

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 6:59 PM
To: Nash, Amber PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: RE s.22

Hey Amber,

Geoff has signed off s.22

Layne

-----Original Message-----

From: Nash, Amber PREM:EX
Sent: Monday, July 31, 2017 6:58 PM
To: Clark, Layne PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: s.22

Hi Both,
s.22

Amber

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 6:56 PM
To: Meggs, Geoff PREM:EX
Subject: Letter to BCFed

Geoff,

See drafted note to BCFed. I was thinking it could come from me so that they know to contact me directly (and CC you) rather than directly from you? Your call.

To: BC Federation of Labour

Hi Everyone,

Thank you so much for your patience as we work out the various processes in the Premier's Office. Many questions have been asked regarding board appointments and liaison within our office, so I thought I would draft a quick note on some of the critical items.

1. Board Appointments
 - a. Here is a link to view all boards. The current appointments and expiry dates are listed under each board: <http://www.brdo.gov.bc.ca/currentBoards.asp>
 - b. All recommendations for board appointments can be sent to Lynne Holt at lynne.holt@gov.bc.ca. She is tracking them all and meeting with the Chief of Staff to review regularly.
2. Premier's Office Structure
 - a. For those that are looking to set up time with the Chief of Staff, please e-mail me directly. I can coordinate the various schedules and ensure that appropriate meetings are held and follow up is done. You can also reach me at s.17 if you need to discuss anything urgently.
 - b. If you have events that you would like the Premier to attend, please send those requests to Amber Nash at amber.nash@gov.bc.ca
3. Check-Ins
 - a. Please send me the BCFed Officers meeting schedule. Once I have this, I can coordinate with appropriate schedules in our office.
4. Ministerial Assistants
 - a. To this e-mail I have attached the list of Ministerial Assistant contact information. Please do not circulate widely. This can be used to set up meetings with various Ministers on your relevant files. If you have any issues, please reach out to me directly.

Thanks again for your patience and for your help in getting us to this point!

Layne

Layne Clark, Director of Liaison and Coordination
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 6:37 PM
To: Mulloy, Eleanor FIN:EX
Subject: Question

Hi Eleanor,

Thanks again for all your help. Question for you...

Is it possible to get some dividers put into the Jobs Tourism and Tech Ministry? The Minister and the Minister of State will be using the two offices and it would be nice for one of the MA's to have a bit more of a private area in the common space.

Let me know if you think this is possible.

Thanks!

Layne

Layne Clark, Director of Liaison and Coordination
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 6:05 PM
To: Chandler, Alex FIN:EX
Subject: RE: Treasury Board Meetings

Hi Alex,

The Chief of Staff, Geoff Meggs will attend the first session. He may have to step out at some point to take a call or two, but will try to be there for most of the session.

Thanks!

Layne

From: Chandler, Alex FIN:EX
Sent: Monday, July 31, 2017 3:16 PM
To: Marquis, Yvette FIN:EX; Spilker, Robyn PREM:EX; Robb, Amanda JTST:EX; Brosz, Corinne M ENV:EX; McCormick, Erika HLTH:EX; Iliffe, Liam PREM:EX; Clark, Layne PREM:EX; White, Christine CSCD:EX; Scambler, Teresa LASS:EX; Hill, Robert LASS:EX; 'Gurbinder.Kang@leg.bc.ca'; Clark, Layne PREM:EX
Cc: Scott, Samantha LASS:EX; Taylor, Kathy J LASS:EX; Galbraith, David J FIN:EX; Weckend, Anne-Mette FIN:EX
Subject: Treasury Board Meetings
Importance: High

Good Afternoon,

The following Treasury Board meetings have been scheduled for the coming months:

Date	Time	Meeting Location
August 3, 2017	9:00am – 12:00pm	Chambers
August 17, 2017	9:00am – 2:00pm	Chambers
September 21, 2017	9:00am – 12:00pm	Chambers
October 5, 2017	9:00am – 12:00pm	Chambers
October 26, 2017	9:00am – 12:00pm	Chambers
November 9, 2017	9:00am – 12:00pm	Chambers
November 23, 2017	9:00am – 12:00pm	Chambers
December 7, 2017	9:00am – 12:00pm	Chambers
December 14, 2017	9:00am – 12:00pm	Chambers
January 18, 2018	9:00am – 12:00pm	Chambers
January 25, 2018	9:00am – 12:00pm	Chambers

Please confirm your TB members attendance for the Thursday **August 3** meeting (to me by email) by the end of the day tomorrow.

Note that meeting materials will be distributed at the meeting.

Regards,

Alex Chandler
Executive Director

Treasury Board Staff
Ministry of Finance
Tel: 250-387-3943 | Fax: 250-356-7624
E-mail: alex.chandler@gov.bc.ca

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Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 5:57 PM
To: Currie, Kathie PREM:EX
Subject: RE: G Chow MOS/ office

Hi Kathie,

For now, the Chief of Staff would like the MOS to be in the office and the MA's to be in the public area. I will ask the appropriate people to see about putting in walls/dividers.

On another note, I would like to set up a meeting with the MOS Chow and Geoff Meggs. Can he do lunch on Thursday?

Layne

From: Currie, Kathie PREM:EX
Sent: Friday, July 28, 2017 3:08 PM
To: Clark, Layne PREM:EX
Cc: Currie, Kathie PREM:EX
Subject: G Chow MOS/ office

Hi Layne

Would you be able to confirm with Geoff where George is going to have his office?

If we have him in the Ministers office 137/138 there will need to be a renovation to add another wall in order to separate the MOS/Minister and MA's. Right now, it would have the MAs in the public area of the office, and that would be a bit of a challenge ☺

I appreciate your help on this as until we have his office sorted out we can't set up his phone, computer, etc.

Thanks so much again for your assistance,

Kathie

Kathie Currie
Ministerial Assistant to the Honourable Bruce Ralston
Minister of Jobs, Trade & Technology
Room 137, Parliament Buildings
Victoria, BC V8T 5C3

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 4:42 PM
To: Frampton, Caelie PREM:EX; Currie, Kathie PREM:EX; Winstanley, Lori PREM:EX; Hurtig, Jane PREM:EX; Spilker, Robyn PREM:EX; Cooling, Karen PREM:EX; Vdovine, Stepan PREM:EX; Howard, Stephen PREM:EX; Harder, Derrick PREM:EX; Gunn, Paula PREM:EX; Harrison, Veronica PREM:EX; McLaren, Kenn PREM:EX; Renneberg, Tim PREM:EX; Singh, Jasmyn PREM:EX; Farmer, Leila PREM:EX; Iliffe, Liam PREM:EX; Russell, Shannon PREM:EX; Squance, Leah PREM:EX; Bourke, Brynn PREM:EX
Cc: Prisiak, Lisa PREM:EX
Subject: Information regarding Presiding Member Duties
Attachments: Presiding Member overview.pdf; Roster Duty July 31 2017 to Jan 28 2018.pdf

Hi Everyone,

Attached to this e-mail is an overview and roster duty of Presiding Member duties and responsibilities. The roster is when your relevant Minister will be assigned the signing of OIC appointments. At the next MA check in, someone from Cabinet Operations will come and explain this in further detail and its importance. For now though, here is the relevant information.

