

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

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| SECTION | General |
| POLICY | 6020 – Precinct Space Management |

Objective To establish a framework and principles for space allocation within the Legislative Precinct to ensure the use of space is equitable, efficient, and meets current and future business needs of the Legislative Assembly.

Application This policy applies to Members of the Legislative Assembly and employees of a Member or caucus, employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66), and any other group or individual allocated workspace within 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 “**Legislative Precinct**” means the Legislative Precinct as defined in the *Legislative Assembly Management Committee Act* (R.S.B.C. 1996, c. 258);

“**occupant**” means an individual or group using workspace within the Legislative Precinct;

“**tenant**” means an occupant who uses workspace within the Legislative Precinct under a tenancy or occupancy agreement;

“**workspace**” means dedicated space for an individual or group to conduct their work that is appropriate and necessary for the nature of the work, such as an open area with multiple workstations, enclosed office or privacy room, meeting room, reception or gathering area, or operational area;

“**workstation**” means a type of workspace dedicated for one person to conduct their work with direct access to power and Wi-Fi connections, a chair, and a desk or worksurface suitable for a laptop, monitor, and peripherals.

1. General .01 For collective health and safety, all areas and workspaces within the Legislative Precinct are subject to regular health and safety inspections conducted on at least an annual basis by, and at the discretion of, the Legislative Assembly Administration.

2. Responsibilities .01 The Speaker and the Clerk of the Legislative Assembly, in consultation with the Director, Precinct Services (or designate), must determine

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the allocation of workspace within the Legislative Precinct according to the principles and requirements of this policy.

.02 Precinct Services must:

- a) develop and maintain procedures to administer this policy, including *Rules of Occupancy*, *Space Standards*, and an active inventory of assigned workspace;
- b) facilitate the allocation of workspace and requests under this policy and related communications; and
- c) manage long-term space planning for the Legislative Precinct, including developing a conservation plan for the historical and character-defining elements of the Legislative Precinct.

.03 Occupants must:

- a) abide by the *Rules of Occupancy*; and
- b) resolve any health or safety issues specific to their workspace recommended by the Legislative Assembly Administration.

3. Space Principles

.01 All decisions related to Legislative Precinct space planning, management, renovations, building restoration and development, and workspace allocation must be guided by the following principles:

- a) **Operations of the Legislative Assembly and Parliamentary Functions:** The operational needs of the Legislative Assembly must be prioritized in space decisions. Workspace allocation and organization should prioritize the work of the Chamber and parliamentary committees, including Members' proximity to these spaces, and the related parliamentary support services and functions (e.g., procedural support, Chamber services, parliamentary committee services).
- b) **Health, Safety, and Accessibility:** Space decisions must consider health, safety, and accessibility, such as requirements for Members and staff using mobility devices, clear navigation, pathway width, emergency exits, fire suppression systems, building security, access to accessible workspaces and washrooms, ramps or elevators, and accessible workstations (e.g., adjustable desks, furniture with ergonomic design).
- c) **Equity:** Recognizing that the allocation of workspace cannot be truly equal due to capacity limitations and historical

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structural constraints, space decisions must strive for fairness and equity to ensure each Member, caucus, and occupant has access to workspace adequate for their needs.

- d) **Flexibility and Adaptability:** Space decisions must align with a long-term adaptability to maximize the use of space and enable flexible design to adapt to changing needs (e.g., reversible solutions, reconfigurable layouts, shared workspaces, accommodating hybrid online and in-person participation).
- e) **Privacy:** Space decisions and workspace allocation must consider the unique circumstances of different occupants that use the Legislative Precinct and requirements for confidentiality and privacy in their workspaces to conduct all or parts of their work.
- f) **Fiscal Responsibility:** Where practical, materials, furniture, and design that support sustainability and cost-efficiency must be used (e.g., adjustable furniture, energy-efficient lighting, re-using materials or resources). For workspace change requests, cost-efficiency is prioritized over individual aesthetic preferences.
- g) **Historical Preservation:** Original architectural features or complementary design and character-defining elements of the Parliament Buildings should be preserved and maintained.

