

**From:** [Leduc, Danine LBR:EX](#)  
**To:** [Massy, Cara LBR:EX](#)  
**Subject:** FW: FOR FOI  
**Date:** May 19, 2020 3:49:15 PM  
**Attachments:** [Top 10 Upcoming Items -Trancition Binder.docx](#)

---

---

**From:** Leduc, Danine MAH:EX  
**Sent:** July 8, 2018 3:01 PM  
**To:** White, Joanna MAH:EX <Joanna.White@gov.bc.ca>; Campbell, Tracy MAH:EX <Tracy.Campbell@gov.bc.ca>  
**Subject:** Transition -Top 10 Upcoming Items for CPP

Hi Jo and Tracy,  
Attached is my list of Top 10ish items that you may want to consider for CPP this summer.  
Thank you,  
Danine

Executive Director,  
Corporate Planning & Priorities Branch

**New Telephone: 778-698-3563**

**Serving:**

Ministry of Municipal Affairs and Housing,  
Ministry of Jobs, Trade and Technology,  
Ministry of Tourism, Arts and Culture,  
Ministry of Labour.

# Top 10 Upcoming Items – CPP – ED Role

July 7, 2018

#	Item	Notes
1.	Staffing Actions	<ol style="list-style-type: none"> <li>1. <b>s.22</b> – Clerk 9 process is standardized- <b>s.22</b> You need to post on Wednesdays, they close Sundays. <b>s.22</b></li> <li>2. AO 24 Policy Analysts (2) – Reporting and Leg- <b>s.22</b></li> <li>3. Senior Legislative Analyst: Vacant - AO 27 <b>s.22</b> <b>s.22</b> team.</li> <li>4. Leadership Stability – <b>s.22</b> <b>s.22</b> Initially I understood I could extend them, and I told them both I would be trying to do that. <b>s.22</b></li> </ol>
2.	Holodomor Legislation	<ul style="list-style-type: none"> <li>• DMCSSP on July 17<sup>th</sup>, we can ask for SSP on Sept 17<sup>th</sup>. <b>s.13; s.14</b></li> <li>• LRC after Sept. 17<sup>th</sup>, you'll need to work with Cabops.</li> <li>• BC Greens should be notified if it gets scheduled for Fall 2018.</li> <li>• Call me when it's time for preparing the House Book (once you have an LRC date call me and I can brief you/support.)</li> </ul>
3.	Crown 19/20- 20/21 Mandate Letter Preparation	<ul style="list-style-type: none"> <li>• Starts in July, ends in January. All cabinet processes should be completed by end of November. Each crown gets a cabsub process – get BCAA through the gates first as it is a calendar year end crown and needs it Mandate Letter by January.</li> <li>• <b>One hard rule:</b> NEVER send a mandate letter through approvals for sign off without having first received a copy of the Cabinet Minute confirming the mandate letter was “approved as presented”.</li> <li>• We hold the pen on the crown ML content – programs provide input but we are responsible to ensure the content is appropriate, no unfunded liabilities are included and balance across the sector's crowns so</li> </ul>

	<p>one crown doesn't have 10 commitments while the rest have 3.</p> <ul style="list-style-type: none"> <li>We prepare speaking notes, binder, Q&amp;As for each crown for each sector Minister to present. <b>s.13</b> <b>s.13</b></li> </ul>
4. UBCM Materials Preparation	<ul style="list-style-type: none"> <li>Jason has worked with me once on this process, so he knows his way around.</li> <li>We do JTT/LBR and I've asked Jason to double-check on TAC. They did their own last year <b>s.13</b> <b>s.13</b> With <b>s.22</b> we may need to do that one too.</li> <li>We've already done outreach to clients with timelines and roles, but now the agenda will start to be available so the SP sites need to be refreshed and the templates for meeting notes should be nailed down with DMOs.</li> <li>All the UBCM letters also go through Correspondence Unit, so watch for holidays/staffing pressures mid-September- last year it put a lot of pressure on that team.</li> </ul>
5. Corporate Executive Holdbacks 19/20	<p><b>s.13</b> <b>s.13</b> in August with not much time to identify the priority projects. You will work closely with Tracy on this. The team doesn't ever do this work...ED only. Happy to walk you through it when it lands on your desk.</p>
6. WES & Telework	<p>Our CPP results were very good, but can always be better. I've included the CPP unit score – I provided our report to the leadership team (Band 2 and above) but we haven't discussed what items to action over the course of the next year. <b>s.13</b> <b>s.13</b> <b>s.13</b> Unlike everywhere else, this team is happy with pay/benefits☺.</p> <ul style="list-style-type: none"> <li>NOTE: to date I have required people working remotely to have a full-on telework agreement to manage expectations so I can yank them back into the office if a rush requires it. When we get mad rushes, particularly during estimates season or with legislation proclamations and OICs moving, it is very hard to build binders with a remote team. So...over to you <b>s.17</b> <b>s.22</b></li> </ul>
7. Budget	<ul style="list-style-type: none"> <li>You need more money to run this shop – <b>s.17</b> <b>s.17</b> with just FOI and the upstairs</li> </ul>

