

Prodan, Matthew MTIC:EX

From: Deputy Minister, PREM:EX
Sent: Wednesday, January 9, 2008 8:56 AM
Subject: Auxiliary Reform Strategy: 1,000 Regular Positions



Good morning.

Too often, I hear from regular and auxiliary employees that auxiliary appointments aren't being used as effectively as they should be in the BC Public Service. Today, we're doing something about that.

By the end of March, a target of 1,000 permanent positions across government will be created and posted for competition as regular positions. That means 1,000 new opportunities for auxiliaries to move into regular work and opportunities for regular employees to expand their careers. This is really the third phase of an auxiliary reform strategy that began with steps taken to help corrections workers move to permanent part-time status, to extend benefits to seasonal fire fighting staff, and to ensure auxiliary positions were being used properly. You can read more about this today on the [@Work employee intranet](#).

I want to thank all of you who have shared your ideas on this issue. We're making these changes because of your input. So keep your ideas coming, and we'll keep finding ways to make them work.

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

Prodan, Matthew MTIC:EX

From: Deputy Minister, PREM:EX
Sent: Friday, March 7, 2008 9:57 AM
Subject: 54 Employees Bound for Beijing



Last fall, 600 of you put forward your names for the opportunity to work in the B.C.-Canada Pavilion promoting our province during the 2008 Olympic Games in Beijing, China. Now 54 successful BC Public Service employees have been selected to be part of the Pavilion staff.

You can find out more, including the names of your 54 Beijing-bound colleagues, on the [@Work employee intranet](#). I know from sharing the good news with some of the successful candidates myself that these are some of the most enthusiastic people we have, and I have no doubt they will do a superb job representing the public service and the province.

My thanks to all those who applied and to the supervisors and co-workers who were so supportive of them. Congratulations to all the successful candidates. I know all of your colleagues across the BC Public Service will join me in following your experiences in Beijing through stories, photos and videos on @Work over the coming months. Best wishes for a truly memorable experience.

Jessica McDonald
Deputy Minister to the Premier
and Head of the BC Public Service

From: Employee News
Sent: April 22, 2008 2:40 PM
Subject: Earth Day Message from Premier Gordon Campbell



As many of you know, today is Earth Day - a day set aside to inspire appreciation for our natural environment. As such, it seems a fitting day to also express appreciation to all of the many BC Public Service employees who are working so hard on climate action and other environmental issues.

Since the 2007 Throne Speech, British Columbia has embarked on a challenging and ambitious climate action agenda. With your help we have pioneered new policies like the revenue neutral carbon tax, advanced important new partnerships like the Western Climate Initiative and International Carbon Action Partnership, and introduced a broad array of significant related legislation this spring.

We could not have done all this without the hard work and dedication of the members of the BC Public Service, and so today I would just like to thank all of you for your efforts. You are making a difference for British Columbia on climate action and you can be rightfully proud of the contributions you are making to help adapt to and mitigate the effects of global climate change.

Thank you.

Premier Gordon Campbell

From: Employee News
Sent: Monday, June 16, 2008 8:36 AM
Subject: Message from Premier Gordon Campbell



This year in B.C. we are marking two important anniversaries: the sesquicentennial of the founding of the Crown Colony of British Columbia and also the centennial of a merit-based professional public service in our province. As a result, Public Service Week this year has a special meaning because it is a chance to celebrate the remarkable contribution of the BC Public Service throughout our history.

Right now is one of the most interesting and rewarding times to be a part of that proud tradition as together we strive to address some of the most challenging issues we have ever faced. Whether it is righting the injustice of our past relationships with Aboriginal people, responding to climate change, maintaining a strong economy, or ensuring the future of the social programs that define our society, the work of the public service is essential to defining what is possible in our province.

Enjoy Public Service Week and the many events taking place across government and around the province to celebrate the proud history and dynamic future of the BC Public Service. I can tell you that all of us in elected office recognize the commitment, professionalism and creativity you bring to the job and, on behalf of all my colleagues in government, I want to thank you for all that you do for the people of British Columbia. Without question, we are a better province because of the contribution you make every day as a member of the BC Public Service.

Premier Gordon Campbell

From: Employee News
Sent: Wednesday, June 17, 2009 12:14 PM
Subject: Message from Premier Gordon Campbell

Good afternoon.

On behalf of all my colleagues in government, I want to say thank you for the exceptional work I know each of you does every single day on behalf of British Columbians.

As you celebrate Public Service Week, I encourage you to reflect on just how important you are to the success and prosperity of our province. In particular, I want to acknowledge the tremendous professionalism of the public service in fulfilling your responsibilities during the recent election period, and also your continued efforts and responsibility in helping to manage through the current economic and fiscal situation. You should know that all of us in Cabinet are very much aware of how integral you are to ensuring that our province remains as strong and healthy as possible as we work through that challenge.

Enjoy the camaraderie and celebration of Public Service Week, and take time to celebrate your achievements and the immeasurable contribution you make to our province and its future.

Premier Gordon Campbell

From: McDonald, Jessica
Sent: Thursday, June 19, 2008 5:12 PM
Subject: Public Service Week Message from Jessica McDonald



As you celebrate Public Service Week around the province, I want to let you know how incredibly proud I am of the work you do every day in the BC Public Service. Thank you for welcoming me into your communities and offices as I have travelled around the province in the last year. I greatly appreciate the thought and time you have put into responding to the goals set out in Being the Best as we work to improve as an employer and an organization.

In addition to the great work you do for British Columbians every day, so many of you have taken up the challenge of developing innovative ideas that are making us better so we can better serve our province. For example, we acted on auxiliary reform because many of you brought that forward as a priority. We have a tremendously creative group of employees involved in developing a new innovation strategy that you can expect to learn more about in the fall. We're actively engaging staff I've met in my tours in the North on how to improve recruitment and retention in remote communities. At the Ministry of Labour and Citizens' Services a group of new professionals have come together to form NetWorX, a community to help new public servants get a strong start on their careers. And employees from all across government made insightful and valuable contributions to a new set of corporate values that will help define the BC Public Service for the future.

Every day, I hear more ideas about how we can improve and change, and I encourage you to keep bringing those forward so we can ensure that the BC Public Service is the employer you want it to be. You can share those ideas through the [@Work employee intranet](#), where you will also find information on events that have been taking place during Public Service Week. I encourage you to visit the site to share in the celebration of all that you have achieved this year. And thank you for inspiring me and all the members of the executive with the way you truly embody the spirit of public service each and every day.

Jessica McDonald
Deputy Minister to the Premier
and Head of the BC Public Service

Prodan, Matthew MTIC:EX

From: Deputy Minister, PREM:EX
Sent: Tuesday, September 23, 2008 7:54 AM
Subject: The BC Public Service: What We Value



Earlier this year, employees across the BC Public Service helped define six new performance values for our organization: Teamwork, Courage, Passion, Accountability, Curiosity and Service – all demonstrated under the umbrella of Integrity.

Beginning today, these new performance values will start being applied into our hiring, training, performance and other employment practices. You can find more information about the application of the values today on the [@Work employee intranet](#).

The performance values mark an important shift in the corporate culture of the BC Public Service, one that ultimately has the potential to unite us and significantly improve the experience of working here.

I want to thank you for your participation in the process that helped define these values. I encourage you to read the information available and to discuss with your colleagues and your supervisor what the performance values mean to you and your career.

Jessica McDonald
Deputy Minister to the Premier
and Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Tuesday, December 2, 2008 11:36 AM
Subject: New Edition of Being the Best Released



As employees of the BC Public Service, you should expect to be able to track the improvements we're making as an employer and to know what is planned for the future. That's why we introduced the first Corporate HR Plan, *Being the Best*, in 2006. Today, we're releasing the third annual edition of that plan and you can find it posted on the [@Work employee intranet](#).

I strongly encourage you to read it, think about what it says, discuss it with your colleagues and supervisors, and share your feedback through @Work. New in this year's plan is an additional section that sets out in some detail the business case behind *Being the Best*.

As you will read in the plan, the coming year will see a strong focus on unleashing the innovative power of the public service by giving you new opportunities to bring forward your ideas for how we improve as an organization. In many ways, that focus on your ideas is an extension of the approach we have taken with *Being the Best*. I hope you will continue to speak up with your input, and I want to thank you for your contribution to making the BC Public Service a more competitive and compelling place to work.

Jessica McDonald
Deputy Minister to the Premier
and Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Thursday, February 5, 2009 4:05 PM
Subject: Message from Jessica McDonald



Good afternoon.

I am writing to speak to you about the current economic downturn and what it means for us in the public service. With the current state of the economy comes a reduction in projected government revenues and, therefore, fewer resources available to carry out the important work of providing public services. Significant work has gone into developing a new budget plan to manage through this period, and specific details will be available on Budget Day, February 17th.

In the meantime, I know that each of you may be experiencing some anxiety about how your job and the work you do may be impacted by these budget decisions. I want to assure you that I will communicate with you directly, and often, as soon as these details are available so that there is clear information available as we manage forward together.

At this stage, I can clarify a few things.

First, staff displacement will be considered only as a last resort. Every effort will be made to address any impacts that should occur through natural attrition, which means not filling all positions as they become vacant.

Second, the collective agreement currently in place has not been, and will not be, impacted.

Third, an initial cost-saving measure to reduce the senior executive ranks (Deputy Ministers and Assistant Deputy Ministers) is being implemented. It will result in redistributed responsibilities and some larger workloads for the senior executive, but the savings will contribute to help minimize job impacts at other levels of the organization.

I want to be clear that this measure does not extend to managers and/or front line supervisors. Any contrary information you may have heard or seen circulated in our organization is untrue.

Finally, there is no hiring freeze in effect. However, you will notice fewer job opportunities being posted in the next while as we manage through this period.

I encourage you to monitor our employee website @Work at <https://gwww.gov.bc.ca/> where I am personally reading the questions and concerns being raised and where you can find regular reliable updates on key issues.

Although this economic downturn has caused some uncertainty, British Columbians will continue to rely on us all to provide the best possible services both now and in the future. I am confident that, together, we will overcome whatever challenges lie ahead.

Our core values as a public service remain unchanged. Thank you for the important work you do, and for your commitment to the BC Public Service.

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

Prodan, Matthew MTIC:EX

From: Deputy Minister, PREM:EX
Sent: Tuesday, February 17, 2009 4:14 PM
Subject: Message from Jessica McDonald



Good afternoon.

On February 5th, I wrote to you to clarify information about the current economic downturn and what it means for us in the public service. I indicated in my message that more details would be available on Budget Day, February 17th, and that I would continue to connect with you directly to share new information.

Today the Minister of Finance tabled the new provincial budget (called “Budget 2009”, full documentation can be found at www.gov.bc.ca). In it, he has confirmed that the province will run a temporary deficit over the next two years, resulting from substantially lower projected revenues available to fund government operations. Funding for health care, education and training will increase along with other targeted investments, and this will be accommodated by spending reductions in other areas.

Significant savings have been found through reductions in areas of discretionary spending in ministries – for example, advertising and publications, travel, office expenses, and contracted professional services. Such efficiencies account for \$1.9 billion in savings over three years.

Other savings have been found through reduced staffing costs. As you are all aware, we have known for some time that the BC Public Service is facing significant demographic challenges and is anticipated to be substantially smaller over the course of the coming decade. This is a reality we have focused on in the Corporate HR Plan “*Being the Best*” over the past three years, and has been the subject of many discussions as I have travelled around the province to meet with you. We have known that, despite our best efforts to improve our recruitment and retention outcomes, our overall staffing costs will go down substantially in the next few years due to increasing attrition and recruitment lag.

While this reduction in size presents challenges for us as we deliver important public services into the future, it now provides us with an opportunity to capture these savings to contribute to budget reductions, avoiding direct staff impacts.

More work will be required over the next few months to ensure we have designed thoughtful plans for managing through the upcoming years with a strong public service that is positioned effectively to do our work. To assist with this, a fund has been included in the budget to support a new Public Service Transformation Strategy. It will involve strategic investments in key job opportunities and redesigning processes that help us to deliver services with fewer staff. It will also include the introduction of new programs to help work units across government clarify priorities and ensure even and manageable workloads exist for all staff.

