

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, August 31, 2017 8:06 PM
To: Parte, Maura PSA:EX; 'Una Walsh'; Oreck, Mira PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: Hiring Update
Attachments: Political Staff Slotting.xlsx

Hi All,

Good news is that I called through every single person on our staffing chart today, including some new folks for slotting. Here is a bit of an update on the final moving pieces:

s.22

As you can see, I have also confirmed most people's start dates and salary levels.

A few key missing pieces:

1. Ministry of Finance – Both MA and EA
2. Ministry of Health – EA position^{s.22}
s.22
3. Ministry of Education – EA
4. Ministry of Citizen Services –^{s.22}
s.22
5. Attorney General – EA
6. Ministry of Agriculture – EA^{s.22}

I'm also going to start talking to Roseanne Moran about a few of our folks that could be great at Caucus –^{s.22}
s.22

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: Thursday, August 31, 2017 4:43 PM
To: 'Una Walsh'
Cc: Parte, Maura PSA:EX; Oreck, Mira PREM:EX
Subject: RE: s.22

s.22

Layne

^{s.22}
From: Una Walsh
Sent: Thursday, August 31, 2017 4:05 PM
To: Clark, Layne PREM:EX
Cc: Parte, Maura PSA:EX; Oreck, Mira PREM:EX
Subject: Re: s.22

Hi,

Agree ^{s.22}
Thanks Layne for moving this forward and managing all the last minute juggling!
Una

On 31 August 2017 at 15:57, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

s.22

Layne

From: Parte, Maura PSA:EX
Sent: Thursday, August 31, 2017 3:31 PM
To: Clark, Layne PREM:EX
Cc: Una Walsh; Oreck, Mira PREM:EX
Subject: Re: s.22

Hi Layne,

s.22

M

Sent from my iPhone

On Aug 31, 2017, at 2:20 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

s.22

Layne Clark, Director of Liaison and Coordination

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, August 31, 2017 12:08 PM
To: 'garry.begg@leg.bc.ca'
Cc: Scott, Samantha LASS:EX
Subject: Rules

Hi Garry,

Could you please provide me with the final version of Leave Requests for me to send out to Ministerial Assistants?

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: Thursday, August 31, 2017 11:45 AM
To: 'Una Walsh'
Cc: Parte, Maura PSA:EX; Oreck, Mira PREM:EX; Meggs, Geoff PREM:EX
Subject: RE: Political Staff Slotting

I would like to move forward with making an offer to ^{s.22}
s.22

Layne

^{s.22}
From: Una Walsh
Sent: Thursday, August 31, 2017 11:28 AM
To: Clark, Layne PREM:EX
Cc: Parte, Maura PSA:EX; Oreck, Mira PREM:EX; Meggs, Geoff PREM:EX
Subject: Re: Political Staff Slotting

Hi Layne,

Thank you so much for pulling this together. It is really helpful to see the names, salaries and start dates all together.

I haven't yet been able to connect with ^{s.22} but will report back as soon as I do.

I support all the changes you suggest. I think if you offer the MA to ^{s.22} and it
would be great to keep in the Ministry.
Also I support finding a role for ^{s.22}
s.22

Thanks again,
Una

On 31 August 2017 at 10:57, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Hi Everyone,

I took some time this morning to compile all of the information floating around, including some of the folks that we haven't slotted yet. In this new form I have included their pay and their relative start date. The ones in bold are those that have accepted offers (although we may not have their start date yet) and the ones that are italicized are my proposed thoughts/changes. For example:

s.22

I am going to spend the day calling through folks, making sure they have what they need and confirming their start date etc. If everyone agrees with my proposed changes, it would mean that we would have
s.13,s.22

There are a few other folks^{s.22} (for example) that I would consider suggesting for Caucus.

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: Thursday, August 31, 2017 11:12 AM
To: Meggs, Geoff PREM:EX
Subject: FW: FW: EA interview format
Attachments: 20170825 EA phone interview .docx; 20170814 Draft EA Interviews and Ranking.docx

From: Una Walsh^{s.22}
Sent: Thursday, August 31, 2017 9:27 AM
To: Clark, Layne PREM:EX
Subject: Re: FW: EA interview format

Hi Layne,

I have attached two sets of interview questions.

IN the end we only used the EA phone interview template and not the longer version as time was really a factor. - and as the Ministers had for the most part identified their preferred candidates - we simplified the questions.

You'll see from the questions that they are focussed on an in-riding EA - so might not fully translate to an EA for PJH.

Thanks,
Una

On 31 August 2017 at 09:12, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Hi Una,

Were the questions changed for EAs?

From: Meggs, Geoff PREM:EX
Sent: Thursday, August 31, 2017 8:22 AM
To: Parte, Maura PSA:EX; Clark, Layne PREM:EX
Cc: McConnell, Sheena PREM:EX; Nash, Amber PREM:EX
Subject: EA interview format

Folks, we're interviewing a candidate today for PJH's EA, in this case the one who would act as a personal assistant and bodyperson as required. Could you please provide the framework of questions you used for EAs with any amendments you feel relevant? We are also looking for other possible candidates, so I would like to have a consistent approach.

Geoff

GEOFF MEGGS

Chief of Staff, Office of the Premier

West Annex, Parliament Buildings,

501 Belleville St, Victoria, BC V8V 2L8

(250) 356-6271

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 30, 2017 7:09 PM
To: Meggs, Geoff PREM:EX
Subject: For Review: Communication to Unsuccessful Candidates

Dear,

We are writing today to update you on our hiring process and to thank you again for your interest in working with the government and in helping move forward a progressive and inclusive British Columbia.

As part of this process, we received expressions of interest from over 300 talented and committed individuals and in our first round of hiring interviewed close to 100 of them. In every possible way we were impressed and encouraged by the quality of candidates interviewed and by the breadth of skill and experience that they represented.

We have now moved forward with the selection process for the Ministerial Assistant positions, and although you were not included in that group, we would like to assure you that your file and application remain open and as other vacant positions are rolled into the hiring process you will most definitely be considered for those.

We are appreciative of, and grateful, for your willingness to meet with the interview team and to share so generously your time and your professional experiences with them.

Thank you again for your interest in working for our new government.

Yours truly,

Geoff Meggs
Chief of Staff

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: Wednesday, August 30, 2017 11:58 AM
To: Meggs, Geoff PREM:EX
Subject: Urgent

Hi Geoff,

I texted you but following up. Before folks leave Cabinet can you tell the following:

Minister Mungall will have ^{s.22}
s.22

Minister Robinson will have ^{s.22}
s.22

Minister Bears will have ^{s.22} You know the details.

Their OIC are being processed today so I want to ensure they know in advance.

Layne

Sent from my iPhone

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 30, 2017 8:25 AM
Subject: REMINDER

Hi Everyone,

Quick reminder that Ministers are **NOT** expected at Caucus this morning. They can do their own thing until Cabinet at 10AM.

Thank you,

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, August 29, 2017 9:16 PM
To: Oreck, Mira PREM:EX
Subject: RE: staffing at FNLG

Hi Mira,

Just a few notes for you on today:

1. Geoff is going to two meetings with the Premier and all others he will take on his own. I think it makes sense for you to go with the Premier then, but will leave this up to you.
2. I am asking that all Caucus (if possible) get reserved seating at lunch. I have not heard if this is possible yet, but I am really looking to make this happen for unity with the group... also to ensure that they aren't wandering around. I am also following up to ensure that Caucus understands it is a Whip'd event – it looks like not all of them are registered yet.
3. There is some rumour that other Liberal MLAs are considering coming, hence the note from Geoff to the ED of the Opposition Caucus, Primrose
4. A decision was made for Ministers not to attend a Coastal Gas Reception during the gathering

I think that's all for today... I'll follow up with Shawna tomorrow if there are more outstanding items for decision by Geoff.

Thanks,

Layne

From: Oreck, Mira PREM:EX
Sent: Monday, August 28, 2017 10:36 PM
To: Meggs, Geoff PREM:EX
Cc: Wong, Tamarra PREM:EX; Clark, Layne PREM:EX
Subject: staffing at FNLG

Hi Geoff –

s.22 . I want to flag the issue of staffing at the FNLG.

With respect to the 1:1 meetings with the Premier, my understanding from Layne is that you would like to attend the majority (if not all) of the meetings with him. The Ministry has explained to me that in the past, the COS and DM to the Premier took meetings on the Premier's behalf given the number of meetings that have been requested. If you do not want to do this, we need to decide on an alternative plan. Some considerations:

- I can take meetings for those that are less politically sensitive, but this will mean that someone else will need to be in the meeting with the Premier to take notes. I would also want to have a note-taker with me.
- Don Wright can take meetings on behalf of the Premier, alongside a note-taker
- You take some meetings on his behalf (also with support)
- We turn down meeting requests

My recommendation is that we do a mixture – you, Don and I share meetings when possible. We pass on some requests to Ministers if for scheduling reasons it is not possible.

