



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

2020 TRANSITION GUIDE FOR MEMBERS OF THE LEGISLATIVE ASSEMBLY



Members' Guide to Policy and Resources website:
<http://members.leg.bc.ca>

Version 1

Date of Issue: September 25, 2020

Table of Contents

Message from the Clerk of the Legislative Assembly	4
Provincial General Election	6
Key Steps Following the Dissolution of the Legislative Assembly	7
At Dissolution: Members Seeking Re-Election	9
I. Members' Activities During the Election Period	9
II. Allowable Activities – Members and Staff.....	9
III. Use of Constituency Offices During the Election Period.....	11
IV. Use of Legislative Offices During the Election Period.....	14
V. Members' Basic Compensation and Benefits	14
VI. Members' Allowances and Expenses.....	15
VII. Other Member-Related Services	16
VIII. Constituency Office Checklist	17
At Dissolution: Members Not Seeking Re-Election.....	18
I. Members' Basic Compensation and Benefits.....	18
II. Continuation of Allowances	19
III. Other Member-Related Services	19
IV. Members' Staff – Pay and Benefits	21
V. Closure of Constituency Office	22
VI. Closure of Legislative Office	26
VII. Records Storage.....	27
VIII. Data Management and Equipment Disposal.....	28
IX. Items to be Returned.....	29
X. Constituency Office Checklist.....	29
Post-Election: Members Not Returning	30
I. Members' Basic Compensation and Benefits.....	30
II. Continuation of Allowances	31
III. Other Member-Related Services	31
IV. Members' Staff – Pay and Benefits	32
V. Closure of Constituency Office	33
VI. Closure of Legislative Office	38
VII. Records Storage.....	38

VIII. Data Management and Equipment Disposal.....	39
IX. Items to be Returned.....	40
X. Constituency Office Checklist.....	40
Post-Election: Members Re-Elected	41
I. Members' Basic Compensation and Benefits.....	41
II. Members' Allowances and Expenses	42
III. Other Member-Related Services	43
IV. Constituency Office.....	43
V. Legislative Office	44
Appendix A: Constituency Office Checklist.....	45

Message from the Clerk of the Legislative Assembly

On behalf of the Legislative Assembly Administration, I wish to thank the Members who served in the 41st Parliament of the Legislative Assembly of British Columbia for your service and dedication to our province. It has been a pleasure for us all to be in your service and in the service of the institution.

Shortly after the dissolution of the 41st Parliament on September 21, 2020, Legislative Assembly staff and I expedited the preparation of this *2020 Transition Guide for Members of the Legislative Assembly*. This Guide is intended to assist Members who served in the 41st Parliament by consolidating key policies and procedures relating to the transition period that began at dissolution and will continue following general voting day on October 24, 2020.

This Guide provides information at a high level and is intended to serve as a “frequently asked questions” document, with more detailed information available on the *Members’ Guide to Policy and Resources* website at <http://members.leg.bc.ca>, with additional supports and resources available on the Constituency Office Portal. Further supports and materials will be rolled out following general voting day to returning and new Members who will take their place as part of the 42nd Parliament of the Legislative Assembly of British Columbia.

This Guide is divided into four core sections:

1. At Dissolution: Members Seeking Re-Election
2. At Dissolution: Members Not Seeking Re-Election
3. Post-Election: Members Not Returning
4. Post-Election: Members Re-Elected

Each section provides guidance and information, including necessary procedures, for Members of the 41st Parliament and their staff relevant to their situation. As this Guide was produced on an expedited basis, future updates with additional and new information may be added, with an overview of any changes provided immediately following this message.

In the leadup to the dissolution, Members of the 41st Parliament may have consulted the *2017 Transition Guide for Members of the Legislative Assembly of British Columbia*. Please note that a number of changes have been made in this updated *2020 Transition Guide*, specifically respecting constituency office operations, financial provisions, the return of information technology equipment, the use of email accounts, data backup and storage, and records management.

This *2020 Transition Guide for Members of the Legislative Assembly* is being issued following the dissolution of the 41st Parliament. To the greatest degree possible, provisions herein are based on previous decisions and direction of the Legislative Assembly Management Committee and the administrative practices of the Legislative Assembly of British Columbia. Pursuant to section 3 of the *Legislative Assembly Management Committee Act* (R.S.B.C. 1996, c. 258), the Committee holds

authority to determine financial policies and administrative services available to Members of the Legislative Assembly, other matters relating to the efficient and effective operation and management of the Legislative Assembly, and to establish policies related to those provisions.

Following the conclusion of the election period, Members may submit any outstanding matters requiring further interpretation or consideration by the Committee to me. Upon the re-constitution of the Committee following the election, outstanding matters will be reviewed and a formal report documenting the resolution of such matters will be prepared by me for approval and release by the Committee.

In order to ensure the best service delivery during the transition period, Members and staff are invited to direct any questions to orientation@leg.bc.ca. The query will be redirected by the transition team as appropriate. Members may also contact the key contacts as noted throughout this Guide. Our transition team lead, Artour Sogomonian, Clerk Assistant, Parliamentary Services, can be contacted at Artour.Sogomonian@leg.bc.ca or at 250-952-0615, the Executive Financial Officer, Hilary Woodward, can be contacted at Hilary.Woodward@leg.bc.ca or 250-356-6590, and I can be contacted at Kate.Ryan-Lloyd@leg.bc.ca or at 250-356-2895.

Please do not hesitate to contact us. It would be our pleasure to assist you during the transition period and beyond.

Kate Ryan-Lloyd
Clerk of the Legislative Assembly

Provincial General Election

On September 21, 2020, the Lieutenant Governor, acting on the advice of the Premier, dissolved the Legislative Assembly, pursuant to section 23(1) of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Pursuant to section 24 of the *Election Act* (R.S.B.C. 1996, c. 106), the Lieutenant Governor in Council directed the Chief Electoral Officer to issue writs of election for all electoral districts, set the date of issue for the writs of election (which must be the same for all writs), specified the general voting day for the election, and directed that the writs of election be returned.

The issuance of the writs of election means that the Chief Electoral Officer sends a formal document to the Returning Officer in each electoral district, stipulating that an election must be held in accordance with provincial statute. The general voting day is the day for taking the votes of eligible electors. The return of the writs of election is the date that the formal results of the election are made known.

The 2020 election is British Columbia's 42nd provincial general election. It is taking place on the following timeline:

Monday, September 21, 2020	Dissolution of the Legislative Assembly Issuance of the writs of election
Saturday, October 24, 2020	General voting day
Monday, November 16, 2020	Return of the writs of election

For the purposes of this Guide, the “election period” refers to the period from the issuance of the writs of election (which follows the dissolution of the 41st Parliament of the Legislative Assembly of British Columbia) to general voting day – that being from September 21, 2020 to October 24, 2020. The “post-election period” refers to the time period commencing on October 25, 2020.

Further information on the 42nd provincial general election is offered through Elections B.C. at www.elections.bc.ca and 1-800-661-8683.

Key Steps Following the Dissolution of the Legislative Assembly

Given the unexpected timing of the call of the 42nd provincial general election, Members are asked to undertake the steps noted below as soon as possible.

At the dissolution of the Legislative Assembly (41st Parliament):

- ❖ All Members provide working termination notice to their staff.
- ❖ All Members provide a lease termination notice to the landlord of their constituency office (a template is available on the Constituency Office Portal).
- ❖ All Members' staff determine if they will be involved in the election, and provide the appropriate letters to Payroll Services, if applicable.
- ❖ Members not seeking re-election provide a lease termination notice to the landlord of their Victoria accommodation, if applicable.

During the election period (September 21, 2020 to October 24, 2020):

- ❖ Members of the 41st Parliament may no longer refer to themselves as a Member of the Legislative Assembly in advertising or any other communications.
- ❖ Members' staff are on leave without pay or on vacation if participating in election activities.
- ❖ Facilities and assets paid for with public funds cannot be used for campaign purposes.
- ❖ Constituency office signage is removed or obscured, where practical.
- ❖ Constituency offices may continue to provide services, may operate on reduced hours, or may close, at the discretion of the Member.
- ❖ Constituency office expenses are limited to unavoidable costs, such as any remaining staffing costs, lease costs, and utilities. All discretionary constituency office spending is suspended.
- ❖ Members' travel card is suspended.
- ❖ In-constituency travel costs cannot be incurred.

Members not seeking re-election:

- ❖ Conduct an inventory of constituency office assets and submit it to Financial Services.
- ❖ May survey local candidates for interest in maintaining the same constituency office space and furniture.

