific timeframe (e.g., 12:00 a.m. on New Year’s Day).

9. Mandatory Consultation

- .01 The Precinct Use Committee must consult with the Clerk Assistant, Parliamentary Services (or, in their absence, the Clerk of the Legislative Assembly) and Sergeant-at-Arms (or their designate) when it receives a request that poses an elevated risk to the Legislative Assembly.
- .02 The Clerk Assistant, Parliamentary Services (or, in their absence, the Clerk of the Legislative Assembly) must be consulted on an event request that poses an elevated strategic, operational, financial, or reputational risk to the Legislative Assembly. The Sergeant-at-Arms (or their designate) must be consulted on an event request that poses an elevated security or physical hazard risk to the Legislative Assembly.

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6015 – Precinct Use

- .03 The Clerk Assistant, Parliamentary Services or the Sergeant-at-Arms must consult or advise caucuses of relevant event requests in a timely manner.
- .04 Following consultation with caucuses, the Clerk Assistant, Parliamentary Services or the Sergeant-at-Arms must determine whether the level of risk is acceptable to the Legislative Assembly and notify the Chair of the Precinct Use Committee. The Chair must document the decision and notify the applicant.
- .05 The Clerk Assistant, Parliamentary Services or the Sergeant-at-Arms must advise the Office of the Speaker and the Clerk of the Legislative Assembly of the status of the request.

10. Approval Process

- .01 The Precinct Use Committee will review all requests, consulting with Legislative Assembly Administration departments, as appropriate, regarding logistics and the estimated cost of the event, to ensure that the proposed event meets all the policy and guideline requirements of the Legislative Assembly.
- .02 When the Precinct Use Committee approves a request, the approval may be conditional on the applicant meeting requirements communicated by the Precinct Use Committee.
- .03 Once a determination on a Precinct Use Request has been made, the Parliamentary Education Office must advise the applicant of the approval or denial of the request in writing, including an estimate of the approximate recoverable costs for the event as determined, if applicable, and any other relevant conditions applicable to the approval. A decision by the Precinct Use Committee is final.
- .05 If the request is from a Member or caucus, the decision may be appealed to the Speaker.

11. Revocation

- .01 The Legislative Assembly may revoke its approval for an event or lighting request at any time. The Precinct Use Committee, at its discretion, may assist an applicant in rebooking an event.

Contact	Questions regarding this policy may be directed to the Parliamentary Education Office at PEO@leg.bc.ca .
Procedures	<i>Precinct Use Request</i>

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6015 – Precinct Use

Approved and authorized by the Legislative Assembly Management Committee on September 9, 2024.

POLICY HISTORY

Version 1	May 27, 2021
Version 2	September 9, 2024