

Residency Documentation

It has come to the attention of the DGC BC that productions have been experiencing difficulty in obtaining BC residency documents from Employees. These documents are required by productions in order to access federal and provincial labour tax credits.

Requirement to Provide Documentation

Under Article 27.11 of the DGC BC Collective Agreement, Employees are required to provide Canadian and Provincial residency information sufficient to ensure that the production company is eligible to receive federal and provincial incentives, including labour tax credits. The Personal Information and Privacy Act applies to the collection, use and disclosure of this information.

Importance of Tax Credits

As an Employee working in a DGC-represented category, your wages and working conditions are protected by the provisions of the Collective Agreement. You are also required to uphold those same provisions. Failure to provide residency documentation is not only a violation of the agreement, but it also compromises a vital incentive that is instrumental in keeping production coming to our province.

Condition of Employment

Although an Employer cannot withhold pay for failure to provide residency documentation, providing those documents can be a condition of employment. In other words, the Employer retains the right to not hire you or allow you to commence work on a production if you do not provide sufficient residency documentation.

What You Can Do: Best Practices

Always have extra copies of your residency documentation at home and bring them with you on your first day on a production to submit with your start pack. If you are typically a day call, make sure you have enough copies at the beginning of the week to cover potential employment on multiple shows. If you are providing a CRA Notice of Assessment, black out your income information.

Types of Residency Documentation

The following page lists the types of residency documentation that we understand to be sufficient and acceptable proof of residency. If you do not currently possess any of these documents to provide to an Employer, we strongly encourage you to obtain them to maximize your employment opportunities.

Questions

As always, if you have any questions about this or any other Collective Agreement issues, don't hesitate to call Paul or Jason at the Guild office at 604-688-2976.

Examples of Proof of Residency Documentation

Primary

For the relevant year:

-Notice of Assessment (Recommend service provider delete the income information). If this is submitted, no further documents are required

If no Notice of Assessment is available, then two documents from Secondary list (A), or a combination of one document from list (A) and two from list (B):

Secondary

(A)

- BC Medical Services Plan billing
- Lease Agreement with rent receipts
- Terasen gas billing
- BC Hydro billing
- Telephone billing
- TV service provider billing

(B)

- Copies of information slips (T3, T4, T4E, T5, etc. that were issued)
- ICBC coverage
- Workers Compensation Application
- BC Drivers License
- BC Care Card
- If using a loan-out corporation, a copy of Annual Report filed with Victoria showing name and address of individual as the corporation's officer

Other documents may be considered on a case-by-case basis