

From: [Howie, Matthew IRR:EX](#)
To: [Caul, Doug D IRR:EX](#); [Mayhew, Neilane IRR:EX](#); [Nash, Laurel IRR:EX](#); [Scott, Douglas S IRR:EX](#); [French, Shawna IRR:EX](#); [Harbord, Chris GCPE:EX](#)
Cc: [Howie, Matthew IRR:EX](#); [Ponchet, Kim IRR:EX](#); [Root, Danielle IRR:EX](#); [Howells, Emily IRR:EX](#); [Lyttle, Shawna IRR:EX](#); [Leinweber, Rachelle R IRR:EX](#); [Bowles, Cynthia IRR:EX](#)
Subject: FW: Question Period Process
Date: Monday, September 11, 2017 1:48:26 PM
Attachments: [Question Period Process 2017.09.10.pdf](#)

Matthew Howie
A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

From: Hannah, Matt GCPE:EX
Sent: Monday, September 11, 2017 1:34 PM
To: BCPSA Agency DMC List
Cc: BCPSA Agency DMC Admin & Operational Support
Subject: Question Period Process

Good afternoon Deputies,

Attached is a memo outlining QP preparation process. Please don't hesitate to call if you have any questions. Thank you.

Matt Hannah
Director of Issues Management
778.584.1249

To: Deputy Ministers, Communications Directors

From: Matt Hannah, Director of Issues Management

Date: September 10, 2017

Re: Question Period Process

Please take a moment to review how ministers' offices, Issues Management (IM), and ministries will work together to ensure the premier and ministers are prepared for Question Period (QP) on a daily basis.

IM staff will work closely with MAs to draft QP issue notes and prepare ministers on a daily basis.

As always, Communications Directors (CDs) should keep their MAs, Issues Manager, and GCPE Executive Director apprised of emerging issues. Media stories or developments that may trigger QP questions should be flagged at the end of every day or at latest prior to 6:30 am the next morning.

Each morning at 7:30, a list of priority QP notes, based on anticipated questions, will be circulated by IM staff to ministers' offices, CDs, and GCPE senior staff. If deputies and/or a designated staff person would like to receive this list directly in addition to the CD, please advise and I will add you to the list.

Shortly after circulation of this list, IMs will work with MAs to draft or update messages on these topics. Upon circulation, deputies and CDs have the opportunity to:

- Identify any emerging or topical issues that may be missing
- Forward any relevant advice and background information to the Issues Manager and MA
- If needed, convene any discussions required before messaging is drafted or updated

Similarly, Issues Managers and MAs will reach out to ministry staff for assistance as required. It is important that the deputy or a designated senior staff member be available as needed on session days to:

- Quickly provide background and advice prior to messages being drafted
- Facilitate conversations with program area experts for context and background
- When required, quickly action communications, stakeholder or program responses to emerging issues so the premier or minister can report progress to the house if asked in QP

On days when QP is in the afternoon, ministers will set aside a half hour for briefing sometime between 12 and 1. On days when QP is in the morning, this briefing will happen between 9 and 9:45.

The role of the CD in these briefings is determined on a case-by-case basis, at the discretion of each minister's office.

Please note this list of Issues Managers and assignments.

Tim Howlett

250.208.4828

Aileen Machell 778.584.0257

Sheila Matthen 250.893.5218

Alex MacDonald 778.584.1371

Ministry	Issues Manager
Advanced Education, Skills and Training	Sheila Matthen
Agriculture	Alex MacDonald
Attorney General	Tim Howlett
Children and Family Development	Aileen Machell
Citizens' Services	Aileen Machell
Education	Sheila Matthen
Energy, Mines and Petroleum Resources	Tim Howlett
Environment and Climate Change Strategy	Tim Howlett
Finance and Deputy Premier	Tim Howlett
Forests, Lands, Natural Resource Operations	Alex MacDonald
Health and Minister Responsible for Seniors	Alex MacDonald
Indigenous Relations and Reconciliation	Alex MacDonald
Jobs, Trade and Technology	Sheila Matthen
Labour	Sheila Matthen
Mental Health and Addictions	Alex MacDonald
Municipal Affairs and Housing	Sheila Matthen
Social Development and Minister Responsible for Poverty Reduction	Sheila Matthen
Solicitor-General & Public Safety, House Leader	Aileen Machell
Tourism, Arts, Culture and Minister responsible for Sport and Multiculturalism	Aileen Machell
Transportation and Infrastructure	Aileen Machell

We will be assessing these processes as we move forward and will make any adjustments needed.

Please don't hesitate to contact myself or your issues manager if you have any questions or clarification is required. I can be reached any time at 778.584.1249. Thank you.