I've cc'd Layne who I'm hoping can help manage this with the Ministry lead (Shawna) ^{s.22}

Thank you,
Mira

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 29, 2017 9:06 PM
Subject: Issue Note
Attachments: Issue Scan.docx

Hi Everyone,

As Geoff mentioned in the last MA meeting, he would really appreciate if all the MA's that are not staying on in a permanent role or are transitioning into a new Ministry, provide a bit of an exit/transitional report. I have attached a template here for you to use. Note that there is no deadline (I know you are all really busy!) but we would like to have these notes before we schedule longer debrief meetings with you and the Chief of Staff. Please consider your own timelines and end dates in this regard.

If you have any questions, do not hesitate to reach out to me!

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, August 29, 2017 7:12 PM
To: Harder, Derrick PREM:EX
Subject: RE: Road builders conference

Hi Derrick,

It is advised that ministers should investigate sending video greetings or even appearing by video link. They could do so from the Legislature itself or right across the street at GCPE. I know that Geoff has asked Evan regarding capacity for this.

Layne

From: Harder, Derrick PREM:EX
Sent: Monday, August 28, 2017 5:24 PM
To: Clark, Layne PREM:EX
Subject: Fwd: Road builders conference

Hi Layne. Has amber filled you in on this?

We have opportunity to announce new buses in Kelowna on Friday the 15th now so may be a full weekend there. Give me a call if you need. We are up in Terrace now, overnight in Rupert, back in town late tomorrow.

Sent from my iPhone

Begin forwarded message:

From: "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Date: August 28, 2017 at 4:09:18 PM PDT
To: "Harder, Derrick PREM:EX" <Derrick.Harder@gov.bc.ca>
Subject: RE: Road builders conference

Hi Derrick,

The request is with Geoff and Layne will follow up on response. I've determined that these requests should be sent directly to Layne from now on for consideration.

Amber

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

From: Harder, Derrick PREM:EX
Sent: Sunday, August 27, 2017 6:17 PM
To: Nash, Amber PREM:EX
Subject: Road builders conference

Hi amber

We are in the northwest for the next two days, overnight in Rupert tomorrow. But can you let me know in the next couple days where we are at on the road builders conference as flagged last week? Would like to be able to confirm our attendance with them on Wednesday when we are back in Victoria.

Thanks
Derrick

Sent from my iPhone

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 29, 2017 5:01 PM
Subject: MA Meeting - Legislative Protocol

Hi Everyone,

I would like to schedule a one-hour **meeting tomorrow at 11AM** for a discussion regarding legislature protocol in advance of the Throne Speech. The meeting will be held in the^{s.15} It will be led by Stephanie Sherlock. Please use the following teleconference line if you are unable to make it in person.

Tel: ^{s.15,s.17}
Participant code: ^{s.15,s.17}
Moderator code:

Thanks everyone,

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, August 29, 2017 4:40 PM
To: Cavanagh, Judy PREM:EX
Subject: Draft Job Descriptions
Attachments: Draft Special Advisor Job Description.docx; Draft Chief of Staff Job Description.docx; Draft Deputy Director of Communications Job Description.docx; Draft Director of Communications Job Description.docx; Draft Director of Liaison and Coordination Job Description.docx; Draft Director of Operations Job Description.docx; Draft Director of Stakeholder Relations Job Description.docx; Draft Executive Assistant to the Premier Job Description.docx; Draft Executive Coordinator to the Chief of Staff Job Description.docx; Draft Executive Coordinator to the Premier Job Description.docx; Draft Executive Director of Vancouver Cabinet Office Job Description.docx; Draft Press Secretary Job Description.docx

I welcome your input into these and apologize for any errors – definitely need a lot more work.

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, August 29, 2017 1:24 PM
To: Meggs, Geoff PREM:EX
Cc: Wong, Tamarra PREM:EX
Subject: Calls to MAs

Hi Geoff,

I need you to call a few MA's regarding some issues... if you have a few minutes (they should not take a lot of time) can you give them a call?

Leila Farmer: ^{s.17}

Topic: Minister Fraser and Mungall receiving an invitation from Coastal GasLink to a September 6th reception

Shannon Russell: ^{s.17}

She is expecting a follow-up call from you that you promised? I imagine this is in regards to ^{s.22}
^{s.22}

Minister Darcy is also looking to seek your advice on a cttee issue that Shannon would like to follow up on.

^{s.22}
Also – I'm going to schedule a meeting with you and Kenn McLaren
^{s.22}

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, August 29, 2017 1:17 PM
To: Parte, Maura PSA:EX
Subject: EAs
Attachments: Ministerial Assignments 08 28.200PM.XLSX

Hi Maura,

Can you confirm these are the EAs that we are proceeding with? Bolded ones are the ones that we're confirmed.

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, August 29, 2017 12:20 PM
To: Aaron, Sage PREM:EX
Subject: RE: Session with MAs & Stephanie Sherlock

VERY good idea..

There is so much to cover with MA's right now... Will try to figure out time.

Layne

From: Aaron, Sage PREM:EX
Sent: Tuesday, August 29, 2017 11:56 AM
To: Clark, Layne PREM:EX
Subject: Session with MAs & Stephanie Sherlock

Hi Layne,

The comms folks did some work walking through the back corridors of the house to get ready for media relations during the session.

It became apparent during that conversation that^{s.13}
s.13

Can we schedule a session on those issues for one of the MA meetings? My preference would be to have Stephanie Sherlock lead it.

Sage Aaron, Communications Director
Office of the Premier | Government of BC
501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 29, 2017 12:19 PM
To: Nash, Amber PREM:EX; Wong, Tamarra PREM:EX
Subject: RE: Request for meeting

Geoff would like to attend.

Layne

From: Nash, Amber PREM:EX
Sent: Monday, August 28, 2017 2:44 PM
To: Clark, Layne PREM:EX; Wong, Tamarra PREM:EX
Subject: FW: Request for meeting

Hi Layne,

Can you advise if this is a meeting that Geoff should take with the Minister?

A

From: Gunn, Paula MCF:EX
Sent: Monday, August 28, 2017 2:31 PM
To: Nash, Amber PREM:EX
Subject: FW: Request for meeting

Hi Amber, this was the request I referenced in our call:

From: Gunn, Paula MCF:EX
Sent: Thursday, August 24, 2017 2:20 PM
To: Clark, Layne PREM:EX
Subject: Request for meeting

Hello Layne, Minister Katrine Conroy would like to meet with the Premier, DM Don Wright and Donna Sanford so that she and MCFD DM Alison Bond can present a proposal (described in more detail in the attached briefing note) for an all-party working group to discuss provisions and options for disclosing limited information in child protection cases to Opposition members.

Ideally this meeting would take place ahead of session. Can you please advise of what might work for the Premier's schedule and let me know if you will also coordinate in terms of DM Wright's schedule and also Donna Sanford? Thanks very much, Paula

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 29, 2017 12:18 PM
To: 'Una Walsh'; Oreck, Mira PREM:EX
Cc: Parte, Maura PSA:EX
Subject: RE: Updates from Geoff

Geoff is happy with the decision to hold off on the call and to have her receive communication as anyone else would.

Thanks,

Layne

^{s.22}
From: Una Walsh
Sent: Monday, August 28, 2017 8:09 PM
To: Oreck, Mira PREM:EX
Cc: Parte, Maura PSA:EX; Clark, Layne PREM:EX
Subject: Re: Updates from Geoff

Hi,

I am happy to connect with Geoff over speaking points for his call with ^{s.22}

Before I do though, I would like to play devil's advocate and debate the pros and cons of such a call.

In the absence of a call - ^{s.22} would receive her communication the same way as all other non-successful interviewees - through written communication.

With regards to that written communication - outstanding tasks are:

- Finalize draft
- Decide whether it is a signed letter emailed to each applicant or simply an email message from Geoff.
- Determine timing
- Develop a plan for triaging / responding to any communications from unsuccessful candidates (who takes the call - what is the message etc...)

^{s.22}
Calling
^{s.22}

My advice for the call would be that it stick to the same general themes as the written communication - so it won't really give ^{s.22} any additional insight into the specific why's behind the decision.