Post-election period (October 25, 2020 onward):

Non-returning Members:

- ❖ Members not seeking re-election or not re-elected start transitional assistance (effective October 24, 2020).
- ❖ Members not re-elected provide a lease termination notice to the landlord of their Victoria

accommodation, if applicable.

- ❖ Eligibility for the Capital City Living Allowance ends in November 2020 for Members who did not seek re-election. For Members not re-elected, eligibility for the Allowance ends in December 2020.
- ❖ Work with Payroll Services regarding termination of constituency office staff.
- ❖ Conduct an inventory of constituency office assets and submit it to Financial Services.
- ❖ Prepare legislative and constituency offices for closure (or transfer, if the constituency office space is being assumed by the incoming Member), and return keys and other items noted in this Guide. For Members who did not seek re-election, the deadline for closing or transferring the office is November 30, 2020; for Members who were not re-elected, the deadline is December 31, 2020.

Returning Members:

- ❖ Rescind the lease termination notice to the landlord of their constituency office.
- ❖ Rescind the working termination notice to all returning constituency office staff.
- ❖ Members' travel card is reinstated.
- ❖ In-constituency quarterly travel allowances for Members are available on a pro-rata basis, excluding the election period.
- ❖ The Legislative Assembly Administration issues guidelines and provides advice to Members on securing new or renewing existing constituency office leases.
- ❖ Legislative office space is assigned.
- ❖ Conduct an inventory of constituency office assets and submit it to Financial Services.

At Dissolution: Members Seeking Re-Election

I. Members' Activities During the Election Period

A basic underlying principle of democratic elections is that there must be a "level playing field" for all candidates. An incumbent should not have an advantage over other candidates because of access to public funds, or because of the status associated with being a Member of the Legislative Assembly.

In keeping with this principle, when the Legislative Assembly is dissolved and the writs of election are issued, Members cease to be Members of the Legislative Assembly of British Columbia. This concept is reflected both in the funding rules for Members' allowances, and in the way incumbent Members may represent themselves during the election period.

Please refer to the opening section of this Guide ("Provincial General Election") for further details on a provincial general election.

II. Allowable Activities – Members and Staff

Use of Title "Member of the Legislative Assembly" or "MLA"

Members should refrain from using the position identifier title "Member of the Legislative Assembly" or "MLA" during the election period, including in any print or online campaign materials or advertisements. Incumbent Members may, however, state that they have served as the MLA for [Electoral District] from [Month Year] to September 2020.

MLA websites should be suspended during the election period. A redirect to a campaign website should not be made.

If the Member's constituency office remains open to assist constituents during the election period and a constituency office website is required to support constituency services, the following message should be displayed: *"The Legislative Assembly is currently dissolved. This website will be not be updated until after the general provincial election on October 24, 2020."* No new content should be added to the website.

A campaign website cannot incorporate the title MLA as an active or current position identifier in the domain name (e.g., www.NameMLA.ca).

Incumbent Members should not refer to themselves as a Member of the Legislative Assembly or MLA on their campaign website, other than to state that they have served as the MLA for [Electoral District] from [Month Year] to September 2020.

Members should not actively identify themselves as being part of a party caucus at the Legislative Assembly of British Columbia.

Use of Social Media Accounts

Member and constituency office social media accounts may be suspended or adapted during the election period. Should an incumbent Member choose to use an existing social media account during the election period, the steps below should be taken.

Social media account usernames and handles used during the election period cannot retain the title MLA as an active or current position identifier (e.g., @NameMLA or @MLAName).

An existing MLA video sharing account (such as YouTube and Vimeo) maintained by a Member should not host campaign videos (such videos should be uploaded to another/campaign account). No new videos should be uploaded to the Member's video sharing account during the election period.

Members are not permitted to refer to themselves as a Member of the Legislative Assembly or MLA in any social media profile, biography, or description other than to state they have served as the MLA for [Electoral District] from [Month Year] to September 2020.

Constituency Assistants

Members are to provide working notice to their constituency office staff at dissolution. Employees of Members of the Government Caucus are covered by a collective agreement. Notice and termination letters must follow the terms of that agreement.

The constituency office(s) may remain open during the election period for those Members seeking re-election, and constituency office staff remain on pay. Constituency Assistants who choose to work on the campaign can utilize their banked vacation (pro-rated for the current year), or take an unpaid leave of absence during this period. Members will be required to provide a letter to Payroll Services indicating the time taken as vacation and confirming that there is sufficient time in the employee's bank. Leave exceeding the banked time will be without pay.

Staff not participating in electoral campaign or party activities will remain on regular pay during the election period.

Hansard Transcripts and Videos

The use of Hansard transcripts and videos for party political advertising, partisan activities, or electoral campaigning, is prohibited. Members should refrain from uploading or sharing Hansard videos on social media accounts and websites associated with a candidate's election campaign during the election period. For further information on campaign advertising, please refer to the

Elections B.C. website at www.elections.bc.ca.

Key Contacts

Kate Ryan-Lloyd, Clerk of the Legislative Assembly

Phone: 250-356-2895

Email: Kate.Ryan-Lloyd@leg.bc.ca

Artour Sogomonian, Clerk Assistant, Parliamentary Services

Phone: 250-952-0615

Email: Artour.Sogomonian@leg.bc.ca

III. Use of Constituency Offices During the Election Period

Constituency offices may remain open during the election period for those Members seeking re-election. Services should be limited to referring constituents to the appropriate government department for assistance with issues. For clarity, it is recommended that Members place a sign at the office entrance, such as: *"As the Legislative Assembly is currently dissolved, there are no Members of the Legislative Assembly. This office will be closed (or provide limited services only) until after the provincial general election on October 24, 2020."*

Some Members may decide to close their constituency office(s) for the election period.

Constituency offices are not to be used for political or election activities during the election period. Constituency offices are not to be closed and re-opened as campaign offices, as they are equipped using public funds.

Telephone Greetings

Telephone and fax lines in constituency offices will be left in place during the election period. Members are to change voicemail messages to exclude reference to their position as a Member of the Legislative Assembly or MLA. Voicemail messages must also indicate that, until general voting day, constituency office services will be suspended, or limited, whichever is applicable, depending on how the Member has decided to proceed.

Computers and Internet Use

Computers should be used for constituency office business only. Members cannot use constituency office equipment for political or election campaign purposes.

Use of the public MLA e-mail address during the election period should be limited to constituency business only, and any political correspondence should be dealt with at the campaign office. Member network accounts and Member private e-mail accounts supported by the Legislative

Assembly will continue to be accessible and should only be used for administrative purposes only.

Member MLA or constituency office websites should be suspended during this period. A redirect to a campaign site is not permitted.

If the constituency office remains open to assist individual constituents during the election period and a constituency office website is required to support constituency services, the following steps should be taken:

- ❖ Members should display the following message for any website: *The Legislative Assembly is currently dissolved. This website will not be updated until after the provincial general election on October 24, 2020.*
- ❖ No new content should be added to the website.

The restrictions that apply to the constituency offices for use of computers and internet access during this period are extended to the Members' legislative offices within the Parliament Buildings.

Constituency Office Allowance

The constituency office allowance continues to be accessible during the election period. Unavoidable and ongoing costs such as staffing, leases, utilities may continue.

Discretionary spending in constituency offices must be suspended during the election period. This includes advertising, travel, events, non-essential office supplies, and contractor fees. Discretionary expenses submitted during the election period will not be processed by Financial Services. However, discretionary, and routine expenses that were incurred prior to 11:00 a.m. on September 21, 2020 may still be submitted for payment.

New expenditures should be extremely limited to ensure that constituency funds are only utilized for absolutely necessary expenses relating to office administration and continuity. Examples of permissible expenditures include ongoing water delivery and Members fulfilling obligations under this Guide, such as to remove or cover constituency office signage.

Communications and Advertising

Householder mailing and/or advertising in the capacity as a Member is not permitted effective the date of dissolution. Any advertisements that have been pre-booked must be withdrawn, even if they have been paid for prior to dissolution.

Constituency Office Signage

All signs that contain the name of the Member and the title "Member of the Legislative Assembly" or "MLA" seeking re-election should be covered up during the election period wherever possible.

Signage is considered advertising and an incumbent cannot be deemed to have an advantage over any other candidate. Any costs associated with the coverage of the Member's names will be paid for using the Member's available constituency office allowance funds.

Constituency Office Mail

All routine office mail currently in the system on the day of dissolution will be processed. Members may continue to use the postal service for routine office mail of a non-partisan nature up to general voting day.

Personalized Letterhead and Stationery

Members are not to use the Legislative Assembly visual identity and personalized Legislative Assembly stationery identifying them as a Member of the Legislative Assembly, MLA, or Minister during the election period. Ministers may use government stationery as required.

Photographs

Members may not, at the expense of the Legislative Assembly, have their photographs taken, or order prints from existing proofs, once the Legislative Assembly is dissolved. Photographs paid for by the Legislative Assembly may not be used for election campaign purposes.

Constituency Office Leases

Constituency office leases are between a Member and the landlord; therefore, it is important for Members to review the terms of their lease agreement with respect to the termination provisions. At dissolution, all Members seeking re-election should provide notice to their landlord of their intent to exercise termination of their lease on December 31, 2020, depending on the outcome of the election. Members re-elected may rescind their notice of termination and negotiate renewal of the lease.

Constituency Office Assets

All Members must make a complete list of the inventory of assets before November 30, 2020. This inventory list should be provided to Financial Services. The *Constituency Office Assets Inventory Form* is available on the Constituency Office Portal.

Key Contact

Financial Services

Phone: 250-356-8586

Email: FinancialServices@leg.bc.ca

IV. Use of Legislative Offices During the Election Period

The restrictions applied to constituency offices for use of equipment, facilities, and supplies during the election period also apply to a Member's office within the Parliament Buildings (i.e., that they cannot be used for election and campaign purposes).

Legislative Staff

The restrictions applied to constituency assistants for work on a campaign during the election period also apply to Members' legislative support staff.

V. Members' Basic Compensation and Benefits

Basic Compensation

For the purpose of basic compensation, an incumbent Member is considered to be a Member throughout the election period, up to and including the day immediately preceding general voting day (as per section 9 of the *Members' Remuneration and Pensions Act* (R.S.B.C. 1996, c. 257)). Therefore, a Member's basic compensation will continue until the day prior to general voting day, that being October 23, 2020. Basic compensation will continue without interruption for Members who are re-elected. Members not re-elected move to transitional assistance after that date.

Members with Additional Responsibilities

Once the writs of election have been issued, the allowances for the following positions will be paid up to the day preceding the day of dissolution, and will then cease:

- ❖ Deputy Speaker;
- ❖ Assistant Deputy Speaker;
- ❖ Caucus Chair;
- ❖ Caucus Whip;
- ❖ Chair of a select standing or special committees;
- ❖ Deputy Chair, Committee of the Whole;
- ❖ Deputy Chair of a select standing or special committees;
- ❖ Deputy Caucus Whip;
- ❖ Leader of the Official Opposition;
- ❖ Leader of the Third Party;
- ❖ Official Opposition House Leader;
- ❖ Government House Leader (if not a Cabinet Minister);
- ❖ Parliamentary Secretary; and
- ❖ Third Party House Leader.

The exceptions to this are the Speaker, who is considered to occupy that position from the date of his or her election as Speaker, until a new Speaker is elected or a Speaker-designate is named in the new Parliament, and Ministers who, as Members of the Executive Council, continue to receive their ministerial salary until their appointment to the Executive Council is terminated by Order in Council.

Benefits

Deductions for benefit plans chosen by the Member will continue through to the day preceding general voting day for Members seeking re-election, including deductions for pension plans, extended health and dental coverage, group life insurance, and the Employee Assistance Plan.

Key Contact

Payroll Services

Phone: 250-387-5532

Email: PayrollOffice@leg.bc.ca

VI. Members' Allowances and Expenses

At dissolution, Members cease to be Members. Therefore, all payments cease for the period of the election.

For the 42nd provincial general election, Members will not be able to claim reimbursement, or have payment made on their behalf, for the following expenses incurred for the period September 21, 2020 to October 24, 2020 inclusive:

- ❖ Travel within the province.
- ❖ Travel to and from the constituency (with the exception of Members returning from the Victoria area to their constituency immediately after dissolution).
- ❖ In-constituency travel by Constituency Assistants.
- ❖ Assembly mobile device usage.
- ❖ Miscellaneous constituency office expense recoveries.
- ❖ In-constituency travel by Members.
- ❖ Per diems.
- ❖ Speaker-authorized travel.

Claims for the above will be accepted for expenses incurred prior to dissolution, for expenses incurred up to 11:00 a.m. on September 21, 2020.

Capital City Living Allowance

The Capital City Living Allowance will continue through the election period for those Members seeking re-election.

Members' Travel

Eligibility for reimbursement of travel between the Victoria area and the constituency, travel within the province, and Speaker-authorized travel ceases on the date of dissolution. The only exception is for Members who may be in the Victoria area on that day, or another location on official business, in which case they are permitted to claim travel expenses only for the trip back to their constituency.

Members' Travel Expense Allowance

This allowance is not available during the election period. The amount will be re-calculated and paid to eligible (re-elected) Members in the next quarterly payment, excluding the election period of September 21, 2020 to October 24, 2020.

Out of Constituency Travel

Members will not be reimbursed for Member-related travel costs incurred effective the date of dissolution. If a Member is not re-elected, the Member may seek reimbursement for a final return trip to Victoria as per the details in the relevant section of this Guide.

VII. Other Member-Related Services

Members' Travel Card

The Bank of Montreal Corporate Travel MasterCard was deactivated on September 21, 2020, the date of dissolution. The Speaker and Members with government business travel (i.e., Members of the Executive Council), should use personal credit cards and retain receipts for reimbursement of valid expenses by government during the election period.

Members' Private Legislative Assembly Email Account

Members will continue to have access to their private Legislative Assembly email account for administrative and wind-down purposes. Legislative Assembly email accounts cannot be used for campaign purposes.

Mobile Communication Devices and iPads

The Legislative Assembly does not pay for any charges for mobile communication or smart devices incurred by Members and Caucus staff during the election period.

Any charges to the corporate account during the election period are considered personal charges to the individual Member and will be recovered following the election period.

Returning Members who use a personal mobile communications device (or other device not provided through the Assembly corporate account) for Legislative Assembly business may submit the associated bills for reimbursement for charges incurred after general voting day.

Services on the Legislative Precinct

The Legislative Library, the Parliamentary Dining Room, and the Parliamentary Gift Shop continue their operations during the election period, some with limitations due to the COVID-19 pandemic. Members must settle their accounts with the Parliamentary Dining Room and the Parliamentary Gift Shop. All Legislative Library books and other material must be returned.

Parking on the Legislative Precinct

Members retain their parking spot on the Legislative Precinct during the election period.

VIII. Constituency Office Checklist

A checklist has been provided for Members and staff to use to ensure that all required activities are completed. Please see *Appendix A – Constituency Office Checklist*.

At Dissolution: Members Not Seeking Re-Election

I. Members' Basic Compensation and Benefits

Basic Compensation

For the purpose of basic compensation, an incumbent Member is considered to be a Member throughout the election period, up to and including the day immediately preceding general voting day (as per section 9 of the *Members' Remuneration and Pensions Act* (R.S.B.C. 1996, c. 257)). Therefore, a Member's basic compensation will continue until the day prior to general voting day, that being October 23, 2020, after which they move to transitional assistance.

Members' Transitional Assistance

For all non-returning Members, the Members' transitional assistance provides the equivalent of basic compensation and benefits (excluding pension contributions and group life insurance) for up to fifteen (15) months, starting on the general voting day, being October 24, 2020.

For more information related to Members' transitional assistance, please refer to the Members' Guide to Policy and Resources website by [clicking here](#).

Members' Pension Plan

Participation in the Members' Pension Plan is mandatory for all Members under the age of 71. All contributions are held and administered by the B.C. Pension Corporation on behalf of Members and the Legislative Assembly.

A pre-retirement seminar will be arranged for those Members not seeking re-election. The dates will be communicated to Members to their private Legislative Assembly email account. Representatives from the Office of the Clerk, Financial Services, Human Resources, and the B.C. Pension Corporation will provide an overview of Members' pension benefits via Zoom videoconference. In addition, Members may contact the B.C. Pension Corporation staff directly at MLAPP@pensionsbc.ca to review their pension status and for further information on the Member's Pension Plan and post-retirement benefits.

