

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 31, 2017 2:54 PM
To: Harrison, Veronica PSSG:EX
Subject: RE: Police Exemplary Service Medal Award Ceremony

Let's talk about this 😊

Usually the EA would offer a letter of greetings from the Minister to be read by appropriate people at the event. If event organizers would like, the EA can read it out. They aren't speaking on behalf of a Minister, just reading out greetings from the Minister.

Layne

From: Harrison, Veronica PSSG:EX
Sent: Monday, October 30, 2017 3:35 PM
To: Clark, Layne PREM:EX
Subject: FW: Police Exemplary Service Medal Award Ceremony

FYI – the LG is saying MAs (in this case an EA) cannot make a speech on behalf of a Minister.

From: Pecora, Talea PSSG:EX
Sent: Monday, October 30, 2017 1:57 PM
To: Wakeman, Michelle PSSG:EX
Subject: FW: Police Exemplary Service Medal Award Ceremony

From: CHAN, Andrew [<mailto:andrew.chan@vpd.ca>]
Sent: Monday, October 30, 2017 1:56 PM
To: Pecora, Talea PSSG:EX
Subject: RE: Police Exemplary Service Medal Award Ceremony

Good Afternoon Talea,

I just left you a voicemail. After consultation with the Lieutenant Governor's Office, it was noted that protocol dictates that Ministerial assistants are able to represent Ministers at public events but it would not be normal protocol to give an official speech on behalf of the Minister.

I hope that this does not cause you any issues.

If you have any questions, please let me know.

Regards,

Andrew

Sergeant Andrew Chan #1914

Human Resources Section | Department Security Office

3585 Graveley Street | Vancouver BC | V5K 5J5
T: 604.717.9528 | E: andrew.chan@vpd.ca

From: Pecora, Talea PSSG:EX [<mailto:Talea.Pecora@gov.bc.ca>]
Sent: Friday, October 27, 2017 10:16 AM
To: CHAN, Andrew <andrew.chan@vpd.ca>
Subject: RE: Police Exemplary Service Medal Award Ceremony

Hello Andrew,

Apologies for the delay in responding.

I will be happy to say a few words on behalf of Minister Farnworth.

Please confirm dress code is business attire?

Best regards,

Talea Pecora
Executive Assistant
The Honourable Mike Farnworth
Minister of Public Safety & Solicitor General
778-875-1498

From: CHAN, Andrew [<mailto:andrew.chan@vpd.ca>]
Sent: Friday, October 27, 2017 10:01 AM
To: Pecora, Talea PSSG:EX
Subject: Police Exemplary Service Medal Award Ceremony

Good Morning Talea,

I am finalizing the agenda for the 2017 Police Exemplary Service Medal Award Ceremony that is scheduled for November 2nd at 11:00.

Can you advise if you will be saying any words on behalf of Minister Farnworth or if you would prefer not to. Either option is ok however I need to note it down in the agenda for the order of speeches.

Regards,

Andrew

Sergeant Andrew Chan #1914
Human Resources Section | Department Security Office
VANCOUVER POLICE DEPARTMENT | Beyond the Call

3585 Graveley Street | Vancouver BC | V5K 5J5
T: 604.717.9528 | E: andrew.chan@vpd.ca

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Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 31, 2017 12:01 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: Asia trip

Two things for follow up in your meeting:

- Kirk McLean & Hockey Aspect
- What is the standard response for those that would like to come? In particular, those that are reaching out to Ministers (Chow and Ralston)

Thanks,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 31, 2017 11:52 AM
To: Lloyd, Evan GCPE:EX
Cc: Aaron, Sage PREM:EX
Subject: Meeting with GCPE

Hi Evan,

Geoff would like the opportunity to speak to all of the employees of GCPE (in particular the Communications Directors). Depending on the subject matter, we may wish to include MAs as well.

Is it possible to arrange this meeting Friday, November 17th at 10AM? It's later than I would like, but I think it will give some time to settle (assuming the House rises before then) and allow for us to come together as a team with a bit of a debrief.

