



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

2024 POST-ELECTION GUIDE FOR MEMBERS OF THE LEGISLATIVE ASSEMBLY **NOT RETURNING**



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1. 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 42nd 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.

This Guide is intended to assist **Members who offered as a candidate but are not returning** following the 43rd provincial general election by consolidating key information and guidelines relating to the transition that will be triggered at dissolution. This Guide provides information at a high level and is intended to serve as a “frequently asked questions” document. More detailed information is available on the Members’ Guide to Policy and Resources website at <http://members.leg.bc.ca> and through the [Constituency Office Portal](#) and the [Client Care Portal](#).

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 are encouraged to connect with Client Care. The team will either look after the query or will connect Members and their 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 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. Key Information

A Liaison Officer will be assigned to each Member through Client Care to support Members and their staff in ensuring that the 'to dos' outlined in this guide are completed. The Client Care Team is available to support Members and their staff with any matters during the transition period.

Information to be Provided

The Liaison Officer assigned to the Member through Client Care will connect at the appropriate time to confirm the following information with the Member:

- ❖ the date on which the Member intends to vacate their constituency office;
- ❖ the date on which the Member's constituency office staff will cease to be employed; and
- ❖ a personal email address to connect with the Member once their Legislative Assembly email accounts are no longer active.

2024, 2025, and 2026 T4 slips (if applicable, depending on transitional assistance payments) will be mailed by the Legislative Assembly to the address on record with Payroll. If a Member needs to update their mailing address or personal email address, they should do so by contacting Client Care.

Items to be Returned

The following items must be returned by Members:

- ❖ office keys, access cards, and fobs (including to the Parliament Buildings);
- ❖ iPads and mobile devices (where the Member has opted to return the devices under [Policy 7405 – IT Resource Allocation for Members and Employees of a Member or Caucus](#));
- ❖ PCs, Macs, and computer peripheral devices, including monitors, keyboards, mice, cameras, and docking stations;
- ❖ prepaid tickets or passes, such as BC Ferries assured loading (with user ID and password), Helijet, Harbour Air, 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); and
- ❖ any other items issued by the Legislative Assembly to the Member.

3. Members' Basic Compensation and Benefits

Basic Compensation

In respect of basic compensation, a Member is considered to be a Member throughout the election period, up to and including the day immediately preceding final voting day (as per section 9 of the *Members' Remuneration and Pensions Act* (R.S.B.C. 1996, c. 257)). Therefore, a non-returning Member's basic compensation will continue until October 18, 2024, the day prior to final voting day, after which they move to transitional assistance.

Transitional Assistance & Retraining Allowance

For 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 15 months, starting on final voting day. To be eligible for transitional assistance, Members must complete their term of office in a Parliament. Members who qualify at the time of a provincial general election will be enrolled automatically into the program. A Member can decline to participate in the program at any time by informing Client Care.

Members receive an amount equal to the basic compensation for a minimum of four months. Transitional assistance continues beyond the four-month period to the date the Member is in receipt of income more than the bi-weekly transitional assistance amount or 15 months have elapsed, whichever comes first. Quarterly income reporting after the initial four-month period will be facilitated by Client Care. The transitional assistance amount is taxable, and deductions at source will be made for CPP and income tax; however, pension contributions are no longer made by the Member.

Members can also access the Retraining Allowance (\$9,000 reimbursement cap) during this period. Pre-approval of expenses, against the allowance – which typically include career counselling, education, and training costs – must be obtained through Client Care.

For more information on the transitional assistance and the retraining allowance, please refer to the [Members' Guide to Policy and Resources website](#).

Members' Benefits

A Member's pension contributions stop on final voting day. Members may contact the B.C. Pension Corporation staff directly at MLAPP@pensionsbc.ca (or through the general line at 1-800-665-3554) to review their pension status and for further information on the Member's Pension Plan.

The Member's Group Life Insurance Plan (including optional benefits such as Optional Life Insurance, Family Funeral Benefits, Optional Accidental Death and Dismemberment Insurance) will cease on October 31, 2024. Extended health and dental benefits will continue uninterrupted while the Member is in receipt of the transitional assistance.

4. Access to Allowances

Capital City Living Allowance

Any eligible amounts under the Capital City Living Allowance will be paid to the end of November 2024 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.

An exception is provided for Members not seeking re-election who are Members of the Executive Council. If such a Member is under the rental Capital City Living Allowance option, the allowance will be paid for one full additional month after they are relieved of their duties as a Member of the Executive Council (i.e., if a new Cabinet is sworn in on November 20, the Capital City Living Allowance will be paid until the end of December 2024), in order for the Member to be able to provide their landlord with sufficient lease termination notice. If such a Member is under the hotel or ownership Capital City Living Allowance option, the allowance will be paid until the end of the month in which they are relieved of their duties as a Member of the Executive Council (i.e., if a new Cabinet is sworn in on November 20, the Capital City Living Allowance will be paid until the end of November 2024).