It might also have other non-successful candidates wondering why they didn't receive a call from the Chief of Staff.

Lastly, a personal call from the Chief of Staff ^{s.22}
^{s.22}

On the pro-side, a call is always more personal and might take the sting out of not being chosen in this round.

s.22
If does receive a call from Geoff it would have to be timed with an awareness of the timeline for the written communication.

Sorry to be opening this for discussion - I just wanted to be sure that before Geoff moves forward with a call - we had completely weighed the options. I realize, too that there are sensitivities at play that need to be consider and fully understand why and how they may trump other considerations.

Please let me know what you think.

Thanks so much,
Una

On 28 August 2017 at 19:07, Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca> wrote:
Great. I'll call s.22

Sent from my iPhone

On Aug 28, 2017, at 7:02 PM, Parte, Maura PSA:EX
<Maura.Parte@gov.bc.ca<<mailto:Maura.Parte@gov.bc.ca>>> wrote:

I'm fine with you callin; s.22 I can call s.22 once her salary is confirmed. s.22
s.22

Sent from my iPhone

On Aug 28, 2017, at 6:54 PM, Oreck, Mira PREM:EX
<Mira.Oreck@gov.bc.ca<<mailto:Mira.Oreck@gov.bc.ca>>> wrote:

I'm happy to call s.22

Maura, please let me know if that's okay with you or if you'd prefer to do them. I'm fine either way.

Sent from my iPhone

On Aug 28, 2017, at 6:38 PM, Parte, Maura PSA:EX
<Maura.Parte@gov.bc.ca<<mailto:Maura.Parte@gov.bc.ca>>> wrote:

Hi Layne,

I'll come back to some other points later but need to get the transitional MAs nailed down for the OICs.

s.22
s.22 ' If so, Geoff should know that s.22
s.22

I should let them know of OIC changes first thing in the morning so will need to know by then.

Thank you,

Maura

On Aug 28, 2017, at 6:31 PM, Clark, Layne PREM:EX
<Layne.Clark@gov.bc.ca<<mailto:Layne.Clark@gov.bc.ca>>> wrote:

- He is okay to proceed with the OIC regarding transitional MAs moving forward. He says there are no surprises so it's fine to proceed.

- s.22 He would like to meet with her to discuss a few things s.22; but he wants to check that s.22 is okay with going to issues for the time being. Who is the appropriate person to have this call with s.22 To be clear, s.22 s.22 than we can go ahead with that plan.

s.22

s.22 Please advise who will make these calls to both of them.

s.22

s.22 Una, could you please send Geoff an e-mail, or give him a call, with some lines for him to use?

- FNLG - Geoff agrees that if we can coordinate briefings for the new staff that it would be better for their time. Depending on what's decided for me that week (Mira, I'm looking for your advice here) I can be in Victoria to do a bit of a starter get together orientation for any new people starting next week. With this in mind, we do need to let current MA's know to schedule these briefings for new staff.

- s.22 Geoff is going to call Minister Eby and would like to give him some intel on the staff they are hiring.

Hopefully this helps clarify some of the items we discussed earlier.

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, August 29, 2017 12:02 PM
To: French, Shawna ABR:EX
Subject: RE: Program Requirements

Hi Shawna,

Sorry – just tried to give you a call. A few things:

1. Is it at all possible to provide assigned seating to all registered Caucus? I just spoke with the Chief of Staff and that would be his preference.
2. Can you please confirm that the list you sent is all registered Caucus members? I note that ^{s.22} has assigned seating, but she is not listed as Caucus that is registered.

Thank you,

Layne

From: French, Shawna ABR:EX
Sent: Tuesday, August 29, 2017 10:30 AM
To: Clark, Layne PREM:EX
Cc: French, Shawna ABR:EX
Subject: FW: Program Requirements

Hi Layne,

As per our chat, over the 2 lunch hours on the 6th and 7th we have 64 tables. At each table there is a Minister/Parliamentary Sec or DM assigned. We have 9 tables without one of those three people assigned to it because we ran out of people to assign! Mira and I discussed filling the leftover tables with caucus members. Below is a list of registered caucus members. Can you please advise which 9 should be assigned seats. Everyone else attending (so all other caucus members not assigned seats) are free to sit wherever they would like.

Thanks,

Shawna French

A/ Executive Director
Deputy Ministers Office
Ministry of Indigenous Relations & Reconciliation

5th Floor - 2957 Jutland
Victoria BC
Phone: 250 356-6330
Cell: s.17
[mailto: Shawna.French@gov.bc.ca](mailto:Shawna.French@gov.bc.ca)

From: Keene, Jeff ABR:EX
Sent: Tuesday, August 29, 2017 9:46 AM
To: French, Shawna ABR:EX
Cc: 'Sara Wright'; Ritchie, Leanne GCPE:EX; Williams, Karen ABR:EX
Subject: FW: Program Requirements

Registered caucus members:
Anne Kang, MLA.
Bowinn Ma, MLA.

Bob D'Eith, MLA.
Rick Glumac, MLA.
Jagrup Brar, MLA.
Spencer Chandra Herbert, MLA.
Nicholas Simons, MLA.
Doug, Routley, MLA.
Mitzi Dean, MLA.
Ravi Kahlon, MLA.
Rachna Singh, MLA.
Janet Routledge, MLA.
Raj Chouhan, MLA.
Mable Elmore, MLA.
Ronna-Rae Leonard, MLA.



From: French, Shawna ABR:EX
Sent: Monday, August 28, 2017 9:18 PM
To: Williams, Karen ABR:EX; Ritchie, Leanne GCPE:EX
Cc: 'Sara Wright'; Keene, Jeff ABR:EX
Subject: RE: Program Requirements

Here is the table chart. I have 9 tables that don't have a designated person. I think we will put a caucus member at each of those. Jeff, can you please send me the registered caucus members. Leila, I'm going to call you tomorrow to help me decide which ones should have assigned seats. This was Mira's direction, but s.22

Thanks,

Shawna French

A/ Executive Director
Deputy Ministers Office
Ministry of Indigenous Relations & Reconciliation

5th Floor - 2957 Jutland
Victoria BC
Phone: 250 356-6330
Cell: s.17
[mailto: Shawna.French@gov.bc.ca](mailto:Shawna.French@gov.bc.ca)

From: Williams, Karen ABR:EX
Sent: Monday, August 28, 2017 11:37 AM
To: Ritchie, Leanne GCPE:EX
Cc: 'Sara Wright'; French, Shawna ABR:EX; Keene, Jeff ABR:EX
Subject: FW: Program Requirements
Importance: High

Just pulling Leanne into this loop as she was helping with the Welcome Message and the headshots as well.

From: Sara Wright [<mailto:SWright@pacegroup.com>]
Sent: Monday, August 28, 2017 10:57 AM
To: French, Shawna ABR:EX; Williams, Karen ABR:EX
Cc: Jordan Humphries
Subject: Program Requirements
Importance: High

Hi

We need to send to the printers a roughly 75% complete program tomorrow morning as it will be going to print on Thursday. Below are the elements we are missing:

- Welcome Message – When will we receive this?
- Agenda – I will translate the one we have now into the formatting of last years
- Exhibit Booths – Now that I have the list of exhibitors I can include this in the program
- Table Assignments – Shawna are you working on this?
- Premier and Cabinet Ministers' photos – We are missing the following:
 - o Premier John Horgan
 - o Melanie Mark
 - o David Eby
 - o Jinny Sims
 - o Adrian Dix
 - o Lisa Beare

Attached is the VCC floorplan which isn't changing from last year. Please let me know if this is approved.

Thanks!

Sara

SARA WRIGHT
Manager, Conferences and Events
O 604.646.3580
C s.22
swright@pacegroup.com

PACE GROUP
Suite 200 - 55 Water St.
Vancouver, BC V6B 1A1

www.pacegroup.com

This email and its attachments are confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Pace Group Communications Inc. If you are not the intended recipient of this email and its attachments, please contact the sender and delete this email.

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 29, 2017 11:05 AM
To: s.22 Parte, Maura PSA:EX
Subject: Job Descriptions

Hi Una and Maura,

Geoff has a few edits to the job descriptions. Assuming everyone agrees, please include the following under their subtitle:

Accountabilities/Responsibilities

- Ensure confidentiality as required
- Knowledge about and committed to the code of conduct and ethical standards of political staff

Qualifications

- Committed to inclusion and diversity as core values

Contacts and Relationships

"These relations require tact, discretion and diplomacy to explain and clarify Ministry decisions and initiatives and to understand and respond **to constituent and stakeholder inquires**"

These changes should be reflected in all job descriptions.

