

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, November 29, 2017 12:44 PM
To: LP Executive Assistants
Cc: Parte, Maura PSA:EX
Subject: Call Today

Hi Everyone,

I would like to schedule a quick call today from 4PM – 4:30PM to discuss some of the items that I mentioned in our earlier meeting and take any questions you may have. I'll send a calendar invite shortly. Please let me know if you are unable to attend.

Thanks,

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, November 28, 2017 12:50 PM
To: LP Ministerial Assistants; Meggs, Geoff PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Nash, Amber PREM:EX; Wong, Tamarra PREM:EX; Dewar, Bob PREM:EX; Della Mattia, Marie PREM:EX; Oreck, Mira PREM:EX; Cavanagh, Judy PREM:EX
Cc: Moran, Roseanne LASS:EX
Subject: End of Session

Hi Everyone,

To mark the closing of what has been a very successful and productive legislative session, we are inviting staff to share refreshments and light snacks on Thursday, November 30 from 4:30PM to 7PM in ^{s.15}

Thanks everyone!

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, November 28, 2017 12:05 PM
To: LP PO Executive Office
Subject: FW: Workshop - Parliamentary Procedure Cabinet and Treasury Board

Hi Everyone,

Please let me know if you are interested in attending this session.

Thank you,

Layne

From: Parte, Maura PSA:EX
Sent: Tuesday, November 28, 2017 11:51 AM
To: LP Ministerial Assistants; LP Senior Ministerial Assistants
Cc: Clark, Layne PREM:EX
Subject: Workshop - Parliamentary Procedure Cabinet and Treasury Board

Hi Everyone,

The Legislative Assembly's Parliamentary Education Office offers day-long Parliamentary Procedure workshops for the public service.

These sessions are hugely popular and oversubscribed with a 3 month waiting list. Please see the agenda below.

They have offered to hold a session for Minister's Office and Premier's Office staff on Tuesday, December 12, subject to enough interest.

I appreciate how familiar you may already be with how the Legislative Assembly, Cabinet and Treasury Board function but please consider how a dedicated session will allow for more in-depth exploration of the topics being covered.

I'm going to send a calendar invite shortly to measure interest and availability. Please respond as soon as you can.
For now it is not open to administrative staff but we may be able to open it up subject to interest.

Thank you,
Maura

Sample Agenda for the Parliamentary Procedure Workshop:

9:00 – 10:00 am	Parliamentary Traditions and the Role of the Speaker and the Clerk Office of the Clerk
10:00 – 10:30 am	Break
10:30 – 11:15 am	Parliamentary Procedure Office of the Clerk

11:15 - 11:45 am	Parliamentary Committees Parliamentary Committees
11:45 – 1:00 pm	Lunch
1:00 – 1:50 pm	Ministry Drafting: The Role of Legislative Counsel Legislative Counsel, Ministry of Justice
2:00 – 2:50 pm	Cabinet, Committees and its Decision-Making Process Cabinet Operations
2:50 – 3:15 pm	Break Legislative Library Services Reference Librarian, Legislative Library of BC
3:15 – 3:50 pm	Treasury Board and Treasury Board Staff Treasury Board Staff
3:50 – 4:00 pm	Wrap-Up

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 27, 2017 5:32 PM
To: Parte, Maura PSA:EX
Subject: Gifts
Attachments: Gifts.docx

Hi Maura,

See attached memo to staff regarding gifts. I welcome your feedback. Let's chat tomorrow?

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 27, 2017 4:46 PM
To: Sas, Jonathan IRR:EX
Subject: FW: Reconciliation Approach - Update
Attachments: Reconciliation Presentation_DmtoDMmessage_Nov 2017.pdf; ATT00001.htm

Is this something we should do for MO staff? We did the session with Jessica and Stephanie, but perhaps it's a good idea to continue these things? Over to you to see what you think would be helpful for political staff.

Layne

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, November 22, 2017 9:39 AM
To: Clark, Layne PREM:EX; Christensen, Suzanne PREM:EX
Subject: Fwd: Reconciliation Approach - Update

Hello - would this be of interest to MO staff or PAO staff?