Constituency Office Allowance

Members have access to their prorated constituency office allowance until the end of November 2024. All invoices must be input in DocuWare in advance of this deadline for timely payment.

Out-of-Constituency Travel & Final Trip to Victoria

Members will not be reimbursed for Member-related travel costs incurred effective September 21, 2024. However, Members not returning 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 by November 29, 2024.

5. Access to Resources and Assets

Members' Travel Card

The Bank of Montreal Corporate Travel MasterCard will not be reactivated. 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 individual Legislative Assembly email accounts for administrative and wind-down purposes until November 29, 2024, after which the accounts will be deactivated.

Prior to November 29, 2024, 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. Emails may be deleted, forwarded, or transferred to another account (if appropriate and with required consents), or transferred to the MLA Papers Archive (subject to an agreement with the Legislative Library). To request the deletion or transfer of email data, please complete an [Account Deletion Request Form](#) available on the Constituency Office Portal.

Information Technology Devices

Members have the option of keeping their computing device, tablet, and smartphone, or they may elect to return one or all devices to the Legislative Assembly. Members will be engaged as part of the standardized offboarding process to determine whether they will be keeping their device(s) and to identify if the Member would incur any cost in doing so. Members are not able to keep non-standard IT resources purchased using constituency office funds; they must be returned to the Information Technology Department as soon as possible following dissolution.

Purchasing/Keeping a Device

If a Member wishes to keep their computing device, tablet, or smartphone, there may be an associated cost payable to the Legislative Assembly depending on whether:

- a) the device falls within its useful life, as defined in [Policy 7405 – IT Resource Allocation for Members and Employees of a Member or Caucus](#);
- b) there is any residual value of the device to the Legislative Assembly that would be foregone if the Member elected to keep it (e.g., trade-in value); and
- c) the device would be eligible to be re-assigned to a new or returning user based on its degree of technological obsolescence and condition.

For mobile phones, if a Member wishes to transfer their Legislative Assembly-issued device to a different carrier, the Member will not incur any cancellation/termination costs. Conversely, a Member may instead elect to transfer their mobile phone number to a personal device instead of keeping their Legislative Assembly-issued device.

Where feasible, the Information Technology Department will assist Members in transferring data they wish to keep to a personal cloud storage account or an external storage device before wiping devices that Members do not wish to retain.

Returning a Device

If a Member wishes to return their computing device, tablet, or smartphone to the Legislative Assembly, the Member must courier or drop off the device(s) to the Information Technology Department at the following address:

Legislative Assembly of British Columbia
Information Technology Department
501 Belleville Street
Victoria, BC V8V 2L8
Attn: Service Desk – 778-401-6323

A receipt for courier charges should be sent to servicedesk@leg.bc.ca with a payee name for cost reimbursement.

Data Management

Prior to the disabling of Legislative Assembly network account access (i.e., by November 29, 2024), Members and their staff should review the information stored in Microsoft Teams and OneDrive and ensure that it is retained or disposed of in accordance with the guidelines in this Guide. Microsoft Teams documents may then be deleted, transferred to another account (if appropriate and with any applicable consents), or transferred to the MLA Papers Archive (subject to an agreement with the Legislative Library). To request the deletion or transfer of constituency office shared (Microsoft Teams) or personal (OneDrive) 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.

Equipment Disposal

All equipment, including equipment being redeployed, will undergo a low-level format of the hard drive in line with best practices for data destruction.

6. Members' Staff — Pay and Benefits

End of Employment

For Members not returning, the last day of pay for constituency office staff will generally not extend beyond November 29, 2024, which is when the Member will cease having access to their constituency office allowance. 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.

Shortly after the certification of the results of the election, Client Care will connect with Members not returning who are not affiliated with the BC NDP Caucus, and with the Executive Director of the BC NDP Caucus, to confirm the last day of employment for constituency office staff, with the confirmation provided to Payroll to ensure that any pay adjustments are made prior to the termination of employment. Members are strongly encouraged to confirm this information with their constituency office staff.

Payments to Constituency Office Staff

Members must ensure that **all** employment-related payments, including discretionary payments, for constituency office staff are administered through Payroll 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 available funds in the Member's constituency office allowance.

Constituency Assistant Transition Allowance

In 2021, the Legislative Assembly Management Committee approved the creation of a Constituency Assistant Transition Allowance (CATA). The CATA is paid centrally by the Legislative Assembly and is therefore not drawn from the Member's constituency office allowance. The CATA is the **only** separation benefit that a Member not returning can offer to departing constituency office staff.