The only other piece is under the Senior MA role – it says that they "manage the office budget" but he doesn't want them to think that they actually have to do the budget (this should be the AC), so instead it should be "is accountable" or something along those lines. Looking to you if you have better language.

If possible to get these changes today, then he will present them tomorrow at Cabinet.

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, August 29, 2017 10:00 AM
Subject: FYI

Hi Everyone,

Just an FYI that for those that have agreed to an extension or are joining us permanently as a Ministerial Assistant, your OIC will be made public either today or tomorrow.

Thanks again for all your work and I am excited that so many of you are joining us longer term!

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, August 28, 2017 6:19 PM
To: Meggs, Geoff PREM:EX
Subject: Calls to Make

Need a bit more info from Maura and Mira, but regardless:

1. Will Beale
 - a. s.22
 - b. Notes: Senior MA with Minister Popham, need to find out his start date
2. Minister Eby
 - a. Need to tell him that his two CA's have been hired in MA roles, he will have three MAs in place
 - b. s.22
 - i. Waiting on Mira and Maura for his resume.
3. s.22
 - b. Please hold until Una has provided advice on the best way to make this call.

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, August 28, 2017 6:18 PM
To: Oreck, Mira PREM:EX
Cc: Wong, Tamarra PREM:EX
Subject: FNLG Meetings for Chief of Staff

Hi all,

Geoff has advised that he does not want to attend any meetings on his own and would prefer to staff the Premier at all of his meetings. The only time he should be offered up is when someone specifically requests to meet with him. Please let me know if you see any issues with this or if I can go ahead and tell the Ministry.

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, August 28, 2017 1:44 PM
To: Hay, Lorna CSCD:EX; Massy, Michelle E PREM:EX
Cc: Kinnear, Lindsay PREM:EX
Subject: RE: Minister Ralston - Requesting Leave

The Chief of Staff has approved this assuming it for the call only and not the entire duration of cabinet.

Thanks,

Layne

From: Hay, Lorna CSCD:EX
Sent: Monday, August 28, 2017 1:14 PM
To: Massy, Michelle E PREM:EX
Cc: Clark, Layne PREM:EX; Kinnear, Lindsay PREM:EX
Subject: RE: Minister Ralston - Requesting Leave

August 30th, 11:30am – apologies for the confusion.

From: Massy, Michelle E PREM:EX
Sent: Monday, August 28, 2017 1:12 PM
To: Hay, Lorna CSCD:EX
Cc: Clark, Layne PREM:EX; Kinnear, Lindsay PREM:EX
Subject: Re: Minister Ralston - Requesting Leave

Hi Lorna - just to clarify - do you mean august 31? Cabinet on Wednesday aug 30 is 10-1 and Cabinet on Thursday aug 31 is 1-4

On Aug 28, 2017, at 1:07 PM, Hay, Lorna CSCD:EX <Lorna.Hay@gov.bc.ca> wrote:

Good afternoon,

Minister Ralston would like to request Leave on August 30th, at 2:30pm in order to participate in a FPT Ministers Call regarding NAFTA.

Please let me know when this may be approved.

Thank you,

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, August 28, 2017 1:41 PM
To: Lenz, Gary LASS:EX
Subject: Office Space

Hi Gary,

I hope all is well with you! I was hoping to chat with you a bit about Minister's office space and allotment. In particular, I was wondering if ^{s.22} was available or if there are other smaller rooms that we could expand into? There's a few instances (in particular where the Minister and the Minister of State share an office) where there isn't quite enough room. If you happen to have an updated floor plan, that would also be really helpful.

If you have time, feel free to call me at 250-356-0273.

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, August 28, 2017 1:33 PM
To: Meggs, Geoff PREM:EX
Subject: Security Liaison

Hi Geoff,

After our meeting with security, I think it would be a good idea for them to meet with Rick and give him a briefing on some of the items they raised (for instance, sticking to one location for a tour rather than five in a day, but also why it's difficult for them to sustain that). What's the best person I should contact to arrange this?

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, August 28, 2017 11:01 AM
To: Devereux, Rick GCPE:EX
Cc: Nash, Amber PREM:EX
Subject: Meeting with Security Detail

Hi Rick,

Last week, Geoff and I met with the Security Detail and I think it would be helpful if they gave you a briefing as well (if it hasn't already been done). They had a few questions and also had some key advise on how to structure the Premier's touring so that it was safe and secure.

If it's already happened, then great! If not, let me know if I can help set something up.

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, August 28, 2017 10:30 AM
To: Hannah, Matt GCPE:EX; Aaron, Sage PREM:EX
Subject: MA Meeting

Hey Everyone,

I would like to have an MA meeting to discuss throne and budget. I was thinking this Friday would work best since next week is FNLG. Tentative agenda:

1. Briefing on Throne Speech (Sage Aaron)
2. Briefing on Budget (Ministry of Finance?)
3. Logistics of the Two Days (TBC)

Thoughts? Ideas? Is it necessary?

Note that I will be sending out a schedule soon with more regular check-ins for the next few months, this way everyone can arrange their time accordingly.

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, August 28, 2017 10:26 AM
Subject: Check-In with PO Staff: September 5th

Hi Everyone,

Judy and myself would like to arrange a one hour check-in with PO staff for September 5th from 9:30AM – 10:30. This would be an opportunity for everyone to introduce themselves, talk about what you do, some challenges and lessons learned, etc. We will be setting up a video conference so that Vancouver and Victoria folks can stay in their relative location.

More details on set up will be provided within the calendar invite when it is confirmed.

Thanks everyone.

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

From: Clark, Layne PREM:EX
Sent: Friday, August 25, 2017 5:07 PM
To: Meggs, Geoff PREM:EX
Subject: Discussion

Hey Geoff,

At some point, not urgent, we should discuss the following:

1. FOR CONSIDERATION: ^{s.22}
 - We need to discuss his role in the coming weeks. A few people have talked to me about some ideas... I would like to pass them by you.
2. FOR DECISION: Stakeholder Relations Staff – Judy Cavanaugh has included ^{s.13} for Mira's team within our PO staffing budget – I need to confirm this with you
3. FOR CONSIDERATION: Premier's Office Budget – ^{s.13}
^{s.13}
4. FOR CONSIDERATION: Meetings for you when the Legislature is in session and how you want to handle requests and your time
5. FOR CONSIDERATION: Weekly Check-Ins with Directors
 - I think it would be nice, but perhaps not necessary, to include weekly one on one check-ins with Directors (Sage, Matt, Kate, Mira). Note that Matt would actually like daily 10 minute check-ins with you to provide you on an up to date basis the issues of the day. I think he's still working out what issues to include you on, and which to just deal with himself, which is why he would like these more regular check-ins to figure that out.
 - If you agree, I will get Tamarra to arrange.
6. FOR DECISION: Long term planning for MA Meetings/Socials/Education - I would like to propose the following:
 - Weekly Political Staff Meetings – this would include ALL political staff (GCPE, CAs, MA's, some Caucus staff, etc)
 - i. When the legislature is sitting, they would be Fridays at 11AM
 - ii. When the legislature is not sitting, they would be Thursdays at 11AM
 - Weekly Senior Ministerial Assistant Meetings – this would provide an opportunity for only senior MA's to discuss, ask questions and get a bit more of a specific political look from the Chief of Staff
 - i. When the legislature is sitting, they would be Fridays at 10:30 AM
 - ii. When the legislature isn't sitting, they would be Thursdays at 10:30AM
 - Political Staff Socials
 - i. Every Thursday night - Location TBD
 - ii. Another additional option: Social within the West Annex?
 - Educational Panels and Information Sessions
 - i. I have received some requests for panel discussions, leadership training, management skills etc. When looking at the calendar it can be very difficult to find times. I would suggest that we try to do these when the legislature is not sitting. The first one may need to be the week of October 9th – 13th, as the other week is UBCM.
 - ii. My first suggestion is one of the following:
 1. Panel discussion with 3 former MAs (Top 5 tips, lessons learned) – quick and to the point - could be a "lunch and learn"
 2. Lessons from the past: Moe Sihota, Joy McPhail, Glen Clark
7. FOR DECISION: Premier's Office Planning Session
 - I am proposing Friday, September 15th. If this is to go ahead, it would mean that Political Staff meetings would begin in earnest on the regular starting September 28th/29th.
8. FOR DECISION: Political Staff Meeting Pre-Throne Speech - August 31st

- I would like us to host a Political Staff meeting before the Throne and Budget on August 31st. This would be to discuss the upcoming large events.
9. FOR CONSIDERATION: Premier's Office Staffing at Key Events
- This is probably a discussion for Mira, but I would be curious to know if you would like PO staff to attend any part of the First Nations Leader's Gathering, UBCM, etc.

s.13,s.22

Please let me know if you have other critical tasks or projects that I can take off of your plate.