4. Required Space

.01 To ensure the functional operation of the Legislative Assembly and parliamentary committees, space must be dedicated in the Parliament Buildings for the following:

- a) Chamber and parliamentary committee rooms;
- b) workspace for each Member and recognized caucus;
- c) a private workstation for the Lieutenant Governor;
- d) workspace for the Speaker;
- e) workspace for the Clerk of the Legislative Assembly;
- f) workspace for the Sergeant-at-Arms;
- g) workspace for the Office of the Premier and Members of the Executive Council;
- h) meeting rooms and media spaces available to Members, caucuses, and the Legislative Assembly Administration;

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- i) workspace for Table Officers, Chamber supports, and parliamentary committee services;
- j) appropriate infrastructure and workspace to allow for the effective provision of Hansard, information technology, and security services; and
- k) operational space required for building operations (e.g., equipment, mechanical infrastructure, information technology infrastructure).

.02 The Chamber and parliamentary committee rooms must provide a secure environment for Members and public galleries. Adjacent spaces must provide the following functional supports necessary for the Chamber and parliamentary committees and their effective functioning:

- a) integrated Hansard systems infrastructure;
- b) security and information technology services;
- c) procedural and Chamber supports; and
- d) legislative library services.

5. Space Standards

.01 The *Space Standards* define specific workspace allocations (e.g., what type of workspace is allocated to a Member) and identify zones of workspace available to Members and recognized caucuses, the Office of the Premier and Members of the Executive Council, and the workspace required to support Chamber and parliamentary committee operations and for the Legislative Assembly Administration.

.02 The *Space Standards* must be approved by the Speaker and the Clerk of the Legislative Assembly and are managed by the Director, Precinct Services. The *Space Standards* are reviewed at the start of every Parliament and any changes must be approved by the Speaker and the Clerk of the Legislative Assembly. Within the *Space Standards*, the Director, Precinct Services, may update maps identifying workspace zones when there is a change to Legislative Precinct infrastructure or workspace allocation (e.g., when there is a change in caucus composition, when space becomes unavailable due to construction, or a health or safety hazard, or when additional space is created following a renovation, new development, or acquisition).

6. Workspace Allocation

.01 At the start of every Parliament, the Speaker and the Clerk of the Legislative Assembly must allocate a selection of workspace within the appropriate zone to each recognized caucus and Independent Member proportionate to the representation of Members.

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- .02 Within their respective allocation:
- a) the Government Caucus and the Office of the Premier are responsible for assigning workstations to the Executive Council, and Members and staff of the Government Caucus;
 - b) each recognized caucus other than the Government Caucus is responsible for assigning workstations to Members and caucus staff; and
 - c) an Independent Member is responsible for assigning workstations to their legislative staff.
- .03 The Clerk of the Legislative Assembly is responsible for assigning workspace to Legislative Assembly employees and any other occupant or tenant allocated workspace within the Legislative Precinct. The decision to allocate workspace to a tenant is at the sole determination of the Clerk of the Legislative Assembly, and a tenant's terms of occupancy must be contractually outlined.
- .04 Allocated workspace will only change during a Parliament if approved by the Speaker and Clerk of the Legislative Assembly, in consultation with the Director, Precinct Services, and is required to:
- a) accommodate a change in the number of caucuses or Independent Members;
 - b) accommodate a change in the composition of a caucus;
 - c) address a health or safety concern or accessibility need;
 - d) conduct necessary repairs or replace worn or damaged infrastructure; or
 - e) facilitate an agreement among caucuses or Independent Members.
- .05 When the number of Members in a caucus decreases during a Parliament (e.g., a Member joins a different caucus, becomes an Independent Member, or the caucus composition changes following a by-election), the caucus must relinquish a proportionate number of allocated workstations. Workspace will be reallocated to caucuses based on the proportional representation of Members.
- .06 If the membership of the Executive Council increases during a Parliament, workspace must be reallocated between the Executive Council and the Government Caucus. Workspace will not be reallocated from other occupants.

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.07 Any change in workspace allocation must occur within the appropriate zone allocated to Members of the Legislative Assembly, caucuses, and the Office of the Premier and Members of the Executive Council as prescribed in the *Space Standards*. Workspace cannot be requested outside of the respective zone.

**7. Workspace
Furniture and Fixtures**

.01 Workspaces for Members, caucuses and the Legislative Assembly Administration are supplied with standard furniture and fixtures outlined in the *Space Standards*. A request for furniture or fixtures exceeding the allocation in the *Space Standards* must be paid for by the requesting occupant and ordered through Precinct Services.

.02 Workspaces for Members of the Executive Council and the Premier are supplied with furniture from the Legislative Assembly’s existing furniture supply. Any additional furniture for staff supporting the Office of the Premier and the Executive Council, and the cost of any new, replacement, or refurbishment of furniture and fixtures will be charged to the requesting occupant, as the *Legislative Assembly Management Committee Act* (R.S.B.C. 1996, c. 258) prohibits the use of the Vote 1 budget for ministerial purposes.