To be eligible for the CATA, constituency office staff must meet the following criteria:

1. Their employment is terminated as a result of the employer Member not seeking re-election or not being re-elected in a provincial general election.
2. They are not employed by another Member within two months of the date of their termination with the employer Member.
3. They are employed (on payroll) or on an approved leave of absence (e.g., short-term illness, long-term disability, maternity leave, or parental leave) on the date of dissolution.

CATA guidelines, frequently asked questions, and the payment request form are available on the [Constituency Office Portal](#). The payment request form must be submitted to Client Care by November 29, 2024 for payroll processing. Questions may be directed to Client Care.

Post-Election Employment by Another Member

Members cannot provide a guarantee of continued employment to constituency office staff, as new Members will be responsible for hiring their own staff. Constituency office staff of Members affiliated with the BC NDP Caucus may be employed by another Member affiliated with that caucus post-election, in accordance with the terms of the collective agreement.

7. Closure of Constituency Office

Constituency Office Lease

The 43rd provincial general election will mark a change in how the Legislative Assembly manages constituency office leases, following new parameters set by the Legislative Assembly Management Committee in 2024. The electoral district boundary changes coming into effect at the 43rd provincial general election will result in some existing constituency offices not being suitable for continued use following the election due to their location.

In 2023, Members were asked to complete a constituency office condition assessment to assist with an evaluation of whether an existing constituency office is suitable for continued use as a constituency office. These assessments will inform decisions on whether the Legislative Assembly Administration will enter into negotiations with a landlord on the continued use of the space.

Client Care will communicate with the Member to provide any information that is relevant to their circumstances which will be informed by discussions with the incoming Member.

Constituency Office Signage

Members 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 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 Client Care who will ensure payment processing. 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, and television services.

WorkSafeBC Coverage

Members should notify WorkSafeBC of their change in status as an employer and make the final payroll assessment payment. This can be requested through Client Care. The *Annual Payroll Report and Payment Form* is to be submitted to WorkSafeBC. Payment requests along with a copy of the submitted forms can be sent to Client Care. 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 available funds in the Member's constituency office allowance.

Constituency Office Inventory

Members must complete a constituency office inventory as soon as possible following dissolution and no later than November 29, 2024, by using the *Constituency Office Inventory Form*. This inventory must be sent to Client Care once completed.

If the incoming Member agrees to assume the existing constituency 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. Questions on the disposal of assets can be directed to Client Care.

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

- ❖ Non-computer items 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 Client Care by cheque, money order, or bank draft made payable to "Legislative Assembly of British Columbia". Particulars of items sold, and the amounts received, must be provided to Client Care with the payment.
- ❖ Unsold items may be donated locally to a registered charity, not-for-profit organization, or a school.
- ❖ Any disposal costs incurred must be paid for using available funds in the Member's constituency office allowance.

Constituency Office Computer Equipment

All technology equipment and related devices must be returned to the constituency office from home offices. The Information Technology Department will arrange for shipment of all equipment from the constituency office to the Legislative Precinct. Once a Member confirms the date on which they intend to vacate their constituency office, the Information Technology Department will facilitate the return of equipment and devices for disposal or reassignment.

Printers

The Information Technology Department will work closely with the technology vendor supporting constituency office printers to arrange the return of leased equipment as required.

Stand-Alone Fax Machines

Any stand-alone fax machines (other than the printers 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 facilitate the erasure and shipment of equipment to the Legislative Precinct.

Landline Telephones

The Information Technology Department will arrange for the removal and transport of telephone and headset equipment.

Constituency Office 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. 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.

Should the Member wish, any private records may be donated to the Legislative Library for archival purposes. As part of a Library Transfer Agreement, the Member must identify which private records they wish to donate.

Members may secure a local shredding service to assist with the destruction of files, which may be paid for out of the Member's constituency office allowance.

Mail Forwarding

Members are required to arrange for four months of mail forwarding with Canada Post. The fee for this service is approximately \$65 and should be paid for out of the Member's constituency office allowance. After the office closes, all mail should be forwarded to the following address:

Client Care
Legislative Assembly of British Columbia
612 Government Street
Victoria, BC V8V 1X4

8. Closure of Legislative Office

Closure of Legislative Office

The deadline for legislative office closure for Members is November 29, 2024. Wherever possible, legislative offices should be closed as soon as possible to enable office space for the new Parliament to be organized.

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 29, 2024.

Members who serve as Members of the Executive Council typically continue to have access to their ministerial office until a new Cabinet is sworn in.

Parking on the Legislative Precinct

If a Member needs to access parking temporarily for the purpose of removing personal effects from the Parliament Buildings, a temporary parking pass may be assigned by contacting Client Care.