

Constituency Office Checklist

All Members – At the dissolution of the Legislative Assembly (41st Parliament):

- ❖ Cease all discretionary constituency office expenditures.
- ❖ Pull back communications, advertisements, and householders.
- ❖ Notify landlord of constituency office lease termination.
- ❖ Change voicemail messaging to a generic greeting (depending on whether the office will remain open or not during the election period) without mentioning an MLA name.
- ❖ Cover or remove constituency office signage, where practical.
- ❖ Issue working notice of termination to constituency office staff.
- ❖ Notify Payroll Services (payrolloffice@leg.bc.ca) if constituency office staff are working on a campaign and provide appropriate notice on whether staff are using vacation time or are going on a leave without pay.
- ❖ Settle outstanding accounts with the Parliamentary Dining Room and the Parliamentary Gift Shop.

Members not returning (not seeking re-election or otherwise):

- ❖ Conduct an inventory of constituency office assets and submit it to Financial Services.
- ❖ Cancel all deliveries (newspaper, water) and subscriptions.
- ❖ Disconnect utilities (hydro, gas, water, cable).
- ❖ Contact the Information Technology Service Desk (servicedesk@leg.bc.ca) to make arrangements for appropriate information technology disconnections and equipment return.
- ❖ Notify WorkSafeBC of change in employer status and arrange for Payroll Services to prepare the final payroll assessment payment.
- ❖ Prepare release letters to constituents respecting their case files.
- ❖ Prepare for the disposal of inventory where required.
- ❖ Remove constituency office signage.
- ❖ Arrange for mail forwarding.
- ❖ Coordinate the transmission and storage of records (if required).
- ❖ Process final bills through DocuWare.

Members re-elected:

- ❖ Rescind the lease termination notice to landlord of the constituency office. Send lease renewal to Financial Services for review by the leasing consultant.
- ❖ Rescind the working termination notice to all returning constituency office staff. Send updated employment contract to Payroll Services.
- ❖ Conduct an inventory of constituency office assets and submit it to Financial Services.