Key Contacts

Legislative Assembly:

Payroll Services

Phone: 250-387-5532

Email: PayrollOffice@leg.bc.ca

B.C. Pension Corporation:

Phone: 250-953-3033 (Victoria)

Toll-free: 1-800-665-3554

Email: MLAPP@pensionsbc.ca

II. Continuation of Allowances**Capital City Living Allowance**

The Capital City Living Allowance will be paid to the end of November 2020 for Members not seeking re-election. Members who rent accommodation in the Victoria area must provide their landlord sufficient lease termination notice to avoid any additional expense.

Members' Travel Expense Allowance

The Members' Travel Expense Allowance is paid on a quarterly basis. Amounts issued in Quarter 2 (July 1 to September 30) that overlap with the election period will be recovered.

Constituency Office Allowance

Constituency office allowances will be paid to the end of November 2020 for Members not seeking re-election.

Out-of-Constituency Travel

Members will not be reimbursed for Member-related travel costs incurred effective September 21, 2020, the date of dissolution. Members not seeking re-election, however, will be reimbursed for one final return trip between Victoria and their constituency to clean out their Victoria office and/or accommodation. This trip should occur on or before November 30, 2020.

III. Other Member-Related Services**Members' Travel Card**

The Bank of Montreal Corporate Travel MasterCard was deactivated on September 21, 2020, the date of dissolution. The Speaker and Members with government business travel (i.e., Members of the Executive Council), should use personal credit cards and retain receipts for reimbursement of valid expenses by government during the election period. Members not seeking re-election must pay off all balances and destroy their travel card.

Members' Private Legislative Assembly Email Account

Members will continue to have access to their private Legislative Assembly email account for administrative and wind-down purposes. The Information Technology Department will arrange for closure of all Members' private email accounts supported by the Legislative Assembly to coincide with office closure date, that being no later than November 30, 2020.

Prior to the disabling of Legislative Assembly network account access, Members should review the information stored in email and ensure that it is retained or disposed of in accordance with the guidelines in this Guide for disposing of Members' records. Emails may be deleted, transferred to another account, transferred to the archives (subject to an agreement with the Legislative Library), or stored for a specified period of time and then deleted or transferred to the archives. To request the deletion or transfer of email data, please complete an *Account Deletion Request Form* available on the Constituency Office Portal.

Mobile Communication Devices and iPads

Members have the option of keeping their iPad and/or smartphone and moving the device to a personal contract. Should Members decide to keep the device and or/number but change carriers, the Member is liable for any charges related to prematurely ending the contract with the original carrier. Members must notify the Information Technology Service Desk at helpdesk@leg.bc.ca or 778-401-6323 of their intention before making any arrangements with the contract supplier.

Members wishing to return their Legislative Assembly-issued iPad and/or smartphone should return the device(s) along with their computer equipment to their constituency office. The Legislative Assembly's external service provider will sanitize, inventory and ready equipment for shipment back to the Information Technology Department (ITD). ITD will provide instructions on resetting mobile devices and wiping data prior to drop off. Upon request, the Information Technology Service Desk (contact information above) will work with Members remotely to copy personal information (i.e., contact information, photos) to a personal cloud storage account (e.g., Apple iCloud or Google Docs). For personal information stored on PCs or Macs, ITD will assist in moving data to cloud storage or offload the data to a removable hard drive. ITD is available to provide recommendations on removable drives; however, the Member is responsible for purchasing the device. Members will also have the option to transfer their mobile phone number to a personal device.

Members should ensure that any information stored on Legislative Assembly-issued devices is reviewed and deleted, consistent with the guidelines in this Guide for disposing of Members' records.

Services on the Legislative Precinct

The Legislative Library, the Parliamentary Dining Room, and the Parliamentary Gift Shop continue their operations during the election period, some with limitations due to the COVID-19 pandemic. Members must settle their accounts with the Parliamentary Dining Room and the Parliamentary Gift Shop. All Legislative Library books and other material must be returned.

Parking on the Legislative Precinct

Members retain their parking spot on the Legislative Precinct during the election period.

IV. Members' Staff – Pay and Benefits

Notice Period

On the day of dissolution, Members not seeking re-election should provide their Constituency Assistants with written notice that their employment will be ending. The last day of pay must be no later than November 30, 2020. A template is available to Members by contacting orientation@leg.bc.ca. Payroll Services must also be notified in writing (a copy of the letter to the Constituency Assistant should be provided). Extended health and dental benefits cease on the last day of pay, and group life insurance ceases on the last day of the month in which the final pay was received.

If the Member does not provide sufficient notice, they will be required to pay severance in accordance with employment standards, employment contracts, or collective agreements (where applicable). All severance payments must be funded from the Member's available constituency office allowance funds.

Staff of Members of the Government Caucus are covered by a collective agreement. Notice and termination letters must follow the terms of that agreement.

It is important for Members to provide copies of the appropriate letters to Payroll Services in a timely manner to ensure that pay adjustments are made prior to termination of employment. Termination letters should be received by Payroll Services at PayrollOffice@leg.bc.ca no later than September 30, 2020.

Severance

Most Constituency Assistants will not be eligible for severance as their contracts are fixed term or their collective agreement has a layoff provision related to an election. Human Resource Operations is available to assist Members in determining the appropriate level of severance payment for their staff. All severance payments must be funded from the Member's available constituency office allowance funds.

Payments to Staff

Members are reminded that **all** salary-related payments to staff must be made through Payroll Services to ensure that appropriate deductions for income tax, CPP, and employment insurance are made, and to ensure proper reporting and remitting to the Canada Revenue Agency. All payments must be funded from the Member's available constituency office allowance funds.

Any questions related to payments to staff should be referred to Payroll Services. Information regarding potential tax implications of any payment is also available on the Canada Revenue Agency's website by [clicking here](#).

Post-Election Employment by Another Member

Staff of Members of the Government Caucus may be employed by another Member of that Caucus post-election, in accordance with the terms of the collective agreement. Otherwise, no guarantee of continued employment can be given to constituency office staff, as new Members will be responsible for hiring their own staff.

Key Contacts

Ellice Schneider, Director, Human Resources

Phone: 250-387-0237

Email: Ellice.Schneider@leg.bc.ca

Payroll Services

Phone: 250-387-5532

Email: PayrollOffice@leg.bc.ca

V. Closure of Constituency Office

Traditionally, Members have been given approximately six weeks to close their constituency office(s). Due to the unexpected timing of the 42nd provincial general election, the ongoing provincial state of emergency, and the challenges presented by the COVID-19 pandemic, an extended time period has been put in place. Members have until November 30, 2020 to close their constituency office(s).

Constituency Office Lease

Constituency office leases are between a Member and the landlord; therefore, it is important for Members to review the terms of their lease agreement with respect to the termination provisions. In general, Members not seeking re-election should notify their landlord in writing as soon as possible that they will be terminating the lease on or before November 30, 2020. Members not seeking re-election may wish to survey local candidates regarding their interest in maintaining the

same constituency office. This could reduce the amount of work required to close the office.

Constituency Office Signage

Members not seeking re-election are responsible for the removal of all constituency office signage. Any costs related to signage removal are to be paid for using the Member's available constituency office allowance funds.

Termination of Contracts and Services

Members should terminate all contracts and services for their constituency office(s) and arrange final billing and payment before their office closure date; or for services up to closing date, arrange for the final billing to be sent to Financial Services for payment. Services paid by the constituency office may include newspaper and other subscriptions, janitorial, security alarm monitoring, bottled water delivery, utilities (not included in the lease), additional mobile communication device contracts, and television services (cable, TELUS, or satellite).

WorkSafeBC

Members should notify WorkSafeBC of their change in status as an employer and arrange for Payroll Services to make the final payroll assessment payment. The WorkSafeBC Employer Service Centre can be contacted Monday to Friday, 8:30 a.m. to 4:30 p.m., at 604-244-6181 (Lower Mainland) or 1-888-922-2768 (toll-free). Payment will be made using the Member's available constituency office allowance funds.

Constituency Office Assets

(Excluding computer and telephone/fax equipment)

All Members not seeking re-election must make a complete list of the inventory of constituency office assets such as furniture and equipment as soon as possible following dissolution, but no later than October 31, 2020. This inventory list should be sent to Financial Services at FinancialServices@leg.bc.ca. If the incoming Member is in agreement to assume the existing office space, no disposal of assets is required. The incoming Member will be responsible for the assets assumed, until such time the assumed assets are replaced and/or disposed. Over time, constituency office furniture may have deteriorated to the extent that there is no residual value. Please direct any questions on the disposal of assets to Financial Services at the email address above or 250-356-8586.

The *Constituency Office Assets Inventory Form* is available on the Constituency Office Portal.

