

Monday July 17 3pm

Introductions

Wednesday 8 a.m. Cabinet Meeting
Commissioner of Oadles (att)

Thursday aft & evening Staff orientation

Friday - all day caucus until 5pm.

Tuesday - 2pm swearing in & Suzanne
a.m. ⇒ Security I.D.

2 set of of pgs for each of us. met minister

will get public service binders - meet with Deputy Minister

⇒ 3 commitments

⇒ 100 day plan

⇒ List of early legislation - check with D.M. to see if there is any leg ready for cabinet sign off

s.13

Communications:

Keep it simple for first week.
no speculation

Issues Management - Matt Hannah

Note books a e. FOI able

Wednesday a.m.

- Meet admin staff
- access calendar
- hotel next week
- Staff meeting 11:30 - 12:15
- ~~Post~~ " " Thursday 12:30 ~~to~~ 4pm
- laptop & telephone

2p.m. s.15

DM Trevor Hughes - calendar?

A.C. o/c

A.A. Public Service

Carosp. Clerk " "

E.A. → Constit offices

2 MA

Call Constit. office

Thursday Ministers in meetings until 12:30

Friday is all day caucus - Ministers & MLAs

all inquiries re: Forest Fire Tim or E.

To Do

92

TR

T.H. ^{s.17}

Binder

- * Set up meeting with D.H. for early next week.

Constituency Office - Emily
604 597 8248

July 20

Proposed meetings with DH in Vancouver
Tuesday morning?
Friday morning?

Processes:

A.C. $\Rightarrow$ calendars, materials for meetings, travel

A.A $\Rightarrow$ expenses, "public face", mail, email, correspondence

Corporate mailing process
 ↳ p-approvals done by me

- Media sc - daily, calendar review, daily
- Check with comms person every day (a.m)
- Weekly media strategy DMO, comms & me & Minister (Friday)
- We are not policy → the ministry is.
- Create cell phone protocol for Minister
 - ① caucus phone shd be forwarded to new govt. phone
 - ②
- Who will staff during Tuesday afternoon?
- DM has a correspondence flow chart
- ~~DM~~ get a tour of the Ministry
- Bring payroll docs to ^{s.15}
- TMO - today's news online → ask DM for access.
- Who handles his social media?
- DM: what is happening with the gmail email account

12:50 - 1:45 lunch - brief Harry

Workers Health & Safety

creativity, collaboration & commitment.

A.A.

Expenses
Travel
general email
"face to public"

A.C

materials for meetings
My calendar
Minister calendar

Rachel will provide a
matrix of briefing
note process.

July 20 Staff Meeting

- Checklist of who needs to know ^{s.22}
- Contact at Building Mice:
- Board & Committee Appointments
Lyn Holt (resumes)
- Comms Calendar

Minister's Role

- ① Set strategic priorities for minist
- ② Challenge the advice he gets so he is fully briefed
- ③ Stakeholder engagement → all
- ④ Collaborate with cabinet colleagues
- ⑤ Keep Premier informed on all noisy issues
- ⑥ Needs to manage the politics - access our comms team

Comms

Mike Howe is assigning mgrs
Shd speak to comms person daily
& involve in all briefings

The Hub is our issues mgt tool
Full team meeting every two weeks

Questions for D.M.

Correspondence processes

emerging labour disputes

how should we regularly communicate?

who is our comms person?

Issues: Minimum Wage

New LRB chair

Temp Foreign Workers Registry - research

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Service Plan - when do we update?

PTSD / Mental Health prep for Nov.

Set up meeting.

Monthly budget updates.

Who is the BCL

Asbestos Committee

Briefing Notes on PTSD / Mental Health

Hiring policy for Ministry

↳ report: where are we now?

Acronyms FOC, IRO, ESA, ESO

Section 3 committee (employer rep)

Issues Team

- ① Responds to issues quickly
- ② Consults with Ministry & keeps us apprised.
- ③ ~~THAT~~ Will help brief us for QP
- ④ Will anticipate issues and flag them for us.
- ⑤

For Monday 24th

- What are mandate ~~that~~ letters public?

Minister

- try to book Friday's ~~at~~ every two weeks for meetings at constit office.
- try to connect by telephone whenever possible

July 24 - phone call

- Calendar - Surrey all week
- Book flights - Victoria return -
Wednesday 26th

- arrange for meeting with Meggs
questions for discussion

90 Day Issues

ESA - LIC why is govt funded different

s.12, s.13, s.14

Meeting of Labour Ministers $\Rightarrow$ prep

Karen's Review of Ministry Issues Blue Tab in Binder

① Fairness for Workers / Worker Safety

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- s.12, s.13, s.14

- s.13

- Attachment 8 - s.13, s.14

- Slide 4 proposals - yes or no

③ Minimum Wage Increase

- Increase - Sept 15

- Fair Wage Commission, who & Scope.

⑤ TFW Registry

- urgent

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s.12, s.13, s.14

(29) WorkSafe BC

s.13

s.13

July 24 -

July 25

Meeting with Minister tomorrow

8-12:30

Correspondence

Calendar

Prep for DOL meeting

Prep for Meggs meeting

Thursday afternoon ?

update MINCRA

Next week briefings

WCB

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Next WCB Board meeting Sept Victoria
 ↳ Some members appointments
 expire this year.

Priorities

- ① Minister wants to make BC the safest jurisdiction in Canada to work in.
- ② Minimum wage

Comms Person: Evan Lewis

briefplan for Min Wage & Labour Day
 f from JTT

Attorney General is responsible for
 appointments. i.e. LRB chair

Administrative Tribunals Act

⇒ Updates on serious workplace
 incidents / fatalities

⇒ updates on major bargaining

UBCM - last week of Sept

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Con call

Min Wage

- Recommendation 1
- Announced FWC at same time? 3p. panel
- what about CASH

July 31

- Staffing levels
- ✓ - prep for tomorrow
-
- ✓ - Fed Janway meeting
- ✓ - Next meeting with Dal?

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Call Tech re: syncing contacts
BB ⇒ iPhone

email

done ✓

Call S. Howard re LRB appts

(email) Trevor - pt comms. Julianne McCaffery
Friday

(LM) Maura - staffing PSA has made us a priority

(email) Trevor - staffing ✓

(email) Dan - comms person plan ✓ ~~that~~ meeting next week

July 31

M.A meeting

Follow up

Stephen

Sage

Kathy C.

End of 1st week of Sept.

Everyone to be at PM leaders event.

Oct BC Fed gathering Victoria

Social Media

Accompany MHB to meeting

Tour Dept. Rick Devereaux

Mira.O.

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website: brdo

lynne.holt@gov.bc.ca

indicate area of interest

Last week of August is critical to attend.

Self-subscribe to press releases

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- check with Matt/Geo

bilingual business cards