If you have any questions in the meantime, feel free to reach out.

Thanks again!

Layne

Layne Clark, Director of Liaison and Coordination
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 12:40 PM
To: Kinnear, Lindsay PREM:EX
Subject: Re: Confirmation and Change of Time for Cabinet Meetings Next Week

Hi Lindsay,

Yes - Geoff will be in attendance at both cabinet meetings.

Thank you,

Layne

Sent from my iPhone

On Jul 28, 2017, at 11:30 AM, Kinnear, Lindsay PREM:EX <Lindsay.Kinnear@gov.bc.ca> wrote:

Hi Layne,

Sorry I was more looking for phone numbers as well as their assistant's information (name & Phone #)

Thanks,
Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

From: Clark, Layne PREM:EX
Sent: Friday, July 28, 2017 11:29 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: Confirmation and Change of Time for Cabinet Meetings Next Week

Sage.Aaron@gov.bc.ca; bob.dewar@gov.bc.ca ^{s.22}

From: Kinnear, Lindsay PREM:EX
Sent: Friday, July 28, 2017 9:49 AM
To: Clark, Layne PREM:EX
Subject: RE: Confirmation and Change of Time for Cabinet Meetings Next Week

Good Morning Layne,

We do not have any contact information for Sage Aaron, Director of Communications.

If you are able to provide their contact info/assistant information I can add them to our Cabinet distribution and upon the request of The Chief of Staff I can send her an invite.

We are also looking for contact information for Bob Dewar, Special Advisor, as well as Raj Sihota, Provincial Director. Are you able to provide this?

Thank you,

Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

From: Clark, Layne PREM:EX
Sent: Friday, July 28, 2017 9:08 AM
To: Welgush, Lindsey GCPE:EX
Cc: Massy, Michelle E PREM:EX; Kinnear, Lindsay PREM:EX
Subject: RE: Confirmation and Change of Time for Cabinet Meetings Next Week

Hi Lindsey,

Has the Director of Communications in the Premier's Office been invited? I believe that the Chief of Staff would like her to attend.

Layne

From: Welgush, Lindsey GCPE:EX
Sent: Friday, July 28, 2017 8:34 AM
To: Clark, Layne PREM:EX
Cc: Massy, Michelle E PREM:EX; Kinnear, Lindsay PREM:EX
Subject: RE: Confirmation and Change of Time for Cabinet Meetings Next Week

Good morning, Layne:

I would like to confirm that DM Evan Lloyd will be in attendance on both Tuesday and Wednesday of next week.

Regards,

Lindsey Welgush

Senior Executive Assistant

Government Communications and Public Engagement
Lindsey.Welgush@gov.bc.ca
(778) 698-4798

From: Massy, Michelle E PREM:EX
Sent: Friday, July 28, 2017 8:09 AM
To: Welgush, Lindsey GCPE:EX
Subject: FW: Confirmation and Change of Time for Cabinet Meetings Next Week
Importance: High

FYI

From: Kinnear, Lindsay PREM:EX
Sent: Thursday, July 27, 2017 12:56 PM
To: Bourke, Brynn PREM:EX; Brosz, Corinne M ENV:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Flesh, Cindy AVED:EX; Hansen, Lucy FLNR:EX; Higgins, Keira PREM:EX; Holt, Lynne FIN:EX; Iliffe, Liam PREM:EX; Johnson, Lisa E FLNR:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; LeBlanc, Catherine PSSG:EX; Marquis, Yvette FIN:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SD SI:EX; Morton, Kaitlin MCF:EX; Nanninga, Tanera JAG:EX; Nash, Amber PREM:EX; Neves, Gilbert FIN:EX; Robb, Amanda JTST:EX; Roberts, Connie A ABR:EX; Russell, Shannon PREM:EX; Shaw, Brea BRDO:EX; Transition, Laptop (LP020) PREM:EX; Shortt, Amanda PREM:EX; Silverio, Lisa FLNR:EX;

Vdovine, Stepan PREM:EX; Wensink, Alison PREM:EX; Westgate, Rachael TRAN:EX; White, Christine CSCD:EX; White, Emily EDUC:EX; Winstanley, Lori PREM:EX; Frampton, Caelie PREM:EX

Cc: LP PO Cabinet Operations

Subject: Confirmation and Change of Time for Cabinet Meetings Next Week

Importance: High

Good Morning,

Please note the following Cabinet Meetings are now confirmed in your Minister/Officials' Calendar.

Please confirm the attendance of your Minister/Official to the two cabinet Meetings listed below. If requesting leave please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

Cabinet

Tuesday August 1st, 2017
(NOW) 10:00 am – 1:00 pm
Chambers

Tuesday August 1st, 2017
(was) 10:00 am – 2:00 pm
Chambers

Wednesday August 2nd, 2017
(NOW) 10:00 am – 1:00 pm
Chambers

Wednesday August 2nd, 2017
(was) 10:00 am – 2:00 pm
Chambers

Thank you,
Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 10:05 AM
To: 'Maura Parte'
Subject: MA Meeting

Hi Maura,

I would like to extend the MA meeting invite today a bit further to include Constituency Assistants. I'm asking for a list of these folks from Roseanne.

The Agenda for the meeting should be as follows:

1. Update from the Chief of Staff (Geoff Meggs): *10 min*
2. Communication Flows (Sage Aaron): *10 min*
3. Ministry Tours (Kate Van Meer Mass): *10 min*
4. Issue Management (Matt Hannah): *10 min*
5. Stakeholder Relations (Mira Oreck): *5 min*
6. Admin (Maura Parte): *10 min*
7. Wrap Up (Geoff Meggs): *5 min*

Feel free to change the Admin section to better reflect what you need to discuss.

Thanks,

L

Layne Clark, Director of Liaison and Coordination
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 9:45 AM
To: 'pkariya@coastalfirstnations.ca'
Subject: Meeting with the Chief of Staff

Hi Paul,

Thanks for reaching out. The Chief of Staff is available to meet on August 10th at 10AM. Please let me know if this would work for you.

