

## **Tarras, Lynda PSA:EX**

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**From:** MacIntyre, Sara PREM:EX  
**Sent:** Wednesday, October 17, 2012 7:37 PM  
**To:** Tarras, Lynda PSA:EX  
**Subject:** Re: Another question

I understand, thanks Lynda. I appreciate you are my human resources contact.

----- Original Message -----

**From:** Tarras, Lynda PSA:EX  
**Sent:** Wednesday, October 17, 2012 07:24 PM  
**To:** MacIntyre, Sara PREM:EX  
**Subject:** Re: Another question

I can't give you specifics at this time.

I can only offer a general and hypothetical response. When an OIC is rescinded and an employment relationship is severed without cause (ie: good employment record and no misconduct) then an appropriate notice or severance is offered.

Of course, this does not apply where an employee resigns or where there is any form of employee misconduct.

----- Original Message -----

**From:** MacIntyre, Sara PREM:EX  
**Sent:** Wednesday, October 17, 2012 06:22 PM  
**To:** Tarras, Lynda PSA:EX  
**Subject:** Re: Another question

Ok.

If the Liberals lose and my oic is rescinded, what am I paid?

Thanks.

----- Original Message -----

**From:** Tarras, Lynda PSA:EX  
**Sent:** Wednesday, October 17, 2012 06:20 PM  
**To:** MacIntyre, Sara PREM:EX  
**Subject:** Re: Another question

Nothing happens during the writ period unless you were to take leave. You would continue to work and continue to be paid.

I don't understand the 2nd half of the question. And if the Liberals what?

----- Original Message -----

**From:** MacIntyre, Sara PREM:EX

Sent: Wednesday, October 17, 2012 05:25 PM

To: Tarras, Lynda PSA:EX

Subject: Another question

If stay in this job, what happens to me during the writ? And if the Liberals what happens for me financially?

Thanks,

Sara

## **Tarras, Lynda PSA:EX**

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**From:** MacIntyre, Sara PREM:EX  
**Sent:** Tuesday, October 16, 2012 3:30 PM  
**To:** Tarras, Lynda PSA:EX  
**Subject:** Re: Question

Will be coming momentarily from S22

----- Original Message -----

**From:** Tarras, Lynda PSA:EX  
**Sent:** Tuesday, October 16, 2012 03:17 PM  
**To:** MacIntyre, Sara PREM:EX  
**Subject:** RE: Question

OK. That works. Thank you.

-----Original Message-----

**From:** MacIntyre, Sara PREM:EX  
**Sent:** Tuesday, October 16, 2012 3:17 PM  
**To:** Tarras, Lynda PSA:EX  
**Subject:** Re: Question

I don't have a scanner at home. I will ask S22 to send it to you via fax.

----- Original Message -----

**From:** Tarras, Lynda PSA:EX  
**Sent:** Tuesday, October 16, 2012 03:16 PM  
**To:** MacIntyre, Sara PREM:EX  
**Subject:** RE: Question

Sure. My fax number is 250-356-7074. Or if you are able, you could scan it and send it by email.

Thanks.

-----Original Message-----

**From:** MacIntyre, Sara PREM:EX  
**Sent:** Tuesday, October 16, 2012 3:14 PM  
**To:** Tarras, Lynda PSA:EX  
**Subject:** Re: Question

Via fax?

----- Original Message -----

**From:** Tarras, Lynda PSA:EX  
**Sent:** Tuesday, October 16, 2012 03:13 PM  
**To:** MacIntyre, Sara PREM:EX  
**Subject:** RE: Question

Yes. Please send it. Thanks.

-----Original Message-----

From: MacIntyre, Sara PREM:EX  
Sent: Tuesday, October 16, 2012 2:53 PM  
To: Tarras, Lynda PSA:EX  
Subject: Re: Question

Thank you Lynda. Are you my human resources contact?

S22

S22

----- Original Message -----

From: Tarras, Lynda PSA:EX  
Sent: Tuesday, October 16, 2012 12:33 PM  
To: MacIntyre, Sara PREM:EX  
Subject: RE: Question

Hello Sara,

As you requested last night, I am sending you the information that I promised to get to you yesterday. I have also determined that you have S22 remaining in your vacation bank. This assumes that you remain in our employ for the remainder of the year because, if you were to resign, the balance would need to be pro-rated and you would not be entitled to a few of those days.

I will now try and call you about the other questions that you've raised in your email.

-----Original Message-----

From: Tarras, Lynda PSA:EX  
Sent: Monday, October 15, 2012 10:08 PM  
To: MacIntyre, Sara PREM:EX  
Subject: Re: Question

I'll call you in the morning to discuss these questions further.

In the meantime, I'm sure you have vacation coming to you. I need to check details but will suggest S22 and I will confirm how much vacation you have coming.

S22

Good night and I'll be in touch as early as I can tomorrow.

----- Original Message -----

From: MacIntyre, Sara PREM:EX  
Sent: Monday, October 15, 2012 09:28 PM  
To: Tarras, Lynda PSA:EX  
Subject: Re: Question

Respectfully Lynda, before I make any decisions I would like to see -in writing- a job description.

Also, do I have any vacation time? As you can imagine, today's events  
S22 particularly without a job description.

S22

S22

S22

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S22

I would think as head of the PSA you would concur.

Regards.

----- Original Message -----

From: Tarras, Lynda PSA:EX

Sent: Monday, October 15, 2012 08:48 PM

To: MacIntyre, Sara PREM:EX

Subject: RE: Question

Hi Sara,

As we discussed today, you will report to Athana Mentzelopoulos, Deputy Minister, Government Communications and Public Engagement. The terms and conditions of your employment remain unchanged.

I am happy to provide a copy of the documentation on your file with respect to your original appointment. I'll need to retrieve that in the morning and will send to you as early as possible.

Athana will provide you the specifics of your duties and accountabilities when you report in the morning.

-----Original Message-----

From: MacIntyre, Sara PREM:EX  
Sent: Mon, October 15, 2012 8:06 PM  
To: Tarras, Lynda PSA:EX  
Subject: Re: Question

Thanks for your email Lynda that I received at 645 this evening. And thank you for the record of decision regarding my reassignment. I would like to further request some sort of written job description with duties and obligations, reporting structure and terms of employment as well. Further, could I please request that you provide me with the original documentation I signed when I first signed on as the Premier's Director of Communications? I understand that Michelle Leamy has those documents.

I will await for those documents as per a standard procedure with a new or re-assigned appointment.

Kind Regards,  
Sara

----- Original Message -----

From: Tarras, Lynda PSA:EX  
Sent: Monday, October 15, 2012 06:45 PM  
To: MacIntyre, Sara PREM:EX  
Subject: RE: Question

Sara,

S22

-----Original Message-----

From: MacIntyre, Sara PREM:EX  
Sent: Mon, October 15, 2012 2:12 PM  
To: Tarras, Lynda PSA:EX  
Subject: Re: Question

Thanks Lynda.

S22

Thanks,  
Sara

----- Original Message -----

From: Tarras, Lynda PSA:EX  
Sent: Monday, October 15, 2012 01:54 PM  
To: MacIntyre, Sara PREM:EX  
Subject: RE: Question

Sara,

I have now been able to confirm the information that you requested.

S22

S22

-----Original Message-----

From: MacIntyre, Sara PREM:EX  
Sent: Monday, October 15, 2012 10:56 AM  
To: Tarras, Lynda PSA:EX; Doyle, Dan PREM:EX  
Subject: Question

S22

Thanks,  
S



October 15, 2012

Sara MacIntyre

S22

Dear Sara MacIntyre:

**Re: Reassignment  
Strategic Issues Management Lead  
Government Communications and Public Engagement**

Further to our conversation this morning, this letter will confirm your reassignment to the above noted position effective immediately. There is no change to your salary or terms of conditions of employment.

You will report directly to Athana Mentzelopoulos, Deputy Minister, Government Communications and Public Engagement.

I wish you well in your reassignment.

Yours truly,

*Original Signed by*

Dan Doyle  
Chief of Staff, Office of Premier Christy Clark



Not Responsive

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**From:** Mentzelopoulos, Athana GCPE:EX  
**Sent:** Tuesday, October 16, 2012 02:51 PM  
**To:** MacIntyre, Sara PREM:EX  
**Subject:** job description

Dear Sara – I understand from Lynda Tarras that you would like to discuss the job description for your position at GCPE. I have attached a draft that I would be happy to discuss with you. Is there a time that's good to connect? I am free after 4 p.m. today.

Thanks!  
Athana

## **Tarras, Lynda PSA:EX**

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**From:** Tarras, Lynda PSA:EX  
**Sent:** Wednesday, October 17, 2012 12:38 PM  
**To:** MacIntyre, Sara PREM:EX  
**Subject:** RE: To confirm

Yes, during this transition period, that would be me. Thanks.

-----Original Message-----

**From:** MacIntyre, Sara PREM:EX  
**Sent:** Wednesday, October 17, 2012 11:00 AM  
**To:** Tarras, Lynda PSA:EX  
**Subject:** To confirm

I just want to confirm that as an employee of GCPE, you are my human resources contact? If not, could you please provide me with contact details?

Thanks,  
Sara

S22

Not Responsive

Not Responsive

S15

Not responsive

S22

## Director of Communications

Sara MacIntyre

### REPORTING RELATIONSHIP:

The Director of Communications reports to Chief of Staff.

### ROLE:

The Director of Communications is responsible for coordinating communications for the Premier, maintaining and enhancing the relationship with media and ensuring the Premier is aware of emerging issues.

### KEY RESPONSIBILITIES:

- Develop and implement communications coordination related to the Premier. This includes:
  - Coordination of news releases, backgrounders, columns, op eds, letters to the editor, speech notes, ministerial statements, legislative introductions, special acknowledgements, video and radio scripts, quotes, messages, media scans and written publications;
  - Ensuring all proactive communication materials are appropriately structured and communicated to the media; and
  - Media relations.
- Overall responsibility for maintaining and enhancing the working relationship between the Office of the Premier and members of the Legislative Press Gallery and other provincial media.
- Responsible for keeping the Office of the Premier apprised of emerging issues and events that are of potential interest to provincial media.
- Responsible for ensuring that all media availabilities, scrums and press conferences are conducted in an appropriate manner.
- Responsible for working with the Government Communications and Public Engagement staff to ensure that all information that specifically relates to the office of the Premier is coordinated and communicated in an appropriate manner.
- When deemed necessary, responsible for travelling with the Premier to meetings and events where media may be present.