

Cadario, Michele PREM:EX

From: Cadario, Michele PREM:EX
Sent: Thursday, December 31, 2015 6:42 PM
To: Leamy, Michelle T PREM:EX
Subject: Re:

Extend until end of March please.

M

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Leamy, Michelle T PREM:EX
Sent: Thursday, December 31, 2015 6:34 PM
To: Cadario, Michele PREM:EX
Subject:

Carter's OIC is term limited to Jan 15. Shall I amend to end of March or do a regular OIC for him with no term date?

Cadario, Michele PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Friday, November 13, 2015 11:57 AM
To: Cadario, Michele PREM:EX
Cc: s.22 ; Leamy, Michelle T PREM:EX
Subject: RE: contract

Thanks Michele, confirming this is in hand.

Carter, if you could come upstairs and see Michelle Leamy at 8:30 on Monday morning (2nd floor West Annex) your start-up papers can be taken care of at that time.

See you then!

From: Cadario, Michele PREM:EX
Sent: Friday, November 13, 2015 11:42 AM
To: Wharf, Sandy PREM:EX; Leamy, Michelle T PREM:EX
Cc: s.22
Subject: contract

Sandy,

As discussed, Carter Mann will start with our office on Monday as the Operations Coordinator. It will be for a 2 month term at \$66k/annum.

I've copied Carter on this email so you can connect with him directly about any paperwork. He will be in Victoria on Monday.

Michele

Michele Cadario
Deputy Chief of Staff to Premier Christy Clark

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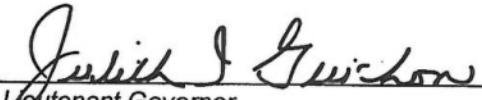
I've copied Carter on this email so you can connect with him directly about any paperwork. He will be in Victoria on Monday.

Michele

Michele Cadario
Deputy Chief of Staff to Premier Christy Clark

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 15 , Approved and Ordered January 13, 2016


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective January 15, 2016,

- (a) Carter Mann is reappointed to the position of Operations Coordinator, Office of the Premier, being a position which will require the incumbent to act in a confidential capacity to a member of the Executive Council, for a term ending March 31, 2016, and
- (b) Carter Mann is to be paid as an Operations Coordinator, within the salary range set up in the Salary Range Order, Order in Council 588/2006, beginning at Step 3 of that salary range, with the terms and conditions of employment equivalent to those established for Category C appointments in Order in Council 806/89.


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: _____

January 7, 2016

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O/11/2016/27

Leamy, Michelle T PREM:EX

From: Dyble, John C PREM:EX
Sent: Monday, January 11, 2016 10:43 AM
To: Leamy, Michelle T PREM:EX; Prisiak, Lisa PREM:EX
Subject: RE: Staffing Order for Jan 13/16

ok

From: Leamy, Michelle T PREM:EX
Sent: Monday, January 11, 2016 8:55 AM
To: Dyble, John C PREM:EX; Prisiak, Lisa PREM:EX
Subject: Staffing Order for Jan 13/16

Hi John: can you please let Cab Ops know if this order is ok to proceed on Wednesday.

Carter Mann, Operations Coordinator, Premier's Office. It is a reappointment as the first OIC was for a term ending Jan 15, 2016 and this reappointment takes the term to March 31, 2016. Remuneration continues at Step 3.

Thanks.

m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Monday, January 11, 2016 8:55 AM
To: Dyble, John C PREM:EX; Prisiak, Lisa PREM:EX
Subject: Staffing Order for Jan 13/16
Attachments: Mann Jan 13 2016.pdf

Hi John: can you please let Cab Ops know if this order is ok to proceed on Wednesday.

Carter Mann, Operations Coordinator, Premier's Office. It is a reappointment as the first OIC was for a term ending Jan 15, 2016 and this reappointment takes the term to March 31, 2016. Remuneration continues at Step 3.

Thanks.

m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Monday, January 11, 2016 10:10 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Carter Mann is being reappointed Operations Coordinator in the Premier's Office for a term ending March 31, 2016. His remuneration continues at Step 3.

Thanks.

m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Thursday, January 7, 2016 11:03 AM
To: AG LSB OIC Requests, AG:EX
Cc: Alexander, Catherine JAG:EX
Subject: Staff Order

Hi Cat: if I could have this one back by the end of the week that would be great. Thanks. m

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that OIC 656/2015 is amended by striking out "January 15, 2016" and substituting "March 31, 2016."

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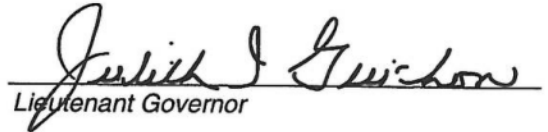
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PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 656 , Approved and Ordered November 16, 2015


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, for a term ending January 15, 2016,

- (a) Carter Mann is appointed to the position of Operations Coordinator, Office of the Premier, being a position which will require the incumbent to act in a confidential capacity to a member of the Executive Council, and
- (b) Carter Mann is to be paid as an Operations Coordinator, within the salary range set up in the Salary Range Order, Order in Council 588/2006, beginning at Step 3 of that salary range, with the terms and conditions of employment equivalent to those established for Category C appointments in Order in Council 806/89.


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: _____

November 13, 2015

Page 1 of 1

O/957/2015/86

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, November 18, 2015 9:32 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Carter Mann was appointed Operations Coordinator in the Premier's Office for a term beginning November 16, 2015 and ending January 15, 2016. His remuneration begins at Step 3.

Thanks.

m

Leamy, Michelle T PREM:EX

From: Wharf, Sandy PREM:EX
Sent: Friday, November 13, 2015 11:57 AM
To: Cadario, Michele PREM:EX
Cc: s.22'; Leamy, Michelle T PREM:EX
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Michele

Michele Cadario
Deputy Chief of Staff to Premier Christy Clark

Office of the Premier

JOB DESCRIPTION – OPERATIONS COORDINATOR

Position Summary: The Operations Coordinator supports the Director of Operations in the management of day-to-day activities by Ministers and the Premier as dictated by government priorities.

Accountabilities/Responsibilities:

Specific accountabilities and responsibilities are determined based on the operational need within the Premier's Office and will include, but are not limited to:

- Strategic, long-term communications planning
- Manage scheduling, planning of government events across Ministers' offices to ensure consistency with messaging and priorities
- Provide logistical and communications support for Premier's public events including organizing travel
- Liaise with stakeholders, both within and external to government, relevant to key government priorities and initiatives
- Work with GCPE and event coordinators to execute on communications and media events
- Other duties as assigned