From: Clark, Layne PREM:EX

Sent: Thursday, September 28, 2017 6:52 PM

To: Yeung, Lucinda HLTH:EX
Cc: Parte, Maura PSA:EX

Subject: RE: EA Orientation October 16-17 in Victoria

Hi Lucinda,

I think it's great that regional EAs are coming together. I would actually love to hear what some of those experiences/challenges are, so that we can incorporate some of those items into the orientation. In fact, if that could be a discussion item (what would be useful for an orientation) then we can do our best to incorporate it.

I can work on a teleconference line to provide to you all tomorrow.

I'll also make sure that those individuals are added to the EA distribution list.

Thanks Lucinda for your organization on this file. Let's chat soon.

Layne

From: Yeung, Lucinda HLTH:EX

Sent: Thursday, September 28, 2017 5:42 PM

To: Parte, Maura PSA:EX Cc: Clark, Layne PREM:EX

Subject: RE: EA Orientation October 16-17 in Victoria

Hi Maura and Layne:

Regional EAs are coming together prior to the orientation with the goal of sharing experiences and identify potential common challenges that are emerging in our roles.

EAs who are based on the island or in the interior are hoping to meet via a teleconference call the morning of Wednesday, October 4. Can you advise how we can set this up for them?

In reaching out to the EAs, I've noted that a few of us may be missing from the distribution list: Rzepa, Christina AEST:EX < Christina.Rzepa@gov.bc.ca; Tombs, Brenda SDPR:EX < Brenda.Tombs@gov.bc.ca; Carreras, Korleen TAC:EX < Korleen.Carreras@gov.bc.ca; Brown, Edena MCF:EX < Edena.Brown@gov.bc.ca; Stone, Lynne TRAN:EX Lynne.Stone@gov.bc.ca. Sharing in case they are not receiving important notices from PO.

Goneet is helpfully putting together a direct line contact list of EAs for us, which I will share once that comes together.

With appreciation,

Lucinda Yeung

Executive Assistant to the Honourable Minister Adrian Dix | Minister of Health PO Box 9050 Stn Prov Gov, Victoria, BC, V8W 9E2 | 250-953-3547

From: Parte, Maura PSA:EX

Sent: Tuesday, September 26, 2017 12:29 PM

To: LP Executive Assistants

Cc: LP Administrative Coordinators; LP Ministerial Assistants; LP Senior Ministerial Assistants; Moran, Roseanne

LASS:EX

Subject: EA Orientation October 16-17 in Victoria

To Executive Assistants,

I'm writing to confirm that an orientation for Executive Assistants is scheduled for **Tuesday, October 17, and Wednesday, October 18, in Victoria**.

Please plan on travelling on the Monday and the Thursday as they will be full days, including a social event on the Wednesday evening.

I would also encourage you to use your time here in Victoria to meet with your Ministerial office team and plan your travel to arrive early or leave later to accommodate these meetings as they won't be possible to fit in your schedule on the Tuesday or Wednesday.

Please work with your office administrative team to book travel and accommodation as it will be a Minister's office expenditure.

Some of you have asked whether participation is mandatory and the answer is yes as this session will be key for sharing information and advice and building an effective team going forward.

Please let me know if there are any questions.

We look forward to having you all here!

Maura

s.17

From: Clark, Layne PREM:EX

Sent: Thursday, September 28, 2017 4:26 PM

To: Parte, Maura PSA:EX; 'Una Walsh'; Oreck, Mira PREM:EX

Cc:Meggs, Geoff PREM:EXSubject:Political Staffing CompleteAttachments:MA Final List 2017-09-28.xlsx

Hi Everyone,

I just wanted to send a note to everyone that the political staffing is officially complete. We received our final acceptance notice today. For your information, you can see the final slotting in the attached document. In terms of diversity, we hired 25% people of colour and 63% women. Still lots of work to do, but I think these are numbers that we can be proud of.

Thanks to everyone for all the work they did on this file!

From: Clark, Layne PREM:EX

Sent: Wednesday, September 27, 2017 5:22 PM

To: Papik, Stephanie PREM:EX Subject: RE: All Staff Meeting

Hi Stephanie,

I would be happy to incorporate this. The Chief of Staff usually does a territorial acknowledgement, but are you asking that you do this and offer some agreements? Let me know how best to facilitate this and I'll make sure it is incorporated.

Jessica Wood has also asked to do a roundtable discussion with Ministerial Assistants on reconciliation. Would you like me to put you in touch with her if you have ideas on this? I'm working to find a time to make this happen asap.

Thanks!

Layne

From: Papik, Stephanie PREM:EX

Sent: Wednesday, September 27, 2017 4:46 PM

To: Clark, Layne PREM:EX Subject: RE: All Staff Meeting

Hi Layne,

Thank you for this email and invitation to add agenda items. I have not seen an agenda so I may be asking for something that is already on the agenda. I would like to request a territorial acknowledgement, and I would like to offer some agreements for our time together. This is something that is starting to happen in pockets across the BC Public Service and I thought it would be good to share with the broader team. It only takes about five minutes at the front end of the agenda.

Please let me know of you have any questions or concerns. Thank you for your time and your consideration. Sending with gratitude and respect,

Stephanie Papik, Hon. BSc.

Pronouns: She/her

Director | Priorities and Accountability

Deputy Minister's Office | Office of the Premier

Phone: 250-213-1434

Tse tsa wahtl - We are all in this together

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

From: Clark, Layne PREM:EX

Sent: Monday, September 25, 2017 4:01 PM

To: LP Premiers Vancouver Office; LP PO Correspondence Branch; Hannah, Matt GCPE:EX; LP PO Executive Office;

Christensen, Suzanne PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX

Subject: All Staff Meeting

Hi Everyone,

A couple weeks ago we had an all staff meeting which allowed us to introduce ourselves to one another. It was an interesting opportunity to understand the work that everyone does, and how best we can integrate as a team. With this in mind, we would like to continue to provide opportunities for everyone to get together, discuss the direction of our government and ask questions.

Shortly, I will be sending a calendar invite for an all staff meeting, starting Friday October 20th from 2PM – 3PM, and then reoccurring every six weeks thereafter. I would love for folks to send me suggestions on what they would like to see on the agenda, and any questions they have that could use further discussion in this group setting.

Thanks everyone!

Clark, Layne PREM:EX Sent: Wednesday, September 27, 2017 11:47 AM To: Subject: EA to Minister Eby **Attachments:** 20170829 draft EA job description.docx Hi s.22

From:

s.22

s.22 I have attached

here the job description for your review. Please note that this is still in draft form.

s.22

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

Thanks,

From: Clark, Layne PREM:EX

Sent: Tuesday, September 26, 2017 4:07 PM

To: Aaron, Sage PREM:EX; Oreck, Mira PREM:EX; Cavanagh, Judy PREM:EX; Van Meer-

Mass, Kate PREM:EX; Holmwood, Jen PREM:EX; Hannah, Matt GCPE:EX; McConnell, Sheena PREM:EX; Moran, Roseanne LASS:EX; Gibbs, Robb GCPE:EX; Sanford, Donna

L GCPE:EX

Cc: Parte, Maura PSA:EX; Meggs, Geoff PREM:EX Subject: Recap of Recently Scheduled Meetings

Hi Everyone,

I know you have all received a ton of calendar invites/e-mails from me regarding MA meetings, orientations, etc. I thought I would send you a quick recap so that we're all on the same page. Please note that it is not expected that everyone will participate in the entire allotment of each day, most of this is just as an FYI. In the coming days, we will be speaking with all of you about what your role may look like for these sessions. If you have advice or thoughts on how to structure these sessions in a thoughtful way, please send to myself and Maura.

Weekly MA Check-Ins

- o Date: Every Friday from 10AM 11AM
- Location ^{s.15}
- Goal: Discuss present issues and overarching strategy, answer questions from MAs, and overall opportunity to learn and come together as a team
- o Call in option will be made available

Senior MA Orientation

- Date: Wednesday, October 11th
- Location s.15
- Goal: To provide Senior MAs a better understanding of their role and responsibilities, and to provide an opportunity for leadership and management training
- In person session

MA Orientation

- Date: Thursdav. October 12th
- Location s. 13
- Goal: To give Ministerial Assistants an opportunity to come together, participate in group discussions, hear from former-MA's and team building
- In person session

EA Orientation

- Dates: October 17 18th
- Location: TBC
- This invite has not yet been sent and will be done so later by Maura.
- In person session

Office of the Premier Staff Meetings

- Dates: Every six weeks starting on Friday, October 20th from 2PM 3PM
- Location^{s.15} (video conferencing into Vancouver)
- Goal: For everyone involved in the Premier's Office (Vancouver, Correspondence, etc) to come together, describe what they are working on, share stories, etc.

Constituency Assistant Seminar

- Dates: October 23rd 25th
- Location:s.15
- Goal: This seminar will feature presentations, breakout sessions, and networking opportunities covering a range of constituency office related topics
- Note: the 23rd and 24th will be for all CA's, and the 25th will be only New Democrat CAs. This will be led by Roseanne.

If you have questions or suggestions, do not hesitate to reach out.
Thanks,
Layne

From:

Sent:	Tuesday, September 26, 2017 3:19 PM
To: Gillezeau, Rob PREM:EX; Spilker, Robyn PRE	
Cc:	Parte, Maura PSA:EX
Subject:	New MA
Hi Rob and Robyn,	
s.22	
It would be great if one of	f you could reach out to her. Her phone number is \$.22
Thanks!	
Layne	

Clark, Layne PREM:EX

From: Clark, Layne PREM:EX

Sent: Tuesday, September 26, 2017 12:04 PM

To: LP Ministerial Assistants

Cc: Meggs, Geoff PREM:EX; Oreck, Mira PREM:EX; Van Meer-Mass, Kate PREM:EX;

Cavanagh, Judy PREM:EX; Aaron, Sage PREM:EX; Hannah, Matt GCPE:EX; Wong,

Tamarra PREM:EX; Parte, Maura PSA:EX

Subject: MA Orientation

To: Ministerial Assistants

Hi Everyone,

I would like to extend an invitation to all Ministerial Assistants (including Senior MAs) for an orientation session on **Thursday, October 12**th. I will send a calendar invite shortly. The goal will be to provide an environment for you to learn more about your role, the structure of the office, and an opportunity to hear from various senior political staff. If you have suggestions for items you would like to see on the agenda, please let me know and I will do my best to incorporate it.

Thanks everyone and I look forward to seeing you all there.

From:

Sent:

То:	LP Senior Ministerial Assistants
Cc:	Meggs, Geoff PREM:EX; Oreck, Mira PREM:EX; Van Meer-Mass, Kate PREM:EX; Cavanagh, Judy PREM:EX; Aaron, Sage PREM:EX; Hannah, Matt GCPE:EX; Wong, Tamarra PREM:EX; Parte, Maura PSA:EX
Subject:	Senior MA Orientation
To: Senior Ministerial Assistants	
Hi Everyone,	
	s we put together the agenda for a Senior MA Orientation. I would like to ask that October 11 th for this session. I will send a calendar invite shortly.
orientation. Our goal is to provide	reat if you could send me your suggestions on helpful items to include in the e an opportunity for you to better understand your role and how best to utilize ition. Any feedback you have would be very helpful.
I look forward to seeing you all th	iere.
Thanks,	
Layne	

Clark, Layne PREM:EX

Tuesday, September 26, 2017 11:58 AM

From: Clark, Layne PREM:EX

Sent: Tuesday, September 26, 2017 10:42 AM

To: Meggs, Geoff PREM:EX

Subject: Political Staff Structure & Responsibilities

Hey Geoff,

As mentioned previously, Maura is in the process of re-drafting the job descriptions for political staff. This is to ensure that there is a greater understanding of the roles individuals play, and how they are expected to work together as a team. One note is that currently MAs and EAs to not report to the Senior MA. Instead they report to you. As Una probably mentioned, I think it makes sense for there to be a bit of hierarchy within the office and I would like to change it so that those folks report to the Senior MA (who then reports to you). This will allow for a better flow of information (and quite frankly most offices are already working like that). If you agree, we can change this in the job description. At the end of the day, I don't think it is lost that everyone still reports to you.

Additionally, I would like to ask Elizabeth McMillon include a short section (half an hour?) for Maura (and potentially myself?) to come and talk to Ministers about this set up and job delineation. I'm not sure it's entirely clear right now for them... This could happen next Wednesday at Cabinet.

Let me know what you think,

From: Sent: To:	Clark, Layne PREM:EX Monday, September 25, 2017 6:16 PM s.22
Subject:	Interview: EA to the Premier
s.22	
Let me know if you can't find it.	
Thanks,	
Layne	

From:

Layne

Sent:	ent: Monday, September 25, 2017 1:28 PM		
То:	Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; Oreck, Mira PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Cavanagh, Judy PREM:EX; Hannah, Matt GCPE:EX; Nash, Amber PREM:EX; Wong, Tamarra PREM:EX; Tello, Romeo PREM:EX; Parkinson, Elizabeth PREM:EX; Farmer, Susan PREM:EX		
Cc:	Meggs, Geoff PREM:EX		
Subject: Roles & Responsibilities: HR & Finance OP Financial Roles and Responsibilities.docx; OP HR Roles and Responsibilities.docx; Sept 2017.docx			
		Hi Everyone,	
	es and responsibilities related to Human Resources and Finance for the OOP. We have also of job descriptions for our office. Geoff will be reviewing these descriptions with all Directors		
If you have any question	ns, do not hesitate to reach out to me.		
Thanks,			

Clark, Layne PREM:EX

From: Clark, Layne PREM:EX

Sent: Monday, September 25, 2017 12:58 PM

To: Canitz, Shelley L PREM:EX; Parte, Maura PSA:EX

Subject: FW: Financial Forecast for 18YAA - MO

Attachments: August MO Forecast.xlsx

Hi Shelly and Maura,

Have we confirmed who might be the best person from the Ministry of Finance to do an orientation with our Senior MA's on how best to review these budget forecasts?

Layne

From: Gunn, Paula MCF:EX

Sent: Thursday, September 21, 2017 5:57 PM

To: Clark, Layne PREM:EX

Subject: FW: Financial Forecast for 18YAA - MO

Here is an example of the kind of budget info the Senior MA is supposed to review, FYI.

From: Leghorn, Joe MCF:EX

Sent: Wednesday, September 6, 2017 11:05 AM

To: Gunn, Paula MCF:EX

Subject: RE: Financial Forecast for 18YAA - MO

Thank you. Please let me know if you have any concerns or would like any changes made to the attached financial forecast.

The deadline is Sep 12 @ 12:00 for me submit this forecast to executive for review.

Joe Leghorn B.Fin

Business Analyst - MCFD Provincial Services

778-698-7374

From: Gunn, Paula MCF:EX

Sent: Wednesday, September 6, 2017 9:42 AM

To: Leghorn, Joe MCF:EX

Subject: Re: Financial Forecast for 18YAA - MO

Hello Joe, those will come to me. Thanks, Paula

Sent from my iPhone

On Sep 6, 2017, at 8:49 AM, Leghorn, Joe MCF:EX < Joe.Leghorn@gov.bc.ca > wrote:

Hi Paula,

Do you perhaps know who I can send the attached August month end Minister's office expenditure forecast for review?

Thank you

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

From: Gunn, Paula PREM:EX

Sent: Thursday, August 3, 2017 2:59 PM

To: Morton, Kaitlin MCF:EX Cc: Leghorn, Joe MCF:EX

Subject: Re: Financial Forecast for 18YAA - MO

Hello Joe, I have made inquiries as to who should respond to your inquiries.

Sent from my iPhone

On Aug 3, 2017, at 2:16 PM, Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca> wrote:

Hi Joe,

Yes s.22

her equivalent would be Paula

Gunn who I have cc'd in this email. Paula is the Minister's Assistant, we no longer have a Chief of staff, however this would be your contact for your request below.

Thanks!

Kaitlin Morton

Administrative assistant to the honourable Minister Conroy

Ministry of Children and Family Development

134-501 Belleville Street

250 387-1977

From: Leghorn, Joe MCF:EX

Sent: Thursday, August 3, 2017 1:34 PM

To: Morton, Kaitlin MCF:EX

Subject: Financial Forecast for 18YAA - MO

Hi Kaitlin,

I have recently taken on the role of completing a financial forecast for the MCFD's

Minister's Office.