If the incoming Member is not likely to require the existing constituency office assets, disposal can proceed as follows:

- ❖ Non-computer assets may be advertised for local sale in an arm's length transaction. The Member, the Member's relatives, constituency office staff, and the relatives of constituency office staff, are not eligible to purchase these assets.
- ❖ Sale proceeds are to be forwarded to Financial Services by a cheque made out to "Legislative Assembly of British Columbia". Particulars of assets sold, and the amounts received, should be forwarded to Financial Services on the constituency office assets inventory listing (available on the Constituency Office Portal).
- ❖ Unsold assets may be donated locally to a registered charity, not-for-profit organization, or a school.
- ❖ Any disposal costs incurred must be paid for using the Member's available constituency office allowance funds.

Constituency Office Computer Equipment

All computer equipment and related devices (peripheral equipment and storage devices) must be returned to the constituency office. The Information Technology Department will arrange for shipment of all equipment from the constituency office to the Legislative Precinct. As soon as Members know their office will be closing, they should contact the Information Technology Service Desk at helpdesk@leg.bc.ca or 778-401-6323 to obtain assistance in facilitating the return of Assembly equipment and devices.

For security purposes, all hard drives will be cleared of data prior to disposal. The Information Technology Department will coordinate the secure delivery of all returned equipment and will follow established disposal and destruction security protocols.

Ricoh Multi-Function Printer/Scanner/Copier/Fax

Ricoh, the company who oversees provision of multi-function devices to the Legislative Assembly, will assign their staff to contact each constituency office to arrange the return of leased equipment as required.

Stand-Alone Fax Machines

Any stand-alone fax machines (other than the Ricoh machines, noted above), as well as the original owner's manual and any unopened ink or toner cartridges, should be left at the constituency office. The Information Technology Department will coordinate with an external service provider for the erasure and shipment of equipment to the Legislative Precinct.

Telephones

The Information Technology Department will make arrangements for the removal and transport of telephone equipment. Phone lines for Members not seeking re-election will be cancelled no later than November 30, 2020.

Constituency Office Records

Financial Records

Financial records have a retention period of seven years. Financial records should be appropriately labeled and boxed for storage, and shipped to Financial Services at the address noted below. Any questions regarding financial records should be referred to Financial Services.

Financial records include the following (where applicable):

- ❖ A full print out of the general ledger from the date the constituency office opened until it was closed.
- ❖ A financial system back-up or spreadsheet copies on a flash drive with a label identifying the type of computer accounting system used (e.g., Sage, Excel spreadsheet, QuickBooks, etc.).
- ❖ The box with the accounting software CD, manual and license ID, along with a notation of all user IDs and passwords.
- ❖ All bank statements, cancelled cheques, supplier invoices, bank reconciliations.
- ❖ Expense claims for in-constituency travel.
- ❖ Contracts and agreements.
- ❖ If a manual system was being maintained, please include all other manual journals (e.g., cash disbursements) and reports (e.g., trial balance).

Financial records should be clearly labelled and shipped to:

Financial Services
Legislative Assembly of British Columbia
614 Government Street
Victoria, B.C. V8V 1X4

Internal & External Audit

Constituency offices may be the subject of an internal audit, or an external audit by the Office of the Auditor General, to confirm compliance with all Legislative Assembly policies and procedures. Any questions regarding internal or external audits should be addressed to the Clerk of the Legislative Assembly, the Clerk Assistant, Parliamentary Services, the Executive Financial Officer, or the Member's Caucus Chair.

Non-Financial Records

It is the Member's responsibility to ensure the privacy and protection of all sensitive information. Correspondence that is active or relates to unresolved issues for a constituent should be segregated. It is recommended that the office send a letter to all constituents with active files

informing them of any change as a result of the election. Constituents should be given the following options:

1. To have the file sent to them.
2. To have the file released to the new Member.
3. To have the file destroyed.
4. To have the file sent to storage without further action or resolution.

Any active correspondence files released for transfer to the new Member should be segregated prior to the office closing.

Inactive correspondence files have a five-year retention period, and should be boxed separately from financial records and labeled appropriately.

Mail Forwarding

Members are required to arrange for four months of mail forwarding with Canada Post. The fee for this service is approximately \$170 and should be paid for out of the Member's available constituency office allowance funds. After the office closes, all mail should be forwarded to the following address:

Financial Services
Legislative Assembly of British Columbia
614 Government Street
Victoria, B.C. V8V 1X4

Key Contacts

Financial Services
Phone: 250-356-8586
Email: FinancialServices@leg.bc.ca

Information Technology Service Desk
Phone: 778-401-6323
Email: HelpDesk@leg.bc.ca

VI. Closure of Legislative Office

The deadline for legislative office closure for Members not seeking re-election is November 30, 2020. Wherever possible, legislative offices should be closed at the earliest possible date to enable office space for the new Parliament to be organized. Any questions regarding the closure of a legislative office should be referred to Legislative Facility Services.

Legislative Office Assets

All furnishings, computers, and office equipment are the property of the Legislative Assembly and should remain in place. Members' personal effects should be collected as soon as possible, and by no later than November 30, 2020.

Key Contact

Surjit Dhanota, Legislative Facility Manager

Phone: 250-952-8137

Email: Surjit.Dhanota@leg.bc.ca

VII. Records Storage

Records from Members' constituency and legislative offices are to be segregated (financial separated from correspondence and other non-financial records), boxed, and labeled.

Financial records are to be forwarded to Financial Services where they will be securely stored together with the constituency office records (see "Constituency Office Records" section above). Financial Services will make arrangements for the storage of financial records and the eventual destruction after seven years.

Non-financial records may be transferred to the Legislative Library. The Legislative Library will accept all non-financial records from a Member, including personal, political, and non-financial constituency records. All records will be kept for five years, but will not form part of the Library's main collection. Selected records will be added to the Library's permanent archive of MLA papers, subject to agreement between the Member and the Legislative Library. Assistance with the transfer of non-financial records prior to your office closure deadline should be referred to the Legislative Library.

The Digital Information Office (DIO) can advise and support Members, constituency offices and caucuses on the day-to-day management of information and is available to support Members and staff in developing effective practices when creating, receiving, organizing, securing, retrieving, transmitting, storing and disposing of electronic and physical records. The DIO also supports policy development and training in related areas, including the protection of privacy, confidentiality, and vital records.

Key Contacts

Legislative Library

Phone: 250-387-6508

Email: LLBC.Ref@leg.bc.ca

Christine Fedoruk, Director, Digital Information Strategy and Governance
Phone: 250-356-2963
Email: Christine.Fedoruk@leg.bc.ca

VIII. Data Management and Equipment Disposal

The Information Technology Department supports Members and their staff with data management and computer equipment disposal in legislative and constituency offices.

Data Management

Prior to the disabling of Legislative Assembly network account access, Members and their staff should review the information stored in their ShareFile(s) and ensure that it is retained or disposed of in accordance with the guidelines in this Guide for disposing of Members' records. ShareFile documents may then be deleted, transferred to another account, transferred to the archives (subject to an agreement with the Legislative Library), or stored for a specified period of time, and then deleted or transferred to the archives. To request the deletion or transfer of ShareFile data, please complete an *Account Deletion Request Form* available on the Constituency Office Portal.

Members may have information that is stored outside of the infrastructure maintained by the Information Technology Department. Members should ensure that any information stored with cloud services (e.g., Dropbox, Google Drive, etc.) is reviewed and retained or disposed of in accordance with guidelines in this Guide for disposing of Members' records.

Data Backup and Storage

The Information Technology Department uses a combination of daily, weekly, and monthly data backups to ensure that lost data can be restored, if required. As a result, notwithstanding computer hard drive destruction and equipment disposal, email and data information for Members who are not seeking re-election and their staff will be retained on backup storage files in accordance with the Legislative Assembly's *Backup Deletion Policy*.

Equipment Disposal

For Members not returning and their staff, end of life PC or Mac hard drives are removed and shredded, to destroy any data. Equipment being re-deployed will receive a low-level format of the hard drive in accordance with best practices for the destruction of data. Email and files stored on network drives are retained in accordance with the data backup policy outlined above. At the request of the Member, the email and data files of their staff can be transferred to another user if required.