My understanding is there is an auditorium available to rent for such purposes.

Please let me know if we can make this happen. Feel free to call me if you have any questions.

Thanks again,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 31, 2017 11:43 AM
To: Wong, Tamarra PREM:EX
Subject: FW: Minister & PS Letters
Attachments: 2017-10-23 Ministers.pdf; 2017-10-23 Parliamentary Secretaries.pdf

For filing.

From: Farmer, Susan PREM:EX
Sent: Tuesday, October 31, 2017 11:42 AM
To: Clark, Layne PREM:EX
Subject: Minister & PS Letters

Attached in two batches.

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, October 27, 2017 1:25 PM
To: 'Nimmi T'
Cc: Parte, Maura PSA:EX
Subject: RE: Following up

Hi Nimmi,

Congratulations on the new role! It's definitely an exciting time to be in Victoria, and there's lots of work to do. I have CC'd Maura Parte from the Public Service Agency that can help start the onboarding process for you.

Do you have a specific start date you were looking for? The current Senior MA is there until s.22 , and it would be good to have a bit of overlap for training and onboarding. Let me know.

Thanks,

Layne

From: Nimmi T s.22
Sent: Friday, October 27, 2017 8:44 AM
To: Clark, Layne PREM:EX
Subject: Following up

Hi Layne,

I hope you are doing well! I am writing to follow up to my conversation with Geoff yesterday regarding me joining the MA team. I am hoping you can direct me on any next steps.

I am available over the phone until about two thirty in the afternoon s.22
s.22

Thanks so much for your help in advance!

Kind regards,
Nimmi Takkar
s.22

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 26, 2017 6:25 PM
To: Parte, Maura PSA:EX
Subject: Agenda
Attachments: 171027 MA Agenda.docx

Hey Maura,

Here's what I'm thinking as an agenda tomorrow. It will be mostly discussion based. Let me know if you have anything you think we should add.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 26, 2017 4:49 PM
To: Cheevers, Michael LBR:EX
Subject: RE: Org chart
Attachments: Premier's Org Chart.pdf

From: Cheevers, Michael LBR:EX
Sent: Thursday, October 26, 2017 4:43 PM
To: Clark, Layne PREM:EX
Subject: Org chart

Hi Layne,

Do you have an org chart for the PO that you can send?

Mike

Michael Cheevers

Ministerial Assistant to the Honourable Harry Bains
Minister of Labour
Room 342, Parliament Buildings, Victoria, BC
Telephone: 250-953-0908

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Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 26, 2017 12:42 PM
To: LP Administrative Coordinators
Cc: LP Ministerial Assistants
Subject: Items for Minister's Calendars

Hi Everyone,

Thanks for all the work you are doing to help support your Minister. If you could please put the following two events into your Minister's calendars, that would be great.

- 1) Federal/Provincial meet and greet. Saturday November 4th. 11:30-12pm. Victoria Conference Centre, Room TBC
- 2) BC Chamber of Commerce: ***Annual Premier & Cabinet Lunch*** – an event open to ALL British Columbians:

Date: Friday, December 8th
Time: Registration starts at 11:30a, lunch begins at noon and runs until 2p
Venue: To be confirmed, but Vancouver (downtown) is the preferred location
Attendees: Approximately 250 business owners and leaders from around BC
Format: Introduction from Val Litwin (CEO of BC Chamber)
Keynote from Premier Horgan
Q&A from audience moderated by Pigeonhole Live (a mobile app)
Cabinet Ministers each host a different table and have a chance to interact with the BC businesses

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

Thanks,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 26, 2017 12:40 PM
To: LP Ministerial Assistants; LP Senior Ministerial Assistants
Subject: Tomorrow's MA Meeting

Hi Everyone,

Just a reminder that we have the MA meeting tomorrow at 10AM. We will be discussing various important items, so please try to make yourself available. If you are not able to join in person, please use the following teleconference line:

