



LEGISLATIVE ASSEMBLY  
*of* BRITISH COLUMBIA

# 2024 TRANSITION GUIDE FOR MEMBERS OF THE LEGISLATIVE ASSEMBLY NOT SEEKING RE-ELECTION



Version 2  
Issued on September 19, 2024

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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 not seeking re-election** in 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](mailto:Artour.Sogomonian@leg.bc.ca) or 250-952-0615) or me ([Kate.Ryan-Lloyd@leg.bc.ca](mailto: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](mailto:ClientCare@leg.bc.ca) | 250-356-9091

IT Service Desk

[ServiceDesk@leg.bc.ca](mailto: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](http://www.elections.bc.ca) and general information line at 1-800-661-8683.

### 3. Overview — Dissolution

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.

#### Key Information

At dissolution, anticipated to be September 21, 2024:

- ❖ Members cease to be Members of the Legislative Assembly and can no longer identify themselves as such. The title and post-nominals “MLA” should be removed from any communications, websites, and social media pages.
- ❖ Members may not initiate expenses related to promotional or communications activities or other discretionary costs to be charged against their constituency office allowance. During the election period, no constituency communications, advertisements, or householders (mailings) can be distributed.
- ❖ If the Member’s constituency office staff are working on a campaign, appropriate notice must be provided to Client Care to advise whether staff are using vacation time or are going on leave without pay so that appropriate payroll arrangements are made.
- ❖ Constituency offices may continue to provide services, may operate on reduced hours, or may close, at the discretion of the Member. Voicemail messaging should be changed to a generic greeting (depending on whether the office will remain open or not during the election period) without mentioning an MLA name, but rather referencing the electoral district name.
- ❖ Legislative Assembly resources and facilities and assets paid for with Legislative Assembly (Vote 1) funds cannot be used for election purposes.
- ❖ Members’ travel cards are suspended.
- ❖ Travel expenses cannot be incurred.

#### 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.

## 4. Updates to the Transition Guide

Version 1 of this Transition Guide was issued on June 29, 2024. Version 2 was issued on September 19, 2024. Version 2 reflects the following changes:

**Section 6**, for out-of-constituency travel, clarification is provided that travel costs incurred on September 21, 2024 may be reimbursed if for the purpose of completing a trip (e.g., return home from the 2024 convention of the Union of British Columbia Municipalities).

**Section 6**, clarity is provided on a Member's final trip to Victoria, including the extension of accompanying person travel provisions to the Member's final trip to Victoria in accordance with a decision of the Legislative Assembly Management Committee on September 16, 2024.

**Section 6**, information is provided on the new Relocation Allowance approved by the Legislative Assembly Management Committee on September 16, 2024.

**Section 7**, a process clarification is provided on the deletion or transfer of email data and shared constituency office files (a form has been substituted with a digital process).

**Section 7**, a process clarification is provided for the return of devices by Members, to include an option to leave the devices in the Member's constituency office.

**Section 8**, clarification is provided on payroll administration (to align with employment contract and collective agreement provisions, as applicable).

**Section 8**, the information respecting constituency office staff of Members affiliated with the BC NDP Caucus is clarified to align with the language of the collective agreement.

**Section 8**, clarification is provided on actioning requests for the Constituency Assistant Transition Allowance (a form has been substituted with a digital process).

**Section 9**, provisions on WorkSafeBC coverage cancellation have been amended to align with the process prescribed by WorkSafeBC and a Member's obligations as an employer.

**Section 9**, a process clarification is provided for the completion of the constituency office inventory (a form has been substituted with a digital process).

## 5. Members' Basic Compensation and Benefits at Dissolution

### 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 Member's basic compensation will continue until October 18, 2024, the day prior to final voting day, after which they move to transitional assistance.

### Additional Allowances

Additional allowances paid under the *Members' Remuneration and Pensions Act* for the following positions are discontinued on the date of dissolution:

- ❖ Caucus Chair;
- ❖ Caucus Whip and Deputy Caucus Whip;
- ❖ Chair and Deputy Chair of a select standing committee or a special committee;
- ❖ Deputy Speaker, Assistant Deputy Speaker, and Deputy Chair, Committee of the Whole;
- ❖ Leader of the Official Opposition, Leader of the Third Party, and Leader of the Fourth Party;
- ❖ Official Opposition House Leader, Third Party House Leader, and Fourth Party House Leader;
- ❖ Parliamentary Secretary.