You can expect to be involved in this planning, and to have input into the ideas and approaches that are being considered. Already, over the past few weeks, individuals from across the public service have put ideas forward through the @Work website, through Spark, through internal discussions in your ministries, and through direct notes to me. I want you to know that these ideas are important, and we will soon be sending some of the best ones back to you for further comment and input.

More facts will be available as we move forward, and I will continue to correspond with you directly to ensure you have consistent, reliable and direct information, as will your ministry executives. In this regard, I want to reiterate and expand on some of the messages I laid out in my last broadcast email to you:

- As the budget implementation planning proceeds in each ministry, every effort is being made to consider direct staff impacts only as a last resort.

Some seasonal or on-call auxiliary terms will naturally come to an end in different ministries over the next while. Other than these positions, and the senior executive reductions recently implemented, we do not expect any staff layoffs or terminations to occur in the next few months as a result of budget reductions.

Instead, as referenced above, we will be working to find opportunities for staff to keep working and for the organization to adjust to delivering services as a smaller organization. I want to be clear that these plans will contemplate opportunities for both regular employees and auxiliaries.

- If, at the end of this planning process, staff layoffs do occur, you can be assured that it will be the smallest number of individuals impacted possible.

Speculation has occurred over the past couple of weeks that these numbers could reach as high as 20% of the workforce. As I have stated before, these reports are inaccurate. What we know at this stage is that direct impacts will definitely be under 5%, including both regular and auxiliary employees. However, we believe the number could ultimately be much lower than that. We will be able to more accurately gauge the number of potential impacts over the next few months, and we will share this information with you to keep you apprised.

- The collective agreement currently in place has not been, and will not be, impacted. Therefore, the upcoming general wage increase will occur as planned, as well as previously approved labour market adjustment such as those for sheriffs and corrections officers. However, it has also been announced that there is no funding included in the budget for additional wage increases for the next round of bargaining. The focus is instead on protecting jobs in our organization.
- There is no hiring freeze in effect, although you will naturally see fewer vacancies being posted as we use our natural attrition as savings to avoid direct staff impacts.
- In recognition of the fact that our plan is based on managing existing attrition rates, there are no plans to offer voluntary departure or early retirement programs to accelerate staff losses.

You can expect to be informed, involved, and to feel that your ideas will be considered. As always, I encourage you to monitor our employee website @Work at <https://gwww.gov.bc.ca/> where I am personally reading the comments posted each day. You can expect to see regular updates responding to key themes and questions, and reporting on our progress.

We have a lot to be proud of in the BC Public Service. We have achieved extraordinary breakthroughs in innovative new solutions for serving the public, we have rewarding experiences each day assisting people with their needs, and we help each other to do our very best. We are a community. Together, we will design a path forward that upholds our core values and that allows us to continue to succeed.

Thank you for the important work you do, and for your commitment to the BC Public Service.

A handwritten signature in black ink, appearing to read 'Jessica'.

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

Prodan, Matthew MTIC:EX

From: Deputy Minister, PREM:EX
Sent: Friday, February 27, 2009 3:35 PM
Subject: Share Your Views On a Reduced Workweek



Good afternoon.

In my last email to you, I committed that you can expect to have input into the ideas and approaches that are being considered to minimize staff layoffs and displacement due to budget challenges. I also indicated that many ideas are already coming in from across the public service and that we would be sending some of these back to you for further comment and input.

There have been an overwhelming number of submissions through the @Work website, Spark, and direct notes to me regarding one particular idea: offering a reduced workweek to groups of employees with the savings directly applied to avoid layoffs. Reduced work weeks are already possible under existing policies. However, as noted by many of you, the option is not frequently offered.

More than 900 votes and comments have been submitted on similar ideas on Spark alone ([click here for a summary](#)). We therefore want to hear more about what you think to assess the level of interest in this idea across our organization. There are several ways this idea could be applied, all of which are voluntary, and a brief discussion paper has been posted to the [Spark](#) site today (click the link for the Spark Blog), as well as a related article and poll on the [@Work](#) employee intranet site.

I want to stress that no decision has been made regarding a new approach, and that we will report back to you on the feedback we hear from you before reaching any decisions.

Please take some time to be part of the discussion over the next week, and to continue to forward your ideas for creative change and improvement as we manage through this challenging time.

Thank you for the important work you do, and for your commitment to the BC Public Service.

A handwritten signature in black ink, appearing to read 'Jessica'.

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

Prodan, Matthew MTIC:EX

From: Henderson, Kim N PREM:EX
Sent: Monday, March 2, 2009 4:45 PM
Subject: 2009 Long Service Awards Registration Begins



Every year the BC Public Service recognizes the contributions of its longest-serving employees with the annual Long Service Awards ceremonies. These unique events at Government House in Victoria are a tribute to the tremendous commitment of some of our most experienced and accomplished employees, and the registration for this year's awards is now open.

If you are a full-time, part-time or seasonal employee who will reach your 25th, 30th, 35th or 40th anniversary with the BC Public Service by Dec. 31, 2009, then you are eligible to register. You are also eligible if you have already achieved one of those same milestones but were not previously recognized for it. I invite you to register and join us to be recognized for your career of service to the people of British Columbia.

Details on how to register can be found below. For more information about the Long Service Awards Program, please visit the [@Work website](#) or contact your [Ministry Long Service Awards Contact](#). Thank you for your contribution and dedication to serving the people and province of B.C.

Kim Henderson
Head of the Workforce Planning and Leadership Secretariat
Deputy Minister's Office – Office of the Premier

How do I register?

Employees with government network Internet access will be able to review the eligibility guidelines and [must complete the electronic form online](#) in order to be registered.

Eligible employees who have retired from the BC Public Service and, therefore, do not have access to the registration e-form may request a hardcopy by contacting their [Ministry Long Service Awards Contact](#). Completed registrations may be submitted by fax or mail as indicated on the form.

If you were registered but unable to attend in 2008, you will need to re-register for 2009.

The submission deadline for all registration forms is **April 30, 2009**.

Why do we use the e-registration?

The e-registration system is the most efficient way to obtain the required information on eligible employees. Although the CHIPS reporting system can identify most employees who have reached these milestones, it cannot identify all of them due to various types of leave and breaks in service. The most efficient and accurate way to obtain all the required information, including the employee's home address and the supervisor's name, is directly

from you as the employee.

(Please note: Pensionable service time is tracked separately by the BC Pension Corporation and does not necessarily match eligible time worked under the Long Service Awards Program.)

Prodan, Matthew MTIC:EX

From: Deputy Minister, PREM:EX
Sent: Wednesday, March 25, 2009 12:55 PM
Subject: The BC Public Service and the 2009 General Election



As we approach the beginning of the provincial election campaign on April 14, 2009, I want to share information about how elections are a part of life in the public service. I recognize that for many employees this may be for your first time working through this experience, and so I think it is important to ensure all BC Public Service employees understand how an election impacts the operations of the public service.

For almost all employees, particularly those involved in frontline service delivery, your work will continue pretty much as usual. The most notable impact on day-to-day work will be felt by executives and those involved directly in decision-making because there are a number of legal requirements and conventions that come into play. From a policy perspective, the public service will move into what can be described as a “caretaker” mode during the interregnum, the period from when the writs of election are issued on April 14, 2009 to the election on May 12, 2009. This means that the public service is to avoid implementing major new policy initiatives or entering into new commitments that might bind an incoming administration. Ministry executives will be sharing information about what that means with you in the context of your ministry in the weeks ahead. But overall it is the role of the professional public servant to provide the stability and continuity of government services during this interregnum period, and serving the public to the best of our ability remains our first priority.

As individual citizens, we all are entitled to our own personal political views and opinions. But as public service employees, it is more important than ever that at work we operate in the non-partisan and highly professional manner that I know you bring to your jobs every day. The Standards of Conduct contain clear specific provisions related to participation in political activities and political discussion in the workplace. I encourage all employees to read this information, whether you are new to the organization or have been through several elections in your career. You can find more information about this today in an article and a related audiocast on the [@Work](#) employee intranet.

Regardless of the outcome, elections inevitably bring some degree of change and I know this may create uncertainty for some employees. But, as I noted above, this is simply part of the unique experience of working in the public service and I thank you for your continued professionalism and dedication as we continue to serve the people of B.C.

I also want to update you briefly on a couple of other points. First, on the subject of the budget impacts on our workforce, I can tell you that ministries are finalizing their plans to map their current workforce to their salary budgets. Some ministries will find it necessary to reassign some staff to new roles as part of this planning. Where there are more employees than can be accommodated within the expected vacancies in a ministry, those employees will then be

referred to a skills and opportunities database with support to help them find a suitable position in another ministry. We continue to believe this process will help us significantly reduce the potential for layoffs. I want to reinforce that we still expect that the number of regular and auxiliary employees ultimately affected will be less than five per cent of the public service.

Second, and on a related point, I want to thank you for your input on the voluntary reduced workweek proposal. We have received significant constructive input, and a second poll continues this week on the [@Work](#) site to provide further insight before we make a final decision on whether or not to proceed. If you haven't already, I encourage you to take part in that poll and share any additional feedback you have.

Thank you for your continued commitment to serving the province and its people.

A handwritten signature in dark ink, appearing to read 'Jessica'.

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

Prodan, Matthew MTIC:EX

From: Survey, Work Environment MTIC:EX
Sent: Monday, April 6, 2009 2:50 PM
To: Walsh, Kathleen PSA:EX
Subject: Invitation: Work Environment Survey 2009



Dear Kathleen:

I am pleased to invite you to participate in the annual BC Public Service Work Environment Survey 2009. This survey is being distributed to all BC Public Service employees and is your opportunity to express how you feel about your day-to-day work, your tools and resources, your development and performance, the people you work with, your organization, and changes in your work environment.

The more completed questionnaires we receive, the more accurately your work environment will be represented. Therefore, your input will provide invaluable feedback to assist your organization in enhancing the employee experience.

This survey is being conducted by BC Stats and the data collected are protected under the authority of the *Statistics Act*. Please be assured that your answers will remain completely confidential. You will not be identified as a person in any reports that follow.

The survey will take approximately **15 minutes** to complete.

The deadline for responses is 4:30 pm on Wednesday, **April 29th**, 2009.

To complete the survey now, [click here](#).

If the link does not work for you, copy and paste the following link into your web browser: <https://securesurveys.gov.bc.ca/logins/wes09.htm>. Then type in your personal and confidential password: **190490-741688**. This is your personal survey password; therefore, **please do not forward this link to others**.

If you have any questions about this survey or concerns about confidentiality, please contact the BC Stats Survey Administration Team by email at Work.Environment.Survey@gov.bc.ca or call 250-356-8050.

Thank you in advance for your participation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Prodan', followed by a horizontal line.

Kim Henderson
Head of the Workforce Planning and Leadership Secretariat
Province of British Columbia

From: Deputy Minister, PREM:EX
Sent: Tuesday, April 7, 2009 8:58 AM
Subject: 2009 Work Environment Survey



Where ideas work

Good morning.

Beginning this week, you and your colleagues across the BC Public Service will once again be invited to participate in the annual Work Environment Survey, which runs from April 6-29. I strongly encourage you to take this opportunity to share your views on your experience over the last year as a public service employee.

You can find more information on the survey on the [@Work](#) employee intranet, where you will also once again find an [online tracker](#) that provides real-time updates on the response rates for each ministry. Last year, our corporate response rate was a phenomenal 82 per cent, and the higher the response rate the more confidence we can have that the results of the survey accurately reflect the views of the entire public service.

As always, your responses to the survey are kept strictly confidential. But, as has happened since the first survey in 2006, the views you share will continue to guide the improvements we make as an employer and shape the goals and actions set out in our corporate human resource plan, [Being the Best](#).

The survey is your opportunity to have a direct voice in the future of your work unit, your ministry and the entire BC Public Service. Thank you in advance for participating and for your continued service to the province and its people.