Thanks again,

Layne

Layne Clark, Director of Liaison and Coordination
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Saturday, July 29, 2017 9:50 AM
To: Russell, Shannon CITZ:EX
Cc: Iliffe, Liam PREM:EX; Renneberg, Tim FLNR:EX; Transition, Laptop (LP016) PREM:EX; Blaquiere, Meagan LASS:EX; Howard, Stephen PREM:EX; Cooling, Karen LBR:EX; Hurtig, Jane PREM:EX; Frampton, Caelie ENV:EX; Currie, Kathie PREM:EX; Singh, Jasmyn HLTH:EX; Gunn, Paula MCF:EX; Farmer, Leila PREM:EX; Vdovine, Stepan PREM:EX; Spilker, Robyn FIN:EX; Harrison, Veronica EDUC:EX; Winstanley, Lori PREM:EX; McLaren, Kenn FLNR:EX; Squance, Leah SDPR:EX; Harder, Derrick AG:EX; Bourke, Brynn PREM:EX; Kristianson, Eric GCPE:EX; Moran, Roseanne LASS:EX
Subject: Re: Pay Information - August 4

For those whose personal information we received early enough they made the cut off period and got paid on Friday July 28th. If we didn't have their personal information in by the cut off date their pay will show up on Aug 11th payday.

Thanks all.

Layne

Sent from my iPhone

On Jul 29, 2017, at 7:30 AM, Russell, Shannon PREM:EX <Shannon.Russell@gov.bc.ca> wrote:

s.22 Thanks Tim.

Sent from my iPhone

On Jul 29, 2017, at 6:57 AM, Iliffe, Liam PREM:EX <Liam.Iliffe@gov.bc.ca> wrote:

Thanks for the heads up, Tim!

s.22

-L

On Jul 28, 2017, at 8:51 PM, Renneberg, Tim PREM:EX <Tim.Renneberg@gov.bc.ca> wrote:

Dunno about anyone else,^{s.22}
s.22

Tim Renneberg, Ministerial Assistant
Ministry of Forests, Lands, Natural Resource Operations and Rural
Development
250-387-6240
tim.renneberg@gov.bc.ca

On Jul 28, 2017, at 5:13 PM, Transition, Laptop (LP016) PREM:EX
<LP016@gov.bc.ca> wrote:

Hello team,

I just received an inquiry about when you can expect your first pay cheque.

You will receive your first full pay cheque on Friday, August 4.

For those of you coming from Caucus, please note there is a different pay system for Ministry staff than there is for Legislative staff.

Thanks everyone and please call with any questions.

Maura
s.17

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, July 28, 2017 11:36 AM
To: Oreck, Mira PREM:EX
Subject: FW: Hi Keira - txs for the chat - I wonder if i could set up 2 short meetings -- One with Don Wright and the other with Geoff Meggs - Paul

Geoff has agreed to this meeting – any input before I go ahead and book?

From: Paul Kariya [mailto:pkariya@coastalfirstnations.ca]
Sent: Wednesday, July 26, 2017 2:51 PM
To: Higgins, Keira PREM:EX; Clark, Layne PREM:EX
Subject: RE: Hi Keira - txs for the chat - I wonder if i could set up 2 short meetings -- One with Don Wright and the other with Geoff Meggs - Paul

Txs Keira

Layne – would be great if I could meet Geoff also on August 10 in Victoria – txs Paul

Sincerely,

Paul Kariya

Senior Policy Advisor



**Coastal First Nations / Great
Bear Initiative**
#1660 - 409 Granville Street
Vancouver, BC, V6C 1T2
Tel: 604-696-9889
Cell: 604-818-1827

www.coastalfirstnations.ca



From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Wednesday, July 26, 2017 2:44 PM
To: Paul Kariya <pkariya@coastalfirstnations.ca>; Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca>
Subject: RE: Hi Keira - txs for the chat - I wonder if i could set up 2 short meetings -- One with Don Wright and the other with Geoff Meggs - Paul

Hi Paul,

Thank you for the request. I will follow-up with you shortly regarding Don's availability. Unfortunately I cannot speak to Geoff's availability but have copied his assistant, Layne Clark, for consideration.

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Paul Kariya [<mailto:pkariya@coastalfirstnations.ca>]

Sent: Wednesday, July 26, 2017 2:39 PM

To: Higgins, Keira PREM:EX

Subject: Hi Keira - txs for the chat - I wonder if i could set up 2 short meetings -- One with Don Wright and the other with Geoff Meggs - Paul

Keira

I am meeting with a group of DMs coordinated via Dave Nik in the afternoon of August 10. Could I meet with Don and Geoff perhaps the morning or later in the day of August 10.

I think both will recognize my name – I s.22

First Nations s.22

group in BC to the new government

am working for Coastal

. My agenda is to intro the plans and vision of a significant FN

Txs Paul

Sincerely,

Paul Kariya

Senior Policy Advisor



www.coastalfirstnations.ca

**Coastal First Nations / Great
Bear Initiative**

#1660 - 409 Granville Street

Vancouver, BC, V6C 1T2

Tel: 604-696-9889

Cell: 604-818-1827



Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, July 28, 2017 9:09 AM
To: 'Carl Mavromichalis'; Oreck, Mira PREM:EX
Subject: RE: Referral from Bob Dewar

Hi Carl,

Thanks for reaching out! I have included Mira Oreck, our Director of Stakeholder Engagement in the Premier's Office on this thread as I actually think she would be the appropriate person for you to connect with on this file.

Thanks again,

Layne

-----Original Message-----

From: Carl Mavromichalis [mailto:carl@converso.co]
Sent: Friday, July 28, 2017 8:40 AM
To: Clark, Layne PREM:EX
Subject: Referral from Bob Dewar

Layne,

Congratulations on becoming the government in British Columbia. It was a long time coming, both with the tenure of the Liberals and the election outcome leaving things hanging.

I was speaking with Bob Dewar earlier this week and he suggested that I reach out to you. I am very interested in assisting the government in its engagement and outreach activities to support the many new and potentially complex policy changes the government may be undertaking. He thought that you would be an ideal person to connect with.

I have spent the better part of the last several years providing many government clients with stakeholder engagement advice and services, particularly when it comes to technology like virtual town halls. The most notable project I have worked on was assisting the Government of Alberta with crisis stakeholder engagement during the evacuation of Fort McMurray. My company created and executed 17 virtual town halls in 30 days flawlessly during one of the most significant natural disasters in Canadian history.

I am currently in Victoria until next Thursday and would welcome an opportunity to meet with you to learn more about your government's priorities, and how Converso can help make an impact to drive new policy initiatives forward. If this timing doesn't work for you, I'm happy to speak by phone anytime.