Tel: s.15,s.17

Participant code: s.15,s.17

Thanks everyone!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, October 25, 2017 9:41 AM
To: Aaron, Sage PREM:EX; Moran, Roseanne LASS:EX
Subject: PS Mandate Letters
Attachments: Cover Letter - Beare Final.docx; Cover Letter - Dix Final.docx; Cover Letter - Farnworth Final.docx; Cover Letter - Ralston Final.docx; Cover Letter - Robinson Final.docx; Cover Letter - Simpson Final.docx; PS Mandate Letter - Elmore Final.docx; PS Mandate Letter - Glumac Final.docx; PS Mandate Letter - Kahlon Final.docx; PS Mandate Letter - Kang Final.docx; PS Mandate Letter - Ma Final.docx; PS Mandate Letter - Rice Final.docx

Hey Sage and Roseanne,

These were sent out.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 24, 2017 9:16 AM
To: Mulloy, Eleanor FIN:EX
Cc: Cavanagh, Judy PREM:EX
Subject: Layne Clark's CV
Attachments: Layne Clark Curriculum Vitae.pdf

Hi Eleanor,

Please see attached CV.

Thanks,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, October 20, 2017 9:16 AM
To: LP PO Executive Office
Subject: Information Management Training

Hi Everyone,

Just a note that there is mandatory information management training happening next Wednesday, October 25th from 9:30AM – 11:30AM.

It is required that you attend this training in short order after your OIC is processed.

Please let me know if you are able to attend.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 19, 2017 2:26 PM
To: Devereux, Rick GCPE:EX; Van Meer-Mass, Kate PREM:EX
Subject: Presentation to MAs

Hey Kate & Rick,

I was hoping to schedule a presentation for the MAs on event services and the types of functions offered by your shop. We can make half an hour work on Friday, October 27th from 10:30 – 11:00AM.

Please let me know if this is something you would like to do. If so, I would like to talk to you a bit more about what it could look like.

Thanks,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 19, 2017 1:57 PM
To: Parte, Maura PSA:EX
Subject: Admin Coordinator Meeting

Hi Maura,

I would like to have an admin coordinator meeting, where I introduce myself to them and figure out how things are working in their shops. I'm not sure if you had ideas on an orientation day (similar to what we did for political staff) but would like to figure out a way to engage them more from the Premier's Office.

Let me know if you have thoughts and I can try to put something together.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 19, 2017 10:05 AM
To: LP Executive Assistants
Cc: Meggs, Geoff PREM:EX; Parte, Maura PSA:EX
Subject: Thank you!

Hi Everyone,

I just wanted to send a quick thank you to everyone for your engaged participation over the last two days. Your insight and judgement is much appreciated and I look forward to hearing from you all in the weeks ahead. If you ever have any issues, questions or insight, please do not hesitate to reach out or call. Your engagement on the ground is critical to our success as a government.

A few folks asked me to set up an EA teleconference call in the coming days to debrief on orientation. I would like to do this on **Monday, October 23rd at 11AM**. You can use the following teleconference line:

Tel: s.15,s.17

Participant code: s.15,s.17...

Moderator code: s.15,s.17 (Layne to use)

This will be a quick opportunity for us to debrief and discuss any follow up questions you may have or provide feedback on further training needed.

Again – thanks to everyone for coming to Victoria and we'll make sure to have more opportunities like this in the months ahead.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, October 18, 2017 11:09 AM
To: LP PO Executive Office; LP Premiers Vancouver Office; LP PO Correspondence Branch
Subject: Friday Meeting: 2PM - 3PM
Attachments: Staff Meeting Agenda - Oct 20.docx

Hi Everyone,

Please see attached agenda for this Friday's Office of the Premier Meeting.

Thank you,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, October 18, 2017 11:03 AM
To: LP Ministerial Assistants; LP Executive Assistants
Cc: Meggs, Geoff PREM:EX
Subject: A couple notes...

Hi Everyone,

Thanks to everyone who came to last week's orientation and to the EA's who are here for orientation this week. I really appreciate everyone's engaged participation and the thoughtful discussion that has occurred. For those that were unable to attend, I will be scheduling time with you soon to discuss key points. Last week was just the beginning of the training that we would like to do, and there will be many more opportunities to participate.