A handwritten signature in black ink, appearing to read "Jessica".

Jessica McDonald

Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Wednesday, April 29, 2009 1:22 PM
Subject: The Swine Influenza Outbreak and the BC Public Service



Where ideas work

Recognizing that you are probably following the progress of the swine influenza outbreak with great interest, I wanted to provide an update for you on how this relates to the BC Public Service.

First, I want to thank all those across government who have been involved in preparing the province's response. Staff from across ministries have been involved in that work and are engaged in both planning for the potential impact should the outbreak continue to spread and also in helping ensure the public has accurate and current information about the swine influenza and the small number of mild cases identified so far in B.C.

Beyond those directly involved in that response, there has not been any impact on the operations of the BC Public Service as a result of this outbreak. I assure you that we continue to monitor the situation and will keep you informed as necessary if action is needed to ensure the health and safety of our employees, or if ministry operations will be interrupted or there are extra demands on our delivery systems. While it is expected that the outbreak will expand, it is important to keep in perspective that the impact to date in B.C. has been very small and our province has a comprehensive response plan in place for events such as this.

As you may know, Canadians have now been advised to avoid unnecessary travel to Mexico, where this outbreak originated. I know that has created some concern in work units where you may have co-workers currently vacationing in Mexico. For work groups where that is the case, I encourage supervisors to ensure that employees who have recently visited Mexico are aware of the public health advisories in place. Employees who have recently been to Mexico, the U.S. or any other region where swine influenza cases are being reported, and are exhibiting symptoms of a new respiratory illness with fever, should stay home and contact their health care provider.

All employees are encouraged to be particularly vigilant in practicing standard flu avoidance steps, including frequent hand washing, covering your nose and mouth when coughing or sneezing, and keeping hard surfaces in the workplace clean. Full information on these and other steps to help avoid infection is available online at www.fightflu.ca. All British Columbians can call HealthLink BC at 8-1-1, 24 hours a day/seven days a week if you have questions or concerns, or if feeling ill.

Updates on the impact of the outbreak in B.C. are being provided regularly by the Ministry of Healthy Living and Sport and the Ministry of Health Services, and that information is available on the ministries' websites. I strongly encourage you to rely on these and other authoritative sources for the most current and factual information about the swine flu outbreak.

We will continue to provide links to the latest provincial updates through the [@Work employee intranet](#), and I will provide further updates on the impact for the BC Public Service as necessary.

A handwritten signature in black ink, appearing to read 'Jessica', is positioned above the printed name.

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Friday, May 1, 2009 3:24 PM
Subject: Update: H1N1 Influenza Virus



Where ideas work

As you may have heard, the expansion of the H1N1 influenza virus (human swine flu) in B.C. has now begun to result in school closures. The decision to close a school is made by the local district in consultation with health officials. B.C. has a strong surveillance system in place through its local health authorities, and we will know if there are any clusters or outbreaks within the school system.

The Provincial Health Officer has emphasized that at this time there is no reason for parents of children in unaffected schools to be unduly concerned. There is also no need for students of a closed school to withdraw from any other group activity such as local sports teams if they are not experiencing any signs of illness. Should there be a need to close more schools or other public facilities, that information will be communicated publicly as soon as possible.

In light of this most recent development, I want to remind all BC Public Service employees of the leave provisions that apply in these kinds of situations:

- In the event that a child is ill and requires the care of a parent, public service employees are entitled to take up to two days of paid leave for the purposes of caring for their children.
- In the event of a school closure, parents who are unable to attend work must use vacation, earned time off or banked overtime to cover the absence. In the event that the employee does not have a balance available in any of these areas, they must take leave without pay to cover the absence.
- The BC Public Service supports flexible working options whenever possible, and an outbreak is an exceptional situation. Therefore, where it is possible in relation to an employee's regular type of work, consideration may be given to allowing an employee to work from home for a period of time in the event of a school closure or the need to care for a child with the virus.

If you have recently returned home from travel to an area such as Mexico that is affected by the outbreak but are feeling well and not exhibiting any influenza symptoms, you should return to work as usual. If you are feeling ill or have influenza symptoms, regardless of where you have travelled, you should stay home from work. You can also call HealthLink BC at 8-1-1, 24 hours a day/seven days a week if you have questions or concerns, or if you are feeling ill. See a health care provider if your symptoms become worse, but call ahead of time to let them know you have a fever or cough illness. If you become ill from the virus, the usual provisions for leave under the Short Term Illness and Injury Plan apply.

In addition, we are still in the midst of a regular flu season. So once again, we should all remember to take practical steps to prevent the spread of the flu at home and at work. More information on influenza prevention, the H1N1 influenza virus and what you can do is on the [swine flu information page](#) on the government website. There is also a link to that page on the [@Work employee intranet](#).

Thank you for your continued professionalism, and I will provide further updates on the impact for the BC Public Service as necessary.

A handwritten signature in black ink, appearing to read 'Jessica', is positioned above the printed name.

Jessica McDonald

Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Saturday, May 9, 2009 10:17 AM
Subject: A Message from Jessica McDonald



Where ideas work

Many of you may have seen or heard media reports Friday afternoon and evening indicating that there are plans underway inside government to cut the public service by up to 57 per cent. These reports stemmed from a news release to this effect issued by another organization.

I want to clarify unequivocally that this information is absolutely untrue – there are no such plans.

As I have stated to you in [previous communications](#), we face a significant demographic challenge inside our workforce as many of us age and plan to retire. Our most conservative scenario shows that the BC Public Service will be at least 30 per cent smaller within the next decade. Responding to that challenge has been the focus of our Corporate Human Resource Plan, *Being the Best*, since we released the first edition three years ago.

The current economic situation has also placed pressure on our workforce and, as I have stated before, our projections show that any layoffs that ultimately result from this pressure will be limited to less than 5 per cent of our organization. Please refer to my [previous communications](#) for more information on this. In addition to the actions taken under *Being the Best*, the Public Service Transformation Fund was created to help retain staff as well as support projects that will help us prepare for the inevitability of a smaller workforce in the years ahead.

During the provincial election, it is important for the BC Public Service to separate itself from the debate around various issues. Inside our organization, however, you should always expect to be able to rely on direct, accurate information relating to your job and this time is no different.

As always, I thank you for your continued professionalism and commitment to serving the people of our province.

A handwritten signature in black ink, appearing to read "Jessica".

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Wednesday, May 13, 2009 8:59 AM
Subject: The Election and the BC Public Service



Where ideas work

Good morning.

Many of you will have watched the election results last evening or seen media this morning confirming a majority for the BC Liberals. I am writing to you to let you know what the public service should expect during the re-election of an administration.

Election results are not final until the writs of election are returned to the Lieutenant Governor by the Chief Electoral Officer, which will take place beginning May 25th, 2009.

June 4th is the earliest date that new Members of the Legislative Assembly can be sworn in. Because the result was a re-election, as was the case during the election period, current Cabinet Ministers remain in their positions until a new Cabinet is sworn in. It is up to the Premier to determine the timing of the appointment of a new Cabinet, but it would be some time before the legislature resumes session.

We should expect the legislature to resume sitting this summer as legislation requires passage of the 2009/10 budget within 90 days of a Cabinet being sworn in.

What can often be expected in either a re-election or the election of a new administration is some degree of adjustment for ministries as the incoming government aligns accountabilities and resources with its priorities for the province. I will ensure to keep you up to date as much as possible as any such decisions are reached.

Thank you for your professionalism and continued commitment to public services in British Columbia.

A handwritten signature in black ink, appearing to read "Jessica".

Jessica McDonald

Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Thursday, June 11, 2009 12:21 PM
Subject: Cabinet Changes and the BC Public Service
Attachments: 2009OTP0088-000988-Attachment3.pdf; 2009OTP0088-000988-Attachment1.pdf;
2009OTP0088-000988-Attachment2.pdf; 2009OTP0088-000988-Attachment3.pdf;
2009OTP0088-000988-Attachment4.pdf



Where ideas work

Good afternoon.

In my last email to you, I outlined the key steps to expect following the election. Yesterday, the Premier announced the members of Executive Council, also called Cabinet. Cabinet membership is comprised of the Premier, the Ministers and Ministers of State. With this announcement, ministry staff are now aware of any changes in their Minister, Deputy Minister, and ministry responsibilities.

You will have noticed that while there are some organizational changes to ministry responsibilities these are fairly minimal across government. They are largely centred around a split of the former Ministry of Labour and Citizens' Services into two separate ministries, with some new responsibilities being shifted to the Ministry of Citizens' Services such as human resource management for the BC Public Service, multiculturalism and the Public Affairs Bureau. In addition, the Integrated Land Management Bureau has shifted to the Minister of Forests and Range, and the BC Olympic Games Secretariat has been shifted from the Ministry of Finance to the Ministry of Healthy Living and Sport. Full details on the Cabinet announcement are available on the [government website](#) and I have also attached the reference materials to this note.

As always, I thank you for your continued professionalism and dedication to serving the province and people of British Columbia.

A handwritten signature in black ink that reads "Jessica".

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

BACKGROUND

2009OTP0088-000988

June 10, 2009

Office of the Premier

MEMBERS OF THE EXECUTIVE COUNCIL

Premier – **Hon. Gordon Campbell**

Minister of State for Intergovernmental Relations – **Hon. Naomi Yamamoto**

Aboriginal Relations and Reconciliation – **Hon. George Abbott**

Advanced Education and Labour Market Development – **Hon. Moira Stilwell**

Agriculture and Lands – **Hon. Steve Thomson**

Attorney General – **Hon. Mike de Jong**

Children and Family Development and Minister Responsible for Child Care – **Hon. Mary Polak**

Citizens' Services and Minister Responsible for Multiculturalism and the Public Affairs Bureau – **Hon. Ben Stewart**

Community and Rural Development – **Hon. Bill Bennett**

Education and Minister Responsible for Early Learning and Literacy – **Hon. Margaret MacDiarmid**

Energy, Mines and Petroleum Resources – **Hon. Blair Lekstrom**

Minister of State for Mining – **Hon. Randy Hawes**

Environment – **Hon. Barry Penner**

Minister of State for Climate Action – **Hon. John Yap**

Finance and Deputy Premier – **Hon. Colin Hansen**

Forests and Range and Minister Responsible for the Integrated Land Management Bureau – **Hon. Pat Bell**

Health Services – **Hon. Kevin Falcon**

Healthy Living and Sport – **Hon. Ida Chong**

Minister of State for the Olympics and ActNow BC – **Hon. Mary McNeil**

Housing and Social Development – **Hon. Rich Coleman**

Labour – **Hon. Murray Coell**

Public Safety and Solicitor General – **Hon. Kash Heed**

Small Business, Technology and Economic Development – **Hon. Iain Black**

Tourism, Culture and the Arts – **Hon. Kevin Krueger**

Transportation and Infrastructure – **Hon. Shirley Bond**

Parliamentary Secretaries

Parliamentary Secretary for the Asia-Pacific Initiative to the Minister of Small Business, Technology and Economic Development - **Richard T. Lee**

Parliamentary Secretary for Multiculturalism to the Minister of Citizens' Services - **Dave Hayer**

Parliamentary Secretary for Pine Beetle Community Recovery to the Minister of Community and Rural Development - **Donna Barnett**

Parliamentary Secretary for the Ranching Task Force to the Minister of Agriculture and Lands - **Terry Lake**

Parliamentary Secretary for Silviculture to the Minister of Forests and Range - **John Rustad**

Parliamentary Secretary for Water Supply and Allocation to the Minister of Environment - **John Slater**

Additional appointments

Government house leader – **Hon. Mike de Jong**

Government deputy house leader – **Hon. George Abbott**

Media Bridgitte Anderson
contact: Press Secretary
 Office of the Premier
 604 307-7177

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BACKGROUND

2009OTP0088-000988
June 10, 2009

Office of the Premier

SUMMARY OF MINISTRY RESPONSIBILITIES

OFFICE OF THE PREMIER

Minister of State for Intergovernmental Relations

General Responsibilities

Cabinet operations
Corporate planning
Strategic policy and legislative priorities
Intergovernmental relations

