

From: [Clark, Layne PREM:EX](#)
To: [Meggs, Geoff PREM:EX](#)
Subject: RE: A couple administrative questions...
Date: Monday, July 24, 2017 3:45:42 PM

Treasury Board (9 Members Total)

Chair – Carole James

Vice – Bruce Ralston

Members:

Adrian, George H, Selina, Mitzi, Mable, Jagrup and either Garry/Bowinn/Janet Routledge

Feel free to call me for further clarification.

From: Meggs, Geoff PREM:EX
Sent: Monday, July 24, 2017 2:28 PM
To: Clark, Layne PREM:EX
Subject: Re: A couple administrative questions...
That all looks good - we can discuss Tamara a bit later. Pls send MCJ TB list
G

Sent from my iPhone

On Jul 24, 2017, at 4:25 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

1. As you get requested for meetings (for example with Arts Umbrella), shall I go ahead and send these requests to the appropriate Minister, or would you like me to keep track for you to review once a week or so?
2. Treasury Board Appointments – would you like me to send you MCJ's list or have a conversation via phone later?
3. Vacation – here is the list of vacation requests from PO staff. I am not sure how you would like to handle this specifically. It seems to make sense to me based on switch offs s.22
s.22

4. Tamarra Wong – Two options for her start date

- a. She could start on August 4th, which would give us a day to manage a few things together. Then she would be on her own for weeks, but could work with Amber Nash to learn some of the systems.
- b. The other option would be for her to start August 21st and we dive in together at that time. She might prefer that, but it would mean you would go a couple weeks without direct support...

5. Pension – Eric has given me the name of Kevin Olineck

(kevin.olineck@pensionsbc.ca) who is the best person for you to reach out to for any questions you may have.

6. Can you please confirm that we can post within the PSA for administrative staff positions within Ministries?
Hope your flight to Ottawa went well!

Layne

From: [Meggs, Geoff PREM:EX](#)
To: [Clark, Layne PREM:EX](#)
Cc: [Suzanne.Christensen@leg.bc.ca](#)
Subject: Fwd: Call for Records OOP-2017-72458 Due August 9, 2017
Date: Friday, July 28, 2017 10:57:14 AM

I'll need to determine status of transition documents - believe they are not subject
G

Sent from my iPhone

Begin forwarded message:

From: "Wensink, Alison PREM:EX" <Alison.Wensink@gov.bc.ca>
Date: July 28, 2017 at 12:32:29 PM GMT-4
To: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>, "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Cc: "Hendry, Jackie PREM:EX" <Jackie.Hendry@gov.bc.ca>
Subject: Call for Records OOP-2017-72458 Due August 9, 2017

Please let me know by August 9th whether or not you have any records responsive to the following request:

If you have records please print, scan and send them to me as a PDF.

A list of all briefing notes/memos between Geoff Meggs and Don Wright – if a list is not possible, provide copies of all briefing notes/memos.

(Date Range for Record Search: From 07/01/2017 To 07/25/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987