I also wanted to pass along a few additional points to everyone:

1. Quick reminder that it is only one staff person with each Minister while walking the halls. I know there are lots of staff this week, but it's important that we do not crowd the halls. If you need to have a conversation with another MA, it is asked that you do this in one's office and not within the halls.
2. If a meeting is referred to your Minister by the Premier's Office it is asked that you accommodate this meeting request. All requests that come to PJH go through a series of stages, including through the Chief of Staff, and are sent to your Ministry accordingly. If you have any questions, please reach out.
3. If your Minister would like to plan a trip that is outside of the province, that request must be signed off by the Chief of Staff before it is confirmed. Along with the formal form, please include a communications plan and itinerary for Geoff to review.
4. Ministry Staff meetings – it is heavily encouraged that you arrange at least one weekly staff meetings (including the Sr. MA, MA, EA and AC) to review the upcoming week. It is critical that everyone is included and understands what they can expect from week to week.

Thank you to everyone for your continued hard work. If you have any concerns, please do not hesitate to reach out to me.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 17, 2017 12:36 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Revised job descriptions for final review
Attachments: Senior MA Job Description 20171010.docx; Ministerial Assistant Job Description 20171010.docx; Executive Assistant Job Description 20171010.docx

From: Parte, Maura PSA:EX
Sent: Tuesday, October 10, 2017 10:52 AM
To: Clark, Layne PREM:EX
Subject: Revised job descriptions for final review

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, October 16, 2017 5:52 PM
To: LP Ministerial Assistants; LP Executive Assistants; LP PO Executive Office
Cc: Parte, Maura PSA:EX
Subject: Social: Wednesday October 15th

Hi Everyone,

With all Executive Assistants coming to Victoria this week, we wanted to give people the opportunity to get together. Therefore, we have booked space at s.15

The back section is booked, but I ask that people get there close to 5:30, otherwise they will start to give away tables.

I hope many of you can make it!

Thanks again,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, October 16, 2017 3:03 PM
To: LP Senior Ministerial Assistants
Cc: Gibbs, Robb GCPE:EX; Lowe, Mike GCPE:EX; Hannah, Matt GCPE:EX; May, Ed LASS:EX; Van Meer-Mass, Kate PREM:EX; Holmwood, Jen PREM:EX; Aaron, Sage PREM:EX
Subject: Sr. MA Communications Planning Session

To: Senior MAs

Hi Everyone,

As noted during the Senior MA orientation last week, we will begin having weekly Senior MA communications planning sessions. These will be held on **Fridays from 11AM – Noon**. For those Senior MAs unable to attend, it is expected that an MA will come in your place.

For those that did not come to the Senior MA orientation, a follow up e-mail will be sent to everyone from the Director of Communications, Sage Aaron on what you can expect. Briefly, this meeting is an opportunity for senior political staff to come together to ensure that the next three weeks are coordinated. Senior MAs should come prepared to speak to any announcements, news releases, or other items that you wish to see put on the corporate calendar.

Again, please watch for an e-mail from Sage with more details. I will send a calendar invite shortly.

Thank you,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, October 16, 2017 11:47 AM
To: Meggs, Geoff PREM:EX
Cc: Wong, Tamarra PREM:EX
Subject: Executive Assistant Orientation
Attachments: EA Orientation Oct162017 AGENDA.DOCX

See attached agenda for EA Orientation this week.

Thanks,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, October 16, 2017 11:19 AM
To: LP Ministerial Assistants
Cc: Meggs, Geoff PREM:EX
Subject: Reminder: Friday MA Meeting from 10AM - 11AM

Hi All,

Just a reminder that we have our weekly MA meeting this Friday from 10AM – 11AM. This meeting will be a roundtable discussion, hosted by Sr. MA Jessica Wood, on reconciliation. It will be held in the Government Caucus Room.

I would like to suggest that everyone try to be there in person, as it will be difficult to participate via teleconference.