MINISTRY OF ABORIGINAL RELATIONS AND RECONCILIATION

General Responsibilities

Aboriginal policy and coordination
Treaty negotiations
Consultation and accommodation policy
First Citizens' Fund

Major Agencies, Boards and Commissions

BC Treaty Commission
First Peoples' Heritage, Language and Culture Council
Native Economic Development Advisory Board

MINISTRY OF ADVANCED EDUCATION AND LABOUR MARKET DEVELOPMENT

General Responsibilities

Post-secondary financing
Post-secondary policy and accountability
Student financial assistance
Immigration policy
Labour market policy
Provincial Nominee Program
WorkBC
BladeRunners
Industry training
Public Sector Employers' Council Secretariat

Major Agencies, Boards and Commissions

Industry Training Authority
Knowledge Network Corporation
Universities, Colleges and Institutes
Private Career Training Institutions Agency
B.C. College and Institute Boards
University Boards of Governors
British Columbia Council on Admissions and Transfers
Degree Quality Assessment Board
BC Pension Corporation

MINISTRY OF AGRICULTURE AND LANDS

General Responsibilities

Agriculture, aquaculture and food industry development
Animal health and crop protection
Food safety and quality
Commercial fisheries and fish processing
Aquaculture licensing and regulation
Allocation of Crown land
Soil management
Weed control
Crop insurance

Major Agencies, Boards and Commissions

Agricultural Land Commission
BC Farm Industry Review Board
BC Wine Institute
Muskwa Kechika Advisory Board

MINISTRY OF ATTORNEY GENERAL

General Responsibilities

Criminal justice and family law
Administrative law policy
Court administration
Legal aid and public legal education
Alternate dispute resolution
Family maintenance
Legal services to government

Major Agencies, Boards and Commissions

Legal Services Society
BC Utilities Commission
B.C. Human Rights Tribunal
B.C. Law Institute
B.C. Review Board

**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
(Minister Responsible for Child Care)**

General Responsibilities

Adoption and reunion services
Child protection and family development
Foster care
Child care
Children and youth with special needs
Child and Youth Mental Health
Youth justice programs

Major Agencies, Boards and Commissions

Board of Registration for Social Workers
Provincial Child Care Council

**MINISTRY OF CITIZENS' SERVICES
(Minister Responsible for Multiculturalism and the Public Affairs Bureau)**

General Responsibilities

Citizen service delivery

- Government agents
- BC Stats
- BCOOnline
- Enquiry BC
- Online Channel Office
- Business and personal property registries services

Citizen Engagement

Multiculturalism

Queen's Printer

Canada-BC Business Service Centre

Chief Information Officer

Information and privacy policy

Workforce planning

Employee engagement

BC Public Service Agency

Public Affairs Bureau

Shared Services BC:

- Accommodation and Real Estate Services
- Workplace Technology Services
- Alternative Service Delivery
- Procurement and Supply Services
- Corporate Accounting Services
- Telecommunications infrastructure
- Solutions BC

Major Agencies, Boards and Commissions

Multicultural Advisory Council

MINISTRY OF COMMUNITY AND RURAL DEVELOPMENT

General Responsibilities

Community Charter
Local government
Vancouver Urban Development Agreement
University Endowment Lands
Community adjustment
Community Development Trust
Regional economic and rural development
Mountain Pine Beetle
Property assessment

Major Agencies, Boards and Commissions

Board of Examiners
Columbia Basin Trust
BC Assessment Authority
Property Assessment Appeal Board
Islands Trust Fund Board
Northern Development Initiative Trust
North Island Coast Development Initiative Trust
Southern Interior Development Trust
Nechako-Kitimaat Development Fund Society
BC-Alcan Northern Development Fund

MINISTRY OF EDUCATION

(Minister Responsible for Early Learning and Literacy)

General Responsibilities

K-12 standards and accountability
K-12 funding
Independent schools
Community schools
Action Schools! BC programs
Early childhood development
Literacy
Libraries
Early Learning Agency
StrongStart BC Centres

Major Agencies, Boards and Commissions

Education Advisory Council
College of Teachers
Learning Roundtable

MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES
Minister of State for Mining

General Responsibilities

Energy policy, including electricity and alternative energy
Power technology development
Mines and minerals development
Geological Survey Branch
Oil and gas development
Offshore oil and gas development
Mines inspection

Major Agencies, Boards and Commissions

BC Hydro
BC Transmission Corporation
Columbia Power Corporation
Oil and Gas Commission
Assayers Certification Board of Examiners
Mediation and Arbitration Board

MINISTRY OF ENVIRONMENT
Minister of State for Climate Action

General Responsibilities

Parks, wilderness and protected areas
Air, land and water pollution prevention and waste management
Fish and wildlife habitat and species protection
Species at Risk Coordination Office
Compliance and enforcement
Water quality
Water allocation
Drought management
Dam and dyke safety and regulation
Flood plain management
Ocean management strategy
Watershed restoration
Environmental emergencies
Conservation Officer Service
Climate Action Secretariat
Environmental Assessment Office
State of Environment Reporting

Major Agencies, Boards and Commissions

Environmental Appeal Board

MINISTRY OF FINANCE

General Responsibilities

Treasury Board
Office of the Comptroller General
Provincial treasury
Economic and financial analysis
Financial institutions regulation
Fiscal planning, tax policy
Tax collection including property, income and consumer
Forestry, mines, oil and gas revenue
Collection and loan management
Homeowner Grants
Capital Planning Secretariat
Crown Agencies Secretariat
Board Resourcing and Development Office

Major Agencies, Boards and Commissions

B.C. Securities Commission
Partnerships BC
Financial Institutions Commission
Insurance Council of B.C.
Real Estate Council
Mineral Tax Review Board

MINISTRY OF FORESTS AND RANGE

(Minister Responsible for Integrated Land Management Bureau)

General Responsibilities

Forest stewardship and timber supply
Forest protection – pests and fire
Compliance and enforcement
Forest investment
Timber pricing and sales
BC Timber Sales
Grazing and range stewardship
Integrated Land Management Bureau:
- Land use planning
- Land Information BC
- Aboriginal consultation coordination
- Single point of contact service

Major Agencies, Boards and Commissions

Forest Appeals Commission
Forest Practices Board
Forestry Innovation Investments Ltd.
Timber Export Advisory Committee

MINISTRY OF HEALTH SERVICES

General Responsibilities

Leadership and support for the health service delivery system
Performance management of the health authorities
Health human resource planning
Health regulation and licensing
Health information systems and e-health
End of life and palliative care
Community and home support services
Mental health and addictions services
HealthLinkBC
BC Bedline
Medical Services Plan
PharmaCare
BC Ambulance Service
Vital Statistics

Major Agencies, Boards and Commissions

Health Authorities
Medical Services Commission
Medical and Health Care Services Appeal Board
BC Patient Safety & Quality Council
Hospital Appeal Board

MINISTRY OF HEALTHY LIVING AND SPORT

Minister of State for the Olympics and ActNow BC

General Responsibilities

Health promotion and protection
Aboriginal health promotion
Public health planning
Provincial Health Officer
Provincial Nutritionist
Women and seniors
Assisted living and residential care
Community Care licensing
Communicable diseases prevention and addictions services promotion
Healthy living / chronic disease prevention
Water and air monitoring and reporting
Sports and recreation
Dial-a-Dietitian
ActNow BC
BC Olympic Games Secretariat

Major Agencies, Boards and Commissions

Community Care and Assisted Living Appeal Board
BC Games Society

MINISTRY OF HOUSING AND SOCIAL DEVELOPMENT

General Responsibilities

Housing and homeless policy
Building policy
Safety standards and inspections
Landlord-tenant dispute resolution
Income assistance
Disability assistance
Delivery of employment programs
Provincial Disability Strategy
Adult community living services
Transition houses
Mental health and addictions services coordination
Volunteer and non-profit support
Liquor control and licensing
Liquor Distribution Branch
Gaming policy
Responsible Gambling Strategy
Community gaming grants

Major Agencies, Boards and Commissions

BC Housing Management Commission
BC Lottery Corporation
Community Living BC
Building Code Appeal Board
Homeowner Protection Office
Building Policy Advisory Committee
Safety Standards Appeal Board
Safety Authority of BC
Provincial Rental Housing Commission
Employment and Assistance Appeal Tribunal

MINISTRY OF LABOUR

General Responsibilities

Labour relations
Employment standards
Occupational health and safety
Workers Compensation Act

Major Agencies, Boards and Commissions

BC Labour Relations Board
Workers' Compensation Appeal Tribunal
Employment Standards Tribunal

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

General Responsibilities

Police and correctional services
Provincial emergency management
Emergency social services
Crime prevention programs
Criminal record check and protection order registry
Victim assistance
Consumer services
Gaming enforcement
Superintendent of Motor Vehicles
Office of the Fire Commissioner

Major Agencies, Boards and Commissions

Insurance Corporation of British Columbia
Police boards
Coroners Service of B.C.

MINISTRY OF SMALL BUSINESS, TECHNOLOGY AND ECONOMIC DEVELOPMENT

General Responsibilities

Economic development policy
International and internal trade policy
Export market development
Business climate
Small Business Roundtable
Smart regulation
BC venture capital program
Innovation and technology
Low carbon economy
International Financial Centre
Innovative Clean Energy Fund
Trade, Investment, and Labour Mobility Agreement
BC Trade Commission, Education and Skills Development

Major Agencies, Boards and Commissions

Leading Edge Endowment Fund Board
Asia-Pacific Trade Council
BC Innovation Council
Premier's Technology Council

MINISTRY OF TOURISM, CULTURE AND THE ARTS

General Responsibilities

Tourism strategy
Aboriginal tourism
Heritage conservation
Archaeology
Recreation sites and trails
Recreational fish and wildlife promotion
Public backcountry recreation
Commercial recreation policy
Resorts and alpine ski developments
Film policy and classification
Arts and culture programs

Major Agencies, Boards and Commissions

Tourism BC
Provincial Capital Commission
BC Arts Council
Royal BC Museum Corporation
BC Pavilion Corporation

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

General Responsibilities

Transportation planning and policy
Highway construction and maintenance
Commercial vehicle safety and inspections
Port and airport development
Infrastructure grants
Major capital project management

Major Agencies, Boards and Commissions

BC Rail
Passenger Transportation Board
BC Transit
BC Transportation Financing Authority
Rapid Transit 2000 Project

CABINET COMMITTEES

Agenda and Priorities Committee

Premier Gordon Campbell (chair)
George Abbott
Rich Coleman
Mike de Jong
Kevin Falcon
Margaret MacDiarmid
Joan McIntyre

Cabinet Committee on Climate Action

Premier Gordon Campbell (chair)
John Yap (vice-chair)
Shirley Bond
Rich Coleman
Eric Foster
Barry Penner
Naomi Yamamoto

Environment and Land Use Committee

Barry Penner (chair)
George Abbott
Pat Bell
Randy Hawes
Kevin Krueger
Terry Lake
John Slater

Legislative Review Committee

George Abbott (chair)
Barry Penner (vice-chair)
Bill Bennett
Mike de Jong
Norm Letnick
Moiria Stilwell
Jane Thornthwaite

Treasury Board

Colin Hansen (chair)
Shirley Bond (vice-chair)
Stephanie Cadieux
Ron Cantelon
Ida Chong
Blair Lekstrom
Steve Thomson

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Media Bridgitte Anderson
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BACKGROUND

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Office of the Premier

DEPUTY MINISTER LIST

The following deputy minister and deputy minister-equivalent appointments have been made:

Office of the Premier

Jessica McDonald, Deputy Minister to the Premier and Cabinet Secretary

Lorne Brownsey, Deputy Minister, Corporate Initiatives and Intergovernmental Relations

