

# Table of Contents

## Volume 1 - Advice to Premier Designate

<b>Guide to Volumes</b>	<b>Tab 1</b>
<b>Premier’s Office Overview</b>	<b>Tab 2</b>
Office of the Premier Political Staff.....	A
Office of the Deputy Minister to the Premier .....	B
Transition Team Facilities and Equipment.....	C
<b>Cabinet, Government Decision-Making and Immediate Appointments</b>	<b>Tab 3</b>
Immediate Appointments Executive and Legislative .....	A
Cabinet Formation.....	B
• Appendices: Appointment to Executive Council Letter, Oath for Member of Executive Council (Swear or Affirm), Commission, Cabinet Committee Appointment Letter, Code of Conduct Letter	
Overview of Cabinet and Committees .....	C
Current Executive Council and Committee Membership .....	D
Transition Conventions and Swearing-In .....	E
Annual Planning Cycles .....	F
Overview of Legislation Development Process .....	G
Overview of Order-in-Council Process .....	H
Overview of Budget Process .....	I
Advice/Recommendations; Cabinet Confidences .....	J
<b>Information and Advice for Members of Executive Council</b>	<b>Tab 4</b>
Overview of Role and Responsibilities.....	A
Conflict of Interest .....	B
• Appendix: Conflict of Interest Disclosure Form and Excerpt from Members’ Conflict of Interest Act	
Accepting and Disclosing Gifts.....	C
• Appendix: Guide to Gifts and Personal Benefits	
Lobbyists and Lobbying .....	D
• Appendix: Public Office Holders and the <i>Lobbyist Transparency Act</i>	
Use of Personal Email for Government Business .....	E
FOIPPA, Records Management and Disclosure .....	F
• Appendix: Managing Minister’s Office Records	
Ministers Offices’ Support Services, Facilities and Equipment.....	G
Ministers Salary, Expenses and Benefits.....	H
<b>Political and Executive Staff Overview</b>	<b>Tab 5</b>
Overview of Appointment Process and Compensation -Political Staff .....	A
Standards of Conduct for Political Staff .....	B
Overview of Appointment Process and Compensation – Public Service Executive .....	C
Role of Deputy Ministers.....	D
Current Deputy Minister and Associate Deputy Minister List.....	E

Overview of Deputy Minister Committees..... F

**Government Reference**

**Tab 6**

Public Service Overview ..... A  
Public Service Standards of Conduct ..... B  
Statutory Decision-Makers ..... C  
Central Agencies ..... D  
Crown Corporations..... E  
Statutory Officers of the Legislature..... F

## **ADVICE TO PREMIER: GUIDE TO VOLUMES – 2022**

This five-volume set of materials is advice from the Public Service to the Premier Designate and transition team following the results of the 2022 leadership competition. The objective of the materials is to assist the Premier Designate and transition team in creating an orderly transition to the next mandate of government. The materials have been organized to support immediate needs and decisions.

These materials include information about specific portfolios and responsibilities but are not intended to replace detailed briefing binders prepared for new ministers by their respective ministries. They do not represent legal advice, which can be obtained from the Ministry of Attorney General. The organization of the volumes is summarized below.

**Volume One – “Advice to Premier Designate”**— includes five main sections; the first section provides information about the Premier’s Office, including roles and responsibilities of political staff, an overview of the Office of the Deputy Minister to the Premier and details about facilities and equipment. The second section provides information about Cabinet and Cabinet committees, government decision-making and immediate appointments. This section includes information about the swearing-in ceremony and a high-level overview of government decision-making processes regarding legislation, regulations and the provincial budget. The third section provides information targeted for Members of Executive Council (this material will also be included in each Minister’s orientation binder), including an overview of roles and responsibilities as well as reference materials regarding conflict of interest, accepting gifts, lobbyists and lobbying, use of personal email for government business and records management. The fourth section provides information about hiring political and executive staff. The final section provides additional reference material, including an overview of the BC Public Service, standards of conduct and information about central agencies and Crown corporations.

**Volume Two – “Major Issues and Commitments”**— includes four sections; the first section provides briefing materials regarding urgent issues that represent a matter of predominant significance fiscally, legally or that represent a significant policy issue for the Premier and government as a whole. The second section provides an update on major initiatives and projects. The third section provides a status update on mandate letter commitments. The final section provides a list of significant decisions that will require Cabinet and / or Treasury Board approval in the immediate future, and an overview of upcoming legislative agendas.

**Volume Three – “Economic and Fiscal Overview”**— provides an economic and fiscal overview of B.C. including: current economic projections, three-year budget and fiscal forecast, 10-year capital plan overview, government budgeting processes and timelines, provincial fiscal history, comparisons with other jurisdictions, and rating agency summary.

**Volume Four – “Ministry and Crown Agency Profiles”**— includes a profile for each ministry and the Crown agencies for which they are responsible. This includes a summary of the mandate, core business program areas, budget, executive organizational structure, FTEs and 30-60-90 day issue summaries. Please note: Volume Four consists of four binders arranged alphabetically by current ministry name.

