
From: Cain, Krista A MCF:EX

Sent: Wednesday, April 10, 2013 11:19 AM

To: Carroll, Terri E MCF:EX; Clark, Lynn M MCF:EX; Spencer, Elizabeth MCF:EX; Galvez, Celso MCF:EX; Hunt, Melanie MCF:EX; Loo, Sandra MCF:EX; Marshman, Lisa J MCF:EX; Mathews, Penny MCF:EX; McClinton, Faye Y MCF:EX; Newbury, Heather A MCF:EX; Scheck, Janet R MCF:EX; Tran, Kim C (Victoria) MCF:EX; Merry, Kathleen MCF:EX; Camilleri, Natalia MCF:EX; Partington, Charmaine MCF:EX; Rivers, Susan MCF:EX; Semenoff, Jennifer MCF:EX; Godfrey, Debbie MCF:EX; Teng, Zita MCF:EX

Cc: Rioux, Evelyn MCF:EX; Illingworth, Jeanne MCF:EX; Newburg, Pam MCF:EX; Kent, Michelle MCF:EX; Dettling, Christoph MCF:EX; Kuharic, Rhea MCF:EX

Subject: Correspondence during the election period

****Please share this information with staff in your division/Service Delivery Area involved in preparing Minister's correspondence****

Correspondence Procedures during the Election Period:

Following the writ being dropped on April 16, 2013, some minor changes will be required when drafting correspondence, particularly when drafting responses to mail addressed to the Minister. Care should be taken to avoid making assumptions about the policies of the incoming government or commitments that may be binding to the new government (new financial or policy-based actions). Whenever possible, please ensure correspondence does not include a commitment for the new Minister to respond to the incoming writer. Also be cautious not to assume that one party or another will form the government after the election.

The Minister's incoming correspondence will be reviewed by staff in the Deputy Minister's office to determine appropriate action – Draft DM's Sig, Reply Direct, or for holding until after the election for the new Minister's review and direction.

Minister's correspondence actioned for "Draft Min Sig" and currently assigned to your division/region will need to be received in the Correspondence Branch no later than **3:00 pm on Thursday, April 11, 2013**, to ensure that Minister Cadieux is able to approve and sign prior to April 16th. Otherwise, Correspondence staff will be following up on any outstanding assignments, to determine alternate action.

For any new or existing Minister's correspondence actioned for "Draft DM's Sig" or "Reply Direct" assigned to your division/region and due on April 16th or beyond please apply the suggested language below.

Suggested language:

Dear < >:

Your letter of <DATE> addressed to the Minister of Children and Family Development, regarding <ISSUE>, has been forwarded to me for response, pending the appointment of a new provincial Cabinet. As _____ ?? / or the Deputy Minister of Children and Family Development, I am pleased to respond.

<TEXT> Reminder Note to drafters:

Care to be taken when drafting not make assumptions about policies of the incoming government or make commitments that may bind government.

Thank you for taking the time to write.

Regards,

Stephen Brown
Deputy Minister
or
??

Please contact myself or Pam Newburg if you have any questions. Thanks.

Krista Cain
Manager :: Client Relations Branch
Ministry of Children & Family Development
T: 250.356.5584 F: 250.356.5720



Memorandum

Deputy Minister's Office
Office of the Premier

Date: March 15, 2013

To: All Deputy Ministers

Re: **Management during the Election Interregnum and Transition Periods**

This memorandum is to give you management guidance during the upcoming weeks.

Not Responsive

Not Responsive

Ministerial Offices and Assistants

Not Responsive

Not Responsive To ensure appropriate communications, any request to the ministry for assistance from EAs and MAs should be referred directly to you.

Not Responsive

Pages 5 through 7 redacted for the following reasons:

Not Responsive

Not Responsive

Correspondence,

Not Responsive

The general rule is that normal ministry business continues as usual.

Routine correspondence can be signed, though care should be taken when drafting correspondence not to assume that one party or another will form the government after the election. References to post-election action are in terms of the "incoming government".

Not Responsive

Not Responsive

Employee Conduct During Election Campaigns

Public Service Employees

Not Responsive

- Not introduce partisan politics at the local, provincial or national levels into the workplace. This does not apply to informal private discussion among co-workers.

Not Responsive

- Not use their position in government to lend weight to the public expression of personal opinions, nor divulge any confidential government information.

Not Responsive

Public Comments

Public service employees are free to comment on public issues but must exercise caution to ensure that by doing so they do not jeopardize the perception of impartiality in the performance of their duties. For this reason, care should be taken in making comments or entering into public debate regarding government policies. Public service employees must not use their position in government to lend weight to the public expression of their personal opinions.

Not Responsive

Not Responsive

Additional Information

If you have any questions or require any further clarification, please call me at 250-356-2206.

You may also wish to contact the following directly with specific questions:

Not Responsive

- Communications issues should be directed to GCPE.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Dyble', is positioned above the printed name.

John Dyble
Deputy Minister to the Premier, Cabinet Secretary
and Head of the BC Public Service