Ministry of Aboriginal Relations and Reconciliation

Bob de Faye, Deputy Minister

Ministry of Advanced Education and Labour Market Development

Robin Ciceri, Deputy Minister

Paul Straszak, President and CEO, Public Sector Employers' Council

Ministry of Agriculture and Lands

Larry Pedersen, Deputy Minister

Ministry of Attorney General

Allan Seckel, Deputy Attorney General

Ministry of Children and Family Development

Lesley du Toit, Deputy Minister

Ministry of Citizens' Services

Kim Henderson, Deputy Minister

Beth James, President and CEO, Shared Services BC

Ron Norman, Head, Government Communications, Public Affairs Bureau

Lynda Tarras, Head, BC Public Service Agency

Ministry of Community and Rural Development

Dale Wall, Deputy Minister

Ministry of Education

James Gorman, Deputy Minister

Ministry of Energy, Mines and Petroleum Resources

Greg Reimer, Deputy Minister

Ministry of Environment

Doug Konkin, Deputy Minister

Robin Junger, Associate Deputy Minister, Environmental Assessment Office

Ministry of Finance

Graham Whitmarsh, Deputy Minister and Secretary to Treasury Board

Ministry of Forests and Range

Dana Hayden, Deputy Minister

Steve Carr, President and CEO, Integrated Land Management Bureau

Ministry of Health Services

John Dyble, Deputy Minister

Ministry of Healthy Living and Sport

Grant Main, Deputy Minister

Philip Steenkamp, President and CEO, B.C. Olympic Games Secretariat

Ministry of Housing and Social Development

Cairine MacDonald, Deputy Minister

Ministry of Labour

Rob Lapper, Deputy Minister

Ministry of Public Safety and Solicitor General

David Morhart, Public Security Commissioner and Deputy Solicitor General

Wes Shoemaker, Deputy Minister, Public Safety

Ministry of Small Business, Technology and Economic Development

Don Fast, Deputy Minister

Ministry of Tourism, Culture and the Arts

Lori Wanamaker, Deputy Minister

Ministry of Transportation and Infrastructure

Peter Milburn, Deputy Minister

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BACKGROUND

2009OTP0088-000988

June 10, 2009

Office of the Premier

EXECUTIVE COUNCIL BIOGRAPHIES

(Note: High-resolution photos can be downloaded at http://www.gov.bc.ca/premier/cabinet_ministers/)

HON. GORDON CAMPBELL PREMIER

Gordon Campbell was re-elected MLA for Vancouver – Point Grey on May 12, 2009. He was first sworn in as British Columbia's 34th Premier on June 5, 2001.

Premier Campbell was elected leader of the BC Liberal Party in September 1993. He was elected to the B.C. Legislature in 1994 in a by-election to represent the riding of Vancouver-Quilchena and was re-elected in 1996, 2001 and 2005 for Vancouver-Point Grey.

Premier Campbell attended public school in Vancouver. After graduating, he received a scholarship to Dartmouth College in New Hampshire where he received his bachelor of arts degree. He worked his way through university in the dining hall and as the associate to the secretary of the College. He later received a master's of business administration from Simon Fraser University.

In 1984, he was elected to Vancouver City Council. From 1986 to 1993, he served as mayor of Vancouver for three successive terms.

HON. NAOMI YAMAMOTO MINISTER OF STATE FOR INTERGOVERNMENTAL RELATIONS

Naomi Yamamoto was elected as MLA for North Vancouver-Lonsdale in the 2009 general provincial election.

Minister Yamamoto has been the president and owner of Tora Design Group in North Vancouver for 21 years, and for the past two years she has been with the North Vancouver Chamber of Commerce as president and general manager.

Recently, she served on the board of the North Shore Credit Union and the Vancouver Coastal Health Authority, and was president of the Gordon and Marion Smith Foundation. As well, she represented the North Vancouver Chamber on the North Shore 2010 Spirit Committee and Vancouver's North Shore Tourism Association Board.

In 1994, Minister Yamamoto served as chair of the BC Chamber of Commerce. She completed a six-year term on the board of Capilano College, with the last three years as chair. She also enjoyed six years as a director of the North Shore Neighbourhood House.

In 2005, Naomi was appointed as an inaugural member of the Premier's Small Business Roundtable.

HON. GEORGE ABBOTT
MINISTER OF ABORIGINAL RELATIONS AND RECONCILIATION

George Abbott was re-elected as MLA for Shuswap on May 12, 2009. He has previously served as Minister of Health since June 16, 2005. He also served as Minister of Community, Aboriginal and Women's Services and Minister of Sustainable Resource Management.

Minister Abbott has also been deputy house leader for the Official Opposition and was critic for municipal affairs and forests. He was deputy chair of the Select Standing Committees on Forests, Energy, Mines and Petroleum Resources, and was a member of the Select Standing Committee on Aboriginal Affairs. Additionally, he sat on the Official Opposition Caucus Committee on Crime.

First elected as MLA in 1996 to represent the riding of Shuswap, Minister Abbott was re-elected in 2001 and again in 2005. Before his election to the Legislative Assembly, he was the chair of the Columbia-Shuswap Regional District, and a political science instructor at Okanagan University College. He also owned the oldest and largest berry farm in the Interior.

Minister Abbott received his bachelor of arts from the University of British Columbia and his master of arts in political science from the University of Victoria.

HON. MOIRA STILWELL
MINISTER OF ADVANCED EDUCATION AND LABOUR MARKET DEVELOPMENT

Dr. Moira Stilwell was elected MLA for Vancouver-Langara on May 12, 2009.

Minister Stilwell is a radiologist and nuclear medicine physician who has been working at BC Women's Hospital for nearly a decade. Prior to being elected, Moira was head of nuclear medicine at St. Paul's Hospital, Surrey Memorial Hospital, and Abbotsford Regional Hospital and Cancer Clinic. She was also the co-chair of the Canadian Breast Cancer Foundation 2020 Task Force. She previously worked at BC Women's Hospital where she was co-medical director of the Breast Health Program and staff radiologist. She was a clinical assistant professor in the Department of Radiology in the Faculty of Medicine at University of British Columbia.

She is the past chair of the Canadian Breast Cancer Foundation, BC/Yukon Chapter, has served on the board of the Canadian Breast Cancer Research Alliance, as well as on the BC Women's Hospital Foundation Board.

HON. STEVE THOMSON
MINISTER OF AGRICULTURE AND LANDS

Steve Thomson was elected to represent the riding of Kelowna-Mission on May 12, 2009. Born and raised in Kelowna, he comes from a pioneer family who continue to operate the original family farm established in 1896.

Minister Thomson is the former executive director of the BC Agriculture Council and has developed his career and experience working on behalf of British Columbia farmers and ranchers. He has served as general manager of the BC Fruit Growers' Association and the BC Milk Producers Association.

He has served the community and province as president of the Kelowna Chamber of Commerce and chair of the BC Chamber of Commerce, and has represented those organizations and others on provincial government task forces focused on red tape reduction and small business development.

He has also served as a director of the Kelowna Museum, the Okanagan Innovation Fund and the BC BioEnergy Network.

HON. MIKE DE JONG
ATTORNEY GENERAL

Mike de Jong was re-elected as MLA for the new riding of Abbotsford West on May 12, 2009.

He was first elected to the Legislative Assembly in a 1994 by-election to represent the electoral district of Matsqui. He was re-elected in 1996 and again in 2001 to the new riding of Abbotsford-Mount Lehman, where he was again re-elected in 2005.

Minister de Jong previously served as Minister of Aboriginal Relations and Reconciliation since Aug. 15, 2006. He has also served as Government House Leader.

Minister de Jong has previously served as Minister of Labour and Citizens' Services and Minister of Forests. Prior to that, he was deputy house leader for the Official Opposition and served as a critic for a variety of portfolios.

Before his election, Minister de Jong practiced as a lawyer in his Abbotsford firm. He holds a bachelor of arts degree from Carleton University in Ottawa and a law degree from the University of Alberta.

HON. MARY POLAK
MINISTER OF CHILDREN AND FAMILY DEVELOPMENT
Minister Responsible for Child Care

Mary Polak was elected to the Legislature in 2005 and again in the May 12, 2009 election to represent Langley. She was appointed Minister of Healthy Living and Sport on June 23, 2008.

She has served as the parliamentary secretary to the Minister of Health for the Conversation on Health. Minister Polak served on the Cabinet Committee on New Relationship Co-ordination and the Government Caucus Committee on Social Development. She has served on the Government Caucus Committee for Natural Resources and the Economy, the Select Standing Committees for Children and Youth, Education and Public Accounts. She has also been a member of the Cabinet Committee on Agenda Development and the Special Committee to Review the Personal Information Protection Act.

Before being elected to the Legislative Assembly, Minister Polak was director of operations for a small polling and research firm and a trustee and former chair of the Surrey School Board. Under her leadership, Surrey became the first school district in B.C. to balance its books according to generally accepted accounting principles. She also led an initiative to make Surrey the first school district in the province to publish school-by-school results for both elementary and secondary schools.

HON. BEN STEWART
MINISTER OF CITIZENS' SERVICES
Minister Responsible for Multiculturalism and the Public Affairs Bureau

Ben Stewart was elected as MLA for Westside-Kelowna on May 12, 2009.

An entrepreneur, Minister Stewart founded and built Quails' Gate into one of Canada's leading estate wineries.

He has 30 years of extensive experience serving the community and is a founding director of a venture capital fund for local business development. He was on the board of the Kelowna General Hospital Foundation and has been active in the fundraising and establishment of the Brookhaven Extended Care Facility Campaign, Southern Interior Cancer Centre Campaign, and the Rotary Centre for the Arts.

Minister Stewart was chair of the BC Grape Marketing Board where he successfully negotiated with provincial and federal governments on agricultural stabilization. Additionally, he was chairman of the Regional Transportation Advisory Committee for the Thompson Okanagan, as well as a member of the Presidents Community Advisory Council at UBC Okanagan.

HON. BILL BENNETT
MINISTER OF COMMUNITY AND RURAL DEVELOPMENT

Bill Bennett was re-elected as MLA for Kootenay East on May 12, 2009.

He previously served as Minister of Tourism, Culture and the Arts since June 23, 2008. In 2007, he became chair of the Select Standing Committee on Finance and Government Services, a member of the Select Standing Committee on Children and Youth, and chair of the B.C. Outdoor Caucus. He previously served as minister of state for mining.

Minister Bennett was elected to represent the riding of East Kootenay in the 2001 provincial election and re-elected in 2005. He served on the Government Caucus Committee on Natural Resources and served on the Kootenay Caucus. He was also deputy chair of the Parliamentary Select Standing Committee on Public Accounts, a member of the Premier's Olympic Live Sites Committee, the Caucus Committee on Treaties, the Waste Management Review Committee and is a legislative member of the committee for the Pacific Northwest Economic Region.

Before being elected, Minister Bennett was a partner in a Cranbrook law firm. In 1976, he earned an honours degree in English from the University of Guelph and in 1992 a law degree from Queen's University.

HON. MARGARET MACDIARMID
MINISTER OF EDUCATION

Minister Responsible for Early Learning and Literacy

Dr. Margaret MacDiarmid was elected MLA for Vancouver-Fairview on May 12, 2009.

Minister MacDiarmid has been a family physician for 23 years. She served on the board of the BC Medical Association for 12 years and was president in 2006-2007.

The BCMA is a voluntary association of 11,000 members comprised of British Columbia's physicians, medical residents, and medical students. During her time with the BCMA, Minister MacDiarmid met with key leaders from government and other organizations.

Originally from Saskatchewan, Minister MacDiarmid moved to Rossland, B.C. in 1989. Since the mid-1990s, her work brought her more frequently to Vancouver where she decided to settle.

HON. BLAIR LEKSTROM
MINISTER OF ENERGY, MINES AND PETROLEUM RESOURCES

Blair Lekstrom was re-elected to a third term as MLA for Peace River South on May 12, 2009.

He was first appointed Minister of Energy, Mines and Petroleum Resources on January 19, 2009 after serving as Minister of Community Development from June 23, 2008. He was first elected in the 2001 provincial general election in the riding of Peace River South, and was re-elected for a second term in the 2005 general election.

