



LEGISLATIVE ASSEMBLY  
*of* BRITISH COLUMBIA

# TRANSITION GUIDE FOR MEMBERS OF THE LEGISLATIVE ASSEMBLY WHO LEAVE OFFICE DURING THE 43rd PARLIAMENT



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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 of the 43rd Parliament of the Legislative Assembly of British Columbia for your service and dedication to our province. It has been and continues to be a pleasure for us all to be in your service and in the service of the institution.

The 43rd Parliament was opened by the Lieutenant Governor on February 18, 2025. This Guide is intended to assist a Member who leaves office during the life of the 43rd Parliament. This Guide consolidates key policies and procedures relating to situations in which a Member vacates their seat in the Legislative Assembly and will be of use to a Member and their staff as they transition out of provincial office and close their constituency and legislative offices.

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> and the [Client Care Portal](#).

This guide is reviewed regularly during the life of the Parliament to ensure that the information contained throughout is current. Future updates with additional and new information may be added, with an overview of any changes provided immediately following this message.

For any assistance, Members are encouraged to connect with Client Care, who 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 they would like to discuss in confidence, they are invited to connect with Artour Sogomonian, Deputy Clerk of the Legislative Assembly ([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. Vacancy of Member's Seat

There are several ways in which a Member's seat may become vacant during the life of a Parliament, including resignation, recall, and death (amongst other reasons prescribed in statute).

### Resignation of a Member's Seat

Section 33 of the provincial [Constitution Act](#) (R.S.B.C 1996, c. 66) sets out the process by which a Member may resign their seat in the Legislative Assembly. According to the statute, a Member who wishes to resign may do so by declaring in their place in the Legislative Assembly during its proceedings their intention to resign or deliver to the Speaker a written resignation signed by the Member and attested by two witnesses. In the latter case, the Member may deliver their written resignation to the Clerk in the following situations: there is no Speaker; the Speaker is absent from British Columbia; or the Member in question is the Speaker. The Member's seat is considered vacated when the Member makes their declaration in the House or delivers their written resignation.

A Member wishing to resign their seat in the Legislative Assembly is strongly encouraged to consult Kate Ryan-Lloyd, Clerk of the Legislative Assembly, to ensure the constitutional propriety of the method by which the Member intends to resign their seat.

### Recall of a Member

Section 7 of the [Recall and Initiative Act](#) (R.S.B.C. 1996, c. 398) sets out the process by which a Member's seat is vacated through a successful recall petition. According to the statute, upon receipt of a recall petition, the Chief Electoral Officer will assess whether the recall petition meets the requirements of section 23 of the statute and whether the petition's proponent has complied with Part 7 of the statute. If the Chief Electoral Officer determines that these two qualifications are satisfied, then the Member's seat becomes vacant. The Chief Electoral Officer must report this determination to the Member and the Speaker as soon as possible.

### Death of a Member

Section 35 (1) (a) of the provincial [Constitution Act](#) (R.S.B.C. 1996, c. 66) sets out the process in the case of the death of a Member. According to the statute, if the Speaker is informed of the death by notice given by another Member in that Member's place in the Legislative Assembly, or in writing signed by two Members, then the Speaker must issue and deliver to the Chief Electoral Officer a warrant for the issue of a writ for a by-election.

The Member's constituency office staff and caucus executive staff (if applicable) are encouraged to contact Client Care for next steps once they have been informed of the death of a Member.

### 3. Overview – Leading Up to and After a Member’s Seat Becomes Vacant

Members are asked to undertake the steps noted below as soon as possible.

#### Information Before the Member’s Seat Becomes Vacant

If the vacancy of the Member’s seat is anticipated, definitive, and made public (e.g., a Member announces their intention to resign at a future date), Client Care will reach out to the Member ahead of time to support them in the initial steps of the process.