Have a great weekend!

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: Friday, August 25, 2017 3:56 PM
To: 'Geoff Meggs'; 'Bob Dewar'
Subject: RE: Visit to BC

Hi Geoff and Bob,

I have arranged for the two of you to meet on Tuesday at 4:30PM in Victoria. The Premier will have to call into the meeting.

We could also arrange an 8AM breakfast on the Thursday if you would like.

Layne

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

From: Geoff Meggs [s.22](#)
Sent: Friday, August 25, 2017 3:54 PM
To: Bob Dewar
Cc: Clark, Layne PREM:EX
Subject: Visit to BC

Bob glad you're coming out but what are your plans? I'd like to meet before you get your meetings going to compare notes, but John and I have two days of caucus among other things. Or we can do a phone call or breakfast.

Geoff

[s.22](#)

www.geoffmeggs.ca

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, August 25, 2017 1:00 PM
To: Parte, Maura PSA:EX
Cc: Cavanagh, Judy PREM:EX; Oreck, Mira PREM:EX; s.22 Wong,
Tamara PREM:EX
Subject: RE: Next steps in onboarding process

Hi Maura,

Thanks for this.

Yes – Tamarra can arrange to have Geoff sign the OIC forms.

I will work with Geoff and Mira on tracking candidates and information that comes out of Geoff's calls.

I am really keen on PSA taking on the role of helping coordinate moving expenses. I wonder if they would be able to assist with the Premier's Office as well? I'm trying to figure out the best way for folks in our office to do this too (so far, I've just been telling people to keep receipts, with a maximum expenditure of \$3000 which is what the GCPE is providing).

I'm happy to inform the Minister's office about the new hire. Let's work out the best way to do this.

Haven't managed to get the letter to Geoff, but my inclination is that if the PSA has provided it, then we should stick with their professional advice.

Layne

From: Parte, Maura PSA:EX
Sent: Thursday, August 24, 2017 1:18 PM
To: Clark, Layne PREM:EX s.22
Cc: Cavanagh, Judy PREM:EX; Oreck, Mira PREM:EX;
Subject: Next steps in onboarding process

Hello,

I'm writing to clarify the next steps we need to take to ensure a smooth onboarding of new staff.

In the interest of time, I've made some suggestions below to get us moving.

Layne: could you please run the draft confirmation of employment letter past Geoff? I'm not recommending any changes. It's a standard letter generated by the PSA.

Thanks everyone,
Maura

Once Geoff has confirmed employment and salary level with a candidate, the following steps need to occur:

- 1) Maura needs to be informed of candidate's name, salary, and starting date for the OIC tracking sheet. After Geoff makes his formal offer calls, is there a system to capture what's he's committed to in terms of salary?

We have been asking about start date in advance calls we are making. I will defer to you Layne but I was thinking you and Tamara could manage this.

- 2) The new hire immediately needs to fill out three forms: a form initiating their OIC, a form initiating their confirmation of employment letter, and a criminal record check form. We need a staffer who can manage sending these forms out to new hires, following up with candidates to make sure they are being filled out promptly (this is the toughest piece), checking the forms once they are received to make sure they are complete, and then sending those forms to the appropriate person in the Public Service Agency. I am thinking of Joyce and Danny in VCO for this role.
- 3) Once the confirmation of employment letter form is complete and sent to the PSA they will generate a letter (see attached) that confirms the details of their employment. This letter will need to be signed by Geoff and then sent back to the PSA. The PSA will then coordinate having the new hire sign the letter. I am thinking that Tamara could coordinate this.
- 4) The PSA has offered to directly engage people who have in-travel needs while they transition to Victoria and/or moving expenses. I am thinking that when the PSA has identified a new hire residing outside of Victoria (through confirmation of employment process), they engage them directly on this piece. I think it's important that we continue to emphasize that all expenses are public and that we expect people to exercise sound political judgement. The PSA is aware of this as well. If we are worried about this I can inquire about pre-approval.
- 5) Minister's office coordination: Once Geoff has signed the confirmation letter, I would recommend that the Minister's office be informed (either existing MA or AC) of the new hire's start date so they can be preparing for their arrival in the office. I am thinking this is a piece that could be handled by Layne and Tamara.

This is a suggested draft template for the MA / Sr. MA appointment letters. Areas where I have highlighted or left a blank indicate fields that will change for each letter. Please get back to me with approval of this draft or with suggested changes.

<< File: MA Letter Template.docx >>

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, August 25, 2017 10:17 AM
Subject: MA Meeting: QP

Hi Everyone,

Thanks to those who came to the check-in yesterday – if you have any follow up questions, or you weren't able to make it, feel free to reach out to me.

We're going to do a follow-up meeting on Monday, August 28th at 4PM to further discuss Question Period preparation and process. This meeting will be held in the^{s.15}

Please advise if you are unable to attend.

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: Thursday, August 24, 2017 10:43 AM
To: Parte, Maura PSA:EX
Cc: Wong, Tamara PREM:EX
Subject: Exit Interviews

Hi Maura,

The Chief of Staff would like to do exit interviews with MA's that are going back to their previous role outside of government. Do you have a list of these folks and what their last day is? From this information, Tamarra can set up a time for them to meet with Geoff.

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: Thursday, August 24, 2017 10:14 AM
To: MacMillan, Elizabeth PREM:EX
Cc: Wong, Tamara PREM:EX
Subject: Question

Hi Elizabeth,

Is it possible for you to send me a list of the various committees that have been struck (Priorities and Accountability, Legislative, etc)? I'd like to review them with the Chief of Staff to prioritize his attendance.

Also, could you please ensure Tamarra Wong (the Chief of Staff's EC) is included in any relevant cab ops information? It might even be a good idea for the three of us to set up a time to meet and discuss the various roles of your office and how we can help facilitate information between our floor and yours.

Let me know what you think!

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: Wednesday, August 23, 2017 5:15 PM
To: Sherlock, Stephanie GCPE:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: RE: Budget lock up

Hi Stephanie,

I am sure this will be fine.

Layne

From: Sherlock, Stephanie GCPE:EX
Sent: Wednesday, August 23, 2017 4:03 PM
To: Van Meer-Mass, Kate PREM:EX
Cc: Clark, Layne PREM:EX; Farmer, Susan PREM:EX
Subject: Budget lock up

Hi Kate and Layne

For Budget lockup day I am required to gather volunteers to assist with media registration etc.

s.22

There is nothing that says all my volunteer staffers must be from GCPE and I doubled checked with Mike Lowe to confirm that.

If you could consider allowing her to do that, she and I would both appreciate it very much but I understand her priorities in Correspondence comes first.

Thanks
Stephanie

Stephanie Sherlock
Director, Media Relations
Government Communications & Public Engagement
778-584-1254

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 23, 2017 2:26 PM
To: Oreck, Mira PREM:EX
Subject: First Nations Gathering

Hi Mira,

I added you to the agenda for the MA meeting tomorrow. Can you give me the dates for the First Nations Leadership Gathering?

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: Wednesday, August 23, 2017 2:07 PM
Subject: Update!

Hi Everyone,

I hope you are all doing well! I just wanted to send a quick e-mail with a couple things for you all. Please ensure that the relevant information is reflected in your Ministers calendars and feel free to call me if you have any questions.

1. **MA Check In – Tomorrow, August 24th at 3PM-4PM in the** ^{s.15}
 - a. Agenda
 - i. Chief of Staff (Geoff Meggs)
 - ii. Director of Communications (Sage Aaron)
 - iii. Director of Issues Management (Matt Hannah)
 - iv. Director of Digital Engagement (Karl Hardin)
 - v. Director of Stakeholder Engagement (Mira Oreck)
 - vi. Questions
 - b. It is asked that you come in person, but if it is not possible please use the following teleconference line:
 - i. Tel: ^{s.15,s.17}
Participant code ^{s.15,s.17}
Moderator code
2. **Caucus - August 30th – 31st**
 - a. August 30th
 - i. Communications Workshop (Non-Cabinet) – 9AM – 12PM: Kathleen Monk will work with Caucus on effective communication as government MLAs – in the community, the legislature, the media – This is just an FYI for MA's
 - ii. Caucus Business (All Caucus) – 1:30PM – 5:30PM: Regular reports by the Premier, House Leader, Caucus Chair, Whip and Party
 - iii. Caucus Social (All Caucus) – 6PM – 8PM: Blue Heron Bistro
 - b. August 31st
 - i. Working Together (All Caucus) – 9AM – 12PM: Facilitated session on working together
3. **Cabinet Schedule** – Just so that everyone has the most up to date schedule, you can find it here:

Wednesday August 30th, 2017 - Confirmed

10:00 a.m. – 1:00 p.m.
s.15

Thursday August 31st, 2017 – Confirmed

1:00 p.m. – 4:00 p.m.
s.15

Thursday September 7th, 2017 - HOLD

8:00 a.m. – 9:00 a.m. TBC
s.15

Wednesday September 13th, 2017 - Confirmed

9:00 a.m. -11:30 p.m.
s.15

Wednesday September 20th, 2017 - Confirmed

9:00 a.m. -11:30 p.m.

s.15

Wednesday September 27th, 2017 - Confirmed

9:00 a.m. -11:30 p.m.

s.15

Thanks for all the work you are doing and I look forward to catching up tomorrow!

