

Cavanagh, Judy PREM:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, September 5, 2017 3:46 PM
To: Meggs, Geoff PREM:EX; Cavanagh, Judy PREM:EX
Cc: Oreck, Mira PREM:EX
Subject: RE: EAs work

Hi Geoff and Judy,

Before getting this email I was talking to Shelley Canitz in the DM's office about EAs and the logistics of them working in constituency offices.

She agreed to go away and think on how this would work in terms of resources and support (email, phone, office, computer, etc) so that advice could be communicated across ministries.

We didn't discuss the advisability of having EAs in community offices but thought I should let you know that is in the hopper.

Maura

From: Meggs, Geoff PREM:EX
Sent: Tuesday, September 5, 2017 3:40 PM
To: Cavanagh, Judy PREM:EX; Parte, Maura PSA:EX
Cc: Oreck, Mira PREM:EX
Subject: EAs work

Hi folks,

There are questions in some quarters about whether or not executive assistants should work in constituency offices. Please clarify this – we believe they can and should – and provide direction to the MLAs and ministers.

Geoff

GEOFF MEGGS
Chief of Staff, Office of the Premier
West Annex, Parliament Buildings,
501 Belleville St, Victoria, BC V8V 2L8
(250) 356-6271

Cavanagh, Judy PREM:EX

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Sent: Tuesday, September 5, 2017 3:40 PM
To: Cavanagh, Judy PREM:EX; Parte, Maura PSA:EX
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Executive Assistants

Primary Responsibilities:

- Contact for all MLA constituency offices and for Ministry case work
- Primary liaison for Minister's constituency office
- Primary staff for Minister travel and outreach in riding and region
- Lead on Minister's local and regional calendar
- Lead on Minister's local and regional stakeholder relations
- Support on general social media content generation
- When the Minister is unable, the EA attends Ministry related events with stakeholders to ensure appropriate follow up and accessibility to the Ministry
- Monitors local and regional media as relevant to the Minister's files

Key Messages:

- We want to be working for people. So when people want to get in touch with the Minister, we are there. We are accessible.
- When someone wants to talk to the Minister about the Ministry and the work we are doing, my EA will be able to help assist them.
- We are making it easier for citizens to participate in our government. We want to ensure that our government is accessible to people and also that our government hears what the people of BC are concerned with.

s.13

Details Key Messages:

- Executive Assistants are a part of the Ministerial Staff team, they are the key point of contact for all constituency offices and all casework that is relative to the Ministry. Most work in government today is done online and by the phone, people are able to do this work across the Province and it is no different for Minister Office staff.
- My EA helps to coordinate meetings and briefings, maintain contact with key stakeholders, and help to ensure that requests for assistance from MLAs and members of the public are addressed.

Executive Assistants working out of Constituency Offices

December 4th 2017

Advanced Education: Christina Rzepa

Agriculture: Greg Atkinson

Children and Family Development: Edena Brown

Citizen's Services: Param Grewal

Education: Melissa Farrance

Energy, Mines and Petroleum Resources: Rob Hill

Environment: Reamick Lo

Finance: Kim Manton

Forests, Lands and National Resource Operations and Rural Development: Tristan Jones

Health: Lucinda Yeung

Jobs, Trade and Technology: Ramesh Ranjan

Public Safety: Talea Pecora

Social Development and Poverty Reductions: Brenda Tombs

Transportation and Infrastructure: Lynne Stone

Indigenous Relations and Reconciliation: Jolleen Dick

Labour: Emily Zimmerman

Mental Health and Addictions: Raymond Liens

Municipal Affairs and Housing: Matt Djonlic

Tourism Arts and Culture: Korleen Carreras

Wensink, Alison PREM:EX

From: Meggs, Geoff PREM:EX
Sent: Wednesday, September 6, 2017 6:25 AM
To: Clark, Layne PREM:EX
Subject: Re: EAs work

Ok this is getting a bit too complicated for e-mail ^{s.13}
^{s.13} I'll have to ask him why.

Sent from my iPhone

On Sep 6, 2017, at 6:19 AM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

No, In this case, Eby would not have an EA in the constituency...

Layne

Sent from my iPhone

On Sep 6, 2017, at 6:17 AM, Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca> wrote:

Yes, but I thought he also had one in the riding ^{s.13}
^{s.13}

Sent from my iPhone

On Sep 6, 2017, at 5:53 AM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

^{s.13}

To be clear, you're willing to work with Ministers who feel like they want their EA based in Victoria but the preference, and job description, is for EAs to be based in the constituency.

For example, we can offer ^{s.22} the EA job to Minister Eby, and ask her to be in Victoria as per his preference?

Layne

On Sep 5, 2017, at 8:26 PM, Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca> wrote:

Sent from my iPhone

Begin forwarded message:

From: "Meggs, Geoff PREM:EX"
<Geoff.Meggs@gov.bc.ca>
Date: September 5, 2017 at 3:39:31 PM PDT

To: "Cavanagh, Judy PREM:EX"
<Judy.Cavanagh@gov.bc.ca>,
"Parte, Maura PSA:EX"
<Maura.Parte@gov.bc.ca>
Cc: "Oreck, Mira PREM:EX"
<Mira.Oreck@gov.bc.ca>
Subject: EAs work

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