Previously this info was sent to Debbie MacLean for review and feedback but I understand Debbie is no longer in the same role. Do you know who I should be sending the forecast to for review? I have a draft forecast ready to be reviewed and I am required to submit to executive by end of day Aug 9th.

Thank you

Joe Leghorn B.Fin

Business Analyst – MCFD Provincial Services

778-698-7374

<August MO Forecast.xlsx>

From:

Sent: To:	Monday, September 25, 2017 12:09 PM s.22
Subject:	Interview: EA to the Premier
s.15,s.22	
Please let me know i	f you are available and interested to join us for an interview at this time.
Thanks,	
Layne	

Clark, Layne PREM:EX

From:	Clark, Layne PREM:EX
Sent:	Monday, September 25, 2017 12:02 PM
To:	LP Ministerial Assistants
Subject:	Check-In
Hi Everyone,	
I wanted to e 15	xtend an invitation to those MAs that are NOT attending UBCM, to join for a quick check-in in the on Wednesday, September 27 th at 9:30AM.
Thanks!	

From: Clark, Layne PREM:EX

Sent: Monday, September 25, 2017 11:36 AM

To: s.22

Subject: Interview this Friday

Hi s.22

Just confirming that you will be joining us for an interview this Friday, September 29th at 1:00PM. Here is the location for the interview:

s.15

s.22 Thanks

Clark, Layne PREM:EX From: Monday, September 25, 2017 10:56 AM Sent: To: LP Ministerial Assistants Cc: Oreck, Mira PREM:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; Sherlock, Stephanie GCPE:EX Subject: FW: Minister-as-MLA media request process **Attachments:** Minster-as-MLA media request process.docx To: Ministerial Assistants Hi Everyone, Please see attached media protocol from GCPE. This has already been sent to all Communications Directors. Thanks, Layne From: Lowe, Mike GCPE:EX Sent: Thursday, September 21, 2017 4:38 PM To: GCPE Comm Directors Cc: May, Ed LASS:EX Subject: Minister-as-MLA media request process Good afternoon all - attached (and copied below) is a memo on handling media requests that come into your shops for your minister when the request is for a topic outside the purview of your ministry. Most often these are requests for your minister in their role as MLA, from their local media. Please read the information provided and incorporate into your work to ensure we have consistency in dealing with these sorts of requests. I will also ensure MO staff receive this information. When liaising with Caucus Communications, your contact should be with Ed May, Director of Caucus Communications. He can be reached at ed.may@leg.bc.ca or 250-208-2554. Thanks,

Mike

Mike Lowe I ADM, Communications Operations Government Communications and Public Engagement

Cell: 778-584-1247 Desk: 778-698-7411

HANDLING MEDIA REQUESTS

WHEN TOPIC FALLS OUTSIDE YOUR MINISTRY

GCPE communications departments exist in each ministry to provide communications support to the Minister in relation to her or his ministerial portfolio. Occasionally media will call asking for a minister on topics outside their portfolio (such as when a local reporter wants to get their local MLA's comment, and that MLA happens to be a minister).

In such cases, it is important that the GCPE shop responsible for the issue at hand – and their MO – be given responsibility for the request. Caucus communications should also be involved.

Steps to fulfil media requests when they come to the minister 'as MLA':

- 1) Forward the request on to the appropriate GCPE shop for the topic, which becomes responsible for the request.
- 2) GCPE shop receiving the request checks in with the reporter to understand their needs, checks with their MO to determine how the request should be handled, including deciding if the originally requested minister is approved to do the interview.
- 3) If the MO approves of the originally requested minister doing the interview, the GCPE shop should provide necessary briefing materials to caucus communications and coordinate with them to fulfil the request. Caucus will ensure the MO of the minister doing the interview is fully apprised of the request. It is appropriate to keep your colleague in the originating GCPE shop in the loop if they wish.
- 4) The GCPE shop responsible for the topic remains responsible for monitoring comments that get published, etc. as with any media on topics related to their ministry.

When should caucus communications be involved first?

If the request is primarily of local interest without a clear ministry that should provide support, or is wide-ranging with multiple topics the reporter wants to cover, the request can be passed on to caucus communications to coordinate with relevant GCPE shops and support response.

From:	Clark, Layne PREM:EX
Sent:	Monday, September 25, 2017 10:31 AM
To:	'sprescott@cupe.bc.ca'
Subject:	CUPE BC Reception
Hi Sharon,	
Not sure why I didn't g Premier's Office staff v	et your e-mail about the CUPE BC reception, but I wanted to let you know that most of our vill be attending:
John Horgan	
Geoff Meggs	
Sheena McConnell	
Mira Oreck	
Kate van Meer Mass	
Sage Aaron	
Jen Holmwood	
Is it possible for you to	include them on this list for name tags, etc? I'm holding down the fort in Victoria this week
so sadly I won't be able	to attend.
Thanks!	
Layne	

From: Clark, Layne PREM:EX

Sent: Friday, September 22, 2017 3:57 PM

To: Nash, Amber PREM:EX; Van Meer-Mass, Kate PREM:EX; McConnell, Sheena

PREM:EX

Subject: s.22

s.22

Maura is starting the

paperwork.

From: Clark, Layne PREM:EX

Sent: Friday, September 22, 2017 3:40 PM

To: McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Cavanagh, Judy

PREM:EX

Cc: Meggs, Geoff PREM:EX

Subject: EA Interviews

Attachments: 20170909 EA Premier.docx

Hi Everyone,

I have sent you all calendar invites for two EA interviews,

I am still working on the

third interview due to one tentative candidate. Regardless, I have attached the EA interview questions (based on the ones we did for Ministers but adapted slightly for the different job). Feel free to look them over when you get a chance.

Also, as an FYI, s.22 s.22

Thanks and talk to you all soon.

From: Clark, Layne PREM:EX

Sent: Friday, September 22, 2017 1:51 PM

To: Van Meer-Mass, Kate PREM:EX; McConnell, Sheena PREM:EX

Cc: Wong, Tamarra PREM:EX **Subject:** Premier's EA Interviews

Hi Kate and Sheena,

I would like to start scheduling interviews for the Premier's EA with you two and Geoff. I would imagine that your availability next week is full, so please let me know when would be a good time for you. Perhaps it's next Friday, September 29th after Cabinet in Vancouver?

Let me know,

Layne

From: Clark, Layne PREM:EX
Sent: Friday, September 22, 2017 1:47 PM
To: Parte, Maura PSA:EX
Subject: s.22

Hi Maura,
s.22

Please let me know how it goes.
Thanks again,

From: Clark, Layne PREM:EX

Sent: Friday, September 22, 2017 10:29 AM

To: LP Ministerial Assistants **Subject:** Information for UBCM

Attachments: UBCM_Program_summary.pdf; 2017 UBCM Convention Information Guide_Sept 19

2017_Caucus.docx

To: Ministerial Assistants

Hi Everyone,

Please see attached documents relevant to UBCM. Also to reiterate:

- 1. MAs are expected to scribe the meetings and ensure follow up
- 2. Please note the whipped events within the information guide
- 3. You are expected to staff your Minister throughout the day and evenings
- 4. If there is a problem with your meetings, there is a meeting information desk that you can direct your questions to.
- 5. Here is a list of receptions:

September 25th 5-7pm Fortis BC evening reception

September 25th 6:30-9:30pm BC Gaming Industry Association evening reception

September 26th 4-6pm BC Coal Industry receptionist evening reception

September 26th 7-9pm Port Authority evening reception

September 26th 4:30-6:30pm Forest Landowners evening reception

September 26th 7:30-9pm Columbia Institute evening reception

September 27th 7am-8:15am Island Trust Breakfast

September 27th 8pm – 12am CUPE BC evening reception

If there are any major concerns or questions during the week, please reach out to Kate van Meer Mass at 250-360-7322.

Thanks everyone!

From: Clark, Layne PREM:EX

Sent: Thursday, September 21, 2017 6:02 PM

To: Halls, Lori D PSA:EX
Cc: Meggs, Geoff PREM:EX

Subject: HR Roles

Attachments: OP HR Roles and Responsibilities Sept 2017.docx; ATT00001.txt

Hi Lori,

Please see attached working document for the various HR divisions within the office of the Premier and the new role within the PSA.

If you have any questions, do not hesitate to reach out to me. I should note that we are still considering your point regarding Admin staff and will get back to your shortly.

Thank you,

From: Clark, Layne PREM:EX

Sent: Thursday, September 21, 2017 9:21 AM

To: Cavanagh, Judy PREM:EX

Subject: RE: HR R&R

Attachments: HR JOB DUTIES.docx

I gave him the attached document. Didn't really go through it with him, let me review and then will chat with him today.

Layne

From: Cavanagh, Judy PREM:EX

Sent: Thursday, September 21, 2017 9:19 AM

To: Clark, Layne PREM:EX

Subject: HR R&R

Hi Layne,

Did you brief Geoff on the HR roles? And, did you give him anything in writing? If so, may I have a copy. I'm putting together the Finance one and will attach the HR as well. If you didn't give him anything in writing, I'll create the doc.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

Sent:Wednesday, September 20, 2017 5:34 PMTo:Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; Van Meer-Mass, Kate PREM:EX;

Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Cavanagh, Judy PREM:EX; Hannah, Matt GCPE:EX; Moran, Roseanne LASS:EX; Sanford, Donna L GCPE:EX; Parte, Maura PSA:EX; Christensen, Suzanne PREM:EX; Lowe, Mike GCPE:EX; Gibbs, Robb GCPE:EX;

Devereux, Rick GCPE:EX

Clark, Layne PREM:EX

Subject: Contact Information

Attachments: Relevant Contact Information for MA.docx

Hi Everyone,

From:

I have created a list for MAs to readily access people they may need. I have included all of you (and your teams) in this list. Can you please advise if you would like to be included, or if you think people are missing. Also, if you have any information that you would like included so that MA's can easily reference who they need to call, I would be happy to include it.

Thanks,

From: Clark, Layne PREM:EX

Sent: Wednesday, September 20, 2017 3:22 PM

To: Mulloy, Eleanor FIN:EX

Subject: RE: Meeting Request/Email Review

Yes – good to go on the letter.

L

From: Mulloy, Eleanor FIN:EX

Sent: Wednesday, September 20, 2017 2:45 PM

To: Clark, Layne PREM:EX

Subject: RE: Meeting Request/Email Review

Popping down!

Eleanor Mulloy, Executive Administrative Assistant

Priorities & Accountability Office

Office of the Premier Phone: 778-698-8971

From: Clark, Layne PREM:EX

Sent: Wednesday, September 20, 2017 2:43 PM

To: Mulloy, Eleanor FIN:EX

Subject: RE: Meeting Request/Email Review

I'm here now ☺

From: Mulloy, Eleanor FIN:EX

Sent: Wednesday, September 20, 2017 1:42 PM

To: Clark, Layne PREM:EX

Subject: Meeting Request/Email Review

Layne, Suzanne has an email that she would like sent out to the DMs, MAs and Ministers today. It has been reviewed and approved by Don Wright but she would like it vetted by the Chief of Staff's office. Please let me know when I can run down with it for your review. Thank you!

Eleanor Mulloy, Executive Administrative Assistant

Priorities & Accountability Office

Office of the Premier Phone: 778-698-8971

From:	Clark, Layne PREM:EX			
Sent:	Wednesday, September 20, 2017 11:43 AM	И		
To:	Cavanagh, Judy PREM:EX	Cavanagh, Judy PREM:EX		
Subject:	Premier's EA			
Attachments:	s.22			
Hi Judy,				
As mentioned, we woul Premier.	d like to hire two EA's to the Premier – one in the co	nstituency, and one travelling with the		
EA in the Constituency .22				
EA Travelling .22				
I will be contacting ther	n this week to set up an interview.			
	en it will be okay to proceed with the offer to s.22 st that you contact Lori Halls to discuss	and others. In regards to the other		
Thanks,				
Layne				

From:

Sent:

Layne

To:

Subject:	PSSG:EX; Sanford, Donna L GCPE:EX; Hannah, Matt GCPE:EX Legislative Planning
Hi Everyone,	
ensure that we have a started a weekly meeti trip). It would be expec	isked that we start regular meetings to review what legislation is being brought forward, and communications plan and other issues/priorities handled in advance. With this in mind, I have ing on Tuesdays at 10AM . This will begin in earnest on October 10th (post-UBCM and Ottawa cted that people would come with their understanding of the week or two weeks ahead, and ut vision for who is responsible for what priorities.
If you have any questic	ons, do not hesitate to reach out.
Thanks,	

Wednesday, September 20, 2017 11:25 AM

Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX; Lawson, Liam

Clark, Layne PREM:EX

Layne

From:
Sent:
Wednesday, September 20, 2017 11:00 AM
To:
Parte, Maura PSA:EX
Cc:
Meggs, Geoff PREM:EX
Subject:
Extension of OIC

Hi Maura,
s.22

Thank you,

From: Sent: To: Subject:	Clark, Layne PREM:EX Wednesday, September 20, 2017 9:59 AM LP Ministerial Assistants MA Introductions	
Hi Everyone,		
Just sending a quick note again ab calendar invite. I know many of yo	oout the meet & greet tonight at 6PM in the second second second bu are busy, but I definitely encourage you to be there.	. I will also re-send the
Thanks!		

From:

Sent: To: Subject:	Wednesday, September 20, 2017 9:57 AM Meggs, Geoff PREM:EX; Parte, Maura PSA:EX Update: MA Check-In
Hey Geoff and Maura,	
Just thought I would give	a quick update on how it went today with the MAs at the informal check-in.
lots of thought on For considerable basis and There is definitely vising the job description are into a	ful for the opportunity to come together and some mentioned feeling silo-ed. There was a having more opportunities to come together which I assured them we would arrange. deration, we need to think of ways for cross-ministry work and coming together on a work not just informally need to wrap my head around this. It still a bit of confusion on their role as either a Sr. MA, MA and EA. Maura is currently recriptions to help people through this process. It's also a key thing that we will need to an orientation session. The staying as late as 2AM (not kidding) and S. 13
- It lasted exactly ha	alf an hour.
I think it's a worthwhile ex that's my general direction	kercise for the MAs to continue to do this I'll get a bit more feedback from folks, but n.
Thanks,	
Layne	

Clark, Layne PREM:EX

From: Clark, Layne PREM:EX

Sent: Tuesday, September 19, 2017 8:25 PM

To: LP Ministerial Assistants

Cc: Van Meer-Mass, Kate PREM:EX; Oreck, Mira PREM:EX; Aaron, Sage PREM:EX;

Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX

Subject: Information for UBCM

Attachments: UBCM_Program_summary.pdf; 2017 UBCM Convention Information Guide_Sept 19

2017_Caucus.docx

To: Ministerial Assistants

Hi Everyone,

Kate has kindly pulled together the following information for everyone on UBCM:

The attached document has been distributed to caucus this evening explaining the who, what and where of UBCM. These attachments were provided to all caucus members tonight.

You should note that there needs to be a scribe in each of the municipal meetings. If the DM is not providing the scribe, you must take detailed notes. Once the meetings are done there is an expectation that a letter will be sent to the municipalities individually summarizing the conversation and identifying the themes and issues the municipality raised. This letter should be cc'd to the Ministry of Municipal Affairs so they can keep track of discussion themes.

MA's are expected to be with their Ministers at all times including the evening hospitality events and should be aware that all conversations are public conversations. If your Minister is registered for a luncheon or meal that requires registration you must also register. Details of these meals can be found on page 4 of the Information guide.

Cabinet members will be briefed on their panel roles and messaging. Sage Aaron and Jen Holmwood will be reaching out to schedule these briefings.

While this is most of the information, we are going to have a quick call for anyone who has follow-up questions on **Friday, September 22**nd at **10AM.** I will send a calendar invite shortly.

Thanks everyone!