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: Wednesday, August 23, 2017 12:18 PM
To: Halls, Lori D PSA:EX
Subject: Tamarra Wong

Hi Lori,

If possible, could someone at the PSA call Tamarra Wong?^{s.22}
s.22 It would be nice for her to get a briefing on it all. Someone can
call her at: s.17

Also, despite starting today,^{s.22}
s.22

Thank you and hope you're well!

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: Wednesday, August 23, 2017 10:33 AM
To: Wensink, Alison PREM:EX
Subject: FOI

Hi Alison,

Thanks again for coordinating all the FOI requests.

I believe that I have replied with any that are relative to me, but could you provide me with an update on Geoff Megg's FOI status? With his EC starting now, we'll be able to handle these much more efficiently and timely and I'd like to get any remaining ones done.

Thank you!

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: Wednesday, August 23, 2017 10:25 AM
To: s.22
Subject: FW: Oath

Hey^{s.22}

You'll be participating in the below! 😊

Layne

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 15, 2017 3:52 PM
To: Nash, Amber PREM:EX; Clark, Layne PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: Oath

Hi Ladies,

New employees are required to sign an oath in front of the PSA Commissioner. The PSA does sessions for these oaths on Friday mornings but we are having the Commissioner come to our office on August 29th at 9:00am to administer the oath^{s.22}. If you know of any new employees from our offices who need the oath and want to do it up here let me know.

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

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 16, 2017 1:59 PM
To: Chandler, Alex FIN:EX
Subject: Re: Treasury Board Meeting - August 17 Attendance Confirmation

Hi Alex,

No, Geoff will not be in attendance.

Thank you,

Layne

Sent from my iPhone

On Aug 16, 2017, at 12:16 PM, Chandler, Alex FIN:EX <Alex.Chandler@gov.bc.ca> wrote:

Good Morning Layne,

Do you know if Geoff Meggs will be attending Treasury Board tomorrow?

From: Chandler, Alex FIN:EX
Sent: Friday, August 11, 2017 2:53 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; Clark, Layne PREM:EX; Kang, Gurbrinder LASS:EX; Winstanley, Lori PREM:EX; Schmidt, Maria E MEM:EX
Cc: Scott, Samantha LASS:EX; Taylor, Kathy J LASS:EX; Galbraith, David J FIN:EX; Weckend, Anne-Mette FIN:EX
Subject: Treasury Board Meeting - August 17 Attendance Confirmation

Good Afternoon,

The next Treasury Board meeting is scheduled for Thursday August 17 in ^{s.15}
Please confirm to me by email by the end of the day Monday August 14 that your member will be attending.
A light lunch will be provided.

Date	Time	Meeting Location
August 17, 2017	9:00am – 2:00pm	s.15
September 21, 2017	9:00am – 12:00pm	
October 5, 2017	9:00am – 12:00pm	
October 26, 2017	9:00am – 12:00pm	
November 9, 2017	9:00am – 12:00pm	
November 23, 2017	9:00am – 12:00pm	
December 7, 2017	9:00am – 12:00pm	
December 14, 2017	9:00am – 12:00pm	
January 18, 2018	9:00am – 12:00pm	
January 25, 2018	9:00am – 12:00pm	

Meeting materials will be distributed on Monday August 14.

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

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 9:34 AM
To: Canitz, Shelley L PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: Re: ^{s.22}

Thanks Shelley. Will it also need to be amended to include our support staff positions as per the recently sent org chart?

Geoff please confirm, but my understanding is:

Title ^{s.22}
Pay

Thanks,

Layne

Sent from my iPhone

On Aug 9, 2017, at 9:31 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Geoff and Layne – in conversation with Lori Halls, ^{s.22}
^{s.13,s.22}

Shelley Canitz

Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 9:16 AM
To: Leghorn, Joe MCF:EX
Subject: Re: Minister of State - Expected Expenditures for Current Fy

Three year average makes sense to me.

Thank you!

Layne

Sent from my iPhone

On Aug 9, 2017, at 8:56 AM, Leghorn, Joe MCF:EX <Joe.Leghorn@gov.bc.ca> wrote:

Thank you – I will estimate the costs^{s.13} Please
let me know if the plan changes

Here are the expenses from 2014/15, 2015/16 & 2016/17 for the Minister of State's office. I am thinking I will go with the 3 year average for now and if you see anything that should be changed please let me know and we can update.

<image001.png>

Joe Leghorn B.Fin
Business Analyst – MCFD Provincial Services
778-698-7374

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 8:49 AM
To: Leghorn, Joe MCF:EX
Subject: Re: Minister of State - Expected Expenditures for Current Fy

Hi Joe,

s.13

Do you have a previous expense budget (perhaps based on previous Ministers of State) that we could work off of for that section?

Thanks,

Layne

Sent from my iPhone

On Aug 9, 2017, at 8:26 AM, Leghorn, Joe MCF:EX <Joe.Leghorn@gov.bc.ca> wrote:

Hi Layne – thanks so much for getting back to me.

Are you able to list in an e-mail what the plan is for staffing and other expenses related to the Minister's of State's office?

Please call if you prefer (778-698-7374)

Do you perhaps know who the contact is at the Minister's Office who I could send a copy of the current expense forecast to for review?

Thank you ☺

Joe Leghorn B.Fin

Business Analyst – MCFD Provincial Services

778-698-7374

From: Clark, Layne PREM:EX

Sent: Tuesday, August 8, 2017 11:27 AM

To: Leghorn, Joe MCF:EX

Cc: Gunn, Paula PREM:EX

Subject: Minister of State - Expected Expenditures for Current Fy

Hi Joe,

Thanks for reaching out regarding the staffing of the Minister of State and other expenditures. I just left you a message but was hoping to touch base about this plan. If you could give me a call at s.17 that would be great.

Thank you!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 8:49 AM
To: Leghorn, Joe MCF:EX
Subject: Re: Minister of State - Expected Expenditures for Current Fy

Hi Joe,

s.13

Do you have a previous expense budget (perhaps based on previous Ministers of State) that we could work off of for that section?

Thanks,

Layne

Sent from my iPhone

On Aug 9, 2017, at 8:26 AM, Leghorn, Joe MCF:EX <Joe.Leghorn@gov.bc.ca> wrote:

Hi Layne – thanks so much for getting back to me.

Are you able to list in an e-mail what the plan is for staffing and other expenses related to the Minister's of State's office?

Please call if you prefer (778-698-7374)

Do you perhaps know who the contact is at the Minister's Office who I could send a copy of the current expense forecast to for review?

Thank you ☺

Joe Leghorn B.Fin
Business Analyst – MCFD Provincial Services
778-698-7374

From: Clark, Layne PREM:EX
Sent: Tuesday, August 8, 2017 11:27 AM
To: Leghorn, Joe MCF:EX
Cc: Gunn, Paula PREM:EX
Subject: Minister of State - Expected Expenditures for Current Fy

Hi Joe,

Thanks for reaching out regarding the staffing of the Minister of State and other expenditures. I just left you a message but was hoping to touch base about this plan. If you could give me a call at ^{s.17} that would be great.

Thank you!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 8, 2017 11:56 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: further to voice message and communicator
Attachments: Scan_20170808.pdf

Here you go!

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, August 8, 2017 11:35 AM
To: Clark, Layne PREM:EX
Subject: further to voice message and communicator

Hello,

Is it possible prior to Cabinet to get a copy of the letter? Elizabeth MacMillan is hoping to get a copy of a letter Geoff has to the Premier from the Federal Minister Sohi RE: Infrastructure funding.

