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From: [Clark, Layne PREM:EX](#)
To: [Meggs, Geoff PREM:EX](#)
Subject: Review
Date: Tuesday, September 19, 2017 8:09:52 PM
Attachments: [PO - Work Activities.docx](#)
[PO Meetings Idea.docx](#)

Hi Geoff,
Overview from meeting:

s.22

Further follow-up needed:

- Attached is a briefing note I did on potential structure of Friday morning meetings. If you could review and give me changes, that would be great. The only addition is if you want to chair or if you would like me to facilitate the process. Either way, I view my job as compiling the information and ensuring appropriate follow-up
- Asia Trip: you wanted to discuss. After my review of options it seems that the January option is best. Happy to chat with you further about this or to set up a meeting for you with Kate and Rick.
- DM & ADM Regular Meetings – do you want to talk to Don Wright about this? Just curious if it makes sense for PO staff to sit in, and if so, who?
- Do you want me to contact Lori Halls about s.22
- We do need to schedule a briefing with Ministers on staff roles and responsibilities... Maura is currently re-doing the job descriptions, but once that is done we should review and schedule this. I think that will help them structure their offices as well.

Last thing I forgot to mention – I went to a meeting with Minister Dix and the four Burnaby MLAs

on the Burnaby Hospital last night. Can update you if you're interested but obviously no decisions were made – consultation only.

Thanks,

Layne

Project Plan

Last Updated: [INSERT DATE]

[illegible]

| Subject | Tasks | Status | Lead | Deadline |
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Premier's Office: Long Term Planning & Project Management

Friday Morning Meetings

Goal: To provide an opportunity for longer term planning and discussion and ensure accountability and follow up is achieved.

The Chief of Staff should delineate that the function of this meeting is to achieve the above stated goal – giving people a longer opportunity to check in on the major projects they are responsible for and allow for a greater understanding of the roadblocks people are facing. It is also an opportunity to ensure that people understand when they are responsible for projects and reporting back to the group on the status of those projects.

Attendees:

1. Geoff Meggs
2. Layne Clark
3. Kate van Meer Mass
4. Sage Aaron
5. Matt Hannah
6. Mira Oreck
7. Judy Cavanagh
8. Donna Sanford
9. Roseanne Moran

Draft Agenda: September 22nd 2017

1. Roundtable Check-In (Non-Work Related)
 - a. How are you feeling? What is something that you are proud of that happened this week?
2. Review of major projects and deadlines
 - a. The first meeting should be an opportunity for people to explain some of the major projects that they see in the next few months (or longer term if possible)
 - i. Examples: Proportional representations (when is it expected in the house, what is the governments direction/comms strategy, what do we need to do to prepare for this? Who is the lead liaison in our office?)
 - b. The Chief of Staff (and others if appropriate) should be able to prompt people for more information, ask questions or redirect if the conversation is drifting.
 - c. While it should be fairly high level, there should be some goals/tasks that should be met to achieve the larger project
3. Leads and Deadlines
 - a. Once an understanding of what the major projects are, we need to confirm who the lead is on the project and what are the expectations for deadlines. This will allow for better clarity on roles and also allow both the Chief of Staff and others to follow up for project management.

4. Support

- a. What support do people feel they need in order to ensure that projects are completed?
What are the roadblocks and/or challenges?

*Note: It will take a while for people to find a rhythm and understand expectations and trust each other enough to put stuff on the table. But ideally this will allow for us to better understand each other's work and road blocks, follow up on expectations and also understand more consistently what deadlines are (and why sometimes they may be missed).

Daily Calls

Goal: To understand the pertinent issues of the day, any issues that are coming forward and any major tasks.

Parameters for Engagement:

- People should get 2 – 3 minutes each, no questions or discussion
- Discussion/Questions at the end of the meeting to allow for everyone to speak
- Changing the order in which people report to ensure that everyone has an opportunity to engage and feel heard.

Attendees:

1. Geoff Meggs
2. Layne Clark
3. Kate van Meer Mass
4. Sage Aaron
5. Matt Hannah
6. Kate van Meer Mass
7. Donna Sanford
8. Roseanne Moran
9. Sheena McConnell
10. Mira Oreck
11. Judy Cavanagh

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