From:	Clark, Layne PREM:EX
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Sent: Tuesday, September 19, 2017 8:10 PM

To: Meggs, Geoff PREM:EX

Subject: Review

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 \$.22
- We do need to schedule a briefing with Ministers on staff roles and responsibilities... Maura is currently redoing 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,

From: Clark, Layne PREM:EX Sent: Tuesday, September 19, 2017 4:36 PM LP Ministerial Assistants To: Oreck, Mira PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX; Hannah, Matt Cc: GCPE:EX; Van Meer-Mass, Kate PREM:EX; Cavanagh, Judy PREM:EX; Lowe, Mike GCPE:EX; Sanford, Donna L GCPE:EX; Parte, Maura PSA:EX; Moran, Roseanne LASS:EX Subject: Weekly MA Meeting Hi Everyone, I hope you are all doing well and I'm looking forward to seeing many of you tomorrow. In addition to the less formal check-ins, we have decided to do a formalized weekly MA meeting. These meetings will be held every Friday at 10AM in the^{s.15} . This is an opportunity for the Chief of Staff and others to brief you on the week ahead, provide you with any pertinent information you may need and answer questions. While we would like as many as possible to attend in person, we will provide a teleconference line for those unable to do so. These meetings will begin in the first week of October. Thank you! Layne

From: Clark, Layne PREM:EX

Sent: Tuesday, September 19, 2017 2:26 PM

To: Milne, Gala AG:EX

Subject: RE: Tomorrow's MA discussion

Hi Gala,

Tomorrow there is no agenda. It's actually just an opportunity for MAs to discuss with one another about some of the challenges their facing, and how we can better work together in a less structured setting. I'm waiting on a bit more information on UBCM, but once I get that I will send an e-mail to everyone with the overall plan and delegated contacts for you to reach out to.

Thanks,

L

From: Milne, Gala AG:EX

Sent: Tuesday, September 19, 2017 2:06 PM

To: Clark, Layne PREM:EX

Subject: Tomorrow's MA discussion

Hi Layne

Is there an agenda for tomorrow's 9:15am meeting with MAs? If so, I think it would be beneficial for us to have a briefing on UBCM proceedings next week.

Thanks, Gala

Gala Milne

Ministerial Assistant to the Honourable David Eby Ministry of the Attorney General

P: 250-387-1866 | C: 778-587-2143 | E: gala.milne@gov.bc.ca

From: Clark, Layne PREM:EX

Sent: Tuesday, September 19, 2017 12:25 PM

To: Cavanagh, Judy PREM:EX
Subject: Meeting Suggestions
Attachments: PO Meetings Idea.docx

Hi Judy,

I put together a template for Geoff's review on what our meetings could be structured like (especially for Friday's moving forward). I'd like to present this to him today. Sending it to you if you have any other thoughts that should be included.

I would imagine using the same template that you use within the Vancouver Office for a larger one that is Premier's Office wide.

Thanks,

L

From: Clark, Layne PREM:EX

Sent:Tuesday, September 19, 2017 12:08 PMTo:French, Shawna IRR:EX; Oreck, Mira PREM:EXCc:Sas, Jonathan IRR:EX; Wong, Tamarra PREM:EX

Subject: RE: FNLG Follow up

I think it would be great if you could do the first draft and then send to us for review. Would these be individual letters or a form letter?

Layne

From: French, Shawna IRR:EX

Sent: Tuesday, September 19, 2017 12:07 PM
To: Oreck, Mira PREM:EX; Clark, Layne PREM:EX
Cc: Sas, Jonathan IRR:EX; Wong, Tamarra PREM:EX

Subject: RE: FNLG Follow up

Hi Mira,

I'm going to pick up Geoff's scribe notes today from Tamarra. Are you able to advise if you want MIRR to draft the follow up letter on behalf of Geoff & PJH? Or will the PO be taking care of that?

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: 250-213-7671

mailto: Shawna.French@gov.bc.ca

From: Oreck, Mira PREM:EX

Sent: Thursday, September 14, 2017 11:02 AM **To:** French, Shawna IRR:EX; Clark, Layne PREM:EX

Cc: Farmer, Leila PREM:EX Subject: RE: FNLG Follow up

Thank you, Shawna. Much appreciated.

We will review and discuss. More shortly!

Mira

From: French, Shawna IRR:EX

Sent: Thursday, September 14, 2017 10:40 AM To: Oreck, Mira PREM:EX; Clark, Layne PREM:EX

Cc: Farmer, Leila PREM:EX Subject: FW: FNLG Follow up

Hi Mira & Layne,

First, THANK YOU so much for all your help leading up to and during the FNLG!

Second, below is a note I sent out to all the Ministry contacts. We have the scribe notes for the meetings with PJH. Are you able to send me the notes for Geoff? Also, would you like us to draft the letters to each FN thanking them for the meeting and highlighting the high level conversations/commitments for PJH & Geoff to sign?

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: 250-213-7671

mailto: Shawna.French@gov.bc.ca

From: French, Shawna IRR:EX

Sent: Wednesday, September 13, 2017 3:46 PM

To: IRR FNLG MINISTRY CONTACTS

Cc: BCPSA Agency DMC Admin & Operational Support; BCPSA Agency DM Associates Admin & Operational Support

Subject: FNLG Follow up

Hi All,

Thank you all for your assistance (and understanding!) leading up to, and during, the 4th annual Cabinet Minister & First Nations Leaders Gathering. This year was a bit of a whirlwind with our tight turn-arounds and huge demand in meetings, so all your cooperation was greatly appreciated!!

As per previous years, there are some immediate key next steps for each Ministry to action. Government has committed to timely follow up on commitments and actions from the 1:1 meetings, as it is critical to demonstrate commitment and advance progress at the First Nation community level.

- 1) Like last year, a template letter has been prepared by MARR, and is attached here, for all Ministries to use and send out to First Nations that your Minister had 1:1 meetings with. There is a section in the middle for Ministries to identify the issues discussed and commitments made at the 1:1 meetings. These letters must go out on or before October 13, 2017, and need to include a copy to our Ministry for tracking purposes (you can copy the ABR Correspondence Unit). The template does not need to be followed word for word, but the yellow highlighted pieces are very important to include.
- 2) Another important action item for your Ministry is to send each of your completed scribe templates for First Nations meetings (in separate documents 1 for each meeting) to Jeff Keene at Jeff.Keene@gov.bc.ca no Jeff.Jeene@gov.bc.ca no Jeff.Jeene@gov.bc.ca no Jeff.Jeene@gov.bc.ca no Jeff.Jeene@gov.bc.ca Jeene@gov.bc.ca Jeene@gov.bc.ca Jeene@gov.bc.ca Jeene@gov.bc.ca Jeene@gov.bc.ca Jeene@gov.bc.ca Jeene@gov.bc.ca <a href="Jeene@gov.bc
- 3) Also similar to last year, we will be creating a cross-government tracking document. This will be used to track the issues and commitments made during those 1:1 meetings to report out on progress. MIRR will request status updates at least three times before the next gathering. The status requests will come through your Ministry identified contact, and a centralized inventory for all ministries will be kept by MIRR for reporting out purposes prior to next year's gathering. Please use your scribe notes and fill out the attached template, including key topics and definitely any commitments made. Please send these back to Jeff Keene no later than October 13, 2017.

Over the next few days materials will be uploaded to our new SharePoint site: s.15

and you will all have access to that. Should you have any further questions about the process or requirements please feel free to be in touch with me. I am also copying DMO's on this note so they are aware of the timelines. Anything coming to MIRR should be DM approved.

Thank you,

Shawna French

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

5th Floor - 2957 Jutland

Victoria BC

Phone: 250 356-6330 Cell: 250-213-7671

mailto: Shawna.French@gov.bc.ca

Sent: Tuesday, September 19, 2017 11:24 AM To: Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX; Hannah, Matt GCPE:EX; Holmwood,

Clark, Layne PREM:EX

Jen PREM:EX; Van Meer-Mass, Kate PREM:EX; Oreck, Mira PREM:EX; Sanford,

Donna L GCPE:EX; Moran, Roseanne LASS:EX; Nash, Amber PREM:EX; Wong,

Tamarra PREM:EX; Cavanagh, Judy PREM:EX Ministerial Assistant - Contact Information!

Attachments: MA Contacts.xlsx

Hi Everyone,

Subject:

From:

Thank you all for your patience in the creation of this list!

There is now an official Ministerial Assistant Distribution List (this includes Senior MAs and MAs) and an Executive Assistant Distribution List. To use these lists, please click on "To..." in a new e-mail, and search for "LP Ministerial Assistants" or "LP Executive Assistants." This will allow you to contact them all at once. I am also in the process of creating a list for only Senior MAs.

Also attached is a list of individual MAs/EAs with their relevant ministry. There are currently no phone numbers with this list, but we should have that soon.

My only request would be to check with me if you would like to send an e-mail to all MAs. Ideally we would work together to send one e-mail with all necessary information, rather than inundate them with e-mails from all of us. Obviously I understand if you need to do something quickly, but let's try to keep it as organized as possible.

I would also recommend that all of you join the MAs on Wednesday night (6PM in the . This is the first opportunity for everyone to get to know one another and what brings them to the wonderful world of BC politics! I will send you all the calendar invite shortly. Happy for you to invite your relevant staff team members as well.

Thanks everyone!

From: Clark, Layne PREM:EX

Sent: Tuesday, September 19, 2017 9:52 AM

To: Meggs, Geoff PREM:EX
Cc: Wong, Tamarra PREM:EX

Subject: Chat

Hi Geoff,

I need some time with you to discuss the following:

- _ s.22
- Carole James MA
- Asia Trip
- Premier's EA
- _ s.22
- Estimates

Note that there are a few of my projects that have been handed over to Kate and Judy:

- HR Designation I have created a job description and it is with them for review now. Judy will talk about this with you on Friday
- Job Descriptions they are going over my original drafts for edits and then these will also come to you through Judy
- Finance/Budget Judy and Kate have separated these tasks

Let me know when you have time to discuss... half an hour is probably fine.

From: Clark, Layne PREM:EX

Sent: Monday, September 18, 2017 5:21 PM

To: Cavanagh, Judy PREM:EX

Subject:RE: edit on HRAttachments:HR JOB DUTIES.docx

Great. I've attached a document with edits here. I would imagine you would bring this forward to Geoff with the finalized job descriptions?

Una's recommendation was for Geoff to meet with each staff to discuss... so it's worth asking him how he would like to proceed on that front.

L

From: Cavanagh, Judy PREM:EX

Sent: Monday, September 18, 2017 5:19 PM

To: Clark, Layne PREM:EX Subject: edit on HR

A little late to this party.....but first sentence under your name.....responsible for HR should read within the Ministers' office (Not Ministry staff)

J

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Clark, Layne PREM:EX

Sent: Monday, September 18, 2017 4:12 PM

To: Cavanagh, Judy PREM:EX

Subject: RE: HR Advisor

Agreed.

From: Cavanagh, Judy PREM:EX

Sent: Monday, September 18, 2017 4:12 PM

To: Clark, Layne PREM:EX; Van Meer-Mass, Kate PREM:EX

Subject: RE: HR Advisor

Yes to both.

I just thought of one other thing to ask. Geoff – HR advice is DM of PSA.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Clark, Layne PREM:EX

Sent: Monday, September 18, 2017 4:10 PM

To: Cavanagh, Judy PREM:EX; Van Meer-Mass, Kate PREM:EX

Subject: RE: HR Advisor

Perhaps one more addition is to the job duties is provide new hires with an HR orientation and what resources are available to them through the PSA.

I would also like to talk with Lori on other roles that this person could play to integrate them further into the PSA.

Layne

From: Cavanagh, Judy PREM:EX

Sent: Monday, September 18, 2017 4:07 PM

To: Clark, Layne PREM:EX; Van Meer-Mass, Kate PREM:EX

Subject: RE: HR Advisor

Hi Layne,

You've captured what I believe is our understanding.

I thought we also said that the PSA advisor should be providing the same services for the Minister's offices (recruitment etc) when requested by the PO (i.e. you)

FYI, I just started the ball rolling with PSA to hire a CL11 for VCO. Our temp was pulled back to FICOM today for the week. Managed to get her back here for Friday after talking to her supervisor.

Now, I'll write up the Finance part.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Clark, Layne PREM:EX

Sent: Monday, September 18, 2017 3:23 PM

To: Cavanagh, Judy PREM:EX; Van Meer-Mass, Kate PREM:EX

Subject: HR Advisor

Hi Kate and Judy,

Here are some thoughts on the HR division of labour that could be pursued moving forward. Please let me know if you think our conversations were different than this arrangement or if you have further thoughts/intel:

Judy

- Responsible for all HR for the Vancouver Cabinet Office
 - Includes organizational structure, consideration of jobs that need to be filled, understanding any HR issues that may arise within VCO staff.
 - Main contact for VCO staff.

Kate

- Responsible for HR within the Victoria Premier's Office
 - Includes organizational structure, consideration of jobs that need to be filled, understanding any HR issues that may arise within PVO staff.
 - o Main contact for Directors and PVO staff.

<u>Layne</u>

- Responsible for HR within the Ministry Staff
 - Includes organizational structure, consideration of jobs that need to be filled, understanding any HR issues that may arise.
 - Main contact for Ministerial Assistants

I would imagine that the three of us would play key roles in the development of training, team culture, etc. This would include helping organize our Premier's Office retreat/planning session, and ensuring appropriate orientation of political staff. This would be after their initial orientation that will be put together by Maura and myself.

HR Advisor (Title to be confirmed on advice from PSA)

*Note that this is a separate and different position than the current two contracts that are currently held with the PSA.

Goal of the position would be to provide a link between the PSA and the Premier's Office. This person would be made available to the Premier's Office for advice on HR matters and to assist in operationalizing some of the Premier's Office HR needs.

Duties Include:

- Assisting in development of job descriptions
- Posting of job opportunities to central websites
- Recruitment of individuals
- Providing advice on interview questions, sitting in on interviews when asked
- Completing reference checks
- Organizing all paperwork for new employees
- Ensuring the completion of the appropriate political oath
- Providing advice on compensation as relevant to the individual
- Providing tools for the Premier's Office to utilize for performance management, leadership, etc
 - Helping utilizing some of these tools when requested
- Responsible for HR policy management and circulation of these policies when needed

Noted that requests must be made by Premier's Office staff and all other political staff should go to their direct
supervisor before the PSA. This would ensure that there is no loss of information in translation.

Let me know what you think and we can add this to the job descriptions for Geoff to consider.

Thanks,

From: Clark, Layne PREM:EX

Sent: Monday, September 18, 2017 3:37 PM

To: Parte, Maura PSA:EX

Subject: s.22

Hi Maura,

s.22 but will take

any advice you have on that file.

Please let me know if you have any concerns, if not I will call her today.

From: Clark, Layne PREM:EX

Sent: Monday, September 18, 2017 2:23 PM

To: LP Ministerial Assistants

Subject: Information

Attachments: Communications Operations Division.jpg; 2017-09-14 CLC Memo to Ministers

(House Ams).pdf; Memo-MA TownHall InfraEcDev.pdf; 2017 Cabinet Town Hall - Health and Safety - MA Memo.pdf; 2017 Investing in People Cabinet Town

Hall_signed.pdf; MA JobsResourcesGreenComm Invite.pdf

To: Ministerial Assistants

Hi Everyone,

I hope you all had a good weekend and were able to have some time to yourselves!

Attached to this e-mail you will find the following information:

- 1. Updated org chart for GCPE
- 2. Invitations to Townhalls at UBCM (please ensure they are in your Minister's calendars)
 - a. Note that we will be trying to arrange a briefing soon for you on this file will likely be a teleconference.
- 3. A letter that went to Deputy Ministers regarding House Amendments

Also, as mentioned on the call last Friday, I'd like to invite everyone to have a weekly check-in **every Wednesday at 9:10AM**, after you drop your Minister off at Cabinet. This is a casual opportunity to discuss amongst MAs some of the questions you have, challenges you're running into or positive stories that you would like to share. The location for this meeting is TBC – I will send an updated calendar invite with the location as soon as I can.

I would also like to invite everyone to join together this **Wednesday evening**, **September 20th at 6:00PM** for a social gathering to get to know one another and others that you will be working with on a more consistent basis. This will be held in the Caucus room. Please let me know if you are unable to attend.

Thanks again – and as always, feel free to reach out if you have any questions!

From: Clark, Layne PREM:EX

Sent: Friday, September 15, 2017 2:50 PM

To: Farmer, Leila PREM:EX; Oreck, Mira PREM:EX

Subject: FNLG Debrief

Hi All,

I just wanted to send some quick notes from the FNLG debrief. Most of my takeaways will be applied to how we better manage these types of projects in the future, but wanted you to have any notes for those taking the lead on future FNLG.