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 8, 2017 11:52 AM
To: Halls, Lori D PSA:EX
Subject: RE: s.22
Attachments: Premier Org Chart.png

From: Halls, Lori D PSA:EX
Sent: Tuesday, August 8, 2017 11:47 AM
To: Clark, Layne PRFM:FX
Subject: RE: s.22

Just tried to call your cell...got voice mail. Can you call me at ^{s.17} when you have a moment?

From: Clark, Layne PREM:EX
Sent: Tuesday, August 8, 2017 11:45 AM
To: Halls, Lori D PSA:EX
Subject: RE s.22

Hi Lori,

Can you call me in regards to your comment about amending?

Layne

From: Halls, Lori D PSA:EX
Sent: Tuesday, August 8, 2017 11:32 AM
To: Clark, Layne PREM:EX
Subject: RE: Judy Cavanaugh

Hi Layne

s.13,s.22

s.13,s.22 I will work with Cab Ops to ensure that this happens.

We've advised payroll of Tamarra's start date.

From: Clark, Layne PREM:EX
Sent: Tuesday, August 8, 2017 10:55 AM
To: Halls, Lori D PSA:EX
Subject: s.22

Hi Lori,

Do we know when ^{s.22} will be completed? We would like her to start ASAP, so just trying to give her a timeframe to expect.
s.22

Thank you!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 8, 2017 11:22 AM
To: 'Maura Parte'; Una Walsh
Cc: Oreck, Mira PREM:EX
Subject: RE: MA job description

Hi All,

Yes – as Mira noted below, when there is a Senior MA, they will be the in charge of delegating tasks providing direction to the other staff. This structure has been confirmed by the Chief of Staff.

One potential complication - do we think it's possible that there will be a situation in which there are two junior MA's with no Senior title?

Layne

From: Maura Parte ^{s.22}
Sent: Monday, August 7, 2017 9:31 AM
To: Una Walsh
Cc: Oreck, Mira PREM:EX; Clark, Layne PREM:EX
Subject: Re: MA job description

Yes Geoff is keenly aware of this but while he has decided we will have a senior designation I don't think he's landed on reporting structure yet.

This is based on a conversation from last Friday. Layne, do you know if that has changed?

Sent from my iPhone

On Aug 7, 2017, at 9:23 AM, Una Walsh ^{s.22} wrote:

Hi Mira,

Agreed - this is the generic MA job description - so once we have full clarity on the roles we can tweak this j-d to create the Senior MA j-d.

Thanks,
Una

On 5 August 2017 at 14:21, Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca> wrote:

Thanks, Una. I'm finally sitting down with this on non-interview day (!) and wonder if we may want to adjust the supervision point for the senior MA's. I don't know where Geoff stands on this, but I'm
s.13,s.22

^{s.22}
From: Una Walsh [mailto:Una.Walsh@gov.bc.ca]
Sent: Wednesday, August 2, 2017 6:49 PM
To: Oreck, Mira PREM:EX; Clark, Layne PREM:EX; Maura Parte
Subject: MA job description

Hi,

As promised, attached is a draft MA job description which integrates the MA profile into the job description template.

I am very far from the work, so the wording is offered as draft and will need critical eyes on it.

Mira and Maura, as we will both be in the ^{s.15} tomorrow, perhaps we could review this together - if time and schedules permit.

Thanks,

Una

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 8, 2017 11:19 AM
To: Canitz, Shelley L PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: FW: Housing working group

Hi Shelley,

We would like to add Minister Simpson to the Housing Working Group as noted below. Can you please let me know the process for this?

Thanks,

Layne

From: Squance, Leah PREM:EX
Sent: Wednesday, August 2, 2017 9:26 AM
To: Clark, Layne PREM:EX
Subject: Housing working group

Hi Layne,

Minister Simpson spoke to the Premier and the Chief of Staff about this, so I'm just doing a quick follow-up to request that the Minister be added to the Housing Working Group. He'll be leading on the s.12,s.13 mandated in his and Minister Robinson's letters, so it's important for him to be here. Can you please let me know if there's someone else this request needs to go to?

Many thanks,
Leah

Leah Squance
Ministerial Assistant to Hon. Shane Simpson, Minister for Social Development and Poverty Reduction
C: s.17 W: 250-387-1428
E: leah.squance@gov.bc.ca

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, August 4, 2017 5:37 PM
To: Halls, Lori D PSA:EX
Subject: Re: PVO Position

Is there a band that ADMs fall? ^{s.22}

Layne

Sent from my iPhone

On Aug 4, 2017, at 5:20 PM, Halls, Lori D PSA:EX <Lori.D.Halls@gov.bc.ca> wrote:

Thx Layne - did you have a salary in mind?

Lori Halls
Deputy Minister
BC Public Service Agency

On Aug 4, 2017, at 5:15 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Hi Lori,

As mentioned, we would like to hire ^{s.22}
_{s.22}

Here are further details of her position:

Assistant Deputy Minister, Vancouver Cabinet Office and Special Projects

Reporting to: Chief of Staff, Office of the Premier

Responsibilities:

This senior position has overall responsibility and authority to direct, manage, supervise and coordinate the activities and operations of the Vancouver Cabinet Office and special projects as assigned.

Responsibilities include:

A) Cabinet Office

- Staff the Premier as required when in Vancouver. Ensure follow up occurs with the appropriate staff.
- Manage access to the Premier, while in Vancouver (phone calls; appointments etc.)
- Responsible for complex administrative support for Ministerial and Cabinet meetings in Vancouver.
- Coordinate assigned activities with other staff in the Office of the Premier and Government Communications and Public Engagement
- Hold oversight responsibility for scheduling of the Cabinet office meeting space
- Responsible for the integration of administrative systems with the Office of the Premier e.g. filing systems, accounting, record keeping functions etc.
- Provides HR functions - hiring, performance evaluations etc.
- Supervises and directs assigned professional and administrative support staff.

B) Special Projects

- Special projects will be assigned by the Chief of Staff.
- Liaise with the labour movement on behalf of the Office of the Premier until a permanent person is hired for this position.

Again, thanks for all of your help!!!

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: Friday, August 4, 2017 5:12 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: OIC for signature

Yes – please proceed.

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 4:31 PM
To: Clark, Layne PREM:EX
Subject: FW: OIC for signature
Importance: High

Layne – is this OIC ok to go ahead to Don?

From: Owens, Anita PSA:EX
Sent: Friday, August 4, 2017 4:11 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC for signature
Importance: High

Hi Shelley – glad you are connected.

Attached is an OIC to move forward for signing. I will have more to come once they are tagged. Looking for them to be signed Tuesday.

Thank you.
Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



Where ideas work

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, August 4, 2017 5:11 PM
To: Canitz, Shelley L PREM:EX
Subject: Premier Org Chart
Attachments: Premier Org Chart.png

Hi Shelley,

This is the full complement of what we are looking to hire. As you can see, there are a lot of vacant positions. Please let me know if you have any questions.

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: Friday, August 4, 2017 2:59 PM
To: Halls, Lori D PSA:EX
Subject: Contract

Hi Lori,

As discussed, ^{s.22}
s.22

Here are her key deliverables:

1. Supporting the transition of the government in developing best practices for recruitment, interviewing and hiring
2. Codifying our HR practices and pay scales
3. Creating a unified rating structure for interviewing political staff
4. Participating in the interview process and analyzing the rating structure for recommendations
5. Developing job descriptions and profiles of political staff across government
6. Advising the Chief of Staff on HR management

Let me know if you need more clarity.

Thank you!

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: Friday, August 4, 2017 12:58 PM
To: Gibbs, Robb GCPE:EX
Cc: Aaron, Sage PREM:EX; Canitz, Shelley L PREM:EX
Subject: FW: Service Plan: template for your additions
Attachments: OP_Service Plan_17-20_draft_170803.docx

Importance: High

Hi Rob,

Sage has asked that you draft the "Strategic Direction and Context" section of Service Plan. Can you please do a draft by Monday?

Shelley, as I said earlier, I am going to be away next week. I'll follow up on this before I leave, but if you could please contact Rob or Sage if you don't hear back, that would be great. Also, if you have an electronic copy of a previous Service Plan, that would be good for context.

Thanks everyone.

Layne

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 12:39 PM
To: Clark, Layne PREM:EX
Subject: FW: Service Plan: template for your additions
Importance: High

Layne – do you want to make edits directly onto this version using tracked changes? As discussed, you are adding info on page 7 – strategic direction and context.

Please look through the remainder of the doc to see if there are other changes you want. If we use the existing Goals, then edit the text with tracked changes. If you would like a new goal, also put that in tracked changes.