Previously, Minister Lekstrom chaired the Legislative Select Standing Committee on Finance and Government Services and served on the Select Standing Committee on Public Accounts, the Agriculture Policy Development Committee, the Legislative Review Committee and the Government Caucus Committee on the Economy. In the past he has also served as the chair of the Legislative Committee to review the Freedom of Information and Protection of Privacy Act and the BC Offshore Oil and Gas Committee. He has been a member of the Select Standing Committee on Aboriginal Affairs, the Select Standing Committee on Health, the Northern Caucus Committee, the Cabinet Committee on Agenda & Priorities, and the Legislative Committee on the Citizens' Assembly on Electoral Reform.

Before becoming an MLA, Minister Lekstrom was serving his second term as mayor of the City of Dawson Creek. He was first elected mayor in 1996, after serving for three years as a councillor.

HON. RANDY HAWES
MINISTER OF STATE FOR MINING

Randy Hawes was re-elected as MLA to represent the new riding of Abbotsford-Mission on May 12, 2009. Hawes was first elected as MLA for Maple Ridge-Mission in 2001 and was re-elected in the May 2005 provincial general election.

He has served as chief government whip, chair of the Select Standing Committee on Finance and Government Service, chair of the Government Committee on Health, and has been a member of the Legislative Assembly's Select Standing Committee on Health.

In addition, he served on the Legislative Assembly's Select Standing Committee on Public Accounts, the Special Committee to Select a Merit Commissioner and chairs the Burrard Thermal Options Committee.

Before becoming an MLA, Minister Hawes was in his third term as mayor of the District of Mission. He was also chair of the Fraser Valley Regional District, a member of the Fraser Valley Treaty Advisory Committee for four years, a four-year member of the James Sewer Treatment Plant Board, and a seven-year member (four as chair) of the Fraser Valley Water Commission.

HON. BARRY PENNER
MINISTER OF ENVIRONMENT

Barry Penner was re-elected as MLA to represent the new riding of Chilliwack-Hope on May 12, 2009.

He was first elected to represent Chilliwack in 1996, and was re-elected in the new riding of Chilliwack-Kent in 2001 and 2005.

Minister Penner was first named Minister of Environment and Minister responsible for Water Stewardship and Sustainable Communities on June 16, 2005.

Raised in Chilliwack, Minister Penner studied political science and economics at Simon Fraser University to earn his bachelor of arts degree. He later earned his law degree from the University of Victoria. A former park ranger and sawmill worker, Minister Penner also worked as a B.C. Legislative intern in Victoria. In 1991, he worked for an international law firm in Bangkok, Thailand and then later practiced law in Chilliwack until his election in 1996.

He previously served as parliamentary secretary to the government house leader, as chair of the Government Caucus Committee on Natural Resources, and was a member of the Legislature's Standing Committee on Crown Corporations.

He has also chaired the Legislature's Select Standing Committee on Parliamentary Reform, Ethical Conduct, Standing Orders and Private Bills, and served as a member of the Legislature's Select Standing Committee on Aboriginal Affairs, and the Cabinet Committee for Legislative Review.

HON. JOHN YAP
MINISTER OF STATE FOR CLIMATE ACTION

John Yap was first elected in the riding of Richmond-Steveston in the 2005 provincial election. He was re-elected on May 12, 2009.

Minister Yap previously served as the chair of the Government Caucus. He was also a member of the Treasury Board, the Legislative Review Cabinet Committee, as well as the Select Standing Committees of Public Accounts Crown Corporations and Finance and Government Services. He has also served as a member of the Special Committee on Sustainable Aquaculture and was previously a member of the Finance and Government Services Committee

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HON. COLIN HANSEN
MINISTER OF FINANCE AND DEPUTY PREMIER

Colin Hansen was re-elected to represent Vancouver-Quilchena on May 12, 2009. He was first elected in 1996, and re-elected in 2001 and 2005.

He was appointed Minister of Finance on June 23, 2008. He previously served as Minister of Economic Development, Minister of Health Services, and a previous appointment as Minister of Finance.

Minister Hansen served as health critic for the Official Opposition, as well as the critic for Employment and Investment, and for Labour. He sat on the Select Standing Committees on Crown Corporations and on Economic Development, Science, Labour, Training and Technology. He also sat on the Official Opposition Caucus Committees on Health and Economy.

Minister Hansen received his bachelor of arts degree in political science from the University of Victoria in 1975.

Before his election to the Legislative Assembly, he and his wife Laura owned and operated a small business they established in 1988. Prior to that, he was vice-president of finance and administration for the Asia Pacific Foundation of Canada.

HON. PAT BELL

MINISTER OF FORESTS AND RANGE

Minister Responsible for the Integrated Land Management Bureau

Pat Bell was re-elected as MLA for Prince George-Mackenzie on May 12, 2009.

He was first appointed Minister of Forests and Range on June 23, 2008. He previously served as Minister of Agriculture and Lands and as minister of state for mining.

Minister Bell was elected to represent the riding of Prince George North in the 2001 election and re-elected in 2005.

He has served on the Government Caucus Committee on Natural Resources and B.C. Task Force on Mining, and as chair of the Small Scale Salvage Review Committee. Minister Bell has also served on the Legislative Select Standing Committees on Education and Crown Corporations.

Prior to becoming an MLA, Minister Bell owned a trucking company and co-owned a logging company.

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HON. KEVIN FALCON

MINISTER OF HEALTH SERVICES

Kevin Falcon was first elected in 2001 to represent the riding of Surrey-Cloverdale, and was re-elected in 2005 and 2009. He initially served as minister of state for deregulation.

He previously served as Minister of Transportation since January 26, 2004, overseeing a capital program that included the Kicking Horse Canyon, the Sea-to-Sky Highway and the William R. Bennett Bridge, among many others.

Minister Falcon's leadership recently earned him recognition in Vancouver Magazine's annual ranking of the city's 50 most influential leaders.

Before his election to the Legislative Assembly in 2001, he was president of Access Group, a corporate communications firm he founded in 1998. He has also worked in the real estate development industry and was vice-president of Northwest Investment Properties. He received his bachelor of arts degree from Simon Fraser University, and his real estate education at the University of British Columbia.

HON. IDA CHONG

MINISTER OF HEALTHY LIVING AND SPORT

Ida Chong was re-elected to represent the riding Oak Bay-Gordon Head on May 12, 2009.

She previously served as Minister of Small Business, Technology and Economic Development and Minister Responsible for the Asia-Pacific Initiative.

Minister Chong also served as Minister of Community Services, with responsibilities for local governments, Seniors' and Women's Issues and the B.C. Public Service Agency. In addition to her role as Minister, Minister Chong also served on the Cabinet Committee for Climate Action and B.C.'s Treasury Board.

Minister Chong has previously held cabinet portfolios as Minister of Advanced Education and as minister of state for women's and seniors' Services.

A native of greater Victoria, Minister Chong has represented her constituency of Oak Bay-Gordon Head since she first entered provincial politics in 1996. During her first term at the legislature she was the Official Opposition critic in a number of areas, including critic for Small Business and deputy critic of Finance.

HON. MARY MCNEIL
MINISTER OF STATE FOR THE OLYMPICS AND ACTNOW BC

Mary McNeil was first elected MLA for Vancouver-False Creek in the 2009 general provincial election on May 12.

Most recently, Minister McNeil served as president and CEO of the BC Cancer Foundation for eight years. She has served in key roles for international economic events including the G7 meetings in Halifax and Toronto, APEC in Vancouver and the XI international conference on AIDS.

Minister McNeil has also served on the Vancouver Police Board for four years.

HON. RICH COLEMAN
MINISTER OF HOUSING AND SOCIAL DEVELOPMENT

Rich Coleman was first elected in 1996 to represent the riding of Fort Langley-Aldergrove and was re-elected in 2001, 2005 and 2009.

He was first appointed Minister of Housing and Social Development on June 23, 2008.

He previously served as Minister of Forests and Range and Minister Responsible for Housing, as well as Minister of Public Safety and Solicitor General.

From 1996-2001, Minister Coleman served in a variety of Official Opposition roles, including housing critic, forests deputy critic, and caucus whip. He also sat on the Official Opposition Caucus Committee on Crime.

Minister Coleman has served as governor of the B.C. Kinsmen, president of the Aldergrove Chamber of Commerce, and as a director on several volunteer boards. He was awarded Rotary's highest honour, the Paul Harris Fellowship, and received a Queen's Golden Jubilee Medal in 2003. He has also received the Canada 125 Medal for community service and was chosen Langley's Volunteer of the Year in 1988.

HON. MURRAY COELL
MINISTER OF LABOUR

Murray Coell was re-elected to the riding of Saanich North and the Islands on May 12, 2009.

Minister Coell served as Minister of Advanced Education and Labour Market Development since June 23, 2008. He was previously appointed as Minister of Advanced Education and Minister Responsible for Research and Technology on June 16, 2005.

His past portfolios include Minister of Human Resources and Minister of Community, Aboriginal and Women's Services.

He was first elected in 1996 to represent the riding of Saanich North and the Islands, and was re-elected in 2001, 2005 and 2009. He has served on the Government Caucus Committee on Communities and Safety, the Cabinet Committee of Agenda and Priorities, the Treasury Board, and the Public Sector Employers' Council.

Before his election to the Legislative Assembly, Minister Coell was a social worker, specializing in alcohol and drug rehabilitation as well as in services to those with mental disabilities. He also owned and operated a small business.

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Minister Coell sat on Saanich Municipal Council for 12 years, six of them as mayor. He also chaired the Capital Regional District, the Saanich Police board and the Capital Regional District hospital board, and was deputy chair of the Municipal Finance Authority.

HON. KASH HEED
MINISTER OF PUBLIC SAFETY AND SOLICITOR GENERAL

Kash Heed was elected MLA for Vancouver-Fraserview on May 12, 2009.

Minister Heed graduated from the B.C. Police Academy in 1979 and has spent the past 30 years serving the public in law enforcement.

He began his career as an officer with the Vancouver Police Department where he moved through the ranks of constable, detective, sergeant, inspector and superintendent. During this same time, he completed his BA and MA at Simon Fraser University part-time.

While superintendent in charge of the south part of Vancouver, and as an Inspector in the southeast quadrant of Vancouver he created the Gang Violence Task Force.

Minister Heed was also head of the drug squad, led the Indo-Canadian gang task force and launched the COMPSTAT system, using computer technology to track crime. In 2007, he was appointed chief of the West Vancouver Police Department.

HON. IAIN BLACK
MINISTER OF SMALL BUSINESS, TECHNOLOGY AND ECONOMIC DEVELOPMENT

Iain Black was re-elected to represent the new riding of Port Moody-Coquitlam in the 2009 provincial general election. He was first elected as an MLA for the former Port Moody-Westwood riding in 2005. He previously served as Minister of Labour and Citizens' Services since June 23, 2008.

Minister Black served on the Cabinet Committee on Climate Action. He has served on Treasury Board, and three Select Standing Committees of the Legislature including Finance and Government Services, Public Accounts, as chair of Crown Corporations, and as chair of the Special Committee to Appoint a Conflict of Interest Commissioner. He has also chaired the Government Caucus Committee on Natural Resources and the Economy.

Before entering politics, Minister Black had a successful career in the technology industry and was president of the Banking Solutions Group of Open Solutions Canada.

HON. KEVIN KRUEGER
MINISTER OF TOURISM, CULTURE AND THE ARTS

Kevin Krueger was re-elected as MLA for Kamloops-South Thompson on May 12, 2009. He previously served as Minister of Community Development since January 19, 2009 after working as Minister of Small Business and Revenue and Minister Responsible for Regulatory Reform since June 23, 2008. He previously served as minister of state for mining.

Minister Krueger was re-elected as MLA for Kamloops-North Thompson in 2005 after being elected in 1996 and re-elected in 2001. He was also a member of the Government Caucus Committee on Natural Resources and Economy, where he previously served as chair.