Positives

- Taking advice from the FNLG: youth delegation, involving the BCFed, etc
- Inclusive approach was great to have all of Caucus, Greens, Liberal critics
- Overall positive experience from participants

Action Items for Next Year

- Planning session needs to happen at the beginning and clearly defined roles need to be set (who is the main lead with the Ministry, where does GCPE fit in, who is in charge of the ultimate decision making?)
 - Ensure clarity on lines of communication, who takes lead and who has sign off authority
- Daily check-ins once roles are defined, these folks should meet at least once, if not twice, a day. This can help avoid silos
- Need to define how Caucus is involved and how to better incorporate them into meetings
- Other ideas:
 - Youth roundtable with the Premier
 - Changing the date so that it is not the first week of school
 - Inviting other communities (Metis, etc)

Other important notes to consider is follow-up. How do we coordinate the action items that have come out of these meetings and ensure that priorities are met? Would be useful to have a better understanding of the scribe notes/themes. Anything you can provide would be helpful so that I can send to the Chief of Staff so that he knows work is being done on this front.

Thanks everyone!

From: Clark, Layne PREM:EX

Sent: Friday, September 15, 2017 1:38 PM

To: Parte, Maura PSA:EX

Subject: Discussion - Things to do moving forward

Hey Maura,

I feel like we haven't had the time to really sit down and map out a few of the logistical pieces of orientation and how we're going to fit it all in within the coming days. I'm getting a bit of pressure to start this process, so I thought I would just send you an e-mail with some of the key things that need to get done moving forward and some of my ideas on how to do that. I know you're working on a lot of this already, so hopefully I didn't just duplicate work. Also understand you have a million other things on your plate – so please let me know what I can take on.

- Job descriptions for Ministry staff (ensuring it is actually reflective of the structures in place and with the understanding that EAs are in the constituency)
 - Need to meet with Roseanne to ensure the distinction between CA and EA is clear
- Orientation for Senior MAs/EAs and all political staff. I would ideally like to get this done as soon as possible, and it has to be considered that the last week of September is not an option due to UBCM.
 - Here are a few of my thoughts on the topic:
 - Introduction next Thursday, September 21st
 - Introduce themselves, what brings them to this role, who they think about when they come to work, what drives them
 - Social
 - Half day with Senior MAs, Friday September 22nd (Could also be Sunday, October 1st?)
 - Breakdown of their role and the understanding of managing staff
 - · Leadership training, rules of engagement and team building
 - Half day with Senior MAs and MAs, Friday September 22nd
 - Understanding the roles within the office
 - Media training
 - o Including physical practice within the halls
 - Understanding roles within PO, Caucus, Issues, GCPE, Whip, etc.
 - Bring in a previous MA to describe their role? Need to think a bit about this.
 - Full day with EAs, DATE TBC
 - Introduction to one another
 - · Team building exercise
 - Bring in previous EA that can provide insight into the position
 - Toolbox for when they are home key priorities and task lists
 - o In addition to this, as I mentioned previously, I am going to start hosting check-ins for all MAs after they drop their Minister off at Cabinet for them to have discussion, meet with one another, and chat casually about the days ahead. If it proves to be useful, we can continue, and if not, then we don't.
 - Binders a few things to consider including:
 - Leave policy (I have a document that the Whip and the Chief of Staff made for this)
 - House schedule
 - Rules of Engagement (this should maybe come later after an exercise at orientation?)
 - Org Charts
 - Contact Lists
 - HR Support

I'm sure you're working on agendas, etc so I thought I would just send a note with some of things I'm thinking about to be incorporated. I will be really curious to know Roseanne's feedback from the facilitated process that Caucus had and how we can incorporate some of those lessons into this orientation. I would like to provide as much space as

possible for them to work in small groups and then feedback, so that it is less presentation style only. Curious if you have thoughts on this.

Let me know what you would like from me to help move this process along and where I best fit in. I know you're working on a lot of these projects, but happy to take on what you think makes sense. We're in a limited timeframe and it's a lot to do. If you agree with some of these dates, I can send an e-mail out today with it all so that people start arranging their calendars.

Thanks again Maura. Both myself (and Geoff) really appreciate it!

From: Clark, Layne PREM:EX

Sent: Friday, September 15, 2017 11:56 AM

To: Van Meer-Mass, Kate PREM:EX; Cavanagh, Judy PREM:EX

Subject: Notes

Kate

- If Directors within the Premier's Office has HR issues, they can go to Kate for advice. If needed, Kate will seek further advice from the PSA.
 - o Kate will go through HR training with the PSA as well
- Hiring of the Premier's Office in Victoria
 - Job Descriptions
 - Screening
 - o Raising of the OIC (providing information to PSA to go through appropriate channel)
 - Interviews

Judy

- Hiring of Premier's Office Vancouver
 - Job Descriptions
 - Screening
 - Raising of the OIC (providing information to PSA to go through appropriate channel)
 - Interviews

Layne

- Hiring of Ministry Offices s.13
 - o Job Descriptions
 - Screening
 - o Raising of the OIC (providing information to PSA to go through appropriate channel)
 - Interviews

Performance evaluations – each director is responsible for their own areas Geoff is responsible for performance evaluations of Directors

From: Clark, Layne PREM:EX

Sent: Friday, September 15, 2017 11:48 AM

To: Meggs, Geoff PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: Meeting with IBEW

Hi Geoff,

Just a couple notes regarding the meeting with IBEW. There are four main items:

- 1. BC Hydro
 - a. The infrastructure is old. The government needs to spend money on this. In particular if the plan is freeze rates, a lot of money will need to be spent to invest in the infrastructure.
 - b. They are going to request a meeting with Minister Mungall to discuss further
- 2. Providing job opportunities in remote areas
 - a. With the potential cancellation of Kinder Morgan and Site C, there needs to be other projects on the horizon to promote to their members.
 - b. They will work with us to ensure that the promotion of these other projects are given to their members
 - c. They will also follow up with Minister Ralston
- 3. Infrastructure Investment
 - a. Meeting with Minister James to follow up on use of infrastructure investment funds
- 4. Review of Labour Code
 - a. They are requesting that a full review happens of the labour code (not just one off changes)
 - b. Large issues with the overall bargaining council system

He also advised them that there would not be a traditional labour liaison role in the office of the Premier.

Can follow up later on more details if you would like.

Thanks,

From: Clark, Layne PREM:EX

Sent: Thursday, September 14, 2017 6:21 PM

To: Wood, Jessica IRR:EX

Subject: RE: First Nations 101 Book for caus

I think this is great and would love to get a copy for everyone in the Premier's Office as well.

Really happy you're on the team. Let's find a time to meet in person next week.

Layne

From: Wood, Jessica IRR:EX

Sent: Thursday, September 14, 2017 10:37 AM

To: Clark, Layne PREM:EX

Subject: First Nations 101 Book for caus

Hi Layne,

Our office would like to purchase copies the book of *First Nations 101* for Caucus and wanted to make sure you knew and didn't have any concerns

http://www.firstnations101.com/

Info:

First Nations 101 is an easy to read primer that provides readers with a broad overview of the diverse and complex lives of First Nations people. It is packed with more than 70 subjects including education, youth, child welfare, urbanization, appropriate questions to ask a First Nations person, feminism, the medicine wheel, Two-spirit (LGBTQ), residential schools, the land bridge theory, and language preservation. Author Lynda Gray endeavours to leave readers with a better understanding of the shared history of First Nations and non-First Nations people, and ultimately calls upon all of us - individuals, communities, and governments - to play active roles in bringing about true reconciliation between First Nations and non-First Nations people. First Nations 101 was released on June 1, 2011 to celebrate National Aboriginal History Month.

The affordable price of \$20 for this 288 page book makes it the perfect class textbook, training resource, gift, and informative guide for any reader. Colleges and universities across the country are utilizing First Nations 101 in courses such as First Nations Studies, Nursing, English, Social Work, Sociology, and Child & Youth Care.

One dollar from the sale of each book is donated to the Urban Native Youth Association's capital campaign to build a Native Youth Centre in Vancouver, BC. Click here to find out more.

Thanks,

Jessica Wood | Ministerial Assistant to the Honourable Scott Fraser | Ministry of Indigenous Relations and Reconciliation | 250-953-4103

From: Clark, Layne PREM:EX

Sent: Thursday, September 14, 2017 5:38 PM

Subject: Check-In Tomorrow at 3PM

Hi Everyone,

I'd like to do a quick check-in **tomorrow at 3PM** via teleconference. It should not take more than 20 minutes. Please use the following teleconference line:

Tel: s.15,s.17

Participant code: s.15,s.17

Also – a few MA's are going to get together tomorrow night (around 6PM) so if you're in town, you should definitely join in. It's been an exciting week, and it's a good opportunity to catch up with everyone. Location will be told tomorrow on the call.

Thanks all,

From: Clark, Layne PREM:EX

Sent: Thursday, September 14, 2017 9:23 AM

To: 'Jonathan Sas'
Subject: RE: UBCM

Hi Jonathan,

I would suggest, unless you feel there is a justified reason, that there is only one staffer. I also think because s.22 ... it might make the most sense for you to be the one attending.

Thanks,

Layne

From: Jonathan Sas [mailto s.22

Sent: Thursday, September 14, 2017 8:14 AM

To: Clark, Layne PREM:EX

Subject: UBCM

Hey Layne,

Can both MAs (myself and Jessica) attend parts of the UBCM?

s.22

Thanks

--

Jonathan Sas

mobile: 236-996-6343 Twitter: @jonathan_sas

From: Clark, Layne PREM:EX

Sent: Thursday, September 14, 2017 9:12 AM

To: Clark, Layne PREM:EX; Wong, Tamarra PREM:EX; Devereux, Rick GCPE:EX; Oreck,

Mira PREM:EX; Nash, Amber PREM:EX; Van Meer-Mass, Kate PREM:EX; Holmwood,

Jen PREM:EX; Aaron, Sage PREM:EX; Dalzell, Danielle GCPE:EX; Farmer, Leila

PREM:EX

Subject: FNLG Debrief

Attachments: FNLG Debrief Sept 14.docx

Hi Everyone,

Please see attached agenda for the FNLG debrief. For those in Victoria, the meeting will be held in the solution solution states and solution states are calling in, please use the following teleconference line:

Tel: s.15,s.17

Participant code: \$.15,\$.17

Moderator code:

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

From: Clark, Layne PREM:EX

Sent: Thursday, September 14, 2017 9:06 AM

To: White, Christine MAH:EX

Cc: Kinnear, Lindsay PREM:EX; Massy, Michelle E PREM:EX

Subject: RE: Confirmation of SI Meeting September 27th

Hi Christine,

I was advised yesterday by Elizabeth MacMillan that the appropriate way to ask for leave is for the Minister to reach out to the Chair of the Committee to see if there is anything pertinent on the agenda. It then should be up to the two of them to decide if leave is approved.

Thanks,

Layne

From: White, Christine MAH:EX

Sent: Thursday, September 14, 2017 8:52 AM

To: Clark, Layne PREM:EX

Cc: Kinnear, Lindsay PREM:EX; Massy, Michelle E PREM:EX Subject: RE: Confirmation of SI Meeting September 27th

Importance: High

Good morning,

I would like to request leave for Minister Robinson for the below noted meeting as this is the week of UBCM.

In order to utilize her time as best as we can, and to meet with LG's and attend functions, she would appreciate the leave being granted.

Thank you,

Christine White

Administrative Coordinator to the Honourable Selina Robinson Minister of Municipal Affairs and Housing Room 310, Parliament Buildings

Cell: \$.17 Office: 250.387-6478



Please consider the environment before printing this email.

From: Kinnear, Lindsay PREM:EX

Sent: Wednesday, September 13, 2017 4:20 PM

To: Bourke, Brynn PREM:EX; Clark, Layne PREM:EX; Cooling, Karen PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Giuliano, Angela HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Harrison, Veronica PSSG:EX; Higgins, Keira PREM:EX; Hill, Robert LASS:EX; Holding, Marina TAC:EX; Iliffe, Liam PREM:EX; Kelly, Mary PMH:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Papadopoulos, James AEST:EX; Roberts, Connie A ABR:EX; Russell, Shannon MH:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Wade, Debbie HLTH:EX; Wakeman, Michelle PSSG:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wong, Tamarra PREM:EX

Subject: Confirmation of SI Meeting September 27th

Importance: High

Good Morning,

Please note the following Social Initiatives Committee (SI) is now confirmed. Please update your Minister/Officials' Calendar.

Wednesday September 27th, 2017 Time: 7:00 p.m. – 9:00 p.m.

Location: s.15

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: Wednesday, September 13, 2017 1:20 PM

To: Meggs, Geoff PREM:EX

Subject: FNLG Debrief

Attachments: FNLG Debrief Sept 14.docx

Attached tentative agenda. Let me know if you would like to include anything else.

I am also going to include Danielle Dalzell (GCPE) and Leila Farmer (MA) to join if available as they both played key roles.

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: Wednesday, September 13, 2017 12:58 PM

To: Talbot, Sarena MCF:EX

Subject: RE: iStore Order 816181-51157- Surface Pro- Sarena Talbot

Hi Sarena,

I would work with your Deputy Minister to make sure you have the technology you need to do your job. I think it is justified that you will need to take notes, etc on the run but I would refer to them to if you're having issues getting what you need.

Thanks,

Layne

-----Original Message-----From: Talbot, Sarena MCF:EX

Sent: Tuesday, September 12, 2017 5:46 PM

To: Clark, Layne PREM:EX

Subject: FW: iStore Order 816181-51157- Surface Pro- Sarena Talbot

Hi Layne,

Me again. We put in a request for me to get a surface pro like Paula's (my senior MA).

We have gotten a response back that we need to justify why I need a surface pro. I'm not sure how much more a surface pro costs versus a laptop, but if possible I think it would make taking notes and traveling to meetings easier.

Do you have any general direction of what supplies MAs are entitled to? I want to have things that are useful, but not at the expense of the ministry coming under fire if it's seen as over-spending.

I am also having a hard time hearing back about getting a monitor and keyboard to connect to the surface pro.

Any advice would be appreciated!

Thanks, Sarena

----Original Message----

From: Newman, Debbie MCF:EX

Sent: Tuesday, September 12, 2017 5:18 PM

To: Talbot, Sarena MCF:EX

Subject: Re: iStore Order 816181-51157- Surface Pro- Sarena Talbot

I think they're looking for a business rationale as surface pros are usually only provided to ADM's, at least in the ministry. If you say something about needing to meet operational needs you should be ok but maybe have Paula weigh in too

Sent from my iPhone

> On Sep 12, 2017, at 4:40 PM, Talbot, Sarena MCF:EX <Sarena.Talbot@gov.bc.ca> wrote:

>

```
> Thanks Debbie-do you know what with "Workstation Justification" means?
> I'm not sure where this is at in the process?
> Thanks,
> sarena
> ----Original Message-----
> From: Newman, Debbie MCF:EX
> Sent: Tuesday, September 12, 2017 3:30 PM
> To: Lee, Tim FIN:EX; White, Emily MCF:EX; Talbot, Sarena MCF:EX
> Subject: RE: iStore Order 816181-51157- Surface Pro- Sarena Talbot
> Thanks Tim
> -----Original Message-----
> From: Lee, Tim FIN:EX
> Sent: Tuesday, September 12, 2017 3:25 PM
> To: White, Emily MCF:EX
> Cc: Newman, Debbie MCF:EX
> Subject: FW: iStore Order 816181-51157- Surface Pro- Sarena Talbot
> Hi Emily,
> iStore Order 816181-51157- Surface Pro- Sarena Talbot has now been issued with Workstation Justification.
> Regards,
> Tim Lee
> IT Procurement & Asset Management Coordinator Information Management Branch Supporting the Ministry
Finance Office of the Premier and various agencies, boards and commissions
> Tel:(778) 698-3069 Cell:(250)213-7273 Fax:(250)356-1494
> This email, including any attachments, may include confidential information and may be protected by law. If you
have received this communication in error, please notify me immediately and delete the message, including any
attachments, without disclosing or using it.
> ----Original Message-----
> From: Workflow Mailer [mailto:oracle@guinness.cas.gov.bc.ca]
> Sent: Tuesday, September 12, 2017 3:22 PM
> To: Lee, Tim FIN:EX
> Subject: FYI: iStore Order 816181 details
> Oracle Workflow Notification (FYI)
> PLEASE DO NOT REPLY TO THIS EMAIL.
> iStore Order 816181 details
```

```
> Order Number:816181
> PO# / Ministry Ref#:51157
> Order Amount:
> Order Status:Entered
> Customer: FINANCE, MTIC, OFFICE OF THE PREMIER Reporting TCA: MINISTER OF CHILDREN AND FAMILY
DEVELOPMENT Order Date:12-SEP-2017 Preparer:TIMOTHY LEE Technical Reviewer:
> Preliminary Approver:
> Expense Authority: MCLEAN, GORDON
> Instructions 1:New Hire
> Workstation Justification:
> Brief-Desc-StartRequest for a Surface Pro 4 to meet operational needs.Brief-Desc-End
>
> Capital-Provided=N
> Proj-Serv-Req=N
> iStore Number-Start Enter here. i
> Ship Method:
> Order Lines
> Line:1
> Order Item: PI-WIN-OPERATING-SYSTEM-10-MONTHLY
> Service Delivery Unit: IBM
> Charge Account: 022.32085.34097.6301.3210442.
> UOM: WST
> Quantity: 1
> Price: 0.00
> Recovery Frequency: MONTHLY
> Term:
> Monthly Amortized Amount:
> Amount (12 Months): 0.00
> Line:1
> Order Item: PI-STANDARD-CLASS
> Service Delivery Unit: IBM
> Charge Account: 022.32085.34097.6301.3210442.
> UOM: EA
> Quantity: 1
> Price: 0.00
> Recovery Frequency: MONTHLY
> Monthly Amortized Amount:
> Amount (12 Months): 0.00
> Line:1
> Order Item: PI-DEPLOYMENT-LOW-TOUCH
> Service Delivery Unit: IBM
> Charge Account: 022.32085.34097.6301.3210442.
> UOM: EA
> Quantity: 1
> Price: 0.00
```