IX. Items to be Returned

Items that ought to be returned by Members not seeking re-election include:

- ❖ Office keys, access cards and fobs (including to the Parliament Buildings).
- ❖ Calling cards for phone or mobile communication devices, including prepaid long distance calling cards (with user ID and password).
- ❖ iPads and mobile communication devices (where the Member has opted to return the devices).
- ❖ PCs, Macs, and computer peripheral devices, including monitors, keyboards, mice, cameras, and docking stations.
- ❖ Prepaid tickets or passes, such as B.C. Ferries assured loading (with user ID and password), Helijet, Harbour Air, Transit, etc.
- ❖ Library books and other material (former Members can receive a library card and have use of the Legislative Library, including signing material out, and mail out of materials).

X. Constituency Office Checklist

A checklist has been provided for Members and staff to use to ensure that all required activities are completed. Please see *Appendix A – Constituency Office Checklist*.

Post-Election: Members Not Returning

I. Members' Basic Compensation and Benefits

Basic Compensation

For the purpose of basic compensation, an incumbent Member is considered to be a Member throughout the election period, up to and including the day immediately preceding general voting day (as per section 9 of the *Members' Remuneration and Pensions Act* (R.S.B.C. 1996, c. 257)). Therefore, a Member's basic compensation will continue until the day prior to general voting day, that being October 23, 2020, after which they move to transitional assistance.

Members' Transitional Assistance

For all non-returning Members, the Members' transitional assistance provides the equivalent of basic compensation and benefits (excluding pension contributions and group life insurance) for up to fifteen (15) months, starting on the general voting day, being October 24, 2020.

For more information related to Members' transitional assistance, please refer to the Members' Guide to Policy and Resources website by [clicking here](#).

Members' Pension Plan

Participation in the Members' Pension Plan is mandatory for all Members under the age of 71. All contributions are held and administered by the B.C. Pension Corporation on behalf of Members and the Legislative Assembly.

A pre-retirement seminar will be arranged for Members shortly following the provincial general election. The dates will be communicated to Members to their private Member email account. Representatives from the Office of the Clerk, Financial Services, Human Resources, and the B.C. Pension Corporation will provide an overview of Members' pension benefits via Zoom videoconference. In addition, Members may contact the B.C. Pension Corporation staff directly at MLAPP@pensionsbc.ca to review their pension status and for further information on the Member's Pension Plan and post-retirement benefits.

Key Contacts

Legislative Assembly:

Payroll Services

Phone: 250-387-5532

Email: PayrollOffice@leg.bc.ca

B.C. Pension Corporation

Phone: 250-953-3033 (Victoria)

Toll-free: 1-800-665-3554

Email: MLAPP@pensionsbc.ca

II. Continuation of Allowances

Capital City Living Allowance

The Capital City Living Allowance will be paid to the end of November 2020 for Members not returning. Members who rent accommodation in the Victoria area must provide their landlord sufficient lease termination notice to avoid any additional expense.

Members' Travel Expense Allowance

The Members' Travel Expense Allowance is paid on a quarterly basis. Amounts issued in Quarter 2 (July 1 to September 30) that overlap with the election period will be recovered.

Constituency Office Allowance

Constituency office allowances will be paid to the end of December 2020 for Members not returning.

Out-of-Constituency Travel

Members will not be reimbursed for Member-related travel costs incurred effective September 21, 2020. Members not returning, however, will be reimbursed for one final return trip between Victoria and their constituency to clean out their Victoria office and/or accommodation. This trip should occur on or before December 31, 2020.

III. Other Member-Related Services

Members' Travel Card

The Bank of Montreal Corporate Travel MasterCard was deactivated on September 21, 2020, the date of dissolution. Members not returning must pay off all balances and destroy their travel card.

Members' Private Legislative Assembly Email Account

Members will continue to have access to their private Legislative Assembly email account for administrative and wind-down purposes. The Information Technology Department will arrange for closure of all Members' private email accounts supported by the Legislative Assembly to

coincide with office closure date, that being no later than December 31, 2020.

Mobile Communication Devices and iPads

Members have the option of keeping their iPad and/or smartphone and moving the device to a personal contract. Should Members decide to keep the device and or/number but change carriers, the Member is liable for any charges related to prematurely ending the contract with the original carrier. Members must notify the Information Technology Service Desk at helpdesk@leg.bc.ca or 778-401-6323 of their intention before making any arrangements with the contract supplier.

Members wishing to return their Legislative Assembly-issued iPad and/or smartphone should return the device(s) along with their computer equipment to their constituency office. The Legislative Assembly's external service provider will sanitize, inventory and ready equipment for shipment back to the Information Technology Department (ITD). ITD will provide instructions on resetting mobile devices and wiping data prior to drop off. Upon request, the Information Technology Service Desk (contact information above) will work with Members remotely to copy personal information (i.e., contact information, photos) to a personal cloud storage account (e.g., Apple iCloud or Google Docs). For personal information stored on PCs or Macs, ITD will assist in moving data to cloud storage or offload the data to a removable hard drive. ITD is available to provide recommendations on removable drives; however, the Member is responsible for purchasing the device. Members will also have the option to transfer their mobile phone number to a personal device.

Members should ensure that any information stored on Legislative Assembly-issued devices is reviewed and deleted, consistent with the guidelines in this Guide for disposing of Members' records.

IV. Members' Staff – Pay and Benefits

Ending Employment

Members not returning who have not previously notified their Constituency Assistants in writing that their employment will be ending must do so as soon as possible. The last day of pay must be no later than December 31, 2020. A copy of this letter must be provided to Payroll Services (PayrollOffice@leg.bc.ca) as soon as possible. It is important for Members to send copies of the appropriate letters to Payroll Services in a timely manner to ensure that pay adjustments are made prior to termination of employment. Extended health and dental benefits cease on the last day of pay, and group life insurance ceases on the last day of the month in which the final pay was received.

Severance

Most Constituency Assistants will not be eligible for severance as their contracts are fixed term or their collective agreement has a layoff provision related to an election. Human Resource Operations is available to assist Members in determining the appropriate level of severance payment for their staff. All severance payments must be funded from the Member's available constituency office allowance funds.

Payments to Staff

Members are reminded that **all** salary-related payments to staff must be made through Payroll Services to ensure that appropriate deductions for income tax, CPP, and employment insurance are made, and to ensure proper reporting and remitting to the Canada Revenue Agency. All payments must be funded from the Member's available constituency office allowance funds.

Any questions related to payments to staff should be referred to Payroll Services. Information regarding potential tax implications of any payment is also available on the Canada Revenue Agency's website by [clicking here](#).

Post-Election Employment by Another Member

Staff of Members of the Government Caucus may be employed by another Member of that Caucus post-election, in accordance with the terms of the collective agreement. Otherwise, no guarantee of continued employment can be given to constituency office staff, as new Members will be responsible for hiring their own staff.

Key Contacts

Ellice Schneider, Director, Human Resources

Phone: 250-387-0237

Email: Ellice.Schneider@leg.bc.ca

Payroll Services

Phone: 250-387-5532

Email: PayrollOffice@leg.bc.ca

V. Closure of Constituency Office

Traditionally, Members have been given approximately six weeks to close their constituency office(s). Due to the unexpected timing of the 42nd provincial general election, the ongoing provincial state of emergency, and the challenges presented by the COVID-19 pandemic, an extended time period has been put in place. Members have until December 31, 2020 to close their constituency office(s).

Constituency Office Lease

Constituency office leases are between a Member and the landlord; therefore, it is important for Members to review the terms of their lease agreement with respect to the termination provisions. Upon dissolution, Members should have provided written notice of lease termination to their landlord, which should be terminated no later than December 31, 2020.

Constituency Office Signage

Members not returning are responsible for the removal of all constituency office signage. Any costs related to signage removal are to be paid for using the Member's available constituency office allowance funds.

Termination of Contracts and Services

Members should terminate all contracts and services for their constituency office(s) and arrange final billing and payment before their office closure date; or for services up to closing date, arrange for the final billing to be sent to Financial Services for payment. Services paid by the constituency office may include newspaper and other subscriptions, janitorial, security alarm monitoring, bottled water delivery, utilities (not included in the lease), additional mobile communication device contracts, and television services (cable, TELUS, or satellite).

WorkSafeBC

Members should notify WorkSafeBC of their change in status as an employer and arrange for Payroll Services to make the final payroll assessment payment. The WorkSafeBC Employer Service Centre can be contacted Monday to Friday, 8:30 a.m. to 4:30 p.m., at 604-244-6181 (Lower Mainland) or 1-888-922-2768 (toll-free). Payment will be made using the Member's available constituency office allowance funds.