While in Opposition, Minister Krueger served as the critic for Labour. He was Caucus Whip as well as a member of the Select Standing Committee on Education. Minister Krueger was named to the Special Committee of Selection and the Special Committee for the Citizen's Assembly on Electoral Reform. He was also a member of the Legislative Assembly Management Committee. He previously was a member of the Small Scale Salvage Committee.

Before becoming an MLA, Minister Krueger worked with the Insurance Corporation of BC for 20 years, and at the time of his departure was a road safety regional manager.

HON. SHIRLEY BOND
MINISTER OF TRANSPORTATION AND INFRASTRUCTURE

Shirley Bond was re-elected to a third term as MLA for Prince George-Valemount on May 12, 2009.

Minister Bond previously served as Deputy Premier and Minister of Education and Minister Responsible for Early Learning and Literacy. She also served on the Government Caucus Committee on Social Development, the Cabinet Committee on Agenda Development, Treasury Board and chairs the Cabinet Committee on New Relationship Coordination.

Minister Bond was elected in 2001 and re-elected in 2005 to represent the riding of Prince George-Mount Robson. She has also previously served as Minister of Advanced Education and Minister of Health Services.

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Media Bridgitte Anderson
contact: Press Secretary
 Office of the Premier
 604 307-7177

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To: Enrolees for the Voluntary Reduced Workweek Pilot Program

Subject: Time On Line Entry and other information

Date: June 17, 2009

What's happening?

Thank you for participating in the voluntary reduced workweek. You have committed to take a full 20 per cent unpaid leave of absence over the course of the reduced workweek program, June 29 - September 4, 2009, by taking one unpaid day off each week over this 10-week period. Here is some information you will find useful as you access the program this summer.

What do you need to do?

You will record the voluntary reduced workweek leave taken, using your regular leave recording tools (i.e., Time On Line, e-forms or Leave Management Transaction forms).

- ▶ A new code has been developed to identify the leave taken for this program. Please use **Vol Reduced Wrk Wk LWOP** when recording leave for this initiative. The code will be made available in Time On Line June 29, 2009. Use this same code if you are recording your leave via e-forms or Leave Management Transaction forms. If your leave is normally recorded by someone other than yourself please forward this information to them for their reference and use.
- ▶ If you are recording the leave via e-forms or leave management transaction forms please ensure that you list each leave day separately on the form with the applicable date. If you put the entire leave, using one date range, on an e-leave form, the system will hold the transaction until the end of the leave period and submit it all at once; this would result in you having the entire leave taken on one paycheque.

What other information should I remember?

Your superannuation will continue to be deducted as you take this leave. If it is determined that you are ineligible to participate in the pension contributions for this program (i.e., you are an under-three-year employee or have already purchased five years of pensionable service for general leave of absence purposes), a refund of this deduction will be forthcoming on a future paycheque at the end of the program.

Please ensure that you take all of the leave required under the program. Any of the 20 per cent leave without pay commitment remaining at the end of the program period will be recovered fully on your paycheque dated October 30, 2009. Any time taken in excess of the 20 per cent leave without pay will be deducted as regular leave without pay.

We will be evaluating the results of this program in the fall to determine the ongoing benefit of this type of program.

Questions?

Frequently asked questions about this program are posted on [@ Your Service](#). If you have any additional questions, please contact your [Human Resources Consultant](#).

From: Deputy Minister, PREM:EX
Sent: Thursday, June 18, 2009 9:48 AM
Subject: Public Service Week 2009



As we celebrate Public Service Week, I want to extend my sincere thanks for the exceptional work you have all done over the last year.

The current economic and fiscal situation has made this a challenging time, and will continue to challenge us in the months ahead. I know it may be presenting worries for you on a personal level, and you may also be experiencing the impacts of the economy among your family members. I appreciate the hard work you have all contributed as we manage forward, and I will continue to communicate directly with you to share information on how this relates to our workforce.

But this week is about celebrating all that we have achieved together and will continue to achieve in the year ahead. I have an enormous sense of pride to work with over 30,000 people who every day dedicate themselves to their jobs with integrity, courage, passion, curiosity, accountability, service and teamwork.

Thank you, and enjoy this week to honour the BC Public Service and your part in our continued success.

A handwritten signature in black ink, appearing to read 'Jessica'.

Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Monday, August 24, 2009 3:31 PM
To: PREM BPS Staff excl WCAT; GOV All Core BC Government Staff
Subject: A Message from Jessica McDonald



Where ideas work

Good afternoon.

Over the past number of months, I have written to you periodically to share updated information on budget pressures in the provincial government and related implications for the BC Public Service. As we approach tomorrow's Speech from the Throne and next week's Budget, I wanted to update you on where our planning stands.

Significant work has been underway for some time across ministries to reduce operating costs, re-think program delivery and produce new solutions for managing within limited budgets. Ministries have also been working diligently to map their current workforce to their salary budgets. As part of these efforts, a number of specific steps have been taken to avoid any unnecessary job loss as a result of budget pressures:

- Wherever possible, we have avoided filling vacancies created from retirements and resignations (attrition) and have reassigned staff to fill vacant positions. The resulting savings are being accounted for before any impact on employees is considered.
- Restrictions have been placed on any external hires while possible matches are explored within our existing ranks. The Opportunities and Skills Database was created as a new tool to ensure that all openings across ministries are first considered for internal placement. Recently, we have been reviewing every opportunity in the database corporately to ensure every possible match is identified. More than 100 matches have been made so far, allowing individuals to take on new roles and therefore reduce overall job losses.
- 821 employees signed up for the Voluntary Reduced Workweek initiative, and all of the resulting \$2 million in savings will be applied to help reduce job impacts.
- The senior executive ranks of government were reduced by 20 per cent, with a resulting savings of about \$5 million. These funds have remained available for reallocation to other salary needs within ministries.
- The Public Service Transformation Fund was established to support strategic investments in key job opportunities and redesigning processes that help us to deliver services with fewer staff. These projects provide an opportunity for additional staff placements, which will also be offered this week.

As a result of these measures, I am able to confirm that our commitment to keep the impact of job losses low and under the original projection of five per cent of our workforce remains in place.

You may have heard of some layoffs and restructuring that have taken place within the Public Service Agency and the Public Affairs Bureau. Restructuring has taken place within those two agencies in order to address other priorities. I will communicate with you directly about any further specific job impacts that are anticipated following the tabling of the budget on September 1st.

As we approach that point, we continue reviewing ministry year-to-date spending, attrition projections, and available salary room. We will now also be moving to longer-term restrictions on any new external hires to continue to provide maximum flexibility for placements within our organization. That practice will remain in place until further notice.

I'd like to also reinforce two other important points. First, I want to reiterate that there are no plans to offer voluntary departure or early retirement programs. Second, as I have stated previously, the collective agreement currently in place has not been, and will not be, impacted.

My thanks to all those working so hard to manage not only the human resource pressures but also the broader budget challenges being tackled across government. These are uniquely difficult times, and in many ways it is times like these that demonstrate the great skill and talent of the professionals in the BC Public Service.



Jessica McDonald
Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Tuesday, September 1, 2009 2:57 PM
Subject: A Message from Jessica McDonald



Where ideas work

Good afternoon.

Last week, I wrote to update you on work that has been underway over the past months to find new solutions to limit job losses across our workforce.

In summary, I laid out a number of proactive steps that have been taken, including:

- Not filling vacancies resulting from retirements and resignations (attrition) wherever possible and instead reassigning staff to fill these positions.
- Creating an internal database of opportunities for job matching.
- Restricting external hiring to create further salary savings and/or provide new placement opportunities for existing staff.
- Introducing the Voluntary Reduced Workweek initiative, with savings retained in the same ministry to reduce job impacts.
- Reducing the senior executive ranks of government, with savings reallocated to other salary needs within ministries.
- Funding four new transformation projects that provide additional job opportunities to assist with streamlining work processes in areas across government for the future.

Throughout this process, a large number of employees have accepted new work assignments. I know that change can be unsettling and I want to express my appreciation for the openness and willingness that so many have brought to this effort, ultimately assisting to reduce the incidence of overall job loss.

With the introduction of today's updated provincial Budget, more specific information is now available regarding ministry budgets. As I committed to you earlier, I am writing to you today to explain how this will affect jobs in our organization. Since the spring, I have shared with you our initial projections that job loss in the BC Public Service is likely to occur, but could be managed to 5% or less of our workforce over the three-year plan. With approximately 30,000 FTEs, a 5% reduction would equate to about 1,500 positions over that time frame. As work progressed over the past six months to refine the Budget due to the continuing economic downturn, our revised projections showed that approximately 800 positions would likely be affected this year.

However, I am now able to say that due to the measures we have introduced we have been successful in reducing those numbers to less than 1% of the organization this year, or under 300

positions. This includes both regular as well as auxiliary positions where terms are being ended early. It also includes the impacts of restructuring already completed in the Public Service Agency and the Public Affairs Bureau.

All ministries have been affected by measures such as the closing of vacant positions and placement of individuals into new assignments. In fact, in combination with the high levels of attrition our organization is facing, we project that the public service will be 5% smaller in size over the next three years.

However, actual job loss (employee layoffs) is dispersed across just 9 ministries. The ministries affected are Attorney General, Advanced Education and Labour Market Development, Citizens' Services, Finance, Forests and Range, Housing and Social Development, Labour, Public Safety and Solicitor General, and the Office of the Premier. The majority of these positions are located in Victoria as opposed to regional offices. There are also no "frontline" job losses in ministries providing social services, these being Attorney General, Housing and Social Development, and Public Safety and Solicitor General.

Now that every effort has been made to reduce impacts and attempt to match every individual against vacancies, we will today be initiating a formal workforce adjustment process. This will involve direct discussions with the BC Government and Service Employees' Union, the Professional Employees' Association and the BC Excluded Employees' Association. All affected employees will receive personal counselling support throughout the process.

For bargaining unit employees, the process will follow the layoff and recall provisions of the collective agreement and will involve ministry joint (Article 29) committees. For regular employees, the collective agreement process takes place in two phases, with the first phase consisting of a period of up to 90 days in which attempts are made to place affected employees into vacancies of the same or comparable positions to their own. In the second phase, affected employees not yet placed receive layoff notices and attempts to find placements continue over a four-to-six-week period. At this stage, employees with three or more years of seniority can also displace employees with less than three years seniority. Employees who are laid off at the end of the process are entitled to severance if eligible and will also have ongoing personal counselling support made available.

For excluded employees, every effort has also been made over the past few months to find job matches. If further options are possible, employees will be given 30 days working notice during which time efforts will be made to conclude a placement. If no placement has been concluded by the end of this 30-day period, employees will be informed and receive severance if eligible as well as personal support to transition to other career opportunities outside of the public service.

While job losses this year will not exceed 1%, the exact number will not be certain until these processes are complete. I am hopeful that continuing restrictions on external hires along with ongoing retirements and voluntary resignations will present new opportunities for placement over the coming months to assist in further reducing these numbers.

There are a few additional points to note:

- There continue to be no plans to introduce early retirement incentives. Considering the longer-term demographic challenge we face, our goal is to minimize the loss of skilled employees as much as possible while we also strive to meet the immediate fiscal challenge.
- Given the success of the Voluntary Reduced Workweek pilot, we will be initiating discussion on the @Work website regarding the possibility of offering this program a second time over the Christmas period. If this proceeds, it will operate on the same terms as our current pilot and will be entirely voluntary.
- While job loss this year has been kept within 1% of our workforce, we have further work ahead of

us to address the budget challenges of the following years. We will undertake the same level of effort to find solutions to keep numbers of affected employees minimized.

- It has been reconfirmed in both the Speech from the Throne last week and in today's updated provincial Budget that there is no funding available for public service wage increases. Our focus is instead on using all available salary dollars to protect jobs within our workforce.

While I am heartened by the success of our intensive efforts to dramatically reduce what would have been a much larger number of job losses, I recognize that this is still a very difficult and emotional time for those directly affected and for many of you as their colleagues. You can expect to hear more from your executive today about how this affects your ministry. Employees directly affected will be receiving information and full support from their ministry executive and the Public Service Agency over the next couple of days. If you have questions or concerns about how this could affect you, you can speak confidentially to your ministry's HR consultant at the Public Service Agency.