> Recovery Frequency: ONE

```
> Monthly Amortized Amount:
> Amount (12 Months): 0.00
> Line:1
> Order Item: PI-SLATE-PRO-LAPTOP-PC-U3
> Service Delivery Unit: IBM
> Charge Account: 022.32085.34097.6301.3210442.
> UOM: WST
> Quantity: 1
> Price: 130.00
> Recovery Frequency: MONTHLY
> Term:
> Monthly Amortized Amount:
> Amount (12 Months): 1,560.00
> Total Amount (12 Months): 1,560.00
> Order Information
> Line:1
> Recipient: Sarena Talbot
> Contact Address (optional): ROOM 134-PARLIAMENT BUILDINGS, VICTORIA, BC, V8V1V2, CA Ship to Contact:
White, Emily Request Date: 12-SEP-2017
>
> To view your order status, visit the iStore home page and click on the Orders link
```

> Term:

From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 4:48 PM

To: Cooling, Karen PREM:EX

Subject: RE: SI Committee

Hi Karen,

Agendas are coordinated through Cabinet Operations, so it is best to contact MacMillan, Elizabeth PREM:EX <u>Elizabeth.MacMillan@gov.bc.ca</u>. If it isn't her, she will be able to direct your request to the appropriate place. Note that agendas are usually set two weeks in advance.

Thanks!

Layne

From: Cooling, Karen PREM:EX

Sent: Tuesday, September 12, 2017 3:56 PM

To: Clark, Layne PREM:EX Subject: SI Committee

Hi Layne:

Minister Bains is on the Social Initiatives Committee. Can you please advise how he gets an item on the agenda for tomorrow night's meeting?

Thanks Karen

Karen Cooling

Ministerial Assistant to the Honourable Harry Bains Minister of Labour Room 342, Parliament Buildings Victoria, BC 250 953 0920

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From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 4:46 PM

To: Talbot, Sarena MCF:EX **Subject:** RE: Minister Chen and Chow

The MA (Nikki Sharma) is starting October 1st.

I'll follow up with Maura on the AA front.

Layne

From: Talbot, Sarena MCF:EX

Sent: Tuesday, September 12, 2017 4:44 PM

To: Clark, Layne PREM:EX

Subject: RE: Minister Chen and Chow

Thanks Layne, that's great news!

Do you have an ETA on when Minister Chen's Admin Assistant will start?

We are super swamped because our AC and AA are away so if Minister Chen's AA could start as soon as possible that would really take some pressure off!

Thanks for all you do,

Sarena

From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 3:49 PM

To: s.22 Talbot, Sarena MCF:EX

Subject: Minister Chen and Chow

Hi All,

Surjit Dhanota, who is the Operations Manager at the Leg, has said that he will have Minister Chen and Minister Chow's office's set up by the end of the week. He will also have the MA offices set up. He was hesitant to set up the admin section in case the new staff want to set it up in a specific way for their liking. Regardless, you can reach out to him at Surjit.dhanota@leg.bc.ca to discuss further on how the office should be set up.

Sarena I'm including you, as Minister Chen's MA has not yet started.

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

From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 4:47 PM

To: Parte, Maura PSA:EX

Subject: RE: Executive Assistants Check-in DRAFT

This is great- any chance we can change it to 11:30?

From: Parte, Maura PSA:EX

Sent: Tuesday, September 12, 2017 4:44 PM

To: Clark, Layne PREM:EX

Subject: Executive Assistants Check-in DRAFT

I am hoping to send out by tonight if possible. Thank you

Hello Everyone,

Congratulations and welcome to your new role as an Executive Assistant!

I'm reaching out to set up a meeting so we can check in about your new role. There will be more formal orientation in the weeks ahead.

Executive Assistant Check-in Thursday, September 14 11:00AM-12:30PM xxxxxxxx

Agenda

- Review of EA Job Description (please see attached)
- Ministerial Staff Team
- On boarding (forms, computer, phone, mobile devices, travel)
- Relationship to Constituency Office Staff
- Next Steps/Orientation

Please let us know right away if you can attend and thank you again for your patience as we build our team.

Kind regards,

Maura

From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 3:49 PM

To: s.22 Talbot, Sarena MCF:EX

Subject: Minister Chen and Chow

Hi All,

Surjit Dhanota, who is the Operations Manager at the Leg, has said that he will have Minister Chen and Minister Chow's office's set up by the end of the week. He will also have the MA offices set up. He was hesitant to set up the admin section in case the new staff want to set it up in a specific way for their liking. Regardless, you can reach out to him at Surjit.dhanota@leg.bc.ca to discuss further on how the office should be set up.

Sarena I'm including you, as Minister Chen's MA has not yet started.

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

From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 12:46 PM

To: \$.22

Subject: Interview

Hi^{s.22}

s.22

I hope all is well with you.

Please let me know if you are available at this time. The interview would be held at \$.15

Thanks!

Layne

From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 11:40 AM

To: Parte, Maura PSA:EX; Una Walsh; Oreck, Mira PREM:EX

RE: EA for Victoria Swan Lake Subject:

I'm happy to do this interview. Una – perhaps it would be good to have you come over for this one? As well, we can try to set up a time for you and Geoff to have a debrief.

Layne

From: Parte, Maura PSA:EX

Sent: Tuesday, September 12, 2017 10:58 AM

To: Una Walsh; Oreck, Mira PREM:EX; Clark, Layne PREM:EX

Subject: FW: EA for Victoria Swan Lake

Please see attached resume for s.22

I'm hoping she can be interviewed this week.

Thank you

From: s.22

Sent: Monday, September 11, 2017 12:48 PM

To: Parte, Maura PSA:EX

Subject: EA for Victoria Swan Lake

s.22

From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 11:25 AM

To: Parkinson, Elizabeth PREM:EX

Subject: RE: Conference Line

Cool. Thanks Elizabeth.

I wonder, since we're only billed for the amount that call in, if we should get it set up for 100 people. We have around 70 political staff (MAs/EAs) and a few others that will join in at times...

Layne

From: Parkinson, Elizabeth PREM:EX

Sent: Tuesday, September 12, 2017 10:33 AM

To: Clark, Layne PREM:EX Subject: RE: Conference Line

HI Layne,

The line is now set to accommodate 60 people. We are only billed for the amount of people who call in. The lines can be set to handle as many as 200 callers.

Thanks,

Elizabeth

From: Clark, Layne PREM:EX

Sent: Monday, September 11, 2017 6:44 PM

To: Parkinson, Elizabeth PREM:EX

Subject: Conference Line

Didn't let additional folks on.... Definitely need to sort out a larger conference call line tomorrow..

L

From: Clark, Layne PREM:EX

Sent: Tuesday, September 12, 2017 8:18 AM

To: 'Jonathan Sas'

Cc: Farmer, Leila PREM:EX

Subject: RE: Where to go this morning??

Hi Jonathan,

When your Admin Coordinator arrives, you can ask her to reach out to the Ministry office to get you set up with a computer, etc. Leila Farmer (who was the Senior MA there) should be back tomorrow. Today you will mostly be ensuring that your Minister makes it to the House, etc on time. There are likely binders for you to review. And everyone comes to the Caucus room during QP to watch together.

Your AC may also be able to arrange for you to get a briefing with your Deputy Minister.

Thanks,

Layne

From: Jonathan Sas s.22

Sent: Tuesday, September 12, 2017 7:51 AM

To: Clark, Layne PREM:EX

Subject: Where to go this morning??

Hi there Layne,

Jonathan Sas here. Security let me in to Minister Frasers office but there's no one yet here. Was there someone I am supposed to meet this morning to get set up?

Thanks

--

Jonathan Sas

mobile: 236-996-6343 Twitter: @jonathan_sas

From: Clark, Layne PREM:EX

Sent: Monday, September 11, 2017 5:58 PM

To: Cavanagh, Judy PREM:EX

Subject: Org Chart

Attachments: Premier Org Chart.png

With correspondence staff. Call me if you want to chat.

From: Clark, Layne PREM:EX

Sent: Monday, September 11, 2017 5:05 PM **Subject:** Important: Conference Call Check-In Tonight

Hi Everyone,

We would like to have a quick conference call tonight at 6:30PM. This is to go over the day and provide a few notes for all the new staff. Please make sure that all MAs within your Ministry receive this information.

You can use the following teleconference line:

Tel: s.15,s.17

Participant code: s.15,s.17

Moderator code Layne Clark to use)

Thanks everyone.

Layne

From: Clark, Layne PREM:EX

Sent: Monday, September 11, 2017 11:04 AM

Cc: Parte, Maura PSA:EX **Subject:** Notes for Today

Attachments: IM Contact Info and Assignments.docx; Session Schedule.docx

Hi Everyone,

Thanks again for coming to the MA orientation yesterday. We will be getting everyone together very soon for a deeper dive into the role and what you can expect over the coming weeks. With that said, I wanted to review some of the information in a quick note.

House Schedule

Please find attached the house schedule. For this week only, QP will be at 2PM each day. As mentioned yesterday, MAs are asked to come to the Caucus room during QP. Please bring any relevant information you may need to the room.

Issue Managers

Please find attached Issue Manager contact info and their relevant Ministry assignment. If you have questions or concerns about question period, feel free to reach out to them directly. In the Session Schedule, you will note that there is an hour time-slot for QP Prep. Please talk to your Issue Manager to ensure you have half an hour blocked within that timeframe for prep.

Attire

Staff required to travel the Speaker's Corridor during session must wear attire that meets the Sergeant-at-Arms guidelines.

Who has to wear what?

Men: Jacket and tie

Women: Proper business attire (e.g. no sleeveless blouses, no "exercise-style" clothing)

Who has to wear it?

Any staff who could reasonably expect to be required to pass through the Speaker's Corridor, either regularly or from time to time, must wear appropriate attire.

Office Set-Up

If you need help getting set up with e-mail, computers, etc please reach out to your Deputy Minister office. They can help expedite this process for new staff. With that said, many of the new MAs are not set up on e-mail yet. Please pass this along and ensure they have all the information.

Thanks everyone and have a great budget update day! If you have any questions, do not hesitate to reach out to Maura or myself.

Layne

From: Clark, Layne PREM:EX

Sent: Monday, September 11, 2017 10:09 AM

To: Lenz, Gary LASS:EX

Subject: s.15

Hi Gary,

As we discussed, we will be moving our two Ministers of State, Katrina Chen and George Chow into

Is it possible for Surjit to meet with the MAs about setting up the space? There is a bit of work to do in terms of moving furniture, etc.

Let me know what the best way to do this is – ideally we would do this as soon as possible.

Thanks again,

Layne

Clark, Layne PREM:EX From:

Sunday, September 10, 2017 4:52 PM Parte, Maura PSA:EX; s.22 Sent:

To: Oreck, Mira PREM:EX

Staffing Update Subject:

Hi All,

s.13,s.22

Thoughts?

Layne

From: Clark, Layne PREM:EX

Sent: Sunday, September 10, 2017 4:35 PM

To: Kinnear, Lindsay PREM:EX

Subject: RE: MO Contact List - Updated as September 8th, 2017

Attachments: MO Staff List - Sept 10.docx

Hi Lindsay,

I've attached here some new names for your list. They are getting set up this week, so we should have their cell phone numbers soon.

Thanks,

Layne

From: Kinnear, Lindsay PREM:EX

Sent: Friday, September 8, 2017 3:17 PM

To: Aaron, Sage PREM:EX; Brosz, Corinne M ENV:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cliffe, Ashley CSCD:EX; Cooling, Karen PREM:EX; Currie, Kathie PREM:EX; Dewar, Bob PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie PREM:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Hay, Lorna CSCD:EX; Higgins, Keira PREM:EX; Holt, Lynne FIN:EX; Iliffe, Liam PREM:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P MH:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Marquis, Yvette FIN:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neves, Gilbert FIN:EX; Robb, Amanda JTST:EX; Roberts, Connie A ABR:EX; Russell, Shannon MH:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Tello, Romeo PREM:EX; Wade, Debbie HLTH:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Winstanley, Lori EMPR:EX; Wong, Tamarra PREM:EX

Subject: MO Contact List - Updated as September 8th, 2017

Good Afternoon,

Please find attached the updated MO contact list.

Please review and advise of any changes that need to be made.

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, September 8, 2017 10:51 AM

To: Parte, Maura PSA:EX; Oreck, Mira PREM:EX; 'raj.sihota@bcndp.ca'

RE: s.22 Subject:

I would like to explore the idea of having a shared EA between the Ministers of State. Understandably, budget may be an issue, but I think it's worth inquiring.

Maura – do you know the process for this?

Thanks,

Layne

From: Parte, Maura PSA:EX

Sent: Wednesday, September 6, 2017 8:31 PM To: Oreck, Mira PREM:EX; 'raj.sihota@bcndp.ca'

Cc: Clark, Lavne PREM:EX Subject: s.22

Hi there. s.22

s.22

Thanks, Maura

From: Clark, Layne PREM:EX

Sent: Thursday, September 7, 2017 12:55 PM

To: Van Meer-Mass, Kate PREM:EX

Cc: Dalzell, Danielle GCPE:EX; Tounsi, Marielle GCPE:EX; Oreck, Mira PREM:EX; Hannah, Matt GCPE:EX; Farmer, Leila PREM:EX

Subject: Re: Solidarity Rally – End Fish Farms in the Broughton Archipelago

Hi Everyone,

I made the call to have Minister Fraser join and speak to the crowd. It was on message and the Comms Director, Chris Hobard, took a video.

Aaron Sam, GCPS, Don Bain and Bob Chamberlain all thanked him for speaking so I think it was the right move.

If anyone has questions or concerns they can reach out to me.

Thanks,

Layne

On Sep 7, 2017, at 11:45 AM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

We have left. All went well.

Sent from my iPhone

On Sep 7, 2017, at 11:42 AM, Dalzell, Danielle GCPE:EX < Danielle.Dalzell@gov.bc.ca > wrote:

I think it's fine to leave.

From: Van Meer-Mass, Kate PREM:EX

Sent: Thursday, September 07, 2017 11:42 AM

To: Tounsi, Marielle GCPE:EX

Cc: Dalzell, Danielle GCPE:EX; Clark, Layne PREM:EX; Oreck, Mira PREM:EX; Hannah, Matt GCPE:EX

Subject: Re: Solidarity Rally – End Fish Farms in the Broughton Archipelago

So don bains has noticed we are out here but no one else. I am not inclined to stay out here much longer.

Sent from my iPhone

On Sep 7, 2017, at 11:08 AM, Tounsi, Marielle GCPE:EX < Marielle.Tounsi@gov.bc.ca > wrote:

Jen has requested that I now run a media event on Port Mann at 12:15 at VPO. Happy to scope out rally now, but Kate and Layne can you please each staff your ministers? I'll come back to the rally as soon as the avail is over. Thanks,

Marielle Tounsi
Media Relations
Government Communications and Public Engagement
778-584-1255
Marielle.Tounsi@gov.bc.ca

On Sep 7, 2017, at 10:57 AM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

I'm getting this printed for the minister so hopefully no changes

Sent from my iPhone

On Sep 7, 2017, at 9:30 AM, Dalzell, Danielle GCPE:EX < Danielle.Dalzell@gov.bc.ca > wrote:

An issue note is attached to brief Ministers.