Thank you in advance.

Sincerely,
Carl

Carl Mavromichalis
Managing Director
Converso Engagement Services Inc.
C:+1(416) 420-2352
T:+1(888) 982-9594

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 10:21 PM
To: Meggs, Geoff PREM:EX
Subject: Fwd: Summarized pre-Throne calendar
Attachments: 100-Day-PreThrone.docx; ATT00001.htm

Please confirm that this is good to share with Caucus and Secretariat.

Layne

Sent from my iPhone

Begin forwarded message:

From: "Sanford, Donna L ENV:EX" <Donna.Sanford@gov.bc.ca>
Date: July 27, 2017 at 9:31:40 PM PDT
To: "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>
Subject: Fw: Summarized pre-Throne calendar

Hi Layne. I didn't see your name on the distribution list below. Sending in case you didn't get it. Hoping Geoff has a chance to approve before we share tomorrow. We could collect it back after the meeting.

-Donna

From: Gibbs, Robb GCPE:EX
Sent: July-27-17 4:54 PM
To: Sanford, Donna L ENV:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; Van Meer-Mass, Kate PREM:EX; Oreck, Mira PREM:EX; Lloyd, Evan GCPE:EX
Cc: McGregor, Cara GCPE:EX; Jones, JJ GCPE:EX
Subject: Summarized pre-Throne calendar

Hi folks,

Here is the summary version of the calendar for sharing with others, coming out of today's meeting.

Thanks,

Robb

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 6:22 PM
To: Halls, Lori D PSA:EX
Subject: RE: Parte Contract

Hi Lori,

This looks fine to me. Can you proceed with Maura?

Layne

From: Halls, Lori D PSA:EX
Sent: Thursday, July 27, 2017 5:47 PM
To: Clark, Layne PREM:EX
Subject: Parte Contract

Layne

Here is the draft contract....I'm still in the office if you'd like to discuss. This is a boiler plate contract for services rendered. Relevant sections: Schedule A and B. I have not sent it to Maura for review.

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 6:18 PM
To: Oreck, Mira PREM:EX
Subject: FW: Ministers office staff size and cost
Attachments: Sample - Minister office staff size and cost.xlsx

From: Christensen, Suzanne PREM:EX
Sent: Thursday, July 27, 2017 5:24 PM
To: Clark, Layne PREM:EX s.22
Subject: Ministers office staff size and cost

Hello

Got this from staff today. It reflect one of the last versions of the previous government's staffing, and provides a bit of a cold splash of water as to salary levels in these positions. I'm not sure if the higher salary of some COS reflect long service, size of Ministry or both, but they range from \$74 to \$94.

And so on.

This should help construct the staffing budgets for Ministers' offices going forward.

Suzanne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 6:19 PM
To: s.22
Subject: FW: Ministers office staff size and cost
Attachments: Sample - Minister office staff size and cost.xlsx

From: Christensen, Suzanne PREM:EX
Sent: Thursday, July 27, 2017 5:24 PM
To: Clark, Layne PREM:EX; s.22
Subject: Ministers office staff size and cost

Hello

Got this from staff today. It reflect one of the last versions of the previous government's staffing, and provides a bit of a cold splash of water as to salary levels in these positions. I'm not sure if the higher salary of some COS reflect long service, size of Ministry or both, but they range from \$74 to \$94.

And so on.

This should help construct the staffing budgets for Ministers' offices going forward.

Suzanne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 4:30 PM
To: MacMillan, Elizabeth PREM:EX
Cc: Powell, Charlotte PREM:EX
Subject: RE: OK to proceed with OIC today?

Yes – the Chief of Staff agrees to go ahead.

From: MacMillan, Elizabeth PREM:EX
Sent: Thursday, July 27, 2017 2:05 PM
To: Clark, Layne PREM:EX
Cc: Powell, Charlotte PREM:EX
Subject: FW: OK to proceed with OIC today?

Hi Layne – apologies, my first note was not addressed to the correct account.

Elizabeth

From: MacMillan, Elizabeth PREM:EX
Sent: Thursday, July 27, 2017 2:03 PM
To: Lloyd, Evan GCPE:EX; Layne Clark (layne.clark@bcndp.ca)
Cc: Powell, Charlotte PREM:EX
Subject: OK to proceed with OIC today?

Hello Evan and Layne -s.12,s.13
s.12,s.13

Please call me if you have any questions. Your earliest approval or otherwise would be greatly appreciated.
Thank-you
Elizabeth

s.17

From: Powell, Charlotte PREM:EX
Sent: Tuesday, July 25, 2017 12:57 PM
To: MacMillan, Elizabeth PREM:EX
Cc: Prisiak, Lisa PREM:EX; Lennox, Brenda PREM:EX
Subject: AGRI OIC package and summary

Hi E – as requested, the summary and OIC package for the Agriculture orders ^{s.12}

Charlotte Powell | Cabinet Operations | phone: 250-387-9791 | mobile: 250-361-5381 | charlotte.powell@gov.bc.ca

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Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 4:26 PM
To: Renneberg, Tim PREM:EX
Subject: RE: Rural development

Hi Tim,

I think the best option would be for the Minister to put together a plan and then present it to the Chief of Staff for discussion. Thoughts?

Layne

-----Original Message-----

From: Renneberg, Tim PREM:EX
Sent: Thursday, July 27, 2017 8:41 AM
To: Clark, Layne PREM:EX
Subject: Rural development

The minister is making his plans for the rural development portion of his ministry and we would be interested in hearing the thoughts of the Premier's office. Will Geoff have some time to speak to the minister about this?

Tim Renneberg, Ministerial Assistant
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
250-480-8269
tim.renneberg@gov.bc.ca

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 1:48 PM
To: Halls, Lori D PSA:EX
Cc: Oliver, Chrissy PSA:EX
Subject: RE: Orientation Packages

Yes please! Send to the West Annex, attention to me! 😊

From: Halls, Lori D PSA:EX
Sent: Thursday, July 27, 2017 1:48 PM
To: Clark, Layne PREM:EX
Cc: Oliver, Chrissy PSA:EX
Subject: Orientation Packages

Hi Layne

We have the 15 orientation packages for PO staff ready for you. Shall we have them sent to you?

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 12:43 PM
To: s.22
Subject: RE: Administrative Coordinator Position

Thanks^{s.22} , I have passed your resume on to the appropriate person in charge.

Layne

From^{s.22}
Sent: Thursday, July 27, 2017 12:39 PM
To: Clark, Layne PREM:EX
Subject: Administrative Coordinator Position

Good Afternoon Layne,

I would like to pass along my resume for one of the Administrative Coordinator positions that are currently available within the building. I feel that my years of experience and skills make me a great candidate for this position.

Thank you,

s.22

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 10:42 AM
To: Mulloy, Eleanor FIN:EX
Subject: RE: Upcoming Move

Great!

From: Mulloy, Eleanor FIN:EX
Sent: Thursday, July 27, 2017 10:42 AM
To: Clark, Layne PREM:EX
Subject: RE: Upcoming Move

Sure! I will pop down to you now?

Eleanor Mulloy, Executive Administrative Assistant
Priorities & Accountabilities Office
Office of the Premier
Phone: 778-698-8971

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 10:41 AM
To: Mulloy, Eleanor FIN:EX
Subject: RE: Upcoming Move

Great – can we go and check out Room 150/151 to make sure it's all good?

From: Mulloy, Eleanor FIN:EX
Sent: Thursday, July 27, 2017 10:38 AM
To: Clark, Layne PREM:EX
Subject: FW: Upcoming Move

FYI, not sure if you knew or not but the move for Education/Tourism is all arranged and being done tomorrow. Room 150/151 is all set up and both Minister's staff are aware of what is happening.

Have a great Thursday!

Eleanor Mulloy, Executive Administrative Assistant
Priorities & Accountabilities Office
Office of the Premier
Phone: 778-698-8971

From: Mulloy, Eleanor FIN:EX
Sent: Thursday, July 27, 2017 10:22 AM
To: Gibbs, Lisa EDUC:EX
Cc: Hendry, Jackie PREM:EX; Henry, David A FIN:EX; Dhanota, Surjit LASS:EX; McLean, Gordon FIN:EX
Subject: Upcoming Move

Hi Lisa, as per our conversation this morning, please see below the details for tomorrow's move.

David Henry's team will be coming into the Minister's offices at 8:30 to prepare the computers for the move, followed by Surjit's team who will do the physical move of chairs and computers. After the move, David's team will come back and set up the electronics for immediate use.

Just in case, here is David's information:

PREM Technology Support:

Email: s.17

Phone: s.17

David/Surjit/Gordon, please let me know if I missed anything and thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant
Priorities & Accountabilities Office
Office of the Premier
Phone: 778-698-8971

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, July 27, 2017 10:11 AM
To: Meggs, Geoff PREM:EX
Subject: FW: bch-related transition issues
Attachments: BCH Transition Issues.docx; ATT00001.htm

From: Winstanley, Lori PREM:EX
Sent: Wednesday, July 26, 2017 8:03 PM
To: Clark, Layne PREM:EX
Subject: FW: bch-related transition issues

Layne, Geoff was interested in the work Marvin is doing for us, this is a note on BC Hydro

From: Lori Winstanley CPA [<mailto:lori@compositепublicaffairs.com>]
Sent: Wednesday, July 26, 2017 7:51 PM
To: Winstanley, Lori PREM:EX
Subject: Fwd: bch-related transition issues

Begin forwarded message:

From: Marvin Shaffer ^{s.22}
Subject: bch-related transition issues
Date: July 21, 2017 at 5:15:36 PM PDT
To: Lori Winstanley CPA <lori@compositепublicaffairs.com>

Hi Lori,
This is my note on BCH related transition issues. I will send one on mines and LNG some time next work.
Let's touch base next week to discuss this and any follow-up on the Site C note needed after discussions with Geoff.
Marvin

Page 31

Withheld pursuant to/removed as

s.12

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, July 25, 2017 12:41 PM
To: 'Amanda.Campbell@pmo-cpm.gc.ca'
Cc: Nash, Amber PREM:EX
Subject: Contact Information
Attachments: Ministers Interim Contact List.pdf

Hi Amanda,

To make things easier for you, I have attached a contact list for our MA's to Ministers. This way, as people want to request meetings, they can be directed to the right person.

Thanks!

Layne

Layne Clark, Director of Liaison and Coordination
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, July 25, 2017 12:37 PM
To: Farmer, Susan PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: Letter to First Nations Leaders
Attachments: Letter to Indigenous Leaders.docx

Hi Susan,

Thanks again for taking on this new role in Correspondence!

I was asked by the Chief of Staff to ensure that the attached letter be sent from the Premier to First Nations Leaders. It's likely best if it is addressed personally to all of the Chiefs. I am under advisement that an e-mail and a fax would work well to get this letter out.

Also, if you could CC Cabinet so that they know this letter was sent out, that would be great. If you have any other questions, do not hesitate to reach out to me!

Layne

Layne Clark, Director of Liaison and Coordination
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, July 25, 2017 10:32 AM
To: 'Mira Oreck'
Subject: RE: Admin in Vancouver

A few names that might do it temporarily (Don't take this as a personal reference as I haven't actually worked with them before):

s.13,s.22

From: Mira Oreck s.22
Sent: Tuesday, July 25, 2017 10:21 AM
To: Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Clark, Layne PREM:EX
Subject: Admin in Vancouver

Folks -

I'm looking for ideas of people with admin experience who can be in the Vancouver office in the short-term. We need help with the interview process and also getting this office set-up and underway.

All ideas most welcome and appreciated. This will not hinder their work opportunity in other areas.

Thanks,
Mira

--

Mira Oreck

s.17

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 4:18 PM
To: Sanford, Donna L ENV:EX
Subject: FW: Ministers Mandate Letters
Attachments: Bains.pdf; Beare.pdf; Chen.pdf; Chow.pdf; Conroy.pdf; Darcy.pdf; Dix.pdf; Donaldson.pdf; Eby.pdf; Farnworth.pdf; Fleming.pdf; Fraser.pdf; Heyman.pdf; James.pdf; Mark.pdf; Mungall.pdf; Popham.pdf; Ralston.pdf; Robinson.pdf; Simpson.pdf; Sims.pdf; Trevena.pdf

From: McGregor, Cara GCPE:EX
Sent: Monday, July 24, 2017 2:51 PM
To: Clark, Layne PREM:EX
Subject: Ministers Mandate Letters

All 22 are attached. We may want to adjust the file names before sending on to DMs.

Cara

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 4:11 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: Updated letter for Minister Mungall
Attachments: MungallMandate.pdf

From: McGregor, Cara GCPE:EX
Sent: Monday, July 24, 2017 4:10 PM
To: Clark, Layne PREM:EX
Subject: Updated letter for Minister Mungall

We made a correction to paragraph spacing in Minister Mungall's mandate letter.

Attached.

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 3:50 PM
To: Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; Van Meer-Mass, Kate PREM:EX; McConnell, Sheena PREM:EX; Nash, Amber PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: HR Nuts and Bolts

Hey Everyone,

I'd like to schedule some time next Tuesday for someone from the Public Service Agency to come in and review our employment terms, conduct the swearing of the Oath, and answer any questions we might have. I was thinking 9AM next Tuesday. Please let me know if this would work for you.