Might you be able to get this back to me Tuesday morning? That is still very tight, time wise – so if it can be earlier, please let me know.

Shelley

From: Periwal, Sukumar IGRS:EX
Sent: Thursday, August 3, 2017 1:53 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Service Plan: template for your additions

Hi Shelley

Here is the most current version. I've just added in edits to Goal 3 from Cabinet Operations and the Resource Summary provided by Finance. We are working on Goal 4 here at IGRS.

Thanks
Sukumar

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 3, 2017 1:38 PM
To: Periwal, Sukumar IGRS:EX
Subject: RE: Service Plan: template for your additions

Sukumar – to make sure I am looking at the right version, please send your most current version.

Thanks

From: Periwal, Sukumar IGRS:EX
Sent: Thursday, August 3, 2017 10:54 AM
To: MacLean, Shelley PREM:EX; Canitz, Shelley L PREM:EX
Subject: RE: Service Plan: template for your additions

Great, thanks so much, Shelley (M) ☺

Shelley (C) – please let me know if I can help in any way. Look forward to working with you!

Thanks
Sukumar

From: MacLean, Shelley PREM:EX
Sent: Thursday, August 3, 2017 8:28 AM
To: Periwal, Sukumar IGRS:EX
Cc: Canitz, Shelley L PREM:EX
Subject: RE: Service Plan: template for your additions

Hi Sukumar. Shelley Canitz is now up and running with the correct IDIR. I've cc'd her on this email so you have it. Thx

From: Periwal, Sukumar IGRS:EX
Sent: Tuesday, August 1, 2017 3:35 PM
To: MacLean, Shelley PREM:EX; Kovacs, Teresa PREM:EX
Cc: Mercier, Veronique IGRS:EX; Brubacher, Kelly IGRS:EX
Subject: Service Plan: template for your additions
Importance: High

Hi Shelley and Teresa

As you know, we need to prepare the Office of the Premier Service Plan. The deadline to submit an ADM-approved version to CARO and Treasury Board Secretariat is August 10. However, the resource summary can be completed by August 21, when financial information becomes available.

To help with meeting the tight timeline, I've taken the generic template provided by CARO and filled in the blanks as much as I could. May I now please ask for your help in reviewing and completing your respective sections of the draft? Please don't worry about formatting at this point – just slot in text (and a picture of the Premier and his signature).

Shelley – please review the Premier's Accountability Statement and Goals 1 and 2. I have highlighted portions to look at, and added a couple of comments. Would you also be able to get the Resource Summary information from the appropriate person at Finance?

Teresa – please review Goal 3 and make changes as needed.

I will work with IGRS colleagues on Goal 4.

I have copied my colleagues Veronique and Kelly who can help if you can't reach me for any reason.

Thanks again, and I look forward to working with you.

Sukumar

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 2, 2017 2:24 PM
To: Transition, Laptop (LP020) PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: Re: Important - need org chart for your floor as soon as possible

Hi Shelley,

Yes - I can get this for you by tomorrow. One question - do you want our org chart as it is currently or including any positions we are hoping to fill in the near future?

Layne

Sent from my iPhone

On Aug 2, 2017, at 1:43 PM, Transition, Laptop (LP020) PREM:EX <LP020@gov.bc.ca> wrote:

Hello, we have to have the OoP service plan finalized within the week. Staff are working on it but one important element we need is understanding the staffing structure/costs– and understanding it against the staff complement that was there previously

Do you have or can you create an org chart of your floor – it can even be hand drawn – as long as we can see the name and title of the person there. With it, we can make sure we have the costs finalized for the draft.

Would it be possible to get it by Thursday late aft?

Shelley

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, August 2, 2017 10:32 AM
To: Una Walsh
Subject: Re: Contract work

Hi Una,

Yes - this was in my list of calls today.^{s.22}
^{s.22} Lets chat this evening about what that looks like. I'm in interviews until 6.

Layne

Sent from my iPhone

> On Aug 2, 2017, at 10:27 AM, Una Walsh^{s.22} wrote:
>
> Hi Layne,
>
> I'm wondering if you would have time for a quick chat about^{s.22}
^{s.22}
>
> Whenever you have time it would be great to chat.
>
> Thanks,
> Una

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 1, 2017 7:07 PM
To: 'lbueckert@bcfed.ca'
Cc: Meggs, Geoff PREM:EX
Subject: Note from the Chief of Staff
Attachments: Ministers Office Interim Contact List.pdf

Hi Lynn,

Nice to see you the other day in Victoria! Geoff has asked me to advise you of a few various processes in the Premier's office. Many questions have been asked and I think it's important that we circulate the following information to relevant folks. Feel free to call me if you have any questions.

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 (Layne) 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. If you have a BCFed Officers meeting schedule, it would be great to send it to me. I would love to know what your expectations are from our office so that I can coordinate accordingly.
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: Tuesday, August 1, 2017 6:57 PM
To: Transition, Laptop (LP020) PREM:EX
Subject: RE: do you have any staffing OICs coming up in the next few days or next while

Gotcha!! Sorry – I thought you were Maura haha.

It will likely be Maura Parte who is moving the OIC's forward through PSA, ^{s.22} with them. With that said, I will be facilitating the discussions between her and the Chief of Staff. Let me know if that makes sense. She doesn't have an e-mail yet either, but perhaps the three of us can meet once thing get set up.

Layne

From: Transition, Laptop (LP020) PREM:EX
Sent: Tuesday, August 1, 2017 6:48 PM
To: Clark, Layne PREM:EX
Subject: Re: do you have any staffing OICs coming up in the next few days or next while

Layne, its Shelley - hope to get my PREM email tomorrow. Who is moving Min office staff through PSA?

Sent from my iPhone

On Aug 1, 2017, at 6:15 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Sorry - who is this?

Layne

Sent from my iPhone

On Aug 1, 2017, at 3:29 PM, Transition, Laptop (LP020) PREM:EX <LP020@gov.bc.ca> wrote:

Who is doing Minister offices?

From: Clark, Layne PREM:EX
Sent: Tuesday, August 1, 2017 3:29 PM
To: Transition, Laptop (LP020) PREM:EX
Subject: RE: do you have any staffing OICs coming up in the next few days or next while

OIC appointments for the Premier's office are the only ones I am doing and haven't done any additional than what's been released as of yet. Will absolutely keep you in the loop.

Layne

From: Transition, Laptop (LP020) PREM:EX
Sent: Tuesday, August 1, 2017 2:48 PM
To: Clark, Layne PREM:EX
Subject: RE: do you have any staffing OICs coming up in the next few days or next while

Continue to ask PSA to process these – however, it would be great if there was a way I could have a list of what you’ve sent them and titles so I don’t have to check with you on the OIC details before sending to Don Wright for review. Could you cc me when you send them a request? Can you think of another way? Happy to pop down to discuss if you wish.

From: Clark, Layne PREM:EX
Sent: Monday, July 31, 2017 9:51 AM
To: Transition, Laptop (LP020) PREM:EX; Lloyd, Evan GCPE:EX
Subject: RE: do you have any staffing OICs coming up in the next few days or next while

I would like to start one for s.22

Layne

From: Transition, Laptop (LP020) PREM:EX
Sent: Monday, July 31, 2017 9:32 AM
To: Lloyd, Evan GCPE:EX; Clark, Layne PREM:EX
Subject: do you have any staffing OICs coming up in the next few days or next while

Good morning – I want to forecast any blocks of hiring/OICs that will be needed. Would you both let me know if you have any hiring that will need OICs in the coming week (either OICs that PSA knows about or ones that you haven’t asked for yet? I want to let Leg Counsel and Cab Ops know what to expect.

Thanks

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, August 1, 2017 3:27 PM
To: Farmer, Susan PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX; Meggs, Geoff PREM:EX
Subject: Letter from Premier
Attachments: Premier-Business Leaders mtg list 7-2017.xlsx

Hi Susan,

Can you please send the following thank you letter to the attached recipients? This is for the meetings that Jimmy Pattison set up.

Kate – it may be worth asking John if he would like to hand sign these.

[Date]

[Address]

[First Name],

I just wanted to thank you for taking the time out of your schedule to join me in the recent round table meetings convened by Jimmy Pattison. I learned an enormous amount from each of you present and look forward to developing the relationship further in the days and weeks ahead. I sincerely believe we all share a determination to improve our province, regardless of political preferences, and that's the foundation I want to build on in. Please do not hesitate to contact me for any reason if you have questions or concerns.

Sincerely,

John Horgan
Premier

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