Matt, have any changes been made to this since Tuesday?

Danielle

From: Clark, Layne PREM:EX

Sent: Thursday, September 07, 2017 9:28 AM

To: Dalzell, Danielle GCPE:EX

Cc: Tounsi, Marielle GCPE:EX; Oreck, Mira PREM:EX; Hannah, Matt GCPE:EX; Van Meer-Mass, Kate PREM:EX

Subject: Re: Solidarity Rally - End Fish Farms in the Broughton Archipelago

I have spoken with Minister Fraser and he is good to go. I agree on the 12:30 time.

Come find us at his table during lunch and we can go from there.

Layne

Sent from my iPhone

On Sep 7, 2017, at 9:24 AM, Dalzell, Danielle GCPE:EX < Danielle.Dalzell@gov.bc.ca > wrote:

Just a note that we should avoid going out between 11:55 and 12:30, so we don't interfere with their media avail.

Because she is available, it would be great if MLP could go out before 11:55.

And then MSF could go out after 12:30, or whenever their avail ends.

My advice to Marielle was not to seek out media, but be prepared to answer questions if need be. Does everyone agree with that approach?

From: Tounsi, Marielle GCPE:EX

Sent: Thursday, September 07, 2017 9:16 AM

To: Dalzell, Danielle GCPE:EX

Cc: Oreck, Mira PREM:EX; Clark, Layne PREM:EX; Hannah, Matt GCPE:EX; Van Meer-Mass, Kate

PREM:EX

Subject: Re: Solidarity Rally – End Fish Farms in the Broughton Archipelago

If this is a go let me know when and where would be the easiest to meet the ministers and we can do a quick brief before heading out together.

Thanks,

Marielle Tounsi
Media Relations
Government Communications and Ruh

Government Communications and Public Engagement 778-584-1255

Marielle.Tounsi@gov.bc.ca

On Sep 6, 2017, at 10:28 PM, Dalzell, Danielle GCPE:EX < Danielle.Dalzell@gov.bc.ca > wrote:

Looping Marielle in. She is ready to staff the Minister(s).

Sent from my iPhone

On Sep 6, 2017, at 9:34 PM, Oreck, Mira PREM:EX < Mira.Oreck@gov.bc.ca > wrote:

Sounds like it's a go and I'm fine with that. Probably smart for us to connect on this in the morning.

Sent from my iPhone

On Sep 6, 2017, at 9:05 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

I'm going to talk to Minister Fraser tomorrow but I will recommend he goes.
Thanks,
Layne

Sent from my iPhone

On Sep 6, 2017, at 6:54 PM, Hannah, Matt GCPE:EX < Matt.Hannah@gov.bc.ca > wrote:

I think it's a good idea for them to go.

Matt Hannah 778.584.1249

On Sep 6, 2017, at 6:52 PM, Van Meer-Mass, Kate PREM:EX < <u>Kate.VanMeer-</u> <u>Mass@gov.bc.ca</u>> wrote:

Let me know what the decision is. I have not spoken to mlp but happy to advise if there is consensus.

Sent from my iPhone

On Sep 6, 2017, at 4:39 PM, Hannah, Matt GCPE:EX

<<u>Matt.Hannah@gov.bc.ca</u>>

wrote:

Adding Kate here, as she's working with MLP today and tomorrow. I'm comfortable if they want to go out and greet them. Matt

From: Dalzell,

Danielle

GCPE:EX

Sent:

Wednesday,

September 6,

2017 4:39 PM

To: Oreck,

Mira

PREM:EX;

Hannah, Matt

GCPE:EX

Subject: RE:

Solidarity

Rally – End

Fish Farms in

the

Broughton

Archipelago

Update: Lana's schedule is free any time after 9:55am, but we

haven't

checked with to see if she will be on site.

From: Dalzell,

Danielle

GCPE:EX

Sent:

Wednesday,

September

06, 2017 2:24

PM

To: Oreck,

Mira

PREM:EX;

Hannah, Matt

GCPE:EX

Subject: RE:

Solidarity

Rally – End

Fish Farms in

the

Broughton

Archipelago

12:30 -1:30 is a

lunch break for

everyone, so

they shouldn't

have anything

scheduled.

But whatever

you think is the

best approach

is good with

me. I just

wanted to flag

it as a

possibility.

From: Oreck, Mira PREM:EX

Sent:

Wednesday, September 06, 2017 2:20

PM

To: Dalzell,

Danielle

GCPE:EX;

Hannah, Matt

GCPE:EX

Subject: RE:

Solidarity

Rally – End

Fish Farms in

the

Broughton

Archipelago

I don't mean to be a nay-sayer but the schedule of meetings is so back to back,

I'm actually not sure this will be possible.

From: Dalzell,

Danielle GCPE:EX

Sent:

Wednesday, September 6, 2017 2:19 PM

To: Hannah,

Matt

GCPE:EX;

Oreck, Mira

PREM:EX

Subject: RE:

Solidarity

Rally – End

Fish Farms in

the

Broughton

Archipelago

If you want

them to go,

Marielle can go

with them.

From: Dalzell,

Danielle

GCPE:EX

Sent:

Wednesday,

September

06, 2017

12:00 PM

To: Hannah,

Matt

GCPE:EX;

Oreck, Mira

PREM:EX

Subject: RE:

Solidarity

Rally – End

Fish Farms in

the

Broughton

Archipelago

For clarity, I just meant they should go out and chat before or after the organizers' media avail, not join it.

From: Dalzell,

Danielle

GCPE:EX

Sent:

Wednesday,

September

06, 2017

11:16 AM

To: Hannah,

Matt

GCPE:EX;

Oreck, Mira

PREM:EX

Subject: RE:

Solidarity

Rally – End

Fish Farms in

the

Broughton

Archipelago

Importance:

High

Hello,

Are there plans

to send any

Ministers out

to chat with

people at the rally? The media availability is apparently at 12 noon. Perhaps Minister Fraser and Minister Popham? We will need to carve out space in their schedules if so. Let me know and I can start the ball rolling. Thanks, Danielle

Subject: FYI:

Media

Advisory:

Solidarity

Rally – End

Fish Farms in

the

Broughton

Archipelago

It's expected

that this rally

will be

outside the

VCC during

the B.C.

Cabinet and

First Nations

Leaders'

Gathering and security will designate an area where the people can congregate. Cheers, Chris

Media

Advisory

Solidarity
Rally – End
Fish Farms in
the
Broughton
Archipelago

Date: Thursday, September 7, 2017

Time: 11:00 am – 1:00 pm

Place:

Vancouver Convention

Centre, 1055

Canada Pl

On

September 7,

2017 the BC

NDP Cabinet

will meet with

First Nation

leaders at the

Vancouver

Convention Centre. The Wild Salmon Defenders Alliance will hold a rally in solidarity with Musgamagw Dzawada'enu xw, Namgis and Mamallikulla people who are occupying two open net pen fish farms to assert their Indigenous rights and responsibilitie s to steward their unceded territory and fishing resources. They will occupy those fish farms until they are removed from their territory. We are calling on the BC Cabinet to exercise

provincial

jurisdiction to revoke licenses of occupation given to those fish farms in their territories, thus putting an end to 30 years of fish farm violations of their Indigenous rights, resulting in a meaningful act of reconciliation, and would be in the best public interest. They have never given their consent to have fish farms in their territory and have served eviction notices several times yet they are still there.

A press

conference

will be held at

the rally.

Speakers are:

Chief Willie

Moon of

Musgamagw

Dzawada'enu

xw, Chief Bob

Chamberlin,

Kwicksut'inux

w Haxwa'mis

First Nation,

Chief Wayne

Christian of

Shuswap

Nation Tribal

Council and

Chief Aaron

Sam, Lower

Nicola Indian

Band.

Eddie

Gardner,

President

Wild Salmon

Defenders

Alliance

Skwah First

Nation

member

604-792-0867

(H)

604-316-2607

(C)

email:

singingbear@ telus.net

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 9:05 PM

To: Parte, Maura PSA:EX **Subject:** Re: Sunday session

Yes - I agree. Agenda looks good. Happy for you to take on final piece.

I would aim for Sunday and see what pick up is. I like the idea of Farnworth giving an overview... might be worth reaching out to him to see if he's available.

Layne

Sent from my iPhone

On Sep 6, 2017, at 7:48 PM, Parte, Maura PSA:EX < Maura.Parte@gov.bc.ca > wrote:

Hi Layne,

I think Geoff is good to go with a Sunday briefing for new staff – we will need to get notice out tomorrow.

I'm wondering about timing and when people would come on ferries. If they take the 3pm they should be at the buildings by 5:30, we could do a session from 6-7:30 followed by a drink together? I will follow-up with Roseanne to see if her pizza offer stands.

I'm thinking of a short agenda, just to get people ready for the week. Alternatively, we could do this Monday morning at 8am if we think Sunday won't work and provide breakfast to people.

Here is a draft agenda:

Welcome and Introduction (Geoff Meggs)
The week ahead in the House (Mike Farnworth?)
Weekly Message (Sage Aaron)
Question Period (Matt Hannah)
Budget Roll Out (Ministry of Finance Political Staff)
Staffing and Office Logistics (Layne/Maura)

Please let me know what you think.

Maura

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 3:28 PM

To: Devereux, Rick GCPE:EX
Cc: Nash, Amber PREM:EX

Subject: Fwd: Throne Speech and Budget Tickets

If there's room, let's add this too.

Layne

Sent from my iPhone

Begin forwarded message:

From: Lynn Bueckert < LBueckert@bcfed.ca > Date: September 6, 2017 at 3:22:21 PM PDT

To: "Clark, Layne PREM:EX" < Layne.Clark@gov.bc.ca>

Subject: Re: Throne Speech and Budget Tickets

Hi,

I'm not sure what other labour people have requested tickets. It's your decision.

From: "Clark, Layne PREM:EX" < <u>Layne.Clark@gov.bc.ca</u>>

Date: Wednesday, September 6, 2017 at 12:11 PM

To: Lynn Bueckert < LBueckert@bcfed.ca >

Subject: FW: Throne Speech and Budget Tickets

Hi Lynn,

Brian has requested a ticket for the throne. We may be able to make this work but don't want to cause problems with our arrangement for Officers. Please let me know if this is okay to proceed.

Layne

From: Nash, Amber PREM:EX

Sent: Wednesday, September 6, 2017 12:10 PM

To: Clark, Layne PREM:EX

Subject: FW: Throne Speech and Budget Tickets

From: Brian Butler [mailto:BButler@usw1-1937.ca] Sent: Wednesday, September 6, 2017 12:08 PM

To: Nash, Amber PREM:EX

Subject: RE: Throne Speech and Budget Tickets

Hi Amber

Could you please let me know if I will be recieving the tickets I requested as the event is in two days.

Thanks

Brian Butler President United Steelworkers Local 1-1937

351 Brae Rd Duncan BC Office: 250-746-6131



From: Nash, Amber PREM:EX [mailto:Amber.Nash@gov.bc.ca]

Sent: August-31-17 3:14 PM

To: Brian Butler < <u>BButler@usw1-1937.ca</u>> **Subject:** RE: Throne Speech and Budget Tickets

Hi Brian,

Sorry for the delay in my response. Thanks for the email. I have passed on your request for tickets to throne & budget to our event services team and asked that they follow up to confirm availability.

Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 - 356-0210 | E: amber.nash@gov.bc.ca

From: Brian Butler [mailto:BButler@usw1-1937.ca]

Sent: Monday, August 28, 2017 11:03 PM

To: Nash, Amber PREM:EX

Subject: Fwd: Throne Speech and Budget Tickets

Brian Butler President USW Local 1-1937

Begin forwarded message:

From: Brian Butler < BButler@usw1-1937.ca>
Date: August 28, 2017 at 9:30:38 PM PDT
To: Amber Nash amber.nash@leg.bc.ca>

Subject: Fwd: Throne Speech and Budget Tickets

Hi Amber,

I was wondering if you received my request for tickets/passes for the up coming throne and budget speeches forwarded by Shannon Russell below. Please let me know if it is possible.

Thanks

Brian Butler President USW Local 1-1937

Sent from my iPad

Begin forwarded message:

From: "Russell, Shannon" < Shannon.Russell@leg.bc.ca>

Date: June 30, 2017 at 2:10:15 PM PDT **To:** Brian Butler <<u>BButler@usw1-1937.ca</u>>

Subject: RE: Throne Speech and Budget Tickets

Sure that would be great, thanks Brian.

From: Brian Butler < BButler@usw1-1937.ca > Date: June 30, 2017 at 12:24:10 PM PDT

To: Russell, Shannon < Shannon.Russell@leg.bc.ca > Subject: RE: Throne Speech and Budget Tickets

Ok thanks, should I forward my letter to John through Amber?

Brian Butler President United Steelworkers Local 1-1937 351 Brae Rd Duncan BC Office: 250-746-6131

----Original Message----

From: Russell, Shannon [mailto:Shannon.Russell@leg.bc.ca]

Sent: June-30-17 12:14 PM

To: Brian Butler < BButler@usw1-1937.ca > Subject: Re: Throne Speech and Budget Tickets

Thanks Brian, it has definitely been a whirlwind since yesterday!

I'll pass your request for throne and budget tickets onto Amber Nash, John's EA. I've even in a TA since August doing comms and managing the CAs across the province.

If you need to reach Amber she's at 250-953-4706 or amber.nash@leg.bc.ca.

Thanks Shannon

From: Brian Butler < BButler@usw1-1937.ca> Date: June 30, 2017 at 12:07:20 PM PDT

To: Russell, Shannon < Shannon.Russell@leg.bc.ca>

Subject: Throne Speech and Budget Tickets

Hi Shannon,

Congratulations. I'm sure you and John are hearing a lot of that today. Its definitely and exciting time. We are all hopeful at what an NDP Government can do for British Columbians.

I know you are extremely busy, but wanted to send a note to you early on with a request for 4 tickets to the Budget and Throne Speech if they are available. I know you will get may requests so I thought being early might help.

I will also be forwarding you a letter to the Premier with my congratulations and while also addressing some important issues facing forest workers.

Thanks

Brian Butler President United Steelworkers Local 1-1937 351 Brae Rd Duncan BC Office: 250-746-6131

From: Clark, Layne PREM:EX Sent: Wednesday, September 6, 2017 2:44 PM To: Wong, Tamarra PREM:EX RE: Call for Geoff Subject: Yes ----Original Message-----From: Wong, Tamarra PREM:EX Sent: Wednesday, September 6, 2017 2:05 PM To: Clark, Layne PREM:EX Subject: RE: Call for Geoff These are both separate correct? Tamarra Wong Executive Coordinator to the Chief of Staff Office of the Premier E: tamara.wong@gov.bc.ca | C: 250-208-3085 ----Original Message-----From: Clark, Layne PREM:EX Sent: Wednesday, September 6, 2017 7:58 AM To: Wong, Tamarra PREM:EX Subject: Call for Geoff Can you book him for two quick calls with Minister Mungall and Lori Winstanley (her MA)? Thanks,

Layne

Sent from my iPhone

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 2:44 PM

To: Devereux, Rick GCPE:EX

Subject: RE: Rick Doman

Yes - please add.

----Original Message-----

From: Devereux, Rick GCPE:EX

Sent: Wednesday, September 6, 2017 1:56 PM

To: Clark, Layne PREM:EX Subject: FW: Rick Doman

Doug Routley just called about this. He includes reasoning. I missed this to send along with the other requests I've received. What do you think?

----Original Message-----

From: Routley, Douglas [mailto: s.17

Sent: Tuesday, August 29, 2017 3:49 PM

To: Devereux, Rick GCPE:EX Subject: Rick Doman

Hi Rick,

I was told to contact you regarding a Throne Speech invitation. I would like Rick Doman to be invited officially. I have submitted my two names.

Rick Doman is the former CEO of Western Forest Products. His father, Herb Doman, founded the company.

Rick is a very big supporter of the Premier and they know one another.

