



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

2024 DISSOLUTION GUIDE FOR CAUCUSES



Version 1
Issued on June 28, 2024

Contents

- 1. Message from the Clerk of the Legislative Assembly3**
- 2. 43rd Provincial General Election4**
- 3. Caucus Staff5**
- 4. Caucus Finances6**

1. Message from the Clerk of the Legislative Assembly

Caucuses and their staff play an important role in supporting the work of Members of the Legislative Assembly. Since Members cease to be Members upon dissolution of the Legislative Assembly, caucuses also technically cease to exist in the Legislative Assembly, but administrative continuity, in a caretaker capacity, has long been recognized in the period between two Parliaments for practical reasons.

This Guide is intended to assist caucuses of the 42nd Parliament in managing their operations through the transitional period to the 43rd Parliament by consolidating key information. The provisions of this Guide that pertain to caucuses apply equally to legislative offices of Independent Members.

To assist with the transition process, a series of guides are being issued to streamline information to assist Members and their staff as may be relevant to their circumstances. These are:

- ❖ Transition Guide for Members Seeking Re-election;
- ❖ Transition Guide for Members Not Seeking Re-election;
- ❖ Post-election Guide for Members Re-elected;
- ❖ Post-election Guide for Members Not Returning;
- ❖ Dissolution Guide for Caucuses.

For any assistance, Members and caucuses are encouraged to connect with Client Care. The team will either look after the query or will connect Members and caucus staff with the appropriate support or services available through the Legislative Assembly Administration. Another key point of contact is the IT Service Desk for any queries relating to devices, equipment, and records management.

If Members and caucus executives have matters that they would like to discuss in confidence, they are invited to connect with the transition executive lead, Artour Sogomonian, Clerk Assistant, Parliamentary Services (Artour.Sogomonian@leg.bc.ca or 250-952-0615) or me (Kate.Ryan-Lloyd@leg.bc.ca or 250-356-2895). It would be our pleasure to assist you.

Kate Ryan-Lloyd
Clerk of the Legislative Assembly

KEY CONTACTS

Client Care
ClientCare@leg.bc.ca | 250-356-9091

IT Service Desk
ServiceDesk@leg.bc.ca | 778-401-6323

2. 43rd Provincial General Election

It is anticipated that on September 21, 2024, the Lieutenant Governor, acting on the advice of the Premier, will dissolve 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 is expected to direct 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), specify the final voting day for the election, and direct 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 of the 93 electoral districts, stipulating that an election must be held in accordance with provincial statute. The final voting day is the last 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 2024 election will be British Columbia's 43rd provincial general election. It is anticipated to take place on the following timeline:

Saturday, September 21, 2024	Dissolution of the Legislative Assembly Issuance of the writs of election
Saturday, October 19, 2024	Final voting day
Tuesday, November 5, 2024	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 42nd Parliament of the Legislative Assembly of British Columbia) to final voting day – that being from September 21 to October 19, 2024. The “post-election period” refers to the period commencing on October 20, 2024.

Further information on the 43rd provincial general election is available on the Elections BC website at www.elections.bc.ca and general information line at 1-800-661-8683.

3. Caucus Staff

Continuance During Dissolution

A caucus may retain its staff during the election period. However, as the caucus itself is essentially in caretaker mode, caucus staff are to perform administrative duties and cannot undertake electoral campaign or party activities during their workday. It is up to the caucus to determine the status of its staff during the dissolution period. Staff not participating in electoral campaign or party activities during regular work hours will remain on regular pay during the election period.

If a caucus staff person has a dedicated parking space on the Legislative Precinct and continues to work for the caucus during the election period, they may continue to have access to the parking space until the parking opt-in process is re-administered in the new Parliament.

Leave of Absence

Caucus staff who choose to work on a campaign can utilize their banked vacation (pro-rated for the current year) or take an unpaid leave of absence during this period. To assist with payroll administration, Client Care must be advised of the time taken as vacation by each staff person with confirmation that there is sufficient time in the staff's leave bank. Leave exceeding the banked time will be without pay.

Caucus staff who are granted a leave of absence are not to use any Legislative Assembly resources, including IT devices and email, during the leave period.

Severance

If a caucus decides to lay off or terminate its staff before, during, or after the election period, it has the responsibility of being aware of severance obligations owed in lieu of notice. Such payments must be paid from the caucus's budget, which is prorated to October 2024; caucuses must therefore make every effort to ensure sufficient budget room.

4. Caucus Finances

Budget Access and Payment Processing

Caucus budgets have been prorated until the end of October 2024. Caucuses must manage their operating and capital spending accordingly. The caucus funding formula will be adjusted for the new Parliament effective the date that the results of the election are certified. Invoices must continue to be entered into DocuWare during the election period to ensure timely payment; this requires the continued designation of an expense authority within the caucus to authorize payment.

Contracts

Caucuses must appropriately manage and terminate any formal contracts by dissolution, including with service providers retained by the caucus, subject to the terms of each contract. No new contracts may be entered into by the caucus during the dissolution period nor can the caucus enter into any other agreement that creates a liability implicating Legislative Assembly (Vote 1) funds.