Begin forwarded message:

From: "Caul, Doug D IRR:EX" <Doug.Caul@gov.bc.ca>
Date: November 22, 2017 at 9:07:59 AM PST
To: BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>
Cc: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>, "Wheler, Francesca M IRR:EX" <Francesca.Wheler@gov.bc.ca>, "Holmes, Rachel IRR:EX" <Rachel.Holmes@gov.bc.ca>
Subject: Reconciliation Approach - Update

Colleagues:

As I mentioned at the November 17, 2017 DMC, I am aware of questions from various ministries with regard to all Ministers' mandate letters' stated commitment to fully adopt and implement the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commission (TRC) of Canada's Calls to Action. MIRR staff have been participating in Region to Region sessions and have used the slide deck (attached) to help enhance staff understanding regarding UNDRIP, the TRC Calls to Action and the Tsilhqot'in Decision. We are prepared to meet with your executive and/or staff to make the same presentation and participate in a deeper discussion.

This is an opportune time to learn more about UNDRIP, TRC and the Tsilhqot'in decision. We anticipate having additional tools and guidance in the new year to assist Ministries in fulfilling mandate commitments. If we can be of assistance in the meantime, please contact [Rachel Holmes](#) or me.

Doug

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 27, 2017 11:28 AM
To: LP Ministerial Assistants; LP Executive Assistants
Cc: Meggs, Geoff PREM:EX
Subject: Call with Chief of Staff

Hi Everyone,

With the change for in-person meetings to Wednesdays, I will also be scheduling weekly teleconference calls with the Chief of Staff. This is an opportunity for you to hear from him and ask any questions you may have. This first one will be next **Thursday, December 7th at 11AM.**

Thanks everyone,

Layne

Layne Clark

Director of Liaison and Coordination
Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 27, 2017 9:51 AM
To: LP Ministerial Assistants
Cc: Van Meer-Mass, Kate PREM:EX; Meggs, Geoff PREM:EX
Subject: MA Meeting with the Premier

Hi Everyone,

The Premier would like the opportunity to meet with all of you! This meet and greet will be held on **Tuesday, December 12th at 4:30PM**. It will be in s.15

Thanks everyone,

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 27, 2017 9:04 AM
Subject: DATE CHANGE: MA Meetings

Hi Everyone,

Starting this week, we will be changing the MA meetings to be every **Wednesday from 9:15AM – 10:15AM**. There will no longer be MA meetings on Friday mornings. They will be in **s.15**

This does not change the time or date of Senior MA Planning sessions.

Thanks everyone!

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, November 24, 2017 10:52 AM
To: Nanninga, Tanera AG:EX
Cc: Massy, Michelle E PREM:EX; Brown, Dawn A PREM:EX
Subject: Re: Attendance confirmation for Cabinet Planning Sessions November 27 - 28, 2018

Yes - this is approved.

Thank you,

Layne

Sent from my iPhone

On Nov 24, 2017, at 10:48 AM, Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca> wrote:

Good morning Layne,
I believe George Smith talked to you regarding Minister Eby's absence from the Cabinet planning session, as he will be in Committee of the Whole. Are you able to provide me with a confirmation of the AG's leave via email?

Best regards,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

From: Brown, Dawn A PREM:EX

Sent: Thursday, November 23, 2017 9:29 AM

To: Aaron, Sage PREM:EX; Brosz, Corinne M ENV:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Currie, Kathie JTT:EX; Dewar, Bob PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Harder, Derrick TRAN:EX; Hay, Lorna MAH:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam EDUC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P MMHA:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James AEST:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Wade, Debbie MMHA:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Wong, Tamarra PREM:EX

Subject: RE: Attendance confirmation for Cabinet Planning Sessions November 27 - 28, 2018

Please note the change in start time for November 27 indicated below in red.

It will now start at 8:30 a.m. as opposed to 9:00 a.m.

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

From: Brown, Dawn A PREM:EX

Sent: Thursday, