

Michell, Jennifer FIN:EX

From: Richards, Tara R FIN:EX
Sent: Tuesday, February 20, 2018 4:52 PM
To: Michell, Jennifer FIN:EX
Subject: FW: Accepted offer letter
Attachments: Scan_20180220.pdf

For records

From: Richards, Tara R FIN:EX
Sent: Tuesday, February 20, 2018 1:54 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Accepted offer letter

Hi Dawn

Providing you with a signed a copy of my appointment letter

Tara Richards

Tara Richards | CEO FICOM
Assistant Deputy Minister and Executive Financial Officer, Ministry of Finance
Ph: 250 889-8446 | **e:** Tara.Richards@gov.bc.ca

Corporate
Services Division
Ministry of
Finance

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FEB 13 2018

PERSONAL AND CONFIDENTIAL

Tara Richards
s.22

Dear Tara Richards:

This letter confirms your appointment as Assistant Deputy Minister with the title Chief Executive Officer, Financial Institutions Commission (FICOM), Ministry of Finance, as specified in your appointing Order in Council, effective March 1, 2018.

Your salary will be \$191,080 per annum and, consistent with our Executive Compensation Plan,
s.22

I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please email to Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

Lastly, I want to extend my best wishes for your success in this role.

Sincerely,

Lori Wanamaker, FCPA, FCA
Deputy Minister

pc: Dawn-Lynn Phillips, BC Public Service Agency

.../2

Ministry of
Finance

Office of the
Deputy Minister

Mailing Address:
PO Box 9417 Stn Prov Govt
Victoria BC V8W 9V1
www.gov.bc.ca/fin

Location Address:
Room 109
617 Government Street
Victoria BC

I have read and accept the terms and conditions of this appointment.

Tara Richards

Tara Richards

February 19, 2018

Date

Michell, Jennifer FIN:EX

From: Michell, Jennifer FIN:EX
Sent: Wednesday, February 7, 2018 9:23 AM
To: Wanamaker, Lori FIN:EX
Subject: RE: Finance Changes
Attachments: DM Message - Staffing Announcements

Hi Lori

Upon looking at the draft email noticed that it doesn't include an effective date would you like that enclosed in Dave Galbraith's section? I've attached the revised version for your review (includes amendments to Tara's section)

Working with PSA to confirm SDPR will also be making an announcement simultaneously

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

From: Michell, Jennifer FIN:EX
Sent: Tuesday, February 6, 2018 9:28 AM
To: Wanamaker, Lori FIN:EX
Subject: RE: Finance Changes

Okay great. I'll amend the following sentences in your email so it is reflective of the revised release date (note that the EFO posting closes on the same date as the release of the announcements):

s.13

We will be utilizing the current cross-government EFO posting to recruit a temporary EFO (18-month) to backfill for Tara.

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

From: Wanamaker, Lori FIN:EX
Sent: Tuesday, February 6, 2018 9:12 AM
To: Michell, Jennifer FIN:EX
Subject: Re: Finance Changes

Hi - likely Thursday. At least that's what Lori said this morning.

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Michell, Jennifer FIN:EX
Sent: Tuesday, February 6, 2018 11:08 AM
To: Wanamaker, Lori FIN:EX
Subject: RE: Finance Changes

Have you by chance heard anything further on this? Let me know if you'd like me to follow up directly with Lori

I have the email ready to go as soon as we're given the green light.

Jennifer Michell

Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

From: Wanamaker, Lori FIN:EX

Sent: Friday, February 2, 2018 8:17 AM

To: Halls, Lori D PSA:EX

Cc: Michell, Jennifer FIN:EX

Subject: Finance Changes

Hi Lori. I want to confirm the upcoming changes with you to make sure that we are on the same page. I am copying Jennifer Michell (Director Executive Ops) as she will be responsible for the timing of my message to Finance ministry staff.

Dave Galbraith leaving
Heather Wood moving to TBS
Shauna Brouwer – Policy and Legislation
Carl Fisher – OCG (effective immediately)
Tara Richards – Interim CEO FICOM

I believe – please confirm – that all appointments other than Carl – will be effective March 1.

As I understand it, the staff emails will go out once OICs are signed and Don has made his announcements and you will coordinate.

Thanks.

Lori

Michell, Jennifer FIN:EX

From: Michell, Jennifer FIN:EX
Sent: Thursday, February 15, 2018 12:43 PM
To: Richards, Tara R FIN:EX
Subject: Office

Hi Tara

Just wondering if you need us to coordinate anything for your move to our floor. Also, will you be needing an assistant while you are down here or will you just use Angel Chen out of Vancouver to provide administrative support?

Jennifer Michell

Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance
Tel. 250-356-6696 | Email: Jennifer.Michell@gov.bc.ca

From: FIN Deputy Minister FIN:EX
Sent: Thursday, February 8, 2018 10:38 AM
To: FIN All Staff
Cc: Brouwer, Shauna JAG:EX
Subject: DM Message - Staffing Announcements



Where ideas work

Lori Wanamaker DEPUTY MINISTER OF FINANCE

It is my pleasure to announce some recently announced changes to the Ministry of Finance executive team.

It is with mixed emotions that I announce the departure of David Galbraith from Treasury Board Staff. Dave has been the Associate Deputy Minister of Treasury Board staff since July 2017. This is a culmination of several "tours of duty" over the years in that area of the Ministry. Effective March 1st, Dave will be taking over as Deputy Minister for the Ministry of Social Development and Poverty Reduction. In my first 6 months in the Ministry, Dave's advice and guidance have been invaluable. I know that we will all miss him.

Heather Wood will be moving to Treasury Board Staff as their new Associate Deputy Minister. Heather has been our ADM of Policy and Legislation in the Ministry of Finance since 2010. Prior to this assignment, she was the ADM of Tax Policy in Manitoba. Heather has a strong background in tax, fiscal policy, intergovernmental relations and research as well as an excellent understanding of the Ministry.

Shauna Brouwer will be joining the Ministry as the ADM of Policy and Legislation. Since 2005, Shauna has served as the ADM of Corporate Services for several ministries, most recently the AG/SG pod. She started her career with the BC Public Service with the BC Office of the Auditor General and has worked closely with many staff in the Ministry of Finance over the years. Shauna led the policy and financial analysis that led to recent decisions taken on ICBC.

Carl Fischer has been confirmed as our next Comptroller General. Carl is a professional accountant who is well-known throughout the public service as the guru of financial policy and reporting. Carl has been at the forefront of the most significant financial management changes that have occurred in BC, including playing a leadership role in changes resulting from the introduction of the *Budget Transparency and Accountability Act*.

Since August of 2016, Tara Richards has done double-duty as our EFO and as the acting CEO of the Financial Institutions Commission. Effective March 1, Tara will be assuming fulltime responsibility as the CEO of FICOM. We will be utilizing the current cross-government EFO posting to recruit a temporary EFO (18-month) to backfill for Tara.

And, of course, Elan Symes, our longest serving ADM of Revenue Division s.22

The posting for her position is open until

February 19.

Please join in wishing our colleague well on their new assignments and next adventures!

Sincerely,

A handwritten signature in cursive script, appearing to read "Lori".

Lori Wanamaker, FCPA, FCA
Deputy Minister
Ministry of Finance