Thank you!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, October 11, 2017 12:19 PM
To: Parte, Maura PSA:EX
Subject: Powerpoint
Attachments: Final_Sr MA Orientation.pptx

Hey Maura,

I quickly did a powerpoint for today if we want to use it.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, October 11, 2017 11:35 AM
To: Meggs, Geoff PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: s.22

Hi Geoff,

s.22 . Please let me know if you have any concerns.

Thank you,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, October 11, 2017 10:16 AM
To: Meggs, Geoff PREM:EX; Papik, Stephanie PREM:EX; Aaron, Sage PREM:EX; Lawson, Liam PSSG:EX; Scott, Samantha LASS:EX; Sanford, Donna L GCPE:EX; Oreck, Mira PREM:EX; Higgins, Keira PREM:EX; Hannah, Matt GCPE:EX; Moran, Roseanne LASS:EX
Cc: Parte, Maura PSA:EX
Subject: Updated Agenda for Tomorrow
Attachments: MA Orientation-formatted-V1 2017-10-11.docx

Hi Everyone,

Please see attached updated agenda for tomorrow. Please note your relevant times.

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

Thank you,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 10, 2017 6:39 PM
To: Wong, Tamarra PREM:EX
Subject: Favour
Attachments: Political Staff Mandate Letter Final.docx

Can you print out 70 of these and get Geoff to sign them? Ideally on nicer paper... I need them by tomorrow night... I'm hoping he can make the time to do it. We're going to hand them out on Thursday to all political staff.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 10, 2017 10:28 AM
To: 'W. Duvall'; 'psihota@comsavings.com'; Moran, Roseanne LASS:EX
Cc: Parte, Maura PSA:EX
Subject: Panel Discussion for MA Orientation
Attachments: MA Orientation-formatted-V1 2017-10-06.docx

Hi All,

Thank you all so much for agreeing to participate on a panel discussion during the Ministerial Assistant Orientation. This discussion will be on **Thursday, October 12th at 11:30AM**.

Our government has just hired over 40 Ministerial Assistants and this is our first opportunity to bring them all together and discuss their roles, responsibilities and what is expected of them in this job. Throughout the day we'll be learning about government communications, the importance of stakeholder relations, working with the public service and the importance of our confidence and supply agreement with the Green caucus. I have attached a draft agenda here.

While it will be a fulsome day, we thought it would be important (and interesting!) to hear from people who have done this job before. Any stories that you can share, or tricks of the trade, would be really helpful. We have set aside an hour for this panel discussion and would like to give you each an opportunity to speak for 5-10 minutes and then open it up for questions.

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

Thank you.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 10, 2017 10:12 AM
To: Aaron, Sage PREM:EX
Subject: Chief of Staff Presentation
Attachments: Final_Chief of Staff.pptx

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 10, 2017 8:22 AM
To: Parte, Maura PSA:EX
Subject: Can we add...

This section to all job descriptions:

Confidentiality

As an Order in Council appointee, the Ministerial Assistant must conduct him/herself in a manner that maintains and enhances the public's trust and confidence in the public service and are accountable for upholding the Standards of Conduct for Political Staff.

The Ministerial Assistant must, at all times, maintain the confidentiality of highly sensitive information and materials both written and verbal.

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, October 6, 2017 4:04 PM
To: Fern, Dave IRR:EX
Subject: RE: Premier's meeting with Nanoose at FNLG

From Geoff:
That's about right . s.13,s.16
s.13,s.16

From: Fern, Dave IRR:EX
Sent: Friday, October 6, 2017 11:39 AM
To: Clark, Layne PREM:EX
Subject: Premier's meeting with Nanoose at FNLG

Hi, Layne. Many thanks for your help on this. I'm drafting a response letter to the Nanoose First Nation regarding their meeting with Premier Horgan at the FNLG in early September. All I have to go on are the bullets below that I believe Geoff Meggs may have developed. I'm familiar with the issues that were discussed but do you mind asking Geoff if he recalls any commitments that might have been made or follow-up promised? Many thanks.

