

From: [Chen-Mack, Betty AG:EX](#)
To: [Sykora, Ed AG:EX](#); [Hay, Lorna AG:EX](#)
Subject: 2021-09-10 542 FOI request for SFPM hiring: 2019-07-23 Facilities Hiring Approvals bcm2lhay
Date: Friday, September 10, 2021 5:41:51 AM
Attachments: [2019-07-23 326 Facilities Hiring Approvals lmcnally2bcm.msg](#)
[2021-09-09 SFPM approvals kmckeown2bcm.msg](#)
[2020-04-23 April Hiring Requests APPROVED lmcnally.msg](#)
[2020-04-01 FSD Apr 2020 Hiring Requests lmcnally2bcm.msg](#)
[image001.png](#)

s.13

Note that these emails pertain to hiring APPROVALS only and do not include info on the competition files.

s.13

s.13

Let me know if you need anything else from me.

Thx.

Ed: Thx for your help searching the files too!

From: Chen-Mack, Betty AG:EX
Sent: Thursday, September 9, 2021 4:47 PM
To: Sykora, Ed AG:EX <Ed.Sykora@gov.bc.ca>; Hay, Lorna AG:EX <Lorna.Hay@gov.bc.ca>
Subject: 2021-09-09 447 FOI request for SFPM hiring: 2019-07-23 Facilities Hiring Approvals bcm2esykora
Lorna: Sorry for not forwarding the email below to you too.

s.13

From: Sykora, Ed AG:EX <Ed.Sykora@gov.bc.ca>
Sent: Thursday, September 9, 2021 2:28 PM
To: Chen-Mack, Betty AG:EX <Betty.ChenMack@gov.bc.ca>
Subject: RE: FOI request for SFPM hiring: 2019-07-23 Facilities Hiring Approvals bcm2lmcnally
Thanks Betty!
This is helpful.
Best,
Ed

From: Chen-Mack, Betty AG:EX <Betty.ChenMack@gov.bc.ca>
Sent: Tuesday, September 7, 2021 12:46 PM
To: Sykora, Ed AG:EX <Ed.Sykora@gov.bc.ca>
Subject: FOI request for SFPM hiring: 2019-07-23 Facilities Hiring Approvals bcm2lmcnally

I found the email below which notes that Salman provided approval to move forward on the SFPM hiring (see **highlighted section**).

From: Chen-Mack, Betty AG:EX
Sent: Tuesday, July 23, 2019 1:20 PM

To: McNally, Lorna AG:EX <Lorna.McNally@gov.bc.ca>

Subject: 2019-07-23 Facilities Hiring Approvals bcm2lmcnally

I actually think there may be 4 (not 3) SFPMS b/c Scott Field (consultant) is currently in one of positions and his contract will expire later in the year and we may replace with a new SFPMS hire (or extend Scott's contract). However, we can cross that bridge when that time comes.

From: McNally, Lorna AG:EX

Sent: Tuesday, July 23, 2019 11:43 AM

To: Chen-Mack, Betty AG:EX

Subject: Facilities Hiring

Hi Betty,

Following on from our conversation yesterday, Salman has given you approval to move forward with the following hires:

Director Band 3 (3 positions) when exclusion and classification has been approved

Senior Facilities Manager (3 positions)

Facilities Project Officer AO21 (2 positions)

Support CAMP AO14 (1 position)

Please let me know if I am missing anything.

Thank you - Lorna

Lorna McNally

Manager, Corporate Initiatives

Strategic Human Resources

Corporate Management Services Branch

Attorney General and Public Safety Solicitor General

Phone: 236 858 6346

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From: McNally, Lorna AG:EX
To: Chen-Mack, Betty AG:EX
Subject: 2019-07-23 326 Facilities Hiring Approvals lmcnally2bcm
Date: Tuesday, July 23, 2019 3:25:31 PM
Attachments: [image001.png](#)

Betty, I have made that change. Can you also confirm that Salman has approved moving forward to fill all 10 vacancies/new positions? Thank you.

Director Band 3 (3 positions) when exclusion and classification has been approved
Senior Facilities Manager (4 positions)
Facilities Project Officer AO21 (2 positions)
Support CAMP AO14 (1 position)

From: Chen-Mack, Betty AG:EX
Sent: Tuesday, July 23, 2019 1:20 PM
To: McNally, Lorna AG:EX <Lorna.McNally@gov.bc.ca>

Subject: RE: Facilities Hiring Approvals

I actually think there may be 4 (not 3) SFPMs b/c Scott Field (consultant) is currently in one of positions and his contract will expire later in the year and we may replace with a new SFPM hire (or extend Scott's contract). However, we can cross that bridge when that time comes.

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Sent: Tuesday, July 23, 2019 11:43 AM
To: Chen-Mack, Betty AG:EX <Betty.ChenMack@gov.bc.ca>
Subject: Facilities Hiring

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Director Band 3 (3 positions) when exclusion and classification has been approved
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Please let me know if I am missing anything.

Thank you - Lorna

Lorna McNally

Manager, Corporate Initiatives

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Attorney General and Public Safety Solicitor General

Phone: 236 858 6346

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From: McNally, Lorna AG:EX
To: Chen-Mack, Betty AG:EX
Subject: 2020-04-23 April Hiring Requests APPROVED lmcnally
Date: Thursday, April 23, 2020 4:51:20 PM
Attachments: FSD April 2020 Hiring Requests .xlsx
image001.png

Betty,

The DMs met this afternoon to discuss your April hiring requests. The outcomes are attached (you are good to proceed). Lorna

Lorna McNally

Manager, Corporate Initiatives

Strategic Human Resources

Corporate Management Services Branch

Attorney General and Public Safety Solicitor General

Phone: 236 858 6346

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General and Public Safety Sector - Hiring Approval Request Form**Seek approval:**

Employees are to coordinate their hiring requests centrally submitting one request to Corporate Management Services Branch (SHR) (attn: AGPSSG.CorporateInitiatives@gov.bc.ca) by the first Thursday of each month. Prior to forwarding all requests to the Deputy Solicitor General, Deputy Attorney General, the CFO, CMSE will approve to ensure there are no budget concerns. The summary will be sent to the DMO by the third of each month.

This form is to be compiled using this spreadsheet.

For any questions about this process, please contact Lorna McNally.

																		For internal use only	
Branch (Please select your branch from the drop down menu)	Division (Please enter your division name/work unit)	Hiring Manager (The name of the manager who can be contacted if there are any additional questions)	Number of people you seek to hire or re-class	Position Title of the role you seek to fill or re-class	Classification (Please enter the classification of the position you seek to hire)	Location (Please enter the city where the position is located)	Type of Hire (Perm/TA/TA Extension/Aux / Aux Extension/ Classification/ Other)	Internal (to government) or External (to government)	Position Number (Please enter, if known)	Is this a new or existing position? For existing positions, explain why it is or will be vacant.	Can this hire be covered from within your organization's working budget AND their approved expenditures forecast? If no, please detail mitigation strategy.	What is the nature of the role? Outline the responsibilities and function of the position. Provide specific details: 200-300 words.	What is the impact to the branch if the position is not filled at this time? Provide specific details: 200-300 words.	Additional Notes (Please add any relevant additional notes. Also, indicate if a position has been given verbal DM approval prior to formal request being made.)	ADM Approval to submit to Strategic HR	CFO Approval - David Hoadley Review	Deputy Minister Approval Received? (for DMC use only)	Comments (for DMO use only)	
CMSE	Facilities Services	Betty Chen Mack	1	Facilities Services Assistant	Clerk 11	Victoria	Permanent	Internal	117159	Existing	Yes	The Facilities Services Administrator provides to the Executive Director as well as 22 employees on the facilities team. The position provides a variety of administrative, financial, and client support in various areas.	The position plays a key role in the day-to-day function of the facilities team. If not filled, would result in increased workload/stress on the remaining staff. The position became vacant due to an internal promotion.		Yes		Does not meet directive requirements. Recommended to proceed due to business risk.		
CMSE	Facilities Services Division	Betty Chen Mack	1	Senior Facilities Program Manager	Band 3	Victoria HQ	Permanent	Internal	TBD	Existing	Yes	This position will be a corporate facilities program contact primarily for Court Services Branch (CSB), Criminal Justice Branch (CJB) and the Judiciary (but may also support other sector branches). Primary role will be the facilities representative coordinating sector input and providing facilities management on the current Surrey Courthouse expansion project. This position will also support implementation of the Mandatory Operating Equipment (MOE) for specific CSB regions. Note that MOE projects are the replacement of critical program-specific equipment which will impact CSB operational effectiveness if delayed. This position will work closely with ministry shared services providers (SBC and WS) for facilities issues related to the branches noted above. To note, there are associated workload challenges related to the additional funding recently received from Ministry of Finance to resolve the long term backlog of deferred	FID will not be able to fully support the facilities needs of Court Services, Judiciary and CSB. Priority projects (including Surrey Courthouse expansion and renovation and Abbotsford Courthouse expansion/replacement) will suffer due to staff resources redirected to resolve immediate concerns. Examples may include facilities maintenance issues such as resurfacer of physical security infractions, indoor air quality concerns, and responds to public inquiries regarding courthouse accessibility issues; delay in development of the Courthouse Capital Asset Management Plan and Courthouse Design Guidelines update.	This position is vacant due to an internal candidate winning the Director position.	Yes		Does not meet directive requirements. Recommended to proceed due to business risk.		

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From: [McNally, Lorna AG:EX](#)
To: [Chen-Mack, Betty AG:EX](#)
Cc: [McNally, Lorna AG:EX](#)
Subject: 2020-04-01 FSD Apr 2020 Hiring Requests lmcnally2bcm
Date: April 1, 2020 3:26:41 PM
Attachments: [FSD April 2020 Hiring Requests .xlsx](#)

Betty,

Here is the April requests. Let me know if you want to change the wording, at all. Lorna

Branch	Permanent	Internal	Yes	Yes	Yes
AG Executive	TA	External	No	No	No
BC Coroners	TA Extension				On hold
CJB	Auxiliary				
CMSB	Auxiliary Extension				
CPP	Classification Review				
Corrections	Other				
CSB					
CSCP					
GPEB					
IIO					
ISB					
JSB					
LCLB					
LSB					
PGT					
PS					
PSSG Executive					
RoadSafety BC					
EMBC					

General and Public Safety Sector - Hiring Approval Request Form**Seek approval:**

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Form is to be compiled using this spreadsheet.

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CM5B	Facilities Services	Betty Chen Mack	1	Facilities Services Assistant	Clerk 11	Victoria	Permanent	Internal	117159	Existing	Yes	The Facilities Services Administrator provides to the Executive Director as well as 22 employees on the facilities team. The position provides a variety of administrative, financial, and client support in various areas.	The position plays a key role in the day-to-day function of the facilities team. If not filled, would result in increased workload/stress on the remaining staff. The position became vacant due to an internal promotion.		Yes				
CM5B	Facilities Services Division	Betty Chen Mack	1	Senior Facilities Program Manager	Band 3	Victoria HQ	Permanent	Internal	TBD	Existing	Yes	This position will be a corporate facilities program contact primarily for Court Services Branch (CSB), Criminal Justice Branch (CJB) and the Judiciary (but may also support other sector branches). Primary role will be the facilities representative coordinating sector input and providing facilities management on the current Surrey Courthouse expansion project. This position will also support implementation of the Mandatory Operating Equipment (MOE) for specific CSB regions. Note that MOE projects are the replacement of critical program-specific equipment which will impact CSB operational effectiveness if delayed. This position will work closely with ministry shared services providers (SBC and WS) for facilities issues related to the branches noted above. To note, there are associated workload challenges related to the additional funding recently received from Ministry of Finance to resolve the long term backlog of deferred	FD will not be able to fully support the facilities needs of Court Services, Judiciary and CSB. Priority projects (including Surrey Courthouse expansion and renovation and Abbotsford Courthouse expansion/replacement) will suffer due to staff resources redirected to resolve immediate concerns. Examples may include facilities maintenance issues such as resurfacer of physical security infractions, indoor air quality concerns, and responds to public inquiries regarding courthouse accessibility issues; delay in development of the Courthouse Capital Asset Management Plan and Courthouse Design Guidelines updates.	This position is vacant due to an internal candidate winning the Director position.	Yes				

Branch (Please select your branch from the drop down menu.)	Division (Please enter your division name/work unit)	Hiring Manager (The name of the manager who can be contacted if there are any additional questions)	Number of people you seek to hire or re-class	Position Title of the role you seek to fill or re-class	Classification (Please enter the classification of the position you seek to hire)	Location (Please enter the city where the position is located)	Type of Hire (Perm/TA/TA Extension/Aux / Aux Extension/ Classification/ Other)	Internal (to government) or External (to government)	Position Number (Please enter, if known)	Is this a new or existing position? For existing positions, explain why it is or will be vacant.	Can this hire be covered from within your organization's working budget AND their approved expenditure forecast? If no, please detail mitigation strategy.	What is the nature of the role? Outline the responsibilities and function of the position. Provide specific details: 200-300 words.	What is the impact to the branch if the position is not filled at this time? Provide specific details: 200-300 words.	Additional Notes (Please add any relevant additional notes. Also, indicate if a position has been given verbal DM approval prior to formal request being made.)	ADM Approval to submit to Strategic HR	CFO Approval - David Hoadley Review	Deputy Minister Approval Received? (for DMC use only)	Comments (for DMO use only)

Branch (Please select your branch from the drop down menu.)	Division (Please enter your division name/work unit)	Hiring Manager (The name of the manager who can be contacted if there are any additional questions)	Number of people you seek to hire or re-class	Position Title of the role you seek to fill or re-class	Classification (Please enter the classification of the position you seek to hire)	Location (Please enter the city where the position is located)	Type of Hire (Perm/TA/TA Extension/Aux / Aux Extension/ Classification/ Other)	Internal (to government) or External (to government)	Position Number (Please enter, if known)	Is this a new or existing position? For existing positions, explain why it is or will be vacant.	Can this hire be covered from within your organization's working budget AND their approved expenditure forecast? If no, please detail mitigation strategy.	What is the nature of the role? Outline the responsibilities and function of the position. Provide specific details: 200-300 words.	What is the impact to the branch if the position is not filled at this time? Provide specific details: 200-300 words.	Additional Notes (Please add any relevant additional notes. Also, indicate if a position has been given verbal DM approval prior to formal request being made.)	ADM Approval to submit to Strategic HR	CFO Approval - David Hoadley Review	Deputy Minister Approval Received? (for DMC use only)	Comments (for DMO use only)

Year/Month	Branch	Division	Hiring Manager	Number of people you seek to hire or reclass	Position Title of the role you seek to fill or reclass	Classification	Location	Type of Request (Perm/TA/Aux/ Extension/ Classification / Other)	Internal or External	Position Number	Is this a new or existing position? For existing positions, explain why it is or will be vacant.	Can this hire be covered within your branch's 16/17, 17/18, 18/19, 19/20 STOB 50 target?	What is the nature of the role? Outline the responsibilities and function of the position. Provide specific details: 200-300 words.	What have you done to reassign the work internally and/or laterally move resources from non-critical to critical positions?	What is the impact if the position is not filled at this time? Provide specific details: 200-300 words.	Additional Notes	ADM Approval	SHR Comments	Comments from CFO	Deputy Minister Approval Received?	Comments
Sep-17	CMSB	Facilities Services Division	Betty Chen-Mack	1	Senior Facilities Program Manager	Band 3	Victoria HQ	Permanent	External	TBD (this position would be similar to Position #00009373 (senior facilities program manager held by Heather Gillis)	New	Risk managing due to unsustainable workload	This position will be a senior corporate facilities program contact for various JPSS branches. Facilities Services Division workload is anticipated to expand due to the recent government move of EMBC, Liquor Distribution Board, and Liquor Control & Licensing Branch to the JPSS. New staff resources are also required to implement additional Mandatory Operating Equipment projects due to recent increased funding. Note that MOE projects are the replacement of critical program-specific equipment which will impact CSB and ACD's operational effectiveness if delayed. This position is the first line of contact for ministry shared services providers (Ministry of Citizens' Services and WSI) for facilities issues related to the branches noted above. Other new projects include the Courthouse Capital Asset Management Plan, the Community Corrections province-wide Accommodations Plan, and the LSB office densification project in Victoria.		FSD will not be able to fully support the facilities needs of a number of branches including Court Services, Corrections, etc. Priority projects (including Surrey Courthouse expansion and renovation and Abbotsford Courthouse expansion/replacement) will suffer due to staff resources being redirected to resolve immediate concerns. Examples may include facilities maintenance issues such as the resolution of physical security infractions, indoor air quality concerns, and responds to public inquiries regarding courthouse accessibility issues; delay in development of the Courthouse Capital Asset Management Plan and Courthouse Design Guidelines update.		Yes				
Feb-18	CMSB	Facilities Services Division	Betty Chen-Mack	1	Senior Facilities Program Manager	Band 3	Victoria HQ	TA	External	TBD	New	Yes	This position will be a senior corporate facilities program contact primarily supporting Liquor Control and Licensing Branch, but may also support other MAG and PSSG branches. This position will be critical to deliver on the many initiatives required to support infrastructure needs to support recreational cannabis legalization in BC. Facilities Services Division workload has expanded substantially due to the government move of EMBC, and Liquor Control & Licensing Branch to the MAG and PSSG. This position is the first line of contact for ministry shared services providers (Ministry of Citizens' Services and BGS/WSI) for facilities issues related to the branches noted above.		If this position is not filled, the branch may not be able to deliver timely corporate services or infrastructure for cannabis program in the desired timeframes. Also, FSD will not be able to fully support the facilities needs of a number of branches including Court Services, Corrections, etc. Priority projects (including Surrey Courthouse expansion and renovation and Abbotsford Courthouse expansion/replacement) will suffer due to staff resources being redirected to resolve immediate concerns. Examples may include facilities maintenance issues such as the resolution of physical security infractions, indoor air quality concerns, and responds to public inquiries regarding courthouse accessibility issues; delay in development of the Courthouse Capital Asset Management Plan and Courthouse Design Guidelines update.	LCLB agreed to fund the position. We don't know yet if it will be a contracted resource/auxiliary or TA. This position would be similar to Position #00009373 (Senior Facilities Program manager held by Heather Gillis).	Yes				
Apr-20	CMSB	Facilities Services Division	Betty Chen-Mack	1	Senior Facilities Program Manager	Band 3	Victoria HQ	Permanent	Internal	TBD	Existing	Yes	This position will be a corporate facilities program contact primarily for Court Services Branch (CSB), Criminal Justice Branch (CJB) and the Judiciary (but may also support other sector branches). Primary role will be the facilities representative coordinating sector input and providing facilities management on the current Surrey Courthouse expansion project. This position will also support implementation of the Mandatory Operating Equipment (MOE) for specific CSB regions. Note that MOE projects are the replacement of critical program-specific equipment which will impact CSB's operational effectiveness if delayed. This position will work closely with ministry shared services providers (SSBC and WSI) for facilities issues related to the branches noted above. To note, there are associated workload challenges related to the additional funding recently received from Ministry of Finance to resolve the long-term backlog of deferred facilities maintenance.		FSD will not be able to fully support the facilities needs of Court Services, Judiciary and CJB. Priority projects (including Surrey Courthouse expansion and renovation and Abbotsford Courthouse expansion/replacement) will suffer due to staff resources redirected to resolve immediate concerns. Examples may include facilities maintenance issues such as resolution of physical security infractions, indoor air quality concerns, and responds to public inquiries regarding courthouse accessibility issues; delay in development of the Courthouse Capital Asset Management Plan and Courthouse Design Guidelines update.	This position is vacant due to an internal candidate winning the Director position.	Yes			Does not meet directive requirements. Recommend to proceed due to business risk.	