**Volume Five – “Implementation and Human Resources”**— includes human resource and facility information to assist the Chief of Staff in developing recommendations on Premier’s and Ministers’ Office staffing and office accommodations; human resource information to assist the Deputy Minister to the Premier in determining staffing arrangements for the Office of the Premier and developing recommendations regarding the composition of the senior executive of the Public Service; and information on records management.



Where ideas work

## Transition Briefing Note

BC Public Service Agency

September 2022

### **Issue:** Office of the Premier

\*Please see Volume 5 for additional information about human resources and implementation

### **Background:**

The Premier's political office (the Office) is overseen by the Premier's Chief of Staff.

The Office is responsible for managing the day-to-day operations of the Premier, coordinating cross-government communications and issues management and developing the strategic objectives of government.

The Office also serves Executive Council by assisting Ministers with the development of new policy, stakeholder relations and ensuring communications and issues management strategies are well-developed and coordinated across government.

In conjunction with the House Leader, the Office assists in the management of all aspects of the legislative session including developing and briefing Cabinet on the daily session strategy.

The Office is responsible for all hiring and human resource issues for political staff across government.

Security Concern

## **OFFICE OF THE PREMIER STAFF**

### **PREMIER'S OFFICE STAFF**

Currently, the Office includes the following positions:

#### **CHIEF OF STAFF**

The Chief of Staff reports directly to the Premier.

The Chief of Staff is the senior political advisor to government responsible for providing strategic advice to the Premier and Executive Council to advance government's policy and legislative objectives.

Key Responsibilities:

- Coordination and development of government policy.
- Developing strategic government objectives.
- Overseeing implementation of government's strategic objectives.
- Ensuring the Premier is informed and represented in decision making throughout government.
- Maintaining and developing relationships with major government stakeholders.
- Overseeing cross-government issues management.
- Overseeing all hiring of political staff across government.
- Chief Liaison with the Deputy to the Premier and Cabinet Operations.

#### **DEPUTY CHIEF OF STAFF (PROFILE ONE)**

The Deputy Chief of Staff reports to the Chief of Staff.

The Deputy Chief of Staff is a senior political advisor to government responsible for providing strategic advice to the Premier and Executive Council to advance government's policy and legislative objectives.

The Deputy Chief of Staff is responsible for coordinating key policy initiatives for the Premier across government. As well, the Deputy Chief of Staff is responsible for managing the overall administrative and human resource operations for the Office.

Key Responsibilities:

- Availability to the Executive Council, Ministerial staff, and MLAs to provide advice and manage issues across government.
- Responsible for keeping the Chief of Staff informed of major projects and political developments that arise.
- Responsible for ensuring the implementation of projects assigned by the Chief of Staff to the senior management team and Ministerial staff.
- Interfaces with senior staff in the Legislative caucuses.
- Monitors and provides advice on Cabinet committees as necessary and attends Cabinet as required.
- Liaises with the Office of the Deputy Minister to the Premier and Cabinet Operations.
- Consults and engages external stakeholders on policy initiatives as necessary.
- Completes projects as requested by the Chief of Staff.

Specific Duties:

- In consultation with the Chief of Staff, overall responsibility for the human resource management of political and administrative staff in the Premier and Minister's offices including hiring, placement, onboarding, training, probation review and performance evaluations.
- Is the primary contact for the Premier's Office budget, expenditures, and staffing complement.
- Responsible for the financial administration of the Premier's office including budget, administration, contracts and expense authorities.
- Working with the Chief of Staff is the lead liaison on stakeholder relations with labour unions.

**DEPUTY CHIEF OF STAFF (PROFILE TWO)**

The Deputy Chief of Staff reports to the Chief of Staff.

The Deputy Chief of Staff is a senior political advisor to government responsible for providing strategic advice to the Premier and Executive Council to advance government's policy and legislative objectives.

The Deputy Chief of Staff is responsible for coordinating key policy initiatives for the Premier across government.

Key Responsibilities:

- Availability to the Executive Council, Ministerial staff, and MLAs to provide advice and manage issues across government.
- Responsible for keeping the Chief of Staff informed of major projects and political developments that arise.
- Responsible for ensuring the implementation of projects assigned by the Chief of Staff to the senior management team and Ministerial staff.
- Interfaces with senior staff in the Legislative caucuses.
- Monitors and provides advice on Cabinet committees as necessary and attends Cabinet as required.
- Liaises with the Office of the Deputy Minister to the Premier and Cabinet Operations.
- Consults and engages external stakeholders on policy initiatives as necessary.
- Completes projects as requested by the Chief of Staff.

Specific Duties:

- In consultation with the Chief of Staff, acts as the lead member of the Premier's office on key policy files including housing/homelessness, mental health & addictions, RBCM, working with key cities and municipalities, climate, forestry, and energy files as well as responsibilities of government relating to UNDRIP.

**EXECUTIVE ASSISTANT TO THE PREMIER**

The Executive Assistant to the Premier reports to the Director of Operations.

The Executive Assistant to the Premier is responsible for assisting the Premier in performing day-to-day responsibilities.