	<p>reporting/leg team last year. FOI volumes have risen substantially so this will continue to be a pressure.</p> <ul style="list-style-type: none"> <li>• We did have double processes last year (two estimates, two service plans ministry and crown plus transition binders throughout the sector) so I used a fair bit of overtime as well. We always pay for OT, s.13 Tracy has given us blanket approval to use 20 hours per month, which we usually do for UBCM and FOI rushes. After 20 hours, you need her approval.</li> <li>• The Correspondence Unit is recovered in full from JTT/Labour/Tac but is still under resourced because there is no manager to escalate to MO the way the Director of Ops in a DMO would do <u>so...you are it.</u> Spend some time with Arthi – when a clerk makes an error it's not a lot of fun –DM and MO impacts can be significant - and our processes are good.s.14 s.14</li> <li>• Arthi is the de facto manager.s.22 s.22</li> </ul> <p>• FOI timeliness cannot be done without a significant team, and we have two people off indefinitely: s.22</p> <p>• Currently you have a skeletal team in reporting leg – with no legislative analyst you'll need to work with Ashley Hamilton (who USED to be our senior leg analyst, now our Band 2) to prop up the portfolio until you hire.</p>
<p>8. Ministry &amp; Crown Service Planning 19/20-21/22</p>	<p>With 14 Ministry and Crown Service Plans, this is a massive undertaking every year. Team knows how to do this work, you must read and review everyone at least three times (and you must be the very last person to approve prior to publication) - once before we submit to CARO, once before we send to Tracy/DM for final approval and once before the final minister signed item is sent to CABRO for publication. Ministers should be offered “early engagement” briefings so they feel their vision informed the service plan we drafted. Extra work but helps us get sign off on the back end.</p>

9.	Business Continuity - Exercising Ministry Operations Centre and plans and the Safety/OSH business	<p>With 41 Business Impact Assessments in the sector, the plans need to get exercised once per year. Shannon is tracking this and has already reminded them in May of the December requirement to report out at the ministry level whether we have complied or not – DMs wear this, so we hound them.</p> <p>Risk is fine until the January 2019 ministry report out.</p> <p>Safety – we have a contract for personal protection training 3 times per year to discharge the employer’s obligation.</p> <p>OSH –Heather monitors this for compliance</p> <p>Intranet project – until the intranet refresh is done, we’ll be non-compliant as several clients don’t have their own, customized content – everything links to MAH. So Shannon is working with Pam on this – it might be suitable for Gail Greenwood to write/update content without doing client outreach when she’s back in August.</p>
10.	TAC - BC Arts Council ASPR	<p>This must be tabled in the House (we need to send up the annual report and the tabling script) by October15th latest or it will be a legislative breach requiring explanation.</p>
10A.	PSEC Reporting	<p>By end of September our crowns need to report board remuneration to PSEC. PSEC goes direct to crowns, but you should request to obtain a copy of their submissions, read it for issues and loop Chris Skillings/David Mortimer in.</p>
10B.	Merit Commissioner Random Audit –s.22 Auxiliary Appointment	<p>This was selected for a random audit – our aux process was very solid- we solicited broadly for names, did interviews of multiple candidates and scored them. No concerns at all on my end with this process-s.22 she was just used for short term assistance. Jason has uploaded our documents and is the contact point for this, but he didn’t run the Aux process – Martha Wood did.</p>



**From:** [Leduc, Danine LBR:EX](#)  
**To:** [Massy, Cara LBR:EX](#)  
**Subject:** FW: Request: Doctor's note for upcoming surgery  
**Date:** May 19, 2020 3:50:47 PM

---

---

**From:** Leduc, Danine MAH:EX  
**Sent:** June 21, 2018 10:27 AM  
**To:** Greenwood, Gail MAH:EX <Gail.Greenwood@gov.bc.ca>  
**Cc:** White, Joanna MAH:EX <Joanna.White@gov.bc.ca>  
**Subject:** Request: Doctor's note for upcoming surgery

Hi Gail;

Just checking in to see if June 22<sup>nd</sup> is still your departure date for the 6-8 weeks of recovery time for your knee surgery; I haven't seen a doctor's note yet.

Also, for your out of office, please put me until July 3, then Joanna White who will begin in this role as your super.

Thanks

Danine

Executive Director,  
Corporate Planning & Priorities Branch

**New Telephone: 778-698-3563**

**Serving:**

Ministry of Municipal Affairs and Housing,  
Ministry of Jobs, Trade and Technology,  
Ministry of Tourism, Arts and Culture,  
Ministry of Labour.

**From:** [Leduc, Danine LBR:EX](#)  
**To:** [Massy, Cara LBR:EX](#)  
**Subject:** FW: FOI - 30 Year Service Pin - Photo this week?  
**Date:** May 19, 2020 3:53:10 PM

---

---

**From:** Leduc, Danine MAH:EX  
**Sent:** June 10, 2018 2:54 PM  
**To:** Greenwood, Gail MAH:EX <Gail.Greenwood@gov.bc.ca>  
**Cc:** Loring, Alice T MAH:EX <Alice.T.Loring@gov.bc.ca>  
**Subject:** 30 Year Service Pin - Photo this week?

Hi Gail,  
Congratulations on 30 years! I'd love to present your pin to you this week, if that works for you?  
Alice will work with the ministry photographer to find some time.  
Thanks  
Danne

Executive Director,  
Corporate Planning & Priorities Branch  
**New Telephone: 778-698-3563**  
**Serving:**  
Ministry of Municipal Affairs and Housing,  
Ministry of Jobs, Trade and Technology,  
Ministry of Tourism, Arts and Culture,  
Ministry of Labour.