s.13,s.16

Dave Fern
Negotiator
Ministry of Indigenous Relations and Reconciliation
250-356-5289 (ph)
250-896-7800 (cell)
250-387-0887 (fax)

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, October 6, 2017 12:16 PM
To: Meggs, Geoff PREM:EX
Subject: Follow-Up

Hey Geoff,

A few things I need to follow up with you on:

1. s.22
- 2.
3. ABC
4. CUPE & Paramedics

At some point this weekend.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 5, 2017 5:30 PM
To: Meggs, Geoff PREM:EX
Subject: FW: Revised Table of Contents
Attachments: TABLE OF CONTENTS I DRAFT Oct 5 2017.docx

FYI. The attached table of contents is the binders that all political staff will receive at orientation.

I am going to put a draft letter for you to sign to be on the front page of all binders (similar to the Premier's mandate letter to Ministers). If you have additional things you think we should add, feel free to let me know.

L

From: Parte, Maura PSA:EX
Sent: Thursday, October 5, 2017 5:27 PM
To: Clark, Layne PREM:EX
Subject: Revised Table of Contents

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 5, 2017 5:30 PM
To: Parte, Maura PSA:EX
Subject: FW: FOR MA ORIENTATIONS Guidelines for Use - Vancouver Cabinet Office
Attachments: FINAL-MAGuidelines-VCO.docx

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, October 4, 2017 3:47 PM
To: Clark, Layne PREM:EX; Wong, Tamarra PREM:EX
Subject: FOR MA ORIENTATIONS Guidelines for Use - Vancouver Cabinet Office

Hi Layne and Tamarra,

Attached are guidelines for the use of VCO. Please provide this information to the MAs. Geoff hasn't seen this yet so, Tamarra can you bring it to his attention. It's been on our agenda but we never got to it. If there are any issues or comments, let me know.

As well, it should go to staff in our Office.

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

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 5, 2017 5:27 PM
To: LP Administrative Coordinators
Subject: Ministry Staff: Contact List
Attachments: MO Staff List - Public.docx

Hi Everyone,

Here is our most up to date contact list. Could you please review for any errors and get back to me by early tomorrow morning? This will be for public distribution and therefore are putting MA office lines, and not their cell phones. We are including EA cell numbers.

Thank you!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 5, 2017 5:25 PM
To: Parte, Maura PSA:EX
Attachments: Relevant Contact Information for MA.DOCX

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 5, 2017 4:12 PM
To: Spraggett, Randy LASS:EX
Subject: RE: Floor Map

The last change is that the Ministry of Education and the Ministry of Tourism should be switched. Is it possible to get a new floor plan?

L

From: Spraggett, Randy [<mailto:Randy.Spraggett@leg.bc.ca>]
Sent: Thursday, September 28, 2017 1:44 PM
To: Clark, Layne PREM:EX
Subject: RE: Floor Map

Thank you Layne

I will have it updated and send you the basement floor plan again.

Randy Spraggett
Facility Manager



Legislative Assembly of British Columbia
Legislative Facility Services
Mailing Address
Rm 002- 431 Menzies St.
Victoria, BC V8V-1X4
tel: 250-952-8137
fax: 250-952-8138
www.leg.bc.ca

From: Clark, Layne PREM:EX [<mailto:Layne.Clark@gov.bc.ca>]
Sent: September-28-17 1:43 PM
To: Spraggett, Randy <Randy.Spraggett@leg.bc.ca>
Subject: RE: Floor Map

Great – it looks good except 027.

027 is: Minister of State for Childcare and Minister of State for Trade

From: Spraggett, Randy [<mailto:Randy.Spraggett@leg.bc.ca>]
Sent: Thursday, September 28, 2017 11:18 AM
To: Clark, Layne PREM:EX
Cc: Dhanota, Surjit LASS:EX; Lenz, Gary LASS:EX
Subject: RE: Floor Map

Hello Layne,

I think the information when we created this update was early on in the process, based on information provided to us at the time, this map has not been released generally. If you see any changes needed please advise and we can quickly adjust the titles for example in 027.

