LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

2026 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 43rd 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 44th 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 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, Deputy Clerk of the Legislative Assembly (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 member of the Client Care Team will be assigned to each Member to support Members and their staff in ensuring that the 'to dos' outlined in this guide are completed. Client Care is available to support Members and their staff with any matters during the transition period.

Information to be Provided by the Member

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; and
- that the Member's personal email address, phone number, and mailing address listed in Workday is correct. If it is incorrect, Members must update it before November 30, 2026.

Client Care will provide the date each Member's constituency office staff will cease to be employed to Members affiliated with the Conservative Party of British Columbia Caucus, the B.C. Green Party Caucus, and Independent Members. Members affiliated with the B.C. NDP Caucus should reach out to their Caucus Executive Director for more information (see Section 6: Members' Staff — Pay and Benefits for more information).

All T4 slips (future years dependent on how long the Member receives transitional assistance payments) will be mailed by the Legislative Assembly to the address on record in Workday.

Items to be Returned by the Member

The following items must be returned by Members:

- office keys, access cards, and fobs (including to the Parliament Buildings);
- computing devices, tablets, mobile devices, and computer peripheral devices (including monitors, mice)
    - select resources may be kept by the Member in consultation with the Information Technology Department (ITD), excluding non-standard resources (see Section 5: Access to Resources and Assets)
    - 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 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.

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

3. Members' Basic Compensation and Benefits

Members are encouraged to attend a Transition Seminar (information communicated by the Clerk of the Legislative Assembly) to learn more about the topics below.

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 is continued until October 23, 2026, the day prior to final voting day, after which they move to receiving transitional assistance.

Additional Allowances

Additional allowances for the following positions may continue after final voting day pursuant to the provisions of the *Members' Remuneration and Pensions Act*:

- Speaker: Allowance continues until a new Speaker is elected in the 44th Parliament.
- Members of the Executive Council: Allowance continues until a Minister's appointment to the Executive Council is terminated by order in council.

Transitional Assistance & Retraining Allowance

For non-returning Members, the Members' transitional assistance provides the equivalent of basic compensation and extended health and dental benefits (excluding pension contributions, group life insurance and any other optional benefits) 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.

A Member whose transitional assistance has ended due to their receiving a regular income greater than the bi-weekly transitional assistance amount can reapply for transitional assistance at any time within the 15-month post-election period. A Member can only reapply if their income drops below the bi-weekly transitional assistance amount and if their total income does not exceed the total amount of transitional assistance a Member is eligible to receive. A Member wishing to do so must contact Client Care.

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, who will facilitate the necessary approvals.

For more information on the transitional assistance and the retraining allowance, please refer to the Transitional Assistance page on the Members' Guide to Policy and Resources.

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 individual pension status and for further information on the MLA Pension Plan and any applicable post-retirement benefits.

Group Life Insurance (benefits such as Optional Life Insurance, Family Funeral Benefits, Optional Accidental Death and Dismemberment Insurance) will cease on October 31, 2026. Exceptions are provided for the Speaker and Members of the Executive Council, for whom Group Life Insurance is kept active until their term in office concludes.

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

4. Access to Allowances

Capital City Living Allowance

Any eligible amounts under the Capital City Living Allowance will be paid until November 30, 2026 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 returning 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 (e.g., if a new Cabinet is sworn in on November 23, 2026, the Capital City Living Allowance will be paid until December 31, 2026), 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 (e.g., if a new Cabinet is sworn in on November 23, 2026, the Capital City Living Allowance will be paid until November 30, 2026).

Constituency Office Allowance

The constituency office allowance for Members not returning is prorated. Members must limit 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, and contractor fees. Only discretionary expenses incurred before September 22, 2026 will be processed.

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 must be approved in Workday by November 30, 2026, as non-returning Members will no longer have access to these systems after this date.

Final Trip to Victoria

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 30, 2026 (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

The Relocation Allowance may be accessed by a non-returning 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.

A Member is expected to take proactive steps to ensure that all agreements, contracts, and purchases using the Relocation Allowance are made at an arm's length, with "arm's-length" defined as a transaction between persons who are not bound by a mutual financial, personal, or political interest. Members are not considered to have an arm's-length relationship with individuals such as those connected by blood relationship, marriage, or adoption (legal or in fact), former business associates, and caucus or constituency office staff.

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:

Distance of Move *	Reimbursement Cap
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 November 30, 2026 for Members not returning (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.

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.

IT Offboarding Form

Members must communicate their preferences regarding their data and devices through the Offboard an Employee Form, which can be found on the Client Care Portal. 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*.

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 November 30, 2026, after which the accounts will be deactivated.