Thanks,

L

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 3:46 PM
To: Meggs, Geoff PREM:EX
Subject: RE: A couple administrative questions...

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 (when 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

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 3:26 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: Ministers Mandate Letters
Attachments: Bains.pdf; Beare.pdf; Chen.pdf; Chow.pdf; Conroy.pdf; Darcy.pdf; Dix.pdf; Donaldson.pdf; Eby.pdf; Farnworth.pdf; Fleming.pdf; Fraser.pdf; Heyman.pdf; James.pdf; Mark.pdf; Mungall.pdf; Popham.pdf; Ralston.pdf; Robinson.pdf; Simpson.pdf; Sims.pdf; Trevena.pdf

Are you able to pass along to the DMs?

From: McGregor, Cara GCPE:EX
Sent: Monday, July 24, 2017 2:51 PM
To: Clark, Layne PREM:EX
Subject: Ministers Mandate Letters

All 22 are attached. We may want to adjust the file names before sending on to DMs.

Cara

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 3:25 PM
To: Cooling, Karen PREM:EX
Subject: FW: Congratulations and A Request
Attachments: 20170725_JohnHorgan.pdf; ATT00001.htm

From: Meggs, Geoff PREM:EX
Sent: Monday, July 24, 2017 2:53 PM
To: Clark, Layne PREM:EX
Subject: Fwd: Congratulations and A Request

Harry Bains obviously!

Sent from my iPhone

Begin forwarded message:

From: BC Labour Heritage Centre <info@labourheritagecentre.ca>
Date: July 24, 2017 at 2:10:06 PM EDT
To: Geoff Meggs <geoff.meggs@gov.bc.ca>
Subject: FW: Congratulations and A Request

From: BC Labour Heritage Centre [<mailto:info@labourheritagecentre.ca>]
Sent: July 24, 2017 11:08 AM
To: premier@gov.bc.ca
Cc: s.22
Subject: Congratulations and A Request

Attached is a letter addressed to Premier Horgan from Ken Novakowski, Chair of the BC Labour Heritage Centre.

Donna Sacuta, Executive Director
[BC Labour Heritage Centre](#)
604-419-0400 Cell: s.22



Virus-free. www.avast.com

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 1:42 PM
To: Meggs, Geoff PREM:EX
Subject: Letter to Indigenous Leaders

Minister Fraser wanted us to spell out UNDRIP and Minister Mark asked to include the Truth and Reconciliation calls to action. She also notes that we should keep in mind that there are 203 nations, so when we commit to meeting with people it's something to consider.

I have revised the language as follows:

July 24, 2017

[Address]

Dear [Name]

One of the core commitments of our new government is to base our relationships with First Nations and Indigenous Peoples on the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and to ensure that the calls to action within the Truth and Reconciliation Commission (TRC) are reflected in the work that we do. We take this very seriously and wish to base all of our decisions on these principles.

Many of you have written seeking meetings with me and I hope to make those connections as soon as possible. As you can appreciate, this is a busy time and our legislative priorities are pressing as we prepare a budget and a session of the Legislature.

One area of particular importance and sensitivity is the hiring and promotion of people of First Nations' and Indigenous descent in the public service and through orders in council. We would appreciate and seek the advice of First Nations and Indigenous leaders in this regard, as well as on the appropriate liaison processes between the government and First Nations. We hope we can canvass these matters when we meet early in September in Vancouver.

In the interim, we do not propose to take any steps that would prejudice the development of a process that reflects the input of First Nations' leaders. Given the challenging agenda ahead of us, we promoted internal candidates to replace outgoing senior public servants for this first period. We look forward to developing processes that will help ensure people of First Nations' and indigenous descent are recruited across the public service and at the executive level. With the new government now in place, we are able to take steps to ensure that happens.

I look forward to meeting you soon and receiving your advice on these and other matters.

Yours truly,

PJH

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 1:28 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: FW: Updated Itins
Attachments: InsideItinerary - July 24th.docx; ATT00001.htm; InsideItinerary - July 25th.docx; ATT00002.htm; InsideItinerary - July 26th.docx; ATT00003.htm; InsideItinerary - July 27th.docx; ATT00004.htm

Are these the itineraries that Geoff, etc are working off of?

Layne

From: Nash, Amber PREM:EX
Sent: Monday, July 24, 2017 1:12 PM
To: Clark, Layne PREM:EX
Subject: FW: Updated Itins

I'M ALSO SENDING CLAENDAR INVITES TO GEOFF FOR THE THINGS HE NEEDS TO BE AT.

Sorry my caps lock was on... eeps.

From: Van Meer-Mass, Kate [<mailto:Kate.VanMeer-Mass@leg.bc.ca>]
Sent: Monday, July 24, 2017 12:55 PM
To: Nash, Amber PREM:EX
Subject: Fwd: Updated Itins

Sent from my iPhone

Begin forwarded message:

From: Marlene Behrens s.22
Date: July 24, 2017 at 12:15:03 PM PDT
To: "Van Meer-Mass, Kate" <Kate.VanMeer-Mass@leg.bc.ca>
Subject: Updated Itins

There are still some holes:

- Car transportation: 1 vs 2 cars and when we need which- this depends on confirming who is attending each meeting
- Mulcair meeting
- David Emerson meeting in Ottawa: do you want me to make a lunch reservation for the 2 of them at a nearby restaurant?
- Calls in car on 26th: There are currently 2 calls scheduled for the car, between the Wilbur Ross meeting and the dinner with the ambassador. I don't think there will be enough time then.
- We received the authorization for the video, though the ambassador will not be participating. Now I'm waiting to hear from Stephen re: a local videographer, This person will be recommended by the embassy, though, so security should be fine.

Let me know if you need anything else! I have only sent this to you for now- please let me know if you'd like me to send it to everyone else also, or if there are too many itineraries floating around and it's just confusing.

Thanks,

Marlene

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 1:26 PM
To: Meggs, Geoff PREM:EX
Subject: A couple administrative questions...

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

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 12:39 PM
To: s.22
Subject: OIC

Hi Maura,

I have the MA's signed OIC letters in my office. Let me know if you have time to coordinate a hand-off.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 12:22 PM
To: Halls, Lori D PSA:EX
Subject: Next Steps

Hi Lori,

Thanks again for all your help. I have a few questions:

1. When will the Premier's Office staff get their employment packages? If possible, it would be great to arrange a quick meeting on all of these items (as you mentioned) sometime this week. Perhaps Tuesday or Wednesday morning?
2. Moving expenses – is there a standard that is available to political staff? We have many coming from across the Province and it would be good to have a sense of exactly what people are entitled to.
3. When you have a moment, I'd like to chat with you about a PSA contract for Maura Parte

I also now have a government phone and can be reached at ^{s.17}

Thanks!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 10:45 AM
To: 'Una Walsh'
Subject: RE: Job descriptions

Hi Una,

Thanks for this – I think this structure is great.