Randy

Randy Spraggett
Facility Manager



Legislative Assembly of British Columbia
Legislative Facility Services
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From: Clark, Layne PREM:EX [<mailto:Layne.Clark@gov.bc.ca>]
Sent: September-28-17 10:18 AM
To: Spraggett, Randy <Randy.Spraggett@leg.bc.ca>
Cc: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>; Lenz, Gary <Gary.Lenz@leg.bc.ca>
Subject: RE: Floor Map

Thanks Randy – it's funny because we never had the Confidence and Supply Secretariat there! Not sure how that misunderstanding happened.

I really appreciate this though.

Layne

From: Spraggett, Randy [<mailto:Randy.Spraggett@leg.bc.ca>]
Sent: Thursday, September 28, 2017 9:16 AM
To: Clark, Layne PREM:EX
Cc: Dhanota, Surjit LASS:EX; Lenz, Gary LASS:EX
Subject: RE: Floor Map

Good morning Layne

Here is the most recent floor plans, we have some find tuning to performed but this should assist staff.

Randy

Randy Spraggett
Facility Manager



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From: Lenz, Gary
Sent: September-27-17 3:34 PM
To: Spraggett, Randy <Randy.Spraggett@leg.bc.ca>; Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Subject: Fwd: Floor Map

Could you please respond

Sent from my iPhone

Begin forwarded message:

From: "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>
Date: September 27, 2017 at 2:24:06 PM PDT
To: "Lenz, Gary" <Gary.Lenz@leg.bc.ca>
Subject: Floor Map

Hi Gary,

Is there any way to produce a new floor map of our Ministries? It will be helpful for people to know where to go, and right now we're working off of the former government's plan. Your help would be much appreciated. Thanks again for helping facilitate our Ministers of State into the new space.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 5, 2017 9:28 AM
To: Meggs, Geoff PREM:EX
Cc: Hannah, Matt GCPE:EX; Aaron, Sage PREM:EX
Subject: Response to MLA Coleman
Attachments: 2017-10-05 MLA Coleman.docx

See attached.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, October 5, 2017 9:16 AM
To: FIN IMB Service Desk (78912) FIN:EX
Subject: Directory Administration for PREM
Attachments: 2017-01-18 Ministry key_Contacts.pdf

Hello,

I am looking to find a way to update this list on the government directory. The attachment is what you currently receive when you go onto the government website. Any help you can provide would be great. It's essential to get this list up and running so that Constituency Assistants and MLAs (from across parties) have access to government resources and contact information. If you have any questions, do not hesitate to reach out to me at 250-818-5583.

Thank you!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, October 4, 2017 4:58 PM
To: Hannah, Matt GCPE:EX
Subject: FW: GCPE | Communcation Operations org chart
Attachments: Communications Operations Division.jpg

From: Welgush, Lindsey GCPE:EX
Sent: Thursday, September 14, 2017 10:35 AM
To: Clark, Layne PREM:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX
Cc: Lowe, Mike GCPE:EX
Subject: FW: GCPE | Communcation Operations org chart

Please distribute the enclosed GCPE Communications Operations division org chart to MAs.

Regards,

Lindsey Welgush

Executive Coordinator

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca

778 698-4798

From: Welgush, Lindsey GCPE:EX
Sent: Thursday, September 14, 2017 10:32 AM
To: GCPE All Staff
Subject: GCPE | Communcation Operations org chart

Good morning,

Attached shows the reporting structure in the GCPE Communications Operations division, and includes which ministry communications shops fall under the responsibility of which Executive Directors.

Regards,

Lindsey Welgush

Executive Coordinator

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca

778 698-4798

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, October 4, 2017 11:46 AM
To: Parte, Maura PSA:EX
Subject: EA Notes

Hey Maura,

I joined the call on Tristan's request this morning and took some notes:

- Need to give direction to AC's that EAs can go out and purchase a printer/mouse/screen. Their Deputy Minister has been told by Don Wright to organize a laptop and phone. That is all.
- Should confirm what they are allowed to use a credit card for
- Current travel policy isn't adequate (they said you were working on this)
- They asked that at the CA orientation, there was time to discuss their role in the office. I'll work with Roseanne on this.