Prior to November 30, 2026, 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 and *Policy 7335 – Member Records*. 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. The deletion or transfer of Members' email data should be actioned through the completion of a Offboard an Employee 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 should indicate whether they would like to keep any devices via the Offboard an Employee Form. If a Member chooses to keep any of their devices, the Information Technology Department will follow up with the Member on next steps. Members 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 dissolution (see return instructions below).

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. 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 Client Care 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 (i.e., by November 30, 2026), 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 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, please complete the Offboard an Employee 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 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 case 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.

If the constituent wishes to have their file released to the new Member, the Member should facilitate their 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 returned to the constituent or released for transfer to the new Member should be deleted from the constituency office's CRM software prior to the office closing. Once all such 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 concluded and not previously provided to the Legislative Assembly in the regular conduct of business, such as active legal or financial records, should be sent to Client Care. Records (financial in nature) submitted in the Payables Portal and approved in Workday are not included in the business records that must be sent to Client Care.

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

Members 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 by the Legislative Assembly Administration in line with best practices for data destruction.

6. Members' Constituency Office Staff — Pay and Benefits

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 Office Staff — End of Employment and Offboarding Processes

For Members not returning, 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 was received.

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

Constituency Office Staff of Members Affiliated with the B.C. NDP Caucus

Client Care will contact the B.C. NDP Caucus Executive Director or their designate to confirm the last day of employment for constituency office staff. Members with any questions should contact the Caucus Executive Director or designate.

Constituency Office Staff of Members Affiliated with the Conservative Party of British Columbia Caucus, the B.C. Green Party Caucus, and of Independent Members

Members are 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 and any other wages owed to the employee, direction regarding the retention of employee email data, and direction regarding the retention of employee user files.

Client Care will contact each Member to inform them of the last date of employment for their constituency office staff as stipulated in their employment contracts. Members should use this date when filling out the Offboarding Request Form for each constituency office staff member.

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 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.

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.

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 B.C. 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

Authority for Lease Termination and Renewal

Responsibility for constituency office leases remains with the Legislative Assembly Administration. Members must not provide notice to terminate their tenancy. Members should contact Client Care with any questions about their lease provisions or tenancy.

Signage Requirements

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 dissolution 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 a 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

Members must cancel their WorkSafeBC coverage. They may do so by completing an Account Cancellation Form. 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 November 30, 2026, 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 funds in 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, tools, table and floor lamps, and filing cabinets. Large appliances that are in constituency offices by virtue of the lease agreement (e.g., fridges and dishwashers) do not need to be included. Questions on what should be included can be directed to Client Care.

Disposal of furniture and equipment is not required by the outgoing Member, unless any furniture or equipment is no longer in suitable working condition. If the outgoing 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 incoming Member 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, including those purchased by the constituency office, must be returned to the constituency office from home offices. The Information Technology Department will arrange for secure 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.

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

Members are required to arrange for four months of mail forwarding with Canada Post. The fee for this service must be paid for 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, the Member should 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

8. Closure of Legislative Office

Closure of Legislative Office

The deadline for legislative office closure for Members is November 30, 2026. Wherever possible, legislative offices should be closed as soon as possible to enable office space for the new Parliament to be organized. An alternative date may be required by the Legislative Assembly Administration depending on caucus needs following the election.

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 30, 2026.

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 space may be allocated by contacting Client Care.

Financial Matters (Independent Members Only)

Budget Access and Payment Processing

The legislative office budget for Independent Members not returning is prorated. Members must limit spending to what is necessary for wind down operations.

Discretionary spending in legislative offices is not permitted during the period while offices are winding down operations. This includes advertising, travel, non-essential office supplies, and contractor fees, and discretionary payments to staff. Discretionary expenses incurred after the date of dissolution will not be processed. However, discretionary and routine expenses that were incurred prior to the date of dissolution may still be submitted for payment through the Payables Portal and approved in Workday.

New expenditures should be limited to those that ensure that legislative office funds are only used for necessities relating to office wind down. Examples of permissible expenditures include ongoing water delivery and document shredding.

All invoices and expenses must be approved in Workday by November 30, 2026, as non-returning Members will no longer have access to these systems after this date.

Contracts

Members must appropriately manage and terminate any contracts at their earliest opportunity, including with service providers funded from their legislative office budget, subject to the terms of each contract. No new contracts may be entered into by the Member during the election period nor

can the Member enter into any other agreement that creates a liability implicating Legislative Assembly (Vote 1) funds.

Legislative Office Staff (Independent Members Only)

Offboarding Process

Independent Members are required to submit an Offboarding Request Form for each of their departing legislative 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.

Final Pay and Benefits Termination

Client Care will contact each Independent Member to inform them of the last date of employment for their legislative office staff as stipulated in their employment contract. Members should 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.

The last day of pay for legislative office staff will align with the provisions of their employment contract. 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.

Independent Members must confirm details of the final pay and benefits termination with their legislative office staff directly.