Layne

From: Una Walsh s.22
Sent: Saturday, July 22, 2017 8:47 PM
To: Clark, Layne PREM:EX
Subject: Fwd: Job descriptions

Hi Layne,

This is the email and job description format that I sent earlier this week to your NDP address. I will also send this to Maura, but wanted to make sure that you have received a copy of it as well.

Thanks,
Una

----- Forwarded message -----

From: **Una Walsh** s.22
Date: 20 July 2017 at 09:57
Subject: Job descriptions
To: Geoff Meggs s.22, Layne Clark <layne.clark@bcndp.ca>

Hi Geoff/Layne,

First off - congratulations on the searing in and getting through the first two days! I imagine that you are flying at warp speed now!

As discussed, attached for your review is a draft job description template. It follows a traditional format and includes more information than the job descriptions in the briefing binders.

Job descriptions can be the base not only for clarifying duties and responsibilities but also for identifying the manner in which those duties are to be performed. Together, the behavioural, knowledge and performance requirements outlined in the job description can provide the basis for the development of professional growth plans and a benchmark against which performance is measured.

In the template I have inserted some sample language to help explain the section - but caution that I am not close to the work and the language used is most likely neither accurate nor comprehensive.

Last week, Sage had also asked for a template - but I will hold off sending this to her until you have approved / revised the attached.

Notwithstanding the above and the attached, you may for a variety of reasons, prefer to stick with a simpler straightforward j-d and that is fine too.

Thanks so much,
Una

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 10:41 AM
To: Farmer, Leila PREM:EX; Harrison, Veronica PREM:EX
Subject: For Minister Review

Hi Veronica and Leila,

Can you please have Minister Fraser and Minister Mark review the below and provide any additional comments? We would like to send out a letter of this tone to a wide circle of First Nations and Indigenous leaders.

Thanks,

Layne

July 24, 2017

[Address]

Dear [Name]

One of the core commitments of our new government is to base our relationships with First Nations and Indigenous Peoples on the principles of UNDRIP. We take this very seriously and wish to base all of our decisions on these principles.

Many of you have written seeking meetings with me and I hope to make those connections as soon as possible. As you can appreciate, this is a busy time and our legislative priorities are pressing as we prepare a budget and a session of the Legislature.

One area of particular importance and sensitivity is the hiring and promotion of people of First Nations' and Indigenous descent in the public service and through orders in council. We would appreciate and seek the advice of First Nations and Indigenous leaders in this regard, as well as on the appropriate liaison processes between the government and First Nations. We hope we can canvass these matters when we meet early in September in Vancouver.

In the interim, we do not propose to take any steps that would prejudice the development of a process that reflects the input of First Nations' leaders. Given the challenging agenda ahead of us, we promoted internal candidates to replace outgoing senior public servants for this first period. We look forward to developing processes that will help ensure people of First Nations' and indigenous descent are recruited across the public service and at the executive level. With the new government now in place, we are able to take steps to ensure that happens.

I look forward to meeting you soon as well as your advice on these and other matters.

Yours truly,

PJH

Wensink, Alison PREM:EX

Sent: Monday, July 24, 2017 10:22 AM
To: Farmer, Leila PREM:EX; Harrison, Veronica PREM:EX
Subject: For Minister Review

Hi Veronica and Leila,

Can you please have Minister Fraser and Minister Mark review the below for comment? We would like to send out a letter of this tone to a wide circle of First Nations and Indigenous leaders.

Thanks,

Layne

July 24, 2017

[Address]

Dear [Name]

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Many of you have written seeking meetings with me and I hope to make those connections as soon as possible. As you can appreciate, this is a busy time and our legislative priorities are pressing as we prepare a budget and a session of the Legislature.

One area of particular importance and sensitivity is the hiring and promotion of people of First Nations' and Indigenous descent in the public service and through orders in council. We would appreciate and seek the advice of First Nations and Indigenous leaders in this regard, as well as on the appropriate liaison processes between the government and First Nations. We hope we can canvass these matters when we meet early in September in Vancouver.

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I look forward to meeting you soon as well as your advice on these and other matters.

Yours truly,

PJH

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 10:18 AM
To: Nash, Amber PREM:EX
Subject: Thank you letter
Attachments: Thank You Zambris.docx

Hi Amber,

Do you have JH signature?

I've put together a thank you letter for JH to send to Zambri's for the dinner they hosted last week. If you could get a signature and send it off, that would be great.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 10:04 AM
To: Harder, Derrick PREM:EX
Subject: RE: Tolling policy - MoTI as lead

Hi Derrick,

I spoke with Suzanne and she agrees with your approach. Basically her shop's role in it all is to keep pushing it forward and ensuring it gets done according to the 100 day plan.

Thanks,

Layne

From: Harder, Derrick PREM:EX
Sent: Friday, July 21, 2017 7:56 PM
To: Clark, Layne PREM:EX
Subject: RE: Tolling policy - MoTI as lead

Should clarify: I mean from a policy/legwork perspective – not a comms perspective.
As in, we are not seeking to have Claire front and centre etc – it is clearly a Lower mainland announcement and those ministers should and will be lead.

From: Clark, Layne PREM:EX
Sent: Friday, July 21, 2017 2:09 PM
To: Harder, Derrick PREM:EX
Subject: RE: Tolling policy - MoTI as lead

Hi Derrick,

Let me review and get back to you ASAP.

Thanks,

Layne

From: Harder, Derrick PREM:EX
Sent: Friday, July 21, 2017 12:41 PM
To: Clark, Layne PREM:EX
Subject: Tolling policy - MoTI as lead

Hi Layne –

I have spoken with JJ in GCPE and with Jane Hurtig, MA to Minister Robinson today and think it best that me and MoTI be the lead on the tolling policy changes that we are looking to announce. Translink will be involved via Golden Ears bridge but should be a joint announcement, central to MoTI.

Hope you are the right place to go; if not, please advise.

Thanks.

Derrick

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 9:42 AM
To: Welgush, Lindsey GCPE:EX
Subject: RE: REQUEST: Premier's office contacts
Attachments: Copy of Ministers Office Interim Contact List (1).xlsx

Hi Lindsey,

Here you go!