#### Key Information After a Member’s Seat Becomes Vacant

- ❖ The Member receives communications from Client Care regarding their wind-down processes.
- ❖ The Member ceases to be a Member 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.
- ❖ The Member may no longer provide constituency support in the capacity of a Member.
- ❖ The Member may not initiate expenses related to promotional or communications activities or other discretionary costs to be charged against their constituency office allowance. Communications, advertisements, or householders (mailings) that were ordered before the date the Member’s seat became vacant to be run during the period after the Member’s seat became vacant must be cancelled, with any cancellation charges paid out of the constituency office allowance. If communications, advertisements, or householders are unable to be cancelled, please note this in the submission or review of an invoice.
- ❖ The constituency office must be prepared for closure, and an inventory of constituency office assets must be conducted.
- ❖ The Member’s travel card is cancelled.
- ❖ Travel expenses and in-constituency travel costs cannot be incurred.

#### Determining Timelines

A Member typically has one full month following the vacation of their seat to undertake the necessary steps above. For example, regardless of if the Member’s becomes vacant on March 7 or March 31, they will have until April 30 to close their constituency office and to undertake one final return trip to Victoria. If the Member has accommodation in Victoria, eligibility for the Capital City Living Allowance will end on April 30.

In determining timelines leading up to the vacation of their seat, a Member should consult with Client Care, to confirm the dates that would be applicable in their circumstances.

#### Information to be Provided by the Member

Client Care will contact the Member at the appropriate time to confirm the following information:

- ❖ the date on which the Member intends to vacate their constituency office; and

- ❖ that the Member's personal email address, phone number, and mailing address in Workday is correct. If it is incorrect, the Member must update it in Workday before the last day of the month following the month in which the Member's seat becomes vacant.

If the Member is affiliated with the Conservative Party of British Columbia Caucus, the B.C. Green Party Caucus, or is an Independent Member, Client Care will provide the Member with the date each of their constituency office staff will cease to be employed. If the Member is affiliated with the B.C. NDP Caucus, they should reach out to their Caucus Executive Director for guidance on necessary steps to offboard their constituency office staff (see Section 7 for more information).

## **Items to be Returned**

Items that ought to be returned by the Member include:

- ❖ office keys, access cards and fobs for the Parliament Buildings;
- ❖ computing devices, tablets, mobile devices, and computer peripheral devices (including monitors, mice, cameras, and docking stations);
  - select resources may be kept by the Member in consultation with the Information Technology Department (ITD), excluding non-standard resources (see Section 6)
  - computer peripheral devices in a Member's legislative office can be left in place for ITD to collect and redeploy
- ❖ prepaid tickets or passes, such as B.C. 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

With respect to constituency offices, Client Care will contact the Member to coordinate the return of any items issued in connection with their constituency office, including, but not limited to, office keys, access cards, or fobs.

## 4. Members' Basic Compensation and Benefits

### Basic Compensation

Pursuant to section 9 of the *Members' Remuneration and Pensions Act* (R.S.B.C. 1996, c. 257), the last day the Member will receive basic compensation is the day on which their seat becomes vacant.

As outlined in section 6 of the *Members' Remuneration and Pensions Act*, a special provision exists for the estate of a Member who dies while in office. Pursuant to the statute, the estate must be paid the basic compensation and additional salary due to the Member were the Member to have lived until the end of the sixth month after the month in which the Member died.

The Member is encouraged to contact Client Care for more information on the end date of basic compensation specific to their circumstances.

### Additional Allowances

Additional allowances paid under the *Members' Remuneration and Pensions Act* for the following positions are discontinued on the day on which a Member's seat becomes vacant:

- ❖ 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 and Leader of the Third Party;
- ❖ Official Opposition House Leader and Third Party House Leader;
- ❖ Parliamentary secretaries.

Exceptions to this are the Speaker, who continues to receive an additional allowance under the *Members' Remuneration and Pensions Act* until a new Speaker is elected, and Ministers, who continue to receive their ministerial salary until their appointment is terminated by order in council.

### Transitional Assistance & Retraining Allowance

A Member must complete their term of office (the life of a Parliament) in order to qualify for Transitional Assistance and the Retraining Allowance. Therefore, Transitional Assistance and the Retraining Allowance is not available to a Member whose seat becomes vacant during the life of a Parliament.

### Members' Benefits

The Member's pension contributions stop when their seat becomes vacant. Members may contact B.C. 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.

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 a Member's seat becomes vacant. Exceptions are provided for the Speaker and Members of the Executive Council, whose Group Life Insurance is kept active until their term in office is concluded.

The Member's extended health and dental benefits cease at the end of the month in which the Member's seat becomes vacant.

## 5. Continuation of Allowances

### Capital City Living Allowance

The Member is eligible to have the Capital City Living Allowance paid for one full month after the Member's seat becomes vacant. If the Member rents accommodation in the Victoria area, they must provide their landlord sufficient lease termination notice to avoid any additional expense.

If the Member continues to serve as a Member of the Executive Council beyond the date of the vacation of their seat, then their access to the Capital City Living Allowance may be extended. A Member in this situation is encouraged to reach out to Client Care for guidance.

#### Member whose Seat Becomes Vacant through Resignation

If the Member announces their intention to resign on a future date known to the Legislative Assembly Administration, the time calculation set out above, particularly if the Member rents accommodation in the Victoria area, should be adjusted accordingly to terminate the lease in the month in which the Member's resignation takes effect.

### Members' Travel Expense Allowance

The Members' Travel Expense Allowance is distributed on a bi-weekly basis as an addition to Members' regular pay. Distribution of the allowance ends when a Member's seat becomes vacant, effective the first pay period following the vacation of the Member's seat.

### Constituency Office Allowance

The Member's constituency office allowance will be retroactively prorated. The proration amount limits spending to what is necessary for the continuation of constituency office operations until office closure.

Discretionary spending in constituency offices is not permitted during the period while offices are winding down operations. This includes advertising, travel, non-essential office supplies, contractor fees, and discretionary payments to staff. Discretionary expenses incurred after the date that the Member's seat becomes vacant will not be processed by Financial Services. However, discretionary and routine expenses incurred prior to the date that the Member's seat becomes vacant may still be submitted for payment through the Payables Portal and approved in Workday.

New expenditures should be limited to those that ensure that constituency office funds are only used for necessities relating to office administration, continuity until office closure, and wind-down operations. Examples of permissible expenditures include ongoing water delivery, cable TV services, and document shredding. Leasing-related expenditures, which are charged to the centralized leasing budget and not the constituency office allowance, should also continue to be submitted for payment (see the following list of centralized lease expenses: [Standard Lease Expenses and Spend Categories](#)).

All invoices and expenses must be entered in the Payables Portal and approved in Workday by the last day of the month following the month in which the Member's seat becomes vacant, as the Member will no longer have access to these systems after this date.

### **Out-of-Constituency Travel and Final Trip to Victoria**

The Member will not be reimbursed for Member-related travel costs effective the day after the date on which the Member's seat becomes vacant. However, the Member is eligible to 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 within one month of the Member's seat becoming vacant.

## 6. Resources and Assets

### Member's Travel Card

The Bank of Montreal Corporate Travel MasterCard will be deactivated on the date on which the Member's seat becomes vacant. The Member must pay off all balances and destroy their travel card.

### IT Offboarding Services Form

The Member must communicate their preferences regarding their data and devices through the [Offboard an Employee Form](#). The Information Technology Department (ITD) will follow up with the Member if they require additional information.

Further information about the devices allocated to Members can be found in [Policy 7405 – IT Resource Allocation for Members and Employees of a Member or Caucus](#); further information about data management guidelines for Members can be found in [Policy 7335 – Member Records](#).

### Member's Individual Legislative Assembly Email Account

The Member will continue to have access to their individual Legislative Assembly email account for administrative and wind-down purposes until the final day of the month following the month in which the Member's seat becomes vacant, after which the account will be deactivated.

Prior to the disabling of Legislative Assembly network account access, the Member should review the information stored in email and ensure that it is retained or disposed of in accordance with the guidelines in this Guide and [Policy 7335 – Member Records](#). Emails may be deleted, transferred to another account (if appropriate and with required consents), or transferred to the MLA Papers Archives (subject to an agreement with the Legislative Library). To request the deletion or transfer of email data, they should complete the [Offboard an Employee Form](#).

### Information Technology Devices

The Member has the option of keeping their Legislative Assembly-issued computing device, tablet, and smartphone, or they may elect to return one or all devices to the Legislative Assembly. The Member should indicate whether they would like to keep any devices via the [Offboard an Employee Form](#). If the Member chooses to keep any devices, the Information Technology Department will follow up with the Member on next steps. The Member cannot keep non-standard IT resources purchased using constituency office funds; they must be returned to the Information Technology Department as soon as possible following the date on which the Member's seat becomes vacant (see return instructions below).

#### Purchasing/Keeping a Device

If the 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 the Member wishes to transfer their Legislative Assembly-issued device to a different carrier, the Member will not incur any cancellation/termination costs. Conversely, the Member may instead elect to transfer their mobile phone number to a personal device instead of keeping their Legislative Assembly-issued device. Members should communicate these preferences via the [Offboard an Employee Form](#).

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:

Client Services  
Legislative Assembly of British Columbia  
612 Government Street  
Victoria, BC V8V 2L8

A receipt for courier charges should be sent to Client Care with a payee name for cost reimbursement.

### **Data Management**

Prior to the disabling of Legislative Assembly network account access on the last day of the month following the month in which the Member's seat becomes vacant, the Member 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 and [Policy 7335 – Member Records](#). 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, the Member should complete the [Offboard an Employee Form](#).

The Member may have information that is stored outside of the infrastructure maintained by the Information Technology Department. The Member 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 and [Policy 7335 – Member Records](#) for disposing of Members' records.

## **Records Management**

### Records Definitions

Definitions of records detailed below and the guidelines associated with them can be found in [Policy 7335 – Member Records](#). Questions about the policy can be directed to Client Care.

### Constituent 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 contact 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 incoming Member (once in office).
3. To have the file destroyed.

If the constituent wishes to have their file released to the incoming Member (once in office), the outgoing Member should facilitate the constituent's agreement by way of a [Constituent Personal Information Consent Form](#). Forms for all constituents that have agreed to transfer their information should be sent to Client Care.

Any correspondence files not released for transfer to the new Member should be deleted from the constituency office's client relationship management (CRM) software prior to the office closing. Once those files have been deleted, Members should fill out a [CRM Offboard Request Form](#).

Additional information on guidelines to ensure the privacy and protection of constituent information can be found in the [Members' Privacy Guide](#).

### Business Records

Any business records which the Member has not previously provided to the Legislative Assembly in the regular conduct of business should be sent to Client Care. Records submitted in the Payables Portal and approved in Workday are not included.

### Donating Member Records for Archival Purposes

Should the Member wish, any other records that reflect the Member and their work may be donated to the Legislative Library for archival purposes. Examples of these types of records include biographical information, emails, messages, photographs, information about a Member's constituency, copies of speeches, and records related to the advocacy work of a Member. As part of a Library Transfer Agreement, the Member must identify which private records they wish to donate.

### Destruction of Physical Files

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

### **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.

## 7. Members' Staff – Pay and Benefits

### Constituency Office Staff – Offboarding Processes

#### Constituency Office Staff of a Member Affiliated with the B.C. NDP Caucus

The Member should contact the Caucus Executive Director or their designate to discuss offboarding processes for their constituency office staff.

#### Constituency Office Staff of a Member Affiliated with the Conservative Party of British Columbia Caucus, B.C. Green Party Caucus, or of an Independent Member

The Member is required to submit an [Offboarding Request Form](#) for each of their departing constituency office staff. Completion of this form assists the Legislative Assembly Administration in facilitating staff departures. Information which the Member provides in the form includes the employee's confirmed final date of employment, the employee's leftover vacation balance or any other wages owed to the employee, direction regarding the retention of employee email data, and direction regarding the retention of employee user files.

### Constituency Office Staff – Notice Requirement

#### Constituency Office Staff of a Member Affiliated with the B.C. NDP Caucus

Constituency office staff of Members affiliated with the B.C. NDP Caucus have a collective agreement where layoff and recall provisions apply. Notice requirements depend on the way the Member's seat becomes vacant. The Member should promptly contact the Caucus Executive Director or their designate for additional information.

#### Constituency Office Staff of a Member Affiliated with the Conservative Party of British Columbia Caucus, B.C. Green Party Caucus, or of an Independent Member

Upon election to the 43rd Parliament, Members were provided with customized employment contracts by the Legislative Assembly Administration for their constituency office staff. These employment contracts dictate that no notice is required to be given and that terms of employment will end after the period specified in an employee's contract has elapsed. The Member is encouraged to contact Client Care with any questions.

### Constituency Office Staff – Final Pay and Benefits Termination

The last day of pay for the constituency office staff of the Member 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.

The Member must confirm details of the final pay and benefits termination with their constituency office staff directly.

### Constituency Office Staff of a Member Affiliated with the B.C. NDP Caucus

Client Care will connect with the B.C. NDP Caucus Executive Director or their designate to confirm the last day of employment for the Member's constituency office staff. If the Member has any questions, they should contact the Caucus Executive Director or their designate.

### Constituency Office Staff of a Member Affiliated with the Conservative Party of British Columbia Caucus, B.C. Green Party Caucus, or of an Independent Member

Client Care will get in touch with the Member to inform them of the last date of employment for their constituency office staff as stipulated in their employment contract. Members will input this date in the [Offboarding Request Form](#). The form will be provided to Payroll to ensure that any pay adjustments are made prior to the termination of employment.

## **Constituency Assistant Transition Allowance – Guidelines and Eligibility**

The Constituency Assistant Transition Allowance (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 whose seat becomes vacant can offer to departing constituency office staff.

Constituency office staff of the Member must meet the following criteria to be eligible for the CATA:

1. Their employment is terminated as a result of the employer Member resigning or forfeiting their seat.
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 on which the resignation takes effect or the date on which the Member forfeited their seat (as applicable).

## **Constituency Assistant Transition Allowance – Payment Request Process**

The CATA payment request is facilitated through the offboarding process (see above). The information collected will allow Payroll to calculate the separation benefit due to the employee.

CATA guidelines and frequently asked questions are available on the [Client Care Portal](#). Questions may be directed to Client Care.

## **Employment by the Member's Successor**

The Member cannot provide a guarantee of continued employment to constituency office staff, as the Member's successor will be responsible for hiring their own staff. Constituency office staff of a Member affiliated with the B.C. NDP Caucus may be employed by another Member affiliated with that caucus after the next by-election, in accordance with the terms of the collective agreement.

## 8. Constituency Office

### Authority for Lease Termination or Renewal

Responsibility for constituency office leases remains with the Legislative Assembly Administration. The Member must not provide notice to terminate their tenancy or engage with their landlord.

### Signage Modifications

Client Care is responsible for coordinating all signage modifications, including coverage or removal. Client Care will notify each Member and their constituency office staff to let them know when a contractor plans to visit their office to make signage modifications.

### Termination of Contracts and Services

Until the constituency office is reoccupied, some services must continue to support the leased space, while others – those tied to constituency office operations – must be terminated before office closure. The sections below outline these differences.

#### Services Related to the Leased Space (Must Continue)

The following lease-related services must remain active from the date the Member's seat becomes vacant until the office is reoccupied, or until the office is closed:

- ❖ Utilities (e.g., hydro, gas)
- ❖ Security alarm monitoring

If the account for a leasing-related service is held in a Member's name, Client Care will contact the Member to let them know. In these cases, the service provider will require the Member to authorize closure of the account.

#### Services Related to Constituency Office Operations (Must Be Terminated Before Office Closure)

Members must ensure contracts and services relating to constituency office operations are terminated and final billing arranged before the office closure date.

If a service will continue up to the closure date, the Member may direct the final invoice to Client Care, who will handle payment processing.

Examples of operational services that must be terminated include (but are not limited to):

- ❖ Newspaper and other subscriptions
- ❖ Bottled water delivery
- ❖ Cable TV services

Additional operational services may be provided to a constituency office as part of the leasing agreement, such as janitorial services. Client Care will proactively communicate to the Member if

such services are contained in the leasing agreement for their office, as the responsibility for these services lies with the Legislative Assembly Administration.

## **WorkSafeBC Coverage**

The Member must cancel their WorkSafeBC coverage as an employer. They may do so by completing an [Account Cancellation Form](#). The Member will need to calculate their final payroll assessment and pay their final premium by calling WorkSafeBC Employer Service Centre 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**

The Member must complete a constituency office inventory as soon as possible following the date the Member's seat becomes vacant, and no later than the last day of the month following the month in which the Member's seat becomes vacant. This can be done 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.

Furniture and equipment purchased using the constituency office allowance, office furniture and equipment allowance, or start-up funding, should be included in the inventory. Furniture and equipment may include desks, office chairs, brochure displays, bookshelves, tools, table and floor lamps, and filing cabinets. Large appliances that are in the constituency office by virtue of the lease agreement (e.g., fridges and dishwashers) do not need to be included. Questions on what should be included in the inventory can be directed to Client Care.

Disposal of furniture and equipment is not required by the Member, unless any furniture or equipment is no longer in suitable working condition. If the Member makes the assessment that any furniture or equipment is no longer in suitable working condition, specific disposal procedures must be followed. Information on these procedures can be provided by Client Care, upon Member request. The Member elected in the next by-election will be responsible for the furniture and equipment assumed until such time the furniture and equipment are replaced and/or disposed of.

## **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 the 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.

The Information Technology Department will arrange for the reformatting, removal, or transport of other technology equipment (e.g., printers and landline telephones) as required.

## Mail Forwarding

The Member is required to arrange for four months of mail forwarding with Canada Post. The fee for this service must be paid out of the Member's constituency office allowance.

Mail forwarding can be arranged online by using the following form: [Forward Mail When You Move or Relocate](#). The Member must have a Canada Post account to forward mail. If using this form, select "Business" as the mail type and enter the following address as the forwarding destination:

Client Services  
Legislative Assembly of British Columbia  
612 Government Street  
Victoria, BC V8V 2L8

## 9. Closure of Legislative Office

In consultation with their caucus (if the Member belongs to a caucus), legislative offices should be closed as soon as possible, but the deadline to do so is the final day of the month following the month in which the Member's seat becomes vacant. Any questions regarding the closure of a legislative office may be directed to Client Care.

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, but no later than the final day of the month following the month in which the Member's seat is vacated.

Members who are Members of the Executive Council may have access to their ministerial office until their appointment is rescinded by order in council. Members in this situation should connect with the Office of the Premier for the date on which they must vacate their ministerial office.

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

If the Member opted to have a designated parking space on the Legislative Precinct, they will no longer have access to the parking space after the date on which the seat becomes vacant. Accordingly, the application of the taxable benefit ceases on that date.

An exception is provided for the Member if they continue to serve as a Member of the Executive Council with an allocated parking space. The Member 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 on which their seat becomes vacant. The application of the taxable benefit will be continued or discontinued accordingly.

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