.03 All new furniture and fixtures for Members, caucuses, the Office of the Premier, Members of the Executive Council, and the Legislative Assembly Administration must be ordered through, and installed by, Precinct Services.

.04 Moving furniture within an existing workspace or to a new workspace must be coordinated with Precinct Services. All standard furniture must remain in its original workspace, except for an occupant’s office chair which may be moved with an occupant to a new workspace.

**8. Workspace
Improvements**

.01 All improvements (repairs, renovations, or upgrades to workspaces) within the Legislative Precinct must be managed by Precinct Services. Occupants are prohibited from contracting or independently conducting physical changes (e.g., painting, creating a hole in a wall, moving a temporary wall) to workspaces on the Legislative Precinct without pre-approval from Precinct Services.

.02 Any request for an improvement to a workspace must be submitted in writing to Precinct Services. Precinct Services must review the request to ensure it aligns with the space principles and requirements in this policy and provide options to the requesting occupant.

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.03 The cost of a workspace improvement will only be accounted for by Precinct Services as part of the Legislative Assembly (Vote 1) budget when the improvement:

- a) repairs or replaces worn or damaged infrastructure;
- b) addresses a health or safety concern;
- c) is required for an accessibility need; or
- d) aligns the workspace with the *Space Standards* and space principles.

Any other occupant request for an improvement will be charged back to the occupant and will only be approved if it aligns with the space principles. When the occupant vacates the workspace, the occupant may be responsible for the cost of returning the workspace to its original space standard.

.04 The cost of workspace improvements unrelated to health, safety, and accessibility requested for the Office of the Premier or Members of the Executive Council will be charged to Government.

.05 An occupant may be responsible for the cost of repairing or replacing damaged infrastructure if the damage was intentional or a result of non-compliance with the *Rules of Occupancy*.

.06 The preservation of historical and character-defining elements of the Legislative Precinct must be considered in all improvements.

.07 If an allocated workspace must be renovated to bring it in line with the *Space Standards*, Precinct Services may conduct the improvement at any time. Impacted occupants will be provided advance notice and allocated appropriate alternative workspace as necessary.

9. Workspace Relocation and Vacating a Workspace

.01 For any occupant allocated workspace within the Legislative Precinct, any assignment of personal workstations and accompanying furniture is temporary, and any workspace allocated is subject to be reassigned, renovated, or altered.

.02 With the exception of a health or safety emergency, if an occupant must vacate their workspace due to workspace reallocation, renovation, or alteration, Precinct Services will notify the impacted occupant at least 24 hours in advance or in compliance with the terms of any applicable tenancy or occupancy agreement.

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- .03 In the event that a Member changes caucus affiliation or is no longer affiliated with a caucus, Precinct Services will arrange a temporary alternative workstation for the Member until the workspace allocation is revised to reflect the change in caucus composition.
- .04 Costs arising from a change in the composition of the Executive Council, including but not limited to the cost of moving furniture and personal items, and conducting any workspace improvements will be charged to Government.
- .05 An occupant is responsible for all personal items they bring to the Legislative Precinct. The Legislative Assembly is not responsible for any loss or damage to an occupant’s personal items.
- .06 An occupant must coordinate moving any large personal items within the Legislative Precinct with Precinct Services, and the occupant is responsible for any associated moving costs.
- .07 In the event notice is given that an occupant must vacate their workspace while an occupant is away from the Legislative Precinct, the respective caucus, or Legislative Assembly Administration department to which the occupant belongs, may vacate any personal items from the workspace. If the impacted occupant is unreachable or is unable to collect their belongings from the Legislative Assembly, Precinct Services will temporarily store the belongings, and if necessary, ship the belongings to the occupant.

10. Appeals

- .01 If an occupant does not agree with a decision under this policy (e.g., rejected improvement request, workspace allocation), they may make an appeal in writing to the Clerk of the Legislative Assembly. If the appeal is from a Member, the Clerk of the Legislative Assembly, in consultation with the Speaker, may offer a resolution to the Member or refer the matter to the Subcommittee on Administration and Operations of the Legislative Assembly Management Committee, whose decision is final.

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| Contact | Questions regarding this policy may be directed to Precinct Services at Precinct.Services@leg.bc.ca . |
| Procedures | <i>Rules of Occupancy</i> <i>Space Standards</i> |

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

POLICY HISTORY

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| Version 1 | September 9, 2024 |
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