I hope room can be made for him

Thanks

Doug Routley

Sent from my iPhone

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 1:13 PM **To:** Devereux, Rick GCPE:EX; Aaron, Sage PREM:EX

Subject: RE: Draft throne speech note

Just following up that this is NOT to be sent.

Thanks,

Layne

----Original Message-----

From: Devereux, Rick GCPE:EX

Sent: Tuesday, September 5, 2017 10:27 AM To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX

Subject: Draft throne speech note

Hi Sage and Layne

Here is a first draft of a note that can be sent to MLA's and perhaps more broadly on a case by case basis when people are asking about the throne speech. It likely needs editing.

Subject: Throne Speech passes

Hi all

Many people are contacting the Premier's office and others with their requests about guests for the throne speech. As you may know, each MLA gets two passes to invite people and unlike has been done in the past, those passes are not being centrally managed. The Premier's office also gets a very small amount - around 20. With those passes, we will primarily be inviting regular British Columbians who will benefit from the plans we are putting forward and things our government has already done. As such there is no ability for us to further extend invites to others.

Many people have and will inquire about attending but space is very limited and the vast majority of seats are taken by the allotment of two per MLA, and we hope that people will understand. We will work with anyone who cannot attend to arrange tickets for an upcoming question period as soon as possible.

Thanks

NAME

(I'm not sure who it should come from)

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 1:13 PM

To: Parte, Maura PSA:EX

Subject: FW: questions re employment

Another one to follow up with if possible.

Layne

From: s.22

Sent: Monday, September 4, 2017 8:01 PM

To: Clark, Layne PREM:EX

Subject: questions re employment

Hi Layne,

s.22

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 1:11 PM

To: Parte, Maura PSA:EX **Subject:** FW: New Hires

Can you follow up?

From: Hansen, Lucy MEM:EX

Sent: Tuesday, September 5, 2017 9:43 AM

To: Clark, Layne PREM:EX Subject: New Hires

Hi Layne,

Just a few question for you?

s.22



Lucy Hansen

Administrative Coordinator to the Honourable Michelle Mungall

Minister of Energy, Mines and Petroleum Resources

Direct: 250-387-2201 Office: 250-953-0900

E-mail: <u>Lucy.Hansen@gov.bc.ca</u>

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 1:00 PM **To:** Devereux, Rick GCPE:EX; Nash, Amber PREM:EX

Subject: FNLC Leaders

Full list of FNLC Leadership:

Grand Chief Ed John Grand Chief Stewart Philip Chief Judy Wilson Regional Chief Maureen Chapman Chief Bob Cheryl Casimer Robert Philips

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 12:34 PM **To:** Nash, Amber PREM:EX; Devereux, Rick GCPE:EX

Cc: Meggs, Geoff PREM:EX
Subject: Throne Tickets List

Attachments: Throne Speech Tickets.docx

Hi All,

Here is the final list. Once I have the BCFed Officers from Lynn, I'll forward that to Rick to get to Angela. Amber will fill the remaining holes of contact information and then send the final list to Angela and CC Rick.

Note that I am trying to get these invites out **TODAY** and that the First Nations Leadership Council will be receiving an invite. It could come up at the event. I have spoken to Don Bain (who is also receiving an invite for his work on the EPC) and he agrees that this is the right group of individuals to invite. We are also including the Songhees and Esquimalt nations.

At the end of the day, if we could have an update on who was sent an invitation, that would be great and if we have room to grow.

Layne

From: Clark, Layne PREM:EX

Sent: Wednesday, September 6, 2017 11:27 AM

To: Devereux, Rick GCPE:EX

Cc: Meggs, Geoff PREM:EX; Nash, Amber PREM:EX

Subject: Throne Speech Tickets

As discussed, we need to invite 60 more people. See below list:

- 1. Raj Sihota
- 2. Craig Keating
- 3. Amber Hockin
- 4. Glen Sanford
- 5. Gerry Scott
- 6. Mike Eso
- 7. BC Fed Officers (16 Tickets)
- 8. Shirley Alphonse
- 9. Moe Sihota
- 10. Mike Harcourt
- 11. Dan Miller
- 12. Glen Clark
- 13. Maurine Karagianis
- 14. Bill Routley
- 15. Sue Hammell
- 16. Jodi Wickens
- 17. Joy McPhail
- 18. Keith Bridge
- 19. Bridget Fleming
- 20. UBCM President (Two)
- 21. Don Bain
- 22. Maria Dobrinskaya
- 23. Brynn Bourke
- 24. Sav Dhaliwal
- 25. Balwant Sanghera
- 26. Prem Vinning
- 27. Michael Gardiner
- 28. Jan O'Brien

It's a start – can you let me know when these tickets will go out? Ideally the ones to the BCFed (I'll have the contact list to you ASAP) would go out today.

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: Wednesday, September 6, 2017 6:18 AM

To: Cavanagh, Judy PREM:EX

Cc: Wong, Tamarra PREM:EX; Meggs, Geoff PREM:EX

Subject: Re: Tracking Work

Hi Judy,

Thanks for this. I'm a big fan of lists so this is definitely in my wheel house (have you ever used Asana?!).

I just quickly reviewed the list - one note is that correspondence unit is Susan Farmer (not Sheila). Also, has there been discussions with Kate regarding some of the items that you and her are responsible for? It's a good idea to send this to her as well for discussion.

Tamarra and I have met with Geoff regarding setting up a similar task list for his relevant ongoing projects. She is going to take the first attempt at setting this up, and then send to me for review. This will allow for us to be aware of the major high level priorities and the ability to follow up with specific individuals as necessary. Would be ideal if we had a shared server to house some of these lists (with different access levels to folders). Is this something Danny can follow up with IT on setting up?

There are many other small projects that I am working on right now (that are not necessarily relevant to Tamarra's work) but perhaps could be added to a task list shared between yourself (Judy) and me. Might be a good idea for us to discuss.

Also not on your master list is the completion of job descriptions. I think with everyone back from vacation now it would be a good idea to get those sent around. Here is the process I would like for this:

- 1. Judy to review Layne's first draft of PO job descriptions
- 2. Geoff to review and change as per his vision of the office
- 3. Send to staff for review. Edits or changes to be considered and discussed with Judy/Layne. (Not unilaterally accepted...)

A few of the issues that have come up this week (happy to chat in further detail about this Judy) is because of a lack of clarity around roles. I really think that job descriptions (and for people to have access to their peers job descriptions) would help manage some of this.

Finally, based on the meeting today, I think it would be a good idea for us to think a little bit more about the structure of the retreat and who is invited and for how long. With this in mind, I am going to be spending a lot more time thinking about orientation of the wider political staff group over the coming week. Let me know if you would like to be part of this discussion.

Thanks for all your work Judy and for being so organized. Feels like things are coming together! I'll be at VCO today around 4:30 (helping staff Minister Fraser on Thursday) so we can chat in person then.

Talk soon!

Layne

On Sep 5, 2017, at 4:56 PM, Cavanagh, Judy PREM:EX < Judy.Cavanagh@gov.bc.ca > wrote:

Hi Layne and Tamarra,

Keeping track of all the "small" details in our respective offices is key to not having too many issues fall between the cracks and of course to keep moving forward. There are many project management

software solutions but I use a simple document to organize our tasks. I've attached it for you to consider.

Romeo, Danny and I meet 1x a week and use this as a guide . Be mindful that we are still in "start up" over here so there are lots of small details. We've already knocked off a fair bit. This concept however works for major issues as well.

Call me or Tamarra while you are here we can talk about it to figure out what if anything like this would work for you.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

<VCO - Work Activities August 31, 2017.docx>

Clark, Layne PREM:EX From: Sent: Wednesday, September 6, 2017 5:50 AM To: Devereux, Rick GCPE:EX Cc: Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX Subject: Re: Draft throne speech note Good to know. If we can, it actually would make things easier if we could invite all BCFed Officers (I think it's 17 people). So if that's an option, let me know. I have some thoughts on others too. Thanks Rick. Layne > On Sep 6, 2017, at 5:31 AM, Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca> wrote: > Good Morning, > With regard to the invite list circulated by Layne last night (the email isnt showing up in my webmail for some reason, only on my phone), the Events team will find the validators, and reach out to Shirley Alphonse, and can reach out to any of the others you wish, let me know. > Secondly, late last night, the Speaker's office contact mentioned to me for the first time that a number of MLA's hadn't used their two passes. So we might actually need to find more people, conversely, if we want the place to be full. Up until now they have just been asking us for our Premier's office passes and made no mention of this. > If need be I can get someone to work for a good amount of time today on finding more people - she is going to let me know this morning how many tickets are unused. So we should wait to hear from her before sending the email about there being no more space - i expect she will reply early. > Thanks > Rick > > > From: Van Meer-Mass, Kate PREM:EX > Sent: Tuesday, September 05, 2017 6:35 PM > To: Devereux, Rick GCPE:EX; Aaron, Sage PREM:EX; Clark, Layne PREM:EX > Subject: RE: Draft throne speech note > Okay, I think this should come from Layne. I've been reassigned for the next two days so Layne has taken over the task of the Throne speech invites. Layne will be making final call on the Premier's invites as well as any other invite questions. > ----Original Message-----> From: Devereux, Rick GCPE:EX > Sent: Tuesday, September 5, 2017 6:32 PM > To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Van Meer-Mass, Kate PREM:EX > Subject: RE: Draft throne speech note

> Looping Kate in on this. We need to come to agreement on the wording of this, and then decide on who it is sent from. Kate, to bring you up to speed this is a note sent to all MLA's to essentially tell them that they won't be able to procure more invites to the throne speech beyond the two that they each have. > > Thanks > Rick > ----Original Message-----> From: Aaron, Sage PREM:EX > Sent: Tuesday, September 5, 2017 5:54 PM > To: Devereux, Rick GCPE:EX; Clark, Layne PREM:EX > Subject: RE: Draft throne speech note > Edit in text below. > Happy to discuss who the signatory should be. > ----Original Message-----> From: Devereux, Rick GCPE:EX > Sent: Tuesday, September 5, 2017 10:27 AM > To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX > Subject: Draft throne speech note > Hi Sage and Layne > Here is a first draft of a note that can be sent to MLA's and perhaps more broadly on a case by case basis when people are asking about the throne speech. It likely needs editing. > Subject: Throne Speech passes > Hi all > Many people are contacting the Premier's office and others in government with requests to invite guests to the throne speech. As you may know, each MLA gets two passes to invite guests. Unlike previous Throne Speeches, those passes are not being centrally managed. > The Premier's office also gets a very small amount of invites - around 20. We will be extending those invites to key guests and regular British Columbians who will benefit from the initiatives in the Throne Speech and the steps our government has already taken to making life better for people. As such there is no ability for us to further extend invites to others. > Many people have and will inquire about attending but space is very limited. The vast majority of seats are taken by the allotment of two per MLA, and we hope that people will understand. We will work with anyone who cannot attend to arrange tickets for an upcoming question period as soon as possible. > Thanks > NAME > (I'm not sure who it should come from) >

From: Clark, Layne PREM:EX Sent: Tuesday, September 5, 2017 10:36 PM To: Oreck, Mira PREM:EX Cc: Parte, Maura PSA:EX Re: s.22 Subject: Hi All, I need to confirm with Geoff, but with Issues Management being fully staffed now I would like her to start in the Ministry asap. s.22 Layne Sent from my iPhone > On Sep 5, 2017, at 9:29 PM, Oreck, Mira PREM:EX < Mira.Oreck@gov.bc.ca> wrote: > s.22 > Sent from my iPhone >> On Sep 5, 2017, at 3:01 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote: s.22 >> Thank you, >> Maura

Sent:	Tuesday, September 5, 2017 8:51 PM
То:	Popham, Lana AGRI:EX
Subject:	Staffing
Hi Lana,	
	is going to join the FNLG to staff you over the next two days. If you have any questions or give me a call at 250-818-5583.
Thankwawi	

Clark, Layne PREM:EX

Thank you!

Layne

From:

From: Clark, Layne PREM:EX

Sent: Tuesday, September 5, 2017 8:26 PM

To: Oreck, Mira PREM:EX; Devereux, Rick GCPE:EX; Aaron, Sage PREM:EX; Van Meer-

Mass, Kate PREM:EX

Cc: Nash, Amber PREM:EX; Meggs, Geoff PREM:EX

Subject: RE: deadline for Throne Speech and Budget Day tickets (2 for each speech) is today

thanks

Hi All,

After speaking with Geoff, here is what we would like to propose:

- 1. 6 Tickets to be given to validators (Organized by Rick Devereux)
- 2. 4 Tickets to Raj Sihota, Craig Keating, Amber Hockin, Glen Sanford
- 3. 1 Ticket to Shirley Alphonse, Elder to the Premier
- 4. 6 Tickets to Labour (Irene Lanzinger and 5 others that are TBC. I'll be speaking to Irene tomorrow about our limited numbers to labour. Likely the allotment will go to Steve Hunt, Joie Warnock, Tom Sigurdson, Paul Faoro and Stephanie Smith)
- 5. 3 Tickets to use at the Premier's discretion (Family, etc)

Please let me know if you have any questions before I proceed with this list.

In addition, I am happy for the form letter to go out to those that are unable to attend. It can go out under my name if people prefer.

Thanks,

Layne

From: Oreck, Mira PREM:EX

Sent: Tuesday, September 5, 2017 5:02 PM

To: Devereux, Rick GCPE:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX

Cc: Van Meer-Mass, Kate PREM:EX; Clark, Layne PREM:EX

Subject: RE: deadline for Throne Speech and Budget Day tickets (2 for each speech) is today - thanks

Thank you. I have a number of requests as well which I will try to pass along this evening. None in my view are critical.

From: Devereux, Rick GCPE:EX

Sent: Tuesday, September 5, 2017 4:49 PM

To: Aaron, Sage PREM:EX; Oreck, Mira PREM:EX; Holmwood, Jen PREM:EX

Subject: Fwd: deadline for Throne Speech and Budget Day tickets (2 for each speech) is today - thanks

My team will find 6 or so real people validators to attend the throne speech. We have a further 15-18 spots. We need to decide who will use them. Below is a lot of people that have reached out to amber, and a few other people that have them been passed on to amber. We may wish to invite some of them but if we aren't able to invite more than a few VIPs, as discussed, inviting any can be an issue.

Begin forwarded message:

From: "Nash, Amber PREM:EX" < Amber. Nash@gov.bc.ca >

Date: September 5, 2017 at 3:26:42 PM PDT

To: "Devereux, Rick GCPE:EX" < Rick.Devereux@gov.bc.ca>

Subject: RE: deadline for Throne Speech and Budget Day tickets (2 for each speech) is today -

thanks

Shirley Alphonse, Elder to the Premier

Brian Butler - USW Local 1-1937 (Duncan) 4 tickets, throne and

budget

Balwant Sanghera

Prem Vinning

BC Fed X 3

Brian Gardiner x 2

Vicki Husbad x 2

BC Building Trades X2

From: Devereux, Rick GCPE:EX

Sent: Tuesday, September 5, 2017 12:44 PM

To: Nash, Amber PREM:EX

Subject: Re: deadline for Throne Speech and Budget Day tickets (2 for each speech) is today -

thanks

Hi Amber

Did you send me the list that you compiled?

Thanks

Rick

On Sep 5, 2017, at 12:42 PM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:

Hi Veronica,

I am not the keeper of the throne list. Rick Devereux can best answer this question for you. (Copied here).

Amber

From: Harrison, Veronica AEST:EX

Sent: Tuesday, September 5, 2017 9:39 AM

To: Nash, Amber PREM:EX Cc: Oreck, Mira PREM:EX

Subject: Fwd: deadline for Throne Speech and Budget Day tickets (2 for each

speech) is today - thanks

Hey Amber,

Just following up on a previous email about this. Do you have a list from the premiers office of folks that have been invited or anyone that needs tickets?

We want to invite stakeholders but don't want to overlap.

Cc'ing Mira for input as well.

Thanks,

Veronica

Sent from my iPhone

Begin forwarded message:

From: "Flesh, Cindy AEST:EX" < Cindy.Flesh@gov.bc.ca>

Date: September 5, 2017 at 9:31:51 AM PDT

To: "Harrison, Veronica AEST:EX" < Veronica. Harrison@gov.bc.ca >,

"Mark, Melanie AEST:EX" < Melanie.Mark@gov.bc.ca >

Subject: deadline for Throne Speech and Budget Day tickets (2 for

each speech) is today - thanks

Cindy Flesh Administrative Coordinator to the Honourable Melanie Mark Minister of Advanced Education, Skills and Training

Telephone: 250-356-0179

From: Clark, Layne PREM:EX

Sent: Tuesday, September 5, 2017 7:10 PM

To: Parte, Maura PSA:EX **Subject:** MA Orientation

Hi Maura,

Let's talk tomorrow about orientation for MAs – I think we should send a note ASAP to MA's to put a hold in their calendar (and to then make sure that hold is in new staff's calendars) for an orientation. It looks like Friday, September 15th could work.