Constituency Office Assets

(Excluding computer and telephone/fax equipment)

All Members not returning must make a complete list of the inventory of constituency office assets such as furniture and equipment as soon as possible following the election, but no later than November 30, 2020. This inventory list should be sent to Financial Services at FinancialServices@leg.bc.ca. If the incoming Member is in agreement to assume the existing office space, no disposal of assets is required. The incoming Member will be responsible for the assets assumed, until such time the assumed assets are replaced and/or disposed. Over time, constituency office furniture may have deteriorated to the extent that there is no residual value. Please direct any questions on the disposal of assets to Financial Services at the email address above or 250-356-8586.

The *Constituency Office Assets Inventory Form* is available on the Constituency Office Portal.

Members should contact Financial Services prior to the disposal of any constituency office assets. If the incoming Member is not likely to require the existing constituency office assets, disposal can proceed as follows:

- ❖ Non-computer assets may be advertised for local sale in an arm's length transaction. The Member, the Member's relatives, constituency office staff, and the relatives of constituency office staff, are not eligible to purchase these assets.
- ❖ Sale proceeds are to be forwarded to Financial Services by a cheque made out to "Legislative Assembly of British Columbia". Particulars of assets sold, and the amounts received, should be forwarded to Financial Services on the constituency office assets inventory listing (available on the Constituency Office Portal).
- ❖ Unsold assets may be donated locally to a registered charity, not-for-profit organization, or a school.
- ❖ Any disposal costs incurred must be paid for using the Member's available constituency office allowance funds.

Constituency Office Computer Equipment

All computer equipment and related devices (peripheral equipment and storage devices) must be returned to the constituency office. The Information Technology Department will arrange for shipment of all equipment from the constituency office to the Legislative Precinct. As soon as Members know their office will be closing, they should contact the Information Technology Service Desk at helpdesk@leg.bc.ca or 778-401-6323 to obtain assistance in facilitating the return of Assembly equipment and devices.

For security purposes, all hard drives will be cleared of data prior to disposal. The Information Technology Department will coordinate the secure delivery of all returned equipment and will follow established disposal and destruction security protocols.

Ricoh Multi-Function Printer/Scanner/Copier/Fax

Ricoh, the company who oversees provision of multi-function devices to the Legislative Assembly, will assign their staff to contact each constituency office to arrange the return of leased equipment as required.

Stand-Alone Fax Machines

Any stand-alone fax machines (other than the Ricoh machines, noted above), as well as the original owner's manual and any unopened ink or toner cartridges, should be left at the constituency office. The Information Technology Department will coordinate with an external service provider for the erasure and shipment of equipment to the Legislative Precinct.

Telephones

The Information Technology Department will make arrangements for the removal and transport of telephone equipment. Phone lines for Members not seeking re-election will be cancelled no later than December 31, 2020.

Constituency Office Records

Financial Records

Financial records have a retention period of seven years. Financial records should be appropriately labeled and boxed for storage, and shipped to Financial Services at the address noted below. Any questions regarding financial records should be referred to Financial Services.

Financial records include the following (where applicable):

- ❖ A full print out of the general ledger from the date the constituency office opened until it was closed.
- ❖ A financial system back-up or spreadsheet copies on a flash drive with a label identifying the type of computer accounting system used (e.g., Sage, Excel spreadsheet, QuickBooks, etc.).
- ❖ The box with the accounting software CD, manual and license ID, along with a notation of all user IDs and passwords.
- ❖ All bank statements, cancelled cheques, supplier invoices, bank reconciliations.
- ❖ Expense claims for in-constituency travel.
- ❖ Contracts and agreements.
- ❖ If a manual system was being maintained, please include all other manual journals (e.g., cash disbursements) and reports (e.g., trial balance).

Financial records should be clearly labelled and shipped to:

Financial Services
Legislative Assembly of British Columbia
614 Government Street
Victoria, B.C. V8V 1X4

Internal & External Audit

Constituency offices may be the subject of an internal audit, or an external audit by the Office of the Auditor General, to confirm compliance with all Legislative Assembly policies and procedures. Any questions regarding internal or external audits should be addressed to the Clerk of the Legislative Assembly, the Clerk Assistant, Parliamentary Services, the Executive Financial Officer, or the Member's Caucus Chair.

Non-Financial Records

It is the Member's responsibility to ensure the privacy and protection of all sensitive information. Correspondence that is active or relates to unresolved issues for a constituent should be segregated. It is recommended that the office send a letter to all constituents with active files informing them of any change as a result of the election. Constituents should be given the following options:

5. To have the file sent to them.
6. To have the file released to the new Member.
7. To have the file destroyed.
8. To have the file sent to storage without further action or resolution.

Any active correspondence files released for transfer to the new Member should be segregated prior to the office closing.

Inactive correspondence files have a five-year retention period, and should be boxed separately from financial records and labeled appropriately.

Mail Forwarding

Members are required to arrange for four months of mail forwarding with Canada Post. The fee for this service is approximately \$170 and should be paid for out of the Member's available constituency office allowance funds. After the office closes, all mail should be forwarded to the following address:

Financial Services
Legislative Assembly of British Columbia
614 Government Street
Victoria, B.C. V8V 1X4

Key Contacts

Financial Services
Phone: 250-356-8586
Email: FinancialServices@leg.bc.ca

Information Technology Service Desk
Phone: 778-401-6323
Email: HelpDesk@leg.bc.ca

VI. Closure of Legislative Office

The deadline for legislative office closure for Members not returning is December 31, 2020. Wherever possible, legislative offices should be closed at the earliest possible date to enable office space for the new Parliament to be organized. Any questions regarding the closure of a legislative office should be referred to Legislative Facility Services.

Legislative Office Assets

All furnishings, computers, and office equipment are the property of the Legislative Assembly and should remain in place. Members' personal effects should be collected as soon as possible, and by no later than December 31, 2020.

Key Contact

Surjit Dhanota, Legislative Facility Manager
Phone: 250-952-8137
Email: Surjit.Dhanota@leg.bc.ca

VII. Records Storage

Records from Members' constituency and legislative offices are to be segregated (financial separated from correspondence and other non-financial records), boxed, and labeled.

Financial records are to be forwarded to Financial Services where they will be securely stored together with the constituency office records (see "Constituency Office Records" section above). Financial Services will make arrangements for the storage of financial records and the eventual destruction after seven years.

Non-financial records may be transferred to the Legislative Library. The Legislative Library will accept all non-financial records from a Member, including personal, political, and non-financial constituency records. All records will be kept for five years, but will not form part of the Library's main collection. Selected records will be added to the Library's permanent archive of MLA papers, subject to agreement between the Member and the Legislative Library. Assistance with the transfer of non-financial records prior to your office closure deadline should be referred to the Legislative Library.

The Digital Information Office (DIO) can advise and support Members, constituency offices and caucuses on the day-to-day management of information and is available to support Members and staff in developing effective practices when creating, receiving, organizing, securing, retrieving, transmitting, storing and disposing of electronic and physical records. The DIO also supports policy development and training in related areas, including the protection of privacy,

confidentiality, and vital records.

Key Contacts

Legislative Library

Phone: 250-387-6508

Email: LLBC.Ref@leg.bc.ca

Christine Fedoruk, Director, Digital Information Strategy and Governance

Phone: 250-356-2963

Email: Christine.Fedoruk@leg.bc.ca

VIII. Data Management and Equipment Disposal

The Information Technology Department supports Members and their staff with data management and computer equipment disposal in legislative and constituency offices.

Data Management

Prior to the disabling of Legislative Assembly network account access, Members and their staff should review the information stored in their ShareFile(s) and ensure that it is retained or disposed of in accordance with the guidelines in this Guide for disposing of Members' records. ShareFile documents may then be deleted, transferred to another account, transferred to the archives (subject to an agreement with the Legislative Library), or stored for a specified period of time, and then deleted or transferred to the archives. To request the deletion or transfer of ShareFile data, please complete an *Account Deletion Request Form* available on the Constituency Office Portal.

Members may have information that is stored outside of the infrastructure maintained by the Information Technology Department. Members should ensure that any information stored with cloud services (e.g., Dropbox, Google Drive, etc.) is reviewed and retained or disposed of in accordance with guidelines in this Guide for disposing of Members' records.

Data Backup and Storage

The Information Technology Department uses a combination of daily, weekly, and monthly data backups to ensure that lost data can be restored, if required. As a result, notwithstanding computer hard drive destruction and equipment disposal, email and data information for Members who are not seeking re-election and their staff will be retained on backup storage files in accordance with the Legislative Assembly's *Backup Deletion Policy*.