### 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 BC Pension Corporation directly at [MLAPP@pensionsbc.ca](mailto:MLAPP@pensionsbc.ca) (or through the general line at 1-800-665-3554) to review their individual pension status and for further information on the Member's Pension Plan and any applicable post-retirement benefits. Members are encouraged to attend a Transition Seminar (information communicated from the Clerk of the Legislative Assembly) to learn more about pension benefits.

Group Life Insurance (optional benefits such as Optional Life Insurance, Family Funeral Benefits, Optional Accidental Death, and Dismemberment Insurance) purchased by a Member will cease on the last day of the month in which the final basic compensation is paid to a Member (i.e., October 31, 2024, if final voting day is October 19, 2024).

Extended health and dental benefits will continue for the entire duration of the transitional assistance period as long as the Member remains eligible for the transitional assistance.

## 6. Continuation of Allowances at Dissolution

### Capital City Living Allowance

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

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 October 2024. All invoices must be entered in DocuWare in advance of this deadline for timely payment.

### 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) will be prorated to September 21, 2024.

### Out-of-Constituency Travel

Members will not be reimbursed for Member-related travel costs incurred effective September 21, 2024. However, travel on September 21 for the purpose of completing a trip (e.g., return home from the 2024 convention of the Union of British Columbia Municipalities) may be reimbursed.

### Final Trip to Victoria

Members not seeking re-election will be reimbursed for one final return trip between Victoria and their constituency to clean out their Victoria office and/or local accommodation. This trip should occur by October 31, 2024 (exception is only provided to Members of the Executive Council until they are relieved from their duties). Accompanying person travel provisions in the Members' Guide to Policy and Resources apply to the Member's final trip to Victoria.

### Relocation Allowance

A new Relocation Allowance was created by the Legislative Assembly Management Committee on September 16, 2024. The Relocation Allowance may be accessed by an outgoing Member for one

one-way trip to move personal possessions from Victoria to their primary residence in their home community within British Columbia. Eligible expenses are reimbursable upon presentation of receipts and may include the following costs:

- ❖ Courier and shipping charges;
- ❖ Moving labour;
- ❖ Moving company services;
- ❖ Moving supplies (storage boxes, packing tape, bubble wrap);
- ❖ Oversize vehicle ferry charges;
- ❖ Truck, van, or trailer rental (including optional insurance coverage and gas).
  - This can include travel costs if the nearest return location is outside of the Member’s home community, and accommodation may be claimed if required to overnight on a long-distance trip from Victoria to the Member’s home.

Standard travel costs reimbursable to Members, such as mileage, ferry fare, per diem, etc. are not eligible expenses under the Relocation Allowance.

Expenses are reimbursed to a maximum amount, as follows:

<b>Distance of Move *</b>	<b>Reimbursement Cap</b>
40 to 999 km	\$7,850
1,000 km or more	\$12,150

*\* Based on distance of travel (road/ferry).*

Eligibility for the Relocation Allowance ceases on October 31, 2024 for Members not seeking re-election (exception is only provided to Members of the Executive Council until they are relieved from their duties). The reimbursement process will be facilitated through Client Care.

The Relocation Allowance is treated as a taxable benefit in accordance with Canada Revenue Agency rules. Payments made under the Relocation Allowance will be subject to the Legislative Assembly’s proactive disclosure practices applicable to Members.

As a condition of accessing the Relocation Allowance, the Legislative Assembly will not assume any liability in relation to a Member’s relocation, including any damage or loss that may occur as a result of providing reimbursement for relocation expenses.

## 7. Resources and Assets at Dissolution

### Members' Travel Card

The Bank of Montreal Corporate Travel MasterCard will be deactivated on the date of dissolution. The Speaker and Members of the Executive Council should use a personal credit card and retain receipts for reimbursement of valid expenses during the election period. Members must pay off all balances by the due date and destroy their travel card.

### Members' Individual Legislative Assembly Email Accounts

Members will continue to have access to their individual Legislative Assembly email accounts for administrative and wind-down purposes until October 31, 2024, after which the accounts will be deactivated.

Prior to October 31, 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 the [offboarding form](#).

### 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 may leave the device(s) in their constituency office, drop the device(s) off with the Information Technology Department if they are in Victoria, or courier the device(s) to the following address:

Legislative Assembly of British Columbia  
Information Technology Department  
431 Menzies Street  
Victoria, BC V8V 2H2  
Attn: Service Desk – 778-401-6323

A receipt for courier charges should be sent to [servicedesk@leg.bc.ca](mailto: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 October 31, 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 the [offboarding form](#).

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.

## 8. Members' Staff — Pay and Benefits at Dissolution

### Notice Requirement

#### Members of the BC NDP Caucus

Constituency office staff of Members affiliated with the BC NDP Caucus have a collective agreement where layoff and recall provisions apply. Notice is deemed provided to constituency office staff on final voting day. Members with any questions should contact the Caucus Executive Director or their designate.

#### Members of Other Caucuses and Independent Members

Upon election to the 42nd Parliament, Members were provided an employment contract template by the Legislative Assembly Administration. For Members who used this contract template for their constituency office staff, the employment relationship is for a fixed term, and therefore no notice is required to be provided to staff. If a Member is unsure and requires assistance, they may contact Client Care.

#### Final Pay and Benefits Termination

For Members not seeking re-election, the last day of pay for constituency office staff will align with the provisions of their employment contract or collective agreement, as applicable. 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 is received.

Upon dissolution, Client Care will connect with both Members not seeking re-election who are not affiliated with the BC NDP Caucus and 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.

### Constituency Office Staff — Leave of Absence

Constituency office staff who continue to work for the Member to assist with queries and to wind down constituency office operations remain on pay. Staff cannot undertake electoral campaign or party activities during their workday.

Constituency office 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. Client Care must be advised of the time taken as vacation with a confirmation that there is sufficient time in the staff's leave bank. Leave exceeding the banked time will be without pay.

### 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 seeking re-election 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 and frequently asked questions are available on the [Client Care Portal](#). The payment request is facilitated through the offboarding process through Client Care and must be submitted by October 31, 2024 for payroll processing. Questions may be directed to Client Care.

## **Post-Election Employment**

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.

## 9. Constituency Offices

### 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.

Currently, constituency office leases are between a Member in their personal capacity and the landlord; this responsibility will be shifting to the Legislative Assembly Administration as of the 43rd provincial general election. Client Care will connect with Members not seeking re-election to provide them with a template for the lease termination letter for their landlord, if applicable. Depending on the Member's circumstances, the lease may be terminated effective October 31, 2024, or November 30, 2024. Client Care will provide the appropriate information to the Member by early September.

### 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 must cancel their WorkSafeBC coverage. They may do so by completing an Account Cancellation Form, which may be found on the [Client Care Portal](#). Members will need to calculate their final payroll assessment and pay their final premium by calling WorkSafeBC at 1-888-922-2768 or through the WorkSafeBC online portal. Payment must be made from the Member's constituency office allowance. Detailed instructions are provided in the WorkSafeBC Cancellation Guide on the Client Care Portal.



## Constituency Office Inventory

Members must complete a constituency office inventory as soon as possible following dissolution and no later than October 31, 2024, by using the *Constituency Office Inventory SharePoint List* available in the Member's Shared Folder. 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

## 10. Closure of Legislative Office

### **Closure of Legislative Office**

The deadline for legislative office closure for Members is October 31, 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, monitors, 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 October 31, 2024.

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

### **Access to Services on the Legislative Precinct**

The Legislative Library, the Parliamentary Dining Room, and the Parliamentary Gift Shop continue their operations during the election period. All Legislative Library books and other material must be returned. Members must settle their accounts with the Parliamentary Dining Room and the Parliamentary Gift Shop.

### **Parking on the Legislative Precinct**

Members who have opted to have a designated parking space on the Legislative Precinct continue to have access to the parking space until the date of dissolution. After this date, the parking space is no longer available and the application of the taxable benefit ceases.

An exception is provided for Members not seeking re-election who are Members of the Executive Council with an allocated parking space. Such Members will be contacted by Client Care to confirm if they wish to have access to the parking space or if it should cease on the date of dissolution. The application of the taxable benefit will be continued or discontinued accordingly.

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.