Layne

From: Welgush, Lindsey GCPE:EX
Sent: Monday, July 24, 2017 9:38 AM
To: Clark, Layne PREM:EX
Subject: RE: REQUEST: Premier's office contacts

Good morning, Layne:

Further to my email, our staff is specifically looking for an updated MA list (with government email addresses, if available).

Thank you, once again!

Regards,

Lindsey Welgush

Senior Executive Assistant

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca

(778) 698-4798

From: Welgush, Lindsey GCPE:EX
Sent: Sunday, July 23, 2017 4:09 PM
To: Clark, Layne PREM:EX
Subject: REQUEST: Premier's office contacts

Good afternoon, Layne:

I am the Senior Executive Assistant for Evan Lloyd, Deputy Minister of GCPE. I understand that a Premier's office contact list will be provided to our office within the next week or so, but I am hoping that you would be able to provide me with the contact information of those staff members who are now set-up with gov emails and phone numbers so that I can provide them to Evan?

Please let me know if you have any questions, or concerns!

Regards,

Lindsey Welgush

Senior Executive Assistant

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca
(778) 698-4798

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 9:36 AM
To: Ryckman, Scott GCPE:EX
Subject: TNO for the Chief of Staff

Hi Scott,

I am inquiring about what is the best way to have daily media reports for the Chief of Staff from TNO? I don't think it would be helpful for him to get a hundred e-mails a day, so I am looking for more of a "daily report" if that's possible.

If you could let me know what the options are, that would be great.

Thanks!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, July 24, 2017 9:10 AM
To: McGregor, Cara GCPE:EX
Subject: Mandate Letters

Hi Cara,

Can you send me the final version of the mandate letters? I need to get them to Don Wright ASAP.

Thanks!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Sunday, July 23, 2017 9:56 AM
To: Meggs, Geoff PREM:EX
Subject: Fwd: Ottawa DC Itinerary
Attachments: InsideItinerary - July 24th.docx; ATT00001.htm; InsideItinerary - July 26th.docx; ATT00002.htm; InsideItinerary - July 27th.docx; ATT00003.htm; InsideItinerary - July 25th.docx; ATT00004.htm

Hi Geoff,

See attached Marlene's itineraries. IGRS is still working out a few details but this is helpful for now.

Let me know how the briefings go... we definitely need to figure out how to smooth out the process of information sharing moving forward. (For example, it's a bit unclear about how involved igrs is with setting up meetings... we ended up doing a lot ourselves.)

Layne

Sent from my iPhone

Begin forwarded message:

From: Marlene Behrens^{s.22}
Date: July 22, 2017 at 9:48:58 PM PDT
To: "Van Meer-Mass, Kate PREM:EX" <kate.vanmeer-mass@gov.bc.ca>, "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>, "Nash, Amber PREM:EX" <amber.nash@gov.bc.ca>, "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>, sheena.mcconnell@gov.bc.ca
Subject: Ottawa DC Itinerary

Hi ladies,

Please find attached the itineraries for Ottawa and DC.

Please note there are still a few confirmations pending:

- Locations for many of the DC meetings will be coming from IGRS tomorrow
- Tom Mulcair's office has not confirmed a meeting time or location
- The PMO has not yet provided detailed directions and instructions on getting through security, though they will be sending someone to meet our delegation and walk them through.

Please let me know about any changes that come out of tomorrow's briefing, or if you have any questions.

Thanks,

Marlene

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, July 21, 2017 5:45 PM
To: Meggs, Geoff PREM:EX
Subject: Hiring Process

Hi Geoff,

As mentioned, I think it's important to clarify the next steps of the hiring process. Here is what I would like to propose for the following key roles moving forward.

s.13

I will leave it up to you to edit as you see fit and send to relevant individuals.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, July 21, 2017 3:41 PM
To: Henry, David A FIN:EX
Subject: Priority Staff in the Premier's Office

Hi David,

Thanks for all of your help – I know this is an insane time.

Two more people (if they aren't already on your list) that need e-mail, phone, etc for the Premier's Office:
Romeo Tello – EA to the Premier
Mira Oreck – Stakeholder Relations

Let me know if you need contact info for these individuals to start this process.

THANK YOU!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, July 21, 2017 2:08 PM
To: Hurtig, Jane PREM:EX
Subject: RE: UBCM letter from Premier

Hi Jane,

For the time being, it is probably best to send these letters to Sage Aaron, Communications Director to the Premier for final sign off before signing by the Premier. You can send these to the Premier's Office attention to Sage Aaron.

Thanks!

Layne

From: Hurtig, Jane PREM:EX
Sent: Friday, July 21, 2017 1:48 PM
To: Clark, Layne PREM:EX
Subject: UBCM letter from Premier

Hello Layne.

I have two draft letters for John's signature that I will send over for consideration. These are regarding the upcoming UBCM. One letter is addressed to Chiefs and another to Mayors.

The Ministry has also drafted something similar for the Minister to sign. It asked for meeting requests to be submitted by August 18th. They would like to send these letters out early next week.

Could you let me know where they should be sent.

Thanks!

Jane Hurtig
Ministerial Assistant to Minister of Municipal Affairs and Housing and responsible for Translink
Cell 778 227 3940

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, July 21, 2017 12:50 PM
To: 'kate.vanmeermass@gov.bc.ca'
Subject: FW: transition OICs
Attachments: Transition 2017_Appointments 21July2017.xlsx

From: Halls, Lori D PSA:EX
Sent: Friday, July 21, 2017 12:45 PM
To: Clark, Layne PREM:EX
Subject: transition OICs

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, July 21, 2017 11:11 AM
To: Hurtig, Jane PREM:EX
Subject: RE: Meeting with Geoff, Bowinn and Selina on Translink

Hi Jane,

All very good questions. Geoff is unavailable next week as he will be joining the Premier on the Ottawa/Washington trip. I will enquire about finding an alternative person to meet with.

Thanks for all your work Jane – it's a big job!

Layne

From: Hurtig, Jane PREM:EX
Sent: Friday, July 21, 2017 8:46 AM
To: Clark, Layne PREM:EX
Subject: Meeting with Geoff, Bowinn and Selina on Translink

Good Morning Layne.

I am wondering if we could set up a meeting next week with Geoff to talk about timing for moving forward with our commitments on Translink. Bowinn is very anxious to get started and I think a meeting with Geoff could help to clarify her role, how Mira's new shop might play a role and our interaction with Translink.

Monday we are in Vancouver, but other agenda items next week are flexible. If Geoff is not available, is there someone in Evan's shop that is on the Translink file?

Thanks,
Jane
778 227 3949

New North Van MLA to oversee TransLink
North Shore News
Friday, July 21, 2017
Page A01
By Brent Richter³

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