Equipment Disposal

For Members not returning and their staff, end of life PC or Mac hard drives are removed and shredded, to destroy any data. Equipment being re-deployed will receive a low-level format of the hard drive in accordance with best practices for the destruction of data. Email and files stored on network drives are retained in accordance with the data backup policy outlined above. At the request of the Member, the email and data files of their staff can be transferred to another user if required.

IX. Items to be Returned

Items that ought to be returned by Members not returning include:

- ❖ Office keys, access cards and fobs (including to the Parliament Buildings).
- ❖ Calling cards for phone or mobile communication devices, including prepaid long distance calling cards (with user ID and password).
- ❖ iPads and mobile communication devices (where the Member has opted to return the devices).
- ❖ PCs, Macs, and computer peripheral devices, including monitors, keyboards, mice, cameras, and docking stations.
- ❖ Prepaid tickets or passes, such as B.C. Ferries assured loading (with user ID and password), Helijet, Harbour Air, Transit, etc.
- ❖ Library books and other material (former Members can receive a library card and have use of the Legislative Library, including signing material out, and mail out of materials).

X. Constituency Office Checklist

A checklist has been provided for Members and staff to use to ensure that all required activities are completed. Please see *Appendix A – Constituency Office Checklist*.

Post-Election: Members Re-Elected

I. Members' Basic Compensation and Benefits

Basic Compensation

Basic compensation will continue for re-elected Members without interruption.

Additional Allowances

Members holding any of a number of additional responsibilities are provided an allowance in addition to their basic compensation. Amounts paid with respect to these additional responsibilities are available on the *Members' Guide to Policy and Resources* website at <http://members.leg.bc.ca/mla-remuneration/salaries-allowances.htm>. If a Member holds two or more positions for which an additional allowance is provided, the Member will receive only the higher amount.

As noted below, the effective date for compensation is dependent upon the position for which an additional allowance is provided.

Compensation continues uninterrupted until a new Executive Council is appointed by Order in Council:

- ❖ Premier;
- ❖ Minister; and
- ❖ Minister of State.

Compensation continues uninterrupted until a new Speaker is elected by the Legislative Assembly:

- ❖ Speaker

Compensation begins on the date a resolution of appointment is adopted by the Legislative Assembly or by a parliamentary committee (as the case may be):

- ❖ Deputy Speaker;
- ❖ Assistant Deputy Speaker;
- ❖ Deputy Chair, Committee of the Whole;
- ❖ Chair of a select standing or special committee;
- ❖ Deputy Chair of a select standing or special committee;

Compensation begins on the date of appointment:

- ❖ Caucus Chair;
- ❖ Caucus Whip;
- ❖ Deputy Caucus Whip;
- ❖ Government House Leader (if not a Cabinet Minister);
- ❖ Leader of the Official Opposition;
- ❖ Leader of the Third Party;
- ❖ Official Opposition House Leader;
- ❖ Parliamentary Secretary; and
- ❖ Third Party House Leader.

Benefits

Deductions for benefit plans previously chosen by Members will continue. Members may adjust their options by contacting Payroll Services at PayrollOffice@leg.bc.ca or 250-387-5532.

II. Members' Allowances and Expenses

Members' Travel

Members who are re-elected will be reimbursed for Member-related travel occurring on or after October 24, 2020; however, reimbursement will not be issued until after the Member has taken their oath of office.

Capital City Living Allowance

The Capital City Living Allowance will continue for re-elected Members without interruption.

Members' Travel Expense Allowance

The allowance will be prorated, excluding the election period of September 21, 2020 to October 24, 2020.

Out-of-Constituency Travel Allowance

Members will not be reimbursed for Member related travel costs incurred effective the date of dissolution. Members who are re-elected will be reimbursed for Member-related travel occurring on or after October 24, 2020; however, reimbursement will not be issued until after the Member has taken their oath of office.

III. Other Member-Related Services

Members' Travel Card

The Bank of Montreal Corporate Travel MasterCard will be reactivated shortly after the return of the writs of election. Members should use personal credit cards and retain receipts for reimbursement of valid expenses for Legislative Assembly business incurred after general voting day.

Mobile Communication Devices and iPads

Members re-elected who use a personal mobile communication device (or other device not provided through the Legislative Assembly corporate account) for Legislative Assembly business may submit the associated bills for reimbursement for charges incurred after general voting day (October 25, 2020 onward).

IV. Constituency Office

The expectation is that re-elected Members will attempt to renew their lease at the current location in order to minimize transition costs (leasehold improvements, office moving and set up costs, information technology installations). Re-elected Members may rescind their notice of termination and negotiate renewal of the lease.

To assist Members with lease negotiations, the Legislative Assembly has an agreement in place with Shared Services B.C. to provide the services of a Leasing Consultant. All leases (both new and renewals) must be reviewed by the Leasing Consultant and by Financial Services. Further details on the services offered will be made available to Members immediately following the election.

Constituency Assistants

Termination notices issued to constituency assistants by returning Members prior to the election period must be rescinded for all returning staff.

Constituency Office Funding

Start-Up Funding

After a provincial general election, start-up funding is provided to returning Members to cover costs associated with setting up a constituency office. It is intended to cover the cost of office supplies, and small items such as lamps and garbage cans, artwork, and plants not included in the inventory of office furniture and equipment. Each Member will receive a \$1,000 allowance.

Returning Members with an uninterrupted term of service in excess of three parliaments will receive a furnishings and equipment replenishment allowance of \$4,000. Any unspent portion of the allowance carries forward and is available for future use.

Constituency Office Allowance

The constituency office allowance will continue for re-elected Members without interruption.

In-Constituency Travel Allowance – Constituency Assistants

In-constituency travel allowances for constituency assistants are paid on a pro-rated basis, excluding the election period.

Constituency Office Assets

All re-elected Members must make a complete list of the inventory of assets before November 30, 2020. This inventory list should be provided to Financial Services. The *Constituency Office Assets Inventory Form* is available on the Constituency Office Portal.

Key Contact

Financial Services
Phone: 250-356-8586
Email: FinancialServices@leg.bc.ca

V. Legislative Office

Re-elected Members may be assigned a different legislative office within the Parliament Buildings and be required to move. Office space may be reassigned based on party standing after the provincial general election. Any questions or concerns regarding legislative offices should be directed to Legislative Facility Services.

Key Contact

Surjit Dhanota, Legislative Facility Manager
Phone: 250-952-8137
Email: Surjit.Dhanota@leg.bc.ca

Appendix A: Constituency Office Checklist

All Members – At the dissolution of the Legislative Assembly (41st Parliament):

- ❖ Cease all discretionary constituency office expenditures.
- ❖ Pull back communications, advertisements, and householders.
- ❖ Notify landlord of constituency office lease termination.
- ❖ Change voicemail messaging to a generic greeting (depending on whether the office will remain open or not during the election period) without mentioning an MLA name.
- ❖ Cover or remove constituency office signage, where practical.
- ❖ Issue working notice of termination to constituency office staff.
- ❖ Notify Payroll Services (PayrollOffice@leg.bc.ca) if constituency office staff are working on a campaign and provide appropriate notice on whether staff are using vacation time or are going on a leave without pay.
- ❖ Settle outstanding accounts with the Parliamentary Dining Room and the Parliamentary Gift Shop.

Members not returning (not seeking re-election or otherwise):

- ❖ Conduct an inventory of constituency office assets and submit it to Financial Services.
- ❖ Cancel all deliveries (newspaper, water) and subscriptions.
- ❖ Disconnect utilities (hydro, gas, water, cable).
- ❖ Contact the Information Technology Service Desk (HelpDesk@leg.bc.ca) to make arrangements for appropriate information technology disconnections and equipment return.
- ❖ Notify WorkSafeBC of change in employer status and arrange for Payroll Services to prepare the final payroll assessment payment.
- ❖ Prepare release letters to constituents respecting their case files.
- ❖ Prepare for the disposal of inventory where required.
- ❖ Remove constituency office signage.
- ❖ Arrange for mail forwarding.
- ❖ Coordinate the transmission and storage of records (if required).
- ❖ Process final bills through DocuWare.

Members re-elected:

- ❖ Rescind the lease termination notice to landlord of the constituency office. Send lease renewal to Financial Services for review by the leasing consultant.
- ❖ Rescind the working termination notice to all returning constituency office staff. Send updated employment contract to Payroll Services.
- ❖ Conduct an inventory of constituency office assets and submit it to Financial Services.