I believe the most important measures we can take to manage through these difficult times are those that ensure fairness, certainty and clarity. I will continue to communicate with you regularly to share as much information as possible as we move forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jessica', is positioned above the printed name.

Jessica McDonald

Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Wednesday, September 16, 2009 10:26 AM
Subject: A Message from Jessica McDonald



Where ideas work

Good morning.

I am writing to update you on job impacts in the public service to ensure you have as much information as possible on our current status and what you can expect as we move forward through the process.

In my last update, I advised you that these impacts would be under 1 per cent of the workforce, or 300 people. I can now confirm that there are a total of 203 regular and auxiliary employees who are directly impacted by the budget reductions in ministries. That includes 102 BCGEU employees and 4 who are members of the Professional Employees Association, with the remaining 97 being excluded employees.

At this stage, all impacted employees have been directly informed. The BC Public Service Agency is leading a coordinated program to ensure each one has access to the support they need, including career transition support and information and advice on financial planning and retirement options.

Our primary focus is first and foremost to place as many affected staff as possible into vacancies that continue to arise within ministries across the province. All vacancies are being held ("frozen") to ensure that existing staff get first consideration for matching to the critical skills that are needed. We are also continuing to manage our budget pressures through attrition as a means of keeping the overall number of job impacts at this low number, and that means vacancies will not necessarily be filled as they arise. As a result, you will notice that recruitment and hiring will continue to be significantly lower than normal for the foreseeable future.

Regular meetings with Article 29 committees in each of the nine ministries affected by the reductions will continue throughout the process of attempting to place impacted employees. I know there is some nervousness about the potential impact of "bumping" employees with fewer than three years of service by more senior employees. While that is part of the process for bargaining unit employees, I fully expect these impacts to be minimal as we continue to find vacancies in which we can place impacted employees. As I mentioned last week, once the formal workforce adjustment process has played out over the next several months I expect the number of actual job losses to be even lower than today's projections.

The question of voluntary departure and early retirement incentives continues to be raised, so I want to reiterate once again that there are no plans to offer such programs. This is for a number of reasons. First, we have kept overall job impacts minimized by relying on existing attrition rates and the additional budget resources required to increase these numbers would require a greater number

of layoffs. Second, we are managing through these budget challenges at a time when we also face significant internal pressures due to an aging workforce. It is important that we continue to be able to provide critical public services through a strong, skilled workforce rather than hastening a decrease in the size and experience of our overall workforce through the encouragement of mass early departures.

In my last email, I also committed to launch a discussion about the idea of offering a variation of the voluntary reduced workweek program during the Christmas-New Years' time period. You can find more information about this on the [@Work intranet site](#). I encourage all of you to read the article, vote in the related poll and share your thoughts on this concept and also on your experience with the summer pilot program now that it has concluded.

I fully appreciate how difficult this current workforce adjustment is for those directly involved and also for their close colleagues and their families. I want to thank all of you for the tremendous demonstration of compassion and support that we have seen across the public service as individual employees and managers have reached out to those employees involved over the last two weeks.

These are difficult times that require difficult decisions and my thoughts are with those individuals most closely impacted. We will continue to work to find every solution to provide certainty for individuals and, as always, I know the professionalism of the public service will continue to carry us through and ensure our focus remains on serving the people and our province.



Jessica McDonald

Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Monday, October 5, 2009 11:33 AM
Subject: A Message from Jessica McDonald



Where ideas work

Thank You to the BC Public Service

Good morning.

I am writing to you today to announce that I will be leaving the BC Public Service. I know this will come as a surprise, and I wanted to convey my personal thoughts directly to all of you.

I have served as a Deputy Minister to Premier Campbell for six years, more than four of which as Head of the BC Public Service. These years have been a constant source of great pride and it is difficult to imagine a more rewarding opportunity, not just as part of a career, but as a British Columbian.

A healthy organization is a constantly evolving one where new ideas and energy come together to chart a strong course forward. We have made great strides over the past few years, and I feel it is time to step aside and give the opportunity to another to continue this work.

This was not an easy decision. I considered enabling a change of leadership during the transition immediately following the election, but I found I could not take the decision to leave in the middle of impending workforce adjustment. I felt it was important to see any job impacts through, continuing to work on finding every solution to minimize effects on employees. I am proud of the intensive work we have done over the months leading up to the implementation of the revised budget. I can now leave my position knowing in my heart that every step has been taken to continue building a strong public service and avoid any unnecessary hardship for individuals.

While I am announcing my intentions today, I will remain available to assist my colleague and successor, Deputy Attorney General Allan Seckel, over a three-month period to ensure a smooth transition. I have no immediate plans for my future, other than to spend time with my family and consider the next phase of my career.

Thank you for making the past six years so memorable and rewarding. I have found my strength during challenging times in the inspiring work of individuals across the public service. Thank you for the work you do every day, and for the values you uphold.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jessica McDonald', is positioned in the top left corner of a light blue rectangular box.

Jessica McDonald

Where ideas work

To: Employees of the BC Public Service

Subject: New and improved Distribution Centre Victoria Online Shopping Cart

Date: November 4, 2009

What's happening?

Since 1993, the Distribution Centre Victoria (DCV), a branch of Procurement and Supply Services in the Ministry of Citizens' Services, has provided public service employees with an electronic shopping cart program to facilitate orders of both office supplies and personal giftware items and to ensure quick turnaround and delivery. DCV has now redesigned its shopping cart – making it more functional, attractive and easy to use, with many new added features.

What's new?

DCV's updated online shopping cart has brand new features and functionality:

- "Feature products" highlight new items and cost-saving options.
- Articles provide you with informative product information – check out the 2010 Olympic and Paralympic Winter Games products available for purchase.
- The new cart combines what used to be two carts – the cart for purchasing office supplies and the employee online store cart are now rolled into one. Employees responsible for purchasing office supplies can log in to purchase using their customer number and pay via their account coding. All employees can use the same cart to order for their personal use, saving on time and shipping costs.

As well, DCV is launching a new e-mail newsletter to bring you up-to-date information on exciting new products and services as well as useful shopping tips. Articles will feature tips on greening your office, tips for Bluetooth use, information on government procurement policies and seasonal information on everything from holiday shopping to storage of paper in damper weather.

How does this affect you?

This e-mail is going out to all employees (versus just those who order office supplies) because DCV cost savings are available to everyone, the information provided in the newsletter may help you save money on personal purchases, and greening tips will help us all to reduce our carbon footprint.

Supplies for government offices are delivered free of charge, right to your desk, anywhere in B.C. Personal orders of \$25 or more for giftware items or office supplies will also be delivered right to your office, free of charge.

Sign up today for the DCV newsletter - don't miss out on making the best purchase decisions for your

office and browse for personal giftware items for those hard-to-shop-for friends and family.

What do you need to do?

If you are interested in the benefits of the new and improved cart:

1. Check out the new DCV shopping cart at www.dcv.gov.bc.ca
2. Sign up for the newsletter on the site or by contacting Kailee.Douglas@gov.bc.ca.
3. Provide comments and feedback to DCVCustomerSer@gov.bc.ca. DCV will continue to adapt its new cart to better meet your needs.

Questions? If you have any questions, contact the Customer Service Desk at 250 952-4460.

Where ideas work

To: All BC Public Service Employees

Subject: Quittin' Time: the BC Public Service Smoking Cessation Program

Date: December 2, 2009

What's happening?

If you or a family member has been thinking it's time to quit smoking, take advantage of Quittin' Time, the BC Public Service smoking cessation program available to all employees and their family members who want to quit smoking. To date, more than 1,850 employees and their family members have enrolled in the program.

What's offered?

Quittin' Time gives you free access to:

- Telephone counselling by experienced professional counsellors.
- Extended health plan reimbursement for eligible smoking cessation products.
- A comprehensive website with tips and important information for those preparing to quit.
- Recognizing that relapse is common, and it can take several attempts to quit, you are welcome to register in Quittin' Time as many times as you need to.

If you're looking for some added incentive, sign up for the QuitNow & WIN contest, offered by the Ministry of Healthy Living and Sport, in partnership with the BC Lung Association. The contest is open to all British Columbians over the age of 19, who have been daily tobacco users for at least the past year. Prizes include one grand prize, five regional prizes and five age category prizes. Registration is open now through to January 4, 2010, and participants must remain tobacco-free from January 5-February 2, 2010. Find out more about the contest on the [Quittin' Time website](#).

Why are we doing this?

Smoking-related diseases are the largest single preventable cause of death and disease. The goal of Quittin' Time is to reduce the number of BC Public Service employees and their family members who smoke, in order to improve overall health and well-being while reducing employee health benefit costs.

How do I learn more?

- Read the feature article now posted on [@Work](#).
- Visit the [Quittin' Time](#) website to read the success stories of BC Public Service employees and

to enrol.

Questions?

- Contact QuittinTime@gov.bc.ca.

From: Deputy Minister, PREM:EX
Sent: Thursday, December 3, 2009 3:41 PM
Subject: A Message from Allan Seckel



Where ideas work

Good afternoon.

In 2006, the BC Public Service set out a vision for the kind of employer we aspire to be, and we have taken great strides in fulfilling that aspiration in the years since. This past year has challenged our resolve more than any other. But today we are releasing the fourth annual edition of our Corporate Human Resource Plan, *Being the Best*, and I can tell you that the BC Public Service is as committed as ever to the vision originally set out in that plan.

You will find the new edition of *Being the Best* on the [@Work intranet site](#). I encourage you to read it, talk about it with your colleagues, and share your thoughts, comments and ideas through @Work. Despite the difficult fiscal environment, there is still much more that we can and will pursue to strengthen the experience of working in the BC Public Service over the next year. Through the new Learning Centre and Hiring Centre, we'll continue to advance the benefits of the ongoing HR transformation to support career development. We will also explore new ways to better support workplace flexibility, performance management, and employee collaboration and communication through social media tools.

Being the Best and the work that has emerged from it are what made it possible for us to manage through this difficult economic time as effectively as we have to date. The B.C. economy appears to be stabilizing, and we all have a role to play in carrying our province and our organization through to a stronger position. But the budget pressures we have seen this year will be with us for some time. While I cannot promise we will be able to avoid further impacts on the public service, I can assure you that we will make every effort to manage that impact through attrition and minimize it as much as possible. I can also assure you that we will continue to share information with you as often as we can, and be open about what it all means for you as employees and for the public service as an organization.

As difficult as it has been, as we near the end of this year I think it is worth remembering that we have also achieved great successes. For the first time ever, the BC Public Service was named one of Canada's Top 100 Employers, one of Canada's Greenest Employers, and one of Canada's Most Family Friendly Employers. And we were once again named one of B.C.'s Top Employers this year. We would not have achieved that distinction without the ideas that so many of you have shared to help make us a better, more competitive employer. Many of those ideas have formed the bases for *Being the Best*, and I hope you will continue to help us shape that plan and this organization in the year ahead.

Allan Seckel

Deputy Minister to the Premier and
Head of the BC Public Service

From: Deputy Minister, PREM:EX
Sent: Tuesday, December 22, 2009 12:24 PM
Subject: A Message from Allan Seckel



Where ideas work

Good afternoon.

As we near the close of the year, I wanted to say thanks for the work all of you have done to serve our province and its people in 2009.

It has been a difficult year in many respects. All of us have been challenged to do more, to do things differently, and often to do that in an environment of uncertainty and shifting priorities. But, as it always does, this year the public service has again shown its remarkable ability to adapt, respond and deliver in our enduring commitment to meet the needs and expectations of the public and their elected representatives. B.C. would not be the enviable place it is without the work you do every day.

The year ahead will undoubtedly test us even more as individual professionals and as an organization. But for now, whether you are taking time off or working through this holiday period, I hope all of you are able to find some time to focus on family, friends and the things that matter most to you.

Happy holidays, and thank you for your contribution to the BC Public Service in 2009.

Allan Seckel

Deputy Minister to the Premier and
Head of the BC Public Service