Layne

From: Clark, Layne PREM:EX

Sent: Tuesday, September 5, 2017 6:38 PM

To: Parte, Maura PSA:EX

Subject: RE: Pls review - would like to send by tonmorrow am thx

Yes – looks great. We should consider a similar e-mail for new MA staff. Please BCC Geoff too so he's aware.

Thanks,

Layne

From: Parte, Maura PSA:EX

Sent: Tuesday, September 5, 2017 4:42 PM

To: Clark, Layne PREM:EX

Subject: Pls review - would like to send by tonmorrow am thx

STAFFING AND LOGISTICS UPDATE

We are getting close to the conclusion of the hiring process for Minister's offices, including executive assistants in the riding and administrative coordinators.

Thank you again for your patience as we build the political staff team to support our new government.

The Premier's office will be reaching out to Ministers in the next day with information about staff who are coming on board.

Once this happens, we will be able to fully share information with you on the remainder of the staff complement in your office.

Please also note that we are close to filling all of the vacant administrative positions in Minister's offices.

In the meantime, I know many of you have questions about how the new staff will be brought on board and the logistics of setting up offices.

Here are answers to top of mind questions so far, please let me know if there are others:

How will new Ministerial Assistants get set up with email, phone, etc.?

Once we have a start date confirmed, please work with your office administrative team to prepare for their arrival, including making sure they have a work station, a computer, a phone and a mobile device.

The administrative team will have to walk them through setting up their IDIR. Plus getting cards ordered and booking travel and accommodation and processing claims. If your office team is unsure of anything, please contact the Deputy Minister's office for support.

What if our office doesn't have space for them?

Some offices currently don't have enough space for separate offices for incoming staff. Until a longer term solution is found they will need a work station in the office, even if this means sharing an office with the current Ministerial staff or occupying a desk in the reception area.

Layne Clark is working to address office space issues, please contact her directly if you have a problem at layne.clark@gov.bc.ca

Where will executive assistants be working from?

Executive assistants will be based in the Minister's riding. The logistics of how they will be supported is being worked out and we should be able to let you know within the next couple of days.

What about travel expenses?

We appreciate that some people moving to Victoria may not have permanent accommodation in place when their job starts. They can claim in-travel status until they have made permanent arrangements, per the attached policy. We have emphasized to people that we don't want them out of pocket for work expenses but to be mindful they are using public resources when making decisions about where to stay and how to travel.

What about moving expenses?

Expenses for staff relocating to Victoria will be covered per government policy. Please see the policy here: Again, we have emphasized to people that we don't want them out of pocket for work expenses but to be mindful they are using public resources when making decisions about relocation expenses.

Where can I get information on my pension and benefits?

Please see the attached pension and benefits guide for political staff. If you have specific questions about your pension, please talk to xxxxx

What about all the forms new staff have to fill out?

A separate email will be sent after this that includes all the necessary forms to get new hires into the payroll system and enrolled in benefits.

Please also share this with your administrative staff team so they can assist Ministerial staff with this. Please note that all completed forms need to be sent to Dawn-Lynn Phillips at dawn-lynn.phillips@gov.bc.ca

When do new staff take the Oath?

All Order in Council appointees are required to take the Political Staff Oath of Employment. We will be setting up a swearing in of groups at a time, dates and times will come shortly.

For more information on the Oath and the Standards of Conduct for Political Staff, please go here: http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-four-months/oath/political-oath

From: Clark, Layne PREM:EX

Sent: Tuesday, September 5, 2017 5:11 PM

To: Moran, Roseanne LASS:EX; Scott, Samantha LASS:EX

Subject: RE: House Draft Duty Schedule - For Review

Hi All,

Has it been reviewed for when MLAs have Committee duties? The only thing other thing is the Consultation Committee which Carole James and George Heyman are a part of. MLAs are not part of the standing meeting on Tuesdays.

Assuming those two things have been considered, it should be fine.

Thanks,

Layne

From: Moran, Roseanne [mailto:Roseanne.Moran@leg.bc.ca]

Sent: Tuesday, September 5, 2017 11:37 AM
To: Clark, Layne PREM:EX; Scott, Samantha LASS:EX
Subject: House Draft Duty Schedule - For Review

HI Layne. We are trying to firm up House Roster Duty and need the PO eye on this as there may be things we are not aware of. For example, I learned that there is a standing meeting with the Greens on Tuesdays – and not sure if that involves any MLAs who might have duty booked at that time. If you can wrangle this quickly – that would be great. MLAs are getting all kinds of meeting requests that they want to respond to but are not sure when they are required for House Duty.

If you are able to give it a once over today and get back to Samantha and me, that would be great. Thanks!

From: Scott, Samantha

Sent: Tuesday, September 05, 2017 8:20 AM

To: Begg, Garry s.17

Cc: Moran, Roseanne < Roseanne. Moran@leg.bc.ca >; Routledge, Janet < \$.17

Subject: Duty Schedule

Hi folks,

Here is the duty schedule for the first 2 weeks, there will be some changes, as treasury board meets in a couple weeks but that meeting time currently conflicts with QP so it will need to be moved.

Please review the attached schedules and let me know if you see any issues, I have reviewed it thoroughly to make there is no conflicting committee time with known meetings.

No Minister, Minister of state, or PS has more than 2 shifts, a few Govt MLA's have 3 shifts.

I talked to Eric and the Clerk's office and quorum is 10 members including the speaker, so I have scheduled between 5 and 6 MLA's per shift.

Cheers,

Samantha Scott | Whip & Deputy Whip's Assistant | John Horgan's New Democrat Caucus T: 250-387-1083 | F: 250-387-4680 samantha.scott@leg.bc.ca | www.bcndpcaucus.ca

From: Clark, Layne PREM:EX

Sent: Tuesday, September 5, 2017 4:32 PM

Cc: Oreck, Mira PREM:EX

Subject: Urgent: Information for FNLG

Attachments: Media Protocol for FNLG.DOCX; Draft_Agenda_FNLG_Sept 1.doc

Hi Everyone,

Please see below note from Director of Stakeholder Relations, Mira Oreck.

Hi Everyone,

Here is some information for the next few days. Please do not hesitate to reach out if you have questions.

Tonight is the informal opening of the First Nations Leadership Gathering – an annual meeting. The reception tonight and two days of meetings following will be held at the Vancouver Convention Centre. Please see the note below to understand the structure of the gathering.

Agenda

For those of you that have not reviewed the Agenda, please see attached.

The event launches with a third-party reception this evening hosted by the BC Federation of Labour and the BC Business Council. This is the first year the BC Fed has been a co-host. If you are in town, please join.

The crux of the Gathering is 1:1 meetings between local First Nations and Ministers. In some cases, MLA's will be joining Ministers when it is geographically relevant. If your minister has not yet reached out to MLA's, we encourage them to do so. Concurrent to the 1:1 meetings are plenaries on a variety of topics. Anyone is welcome to attend the plenaries but space is often limited.

The Premier and FNLC are holding a joint media availability on Wednesday morning. After welcoming remarks, PJH will speak. Minister Fraser will close the Gathering on Thursday afternoon.

1:1 Meetings

Ministers are hosting 1:1 meetings throughout the day. Note that MA's must be with them in the meetings. DM's will be there as well. There are some meetings in which Ministers and DM's are joining the Premier. The meetings are 15 minutes long and there will be a scribe and timekeeper. All notes from the meetings will be collected by the Ministry for follow up.

Invitations

The FNLG has traditionally been an event that only Ministers and Chiefs have attended. This year we invited the entire caucus as well as the Green caucus, the Liberal critic and Ellis Ross. My understanding is that a few additional Liberal MLA's are choosing to attend. An invitation was extended to each First Nation chief to bring a youth delegate with them. We want everyone to feel welcome.

Additional Information

Please see attached Media Protocol for the event.

Note: there is a rally planned outside of the convention centre related to fish farms. It is expected that many from inside will attend.

If you have any additional questions about the event itself, please don't hesitate to be in touch with me directly.

Mira Oreck, Director of Stakeholder Relations Office of the Premier 604 775 2116

From: Clark, Layne PREM:EX

Sent: Tuesday, September 5, 2017 11:58 AM

To: Frampton, Caelie ENV:EX

Subject: Re: Throne speech

Hi Caelie,

Each MLA gets 2 tickets. Unfortunately we are not able to invite any more than that.

I'll try to get you the reception information to see if that's a possibility.

Thanks,

Layne

On Sep 5, 2017, at 11:39 AM, Frampton, Caelie PREM:EX < Caelie.Frampton@gov.bc.ca > wrote:

Hi Layne,

I just tried to call the number listed for you in outlook but the voice mail says it's the number for Steve Carr's EA.

I wanted to check in about throne speech tickets. I hope you might be able to help with this...

Our Minister was hoping to make sure the following three people are invited:

- 1- Tzephorah Berman, s.22
- 2- Mark Haddock, s.22
- 3- Lisa Mattaus s.22

Can you let me know if this is possible or who I should talk to about this? And if we can't get them in, is it possible to have Tzeporah invited to the reception afterward?

Thanks, Caelie

Caelie Frampton
Ministerial Assistant to the Honourable George Heyman
Minister of Environment and Climate Change Strategy

s.22

Clark, Layne PREM:EX From: Tuesday, September 5, 2017 10:37 AM Sent: 'Una Walsh'; Parte, Maura PSA:EX To: Meggs, Geoff PREM:EX; Oreck, Mira PREM:EX Cc: Subject: RE: MA Tracking Sheet - Pls review **Attachments:** Political Staff Slotting.xlsx This is the final list. Just waiting to hear from Will review start dates with Maura today and get their OIC's started. Layne From: Una Walsh Sent: Tuesday, September 5, 2017 10:29 AM To: Parte, Maura PSA:EX Cc: Meggs, Geoff PREM:EX; Clark, Layne PREM:EX; Oreck, Mira PREM:EX Subject: Re: MA Tracking Sheet - Pls review Hi Maura, Thanks for pulling this together. One name to add to the outstanding list is $^{\rm s.22}$ Thanks again, Una On 5 September 2017 at 08:05, Parte, Maura PSA:EX < Maura.Parte@gov.bc.ca > wrote: Good morning, I'm hoping to send this to the PSA by 10:30am today so they can initiate OIC appointments. The ones they will be most concerned with for this week are the September 8 and September 11 hires. I think the September 8 OICs should be public by Thursday or Friday and the September 11 OICs should be public on Monday but will confirm.

They likely won't get to the September 18 th hires until later next week.
Please note the tabs for different start dates.
Under the outstanding tab, there may be some start dates to add that I didn't catch last week so please check that.
Also, has anyone spoken to \$.22
If not, I can reach out to her later today.
Thank you,
Maura
<u>250-213-6377</u>

From: Clark, Layne PREM:EX

Sent: Tuesday, September 5, 2017 9:27 AM

Subject: For Today's Meeting **Attachments:** Session Schedule.pdf

Hi Everyone,

Just a reminder that we have the check-in today. I have attached the session agenda as well for review.

Thanks,

Layne

From: Clark, Layne PREM:EX

Sent: Monday, September 4, 2017 9:57 AM

To: Wong, Tamarra PREM:EX

Subject: Re: Business cards

Yup!

Sent from my iPhone

On Sep 4, 2017, at 7:42 AM, Wong, Tamarra PREM:EX < Tamarra.Wong@gov.bc.ca > wrote:

Are you able to send more of Geoff's business cards to VCO tomorrow?

Tamarra Wong

Executive Coordinator to the Chief of Staff

Office of the Premier

E: tamarra.wong@gov.bc.ca | T: 250-356-2785

Begin forwarded message:

From: "Meggs, Geoff PREM:EX" < Geoff.Meggs@gov.bc.ca>

Date: September 4, 2017 at 7:31:18 AM PDT

To: "Wong, Tamarra PREM:EX" < Tamarra. Wong@gov.bc.ca>

Subject: Business cards

Tamarra, I didn't bring enough cards - please send more to VCO - they're in the credenza behind my desk

G

Sent from my iPhone

From: Clark, Layne PREM:EX

Sent: Friday, September 1, 2017 4:42 PM

To: Renneberg, Tim FLNR:EX; Kristianson, Eric GCPE:EX

Cc: Hannah, Matt GCPE:EX

Subject: Fwd: Penticton Indian Band Office reportedly on fire

Please let Minister Donaldson and Minister Farnworth know.

Thanks,

Layne

Sent from my iPhone

Begin forwarded message:

From: "French, Shawna ABR:EX" < Shawna.French@gov.bc.ca>

Date: September 1, 2017 at 4:39:22 PM PDT

To: "Clark, Layne PREM:EX" < Layne.Clark@gov.bc.ca >, "Oreck, Mira PREM:EX"

<<u>Mira.Oreck@gov.bc.ca</u>>

Subject: FW: Penticton Indian Band Office reportedly on fire

FYI

Shawna French

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

5th Floor - 2957 Jutland Victoria BC

Phone: 250 356-6330 Cell: 250-213-7671

mailto: Shawna.French@gov.bc.ca

From: Harbord, Chris GCPE:EX

Sent: Friday, September 1, 2017 4:25 PM

To: Mayhew, Neilane ABR:EX; French, Shawna ABR:EX; Nash, Laurel ABR:EX; Caul, Doug D ABR:EX;

Farmer, Leila PREM:EX
Cc: Ritchie, Leanne GCPE:EX

Subject: Penticton Indian Band Office reportedly on fire

Importance: High

FYI

From: Lowther, Brett GCPE:EX

Sent: Friday, September 1, 2017 4:17 PM

To: Harbord, Chris GCPE:EX; Ritchie, Leanne GCPE:EX

Subject: chief philip stewart

Importance: High

Fyi from EMBC

From: Turner, Jordan GCPE:EX

Sent: Friday, September 1, 2017 4:12 PM

To: Lowther, Brett GCPE:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX

Subject: RE: Media Plan - Tuesday Minister Meeting

Importance: High

Hi all,

Flag for Tuesday's event – Grand Chief Phillip Stewart's (One of the FN Leaders on Tuesday) main band office is reportedly on fire near Penticton:

https://twitter.com/cityofpenticton/status/903749357803012096

We should make sure that both Farnworth and Donaldson are aware and make reference once we find out more.

Thanks, JT

From: Clark, Layne PREM:EX

Sent: Friday, September 1, 2017 4:35 PM **To:** Jeffrey.Ferrier@fleishman.ca

Cc: Oreck, Mira PREM:EX
Subject: Budget Lock-Up

Hi Jeff,

Thanks for all of your work on the campaign! It's especially good practice for now haha.

Unfortunately we do not have any extra tickets to the Throne or Budget this time. Each MLA receives only 2 tickets and there is little to no room to budge.

I am sure there will be other opportunities to come, engage and meet our new Cabinet.

If that changes, I will let you know. Thanks again for reaching out.

Layne

From: Clark, Layne PREM:EX

Sent: Friday, September 1, 2017 3:17 PM

To: Meggs, Geoff PREM:EX **Subject:** Calls to Ministers

Attachments: Confirmed Political Staff Slotting.xlsx

Did you want to call through the Ministers and let them know about their staff complement? Or do you want me to take that off your desk?

L

From: Clark, Layne PREM:EX

Sent: Friday, September 1, 2017 2:01 PM

To: Wong, Tamarra PREM:EX

Attachments: Document1.docx

From: Clark, Layne PREM:EX

Sent: Friday, September 1, 2017 9:05 AM

To: Silverio, Lisa FLNR:EX

Subject: Re: s.22

As soon as possible would be great.

Thank you,

Layne

Sent from my iPhone

On Sep 1, 2017, at 8:57 AM, Silverio, Lisa FLNR:EX < Lisa. Silverio@gov.bc.ca > wrote:

Good Morning Layne, Could you confirm when I should do the s.22 complete it on Tuesday.....

. IT will likely be able to

Lisa Silverio

Administrative Coordinator to the Honourable Doug Donaldson

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