For Orientation:

- Cliff Training
- Glossary of Abbreviated terms
- Org Chart and Roles and Responsibilities of Ministry Staff

s.13

I'm also going to get them access to TNO and Corporate Calendar.

Let's chat soon.

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 3, 2017 4:43 PM
To: LP Ministerial Assistants
Subject: Next Week Orientation: Updated Times

Hi Everyone,

Just a note that next week's orientation on Thursday October 12th will be held from 10AM – 4PM. An agenda will be made available early next week.

Thank you,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, October 3, 2017 4:40 PM
To: LP Senior Ministerial Assistants
Subject: Orientation: Wednesday October 11th

To: Senior MAs

Hi Everyone,

Just a note that the orientation next Wednesday will be held from **1PM – 5PM**.
I will re-send the calendar invite shortly. We will also have an agenda for you by Monday.

Thank you,

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, October 2, 2017 4:27 PM
To: 'Bill Duvall'
Subject: RE: MA Orientation

Hey Bill,

Your cell phone seems to be going to voicemail.

Anyways - we're doing an MA Orientation next Thursday, October 12th and we were hoping to do an former-MA panel. We wanted to invite people who were MA's previously to give their top tips to new political staff and provide any insight into how the role functions. We would love to invite you to participate on this panel.

I'm sorry for the late notice invitation, but I really hope you can make it. Feel free to give me a call again if you have any questions!

Layne

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

From: Bill Duvall [<mailto:Bill.Duvall@metrovanancouver.org>]
Sent: Monday, October 2, 2017 3:45 PM
To: Clark, Layne PREM:EX
Subject: Re: MA Orientation

Just left you a vm.

Sent from my iPhone

On Oct 2, 2017, at 1:31 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca<<mailto:Layne.Clark@gov.bc.ca>>> wrote:

Hi Bill,

When you get a minute - can you call me about an orientation I'm putting together? My number is 250-818-5583

Thank you!

Layne

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Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, October 2, 2017 10:07 AM
To: LP Ministerial Assistants
Subject: Reminder: Weekly MA Meetings

Hey Everyone,

Just a reminder that starting this Friday, October 6th there will be **weekly** MA meetings at 10AM. This is an opportunity for you to hear from the Chief of Staff and others on the plan for the weeks ahead.

Please double check your calendars to ensure this meeting is there.

Thanks!

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, October 2, 2017 9:53 AM
To: Wood, Jessica IRR:EX
Subject: Round Table

Hi Jessica,

Did you want to schedule the Reconciliation Round Table for this week? We have the MA Check-In this Friday at 10AM, and we could schedule this for after?

Layne

Wensink, Alison PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, October 2, 2017 9:28 AM
To: Thumath, Meaghan MHA:EX
Subject: RE: Senior MA orientation on budget & request for guidance on lobbyists

Hi Meaghan,

I'll call you shortly on the first question.

For office budgets, we can review at orientation, but we're suggesting Senior MA's set up a monthly check-in with the Ministries Chief Financial Officer. The key things to look for are the actuals versus the forecast and to ask if there is potential that the Ministry could be over budget. If you are over budget, the Chief Financial Officer should be able to help you manage that process.

Thanks,

L

From: Thumath, Meaghan MHA:EX
Sent: Sunday, October 1, 2017 11:26 AM
To: Parte, Maura PSA:EX
Cc: Clark, Layne PREM:EX
Subject: Senior MA orientation on budget & request for guidance on lobbyists

Do we have any central policies or recommendations for senior MAs on taking meetings with registered lobbyists or private sector firms represented by lobbyists like Lifelabs, Deloitte, etc. Hopefully we can discuss at our senior MA orientation?

Post leaders levee and UBCM we are getting a ton of requests, would also appreciate your guidance before the orientation if one of you can give me a quick call this week:
[12508892994](tel:12508892994)

I'm sure this is already on your radar but can we also get some training on office budgets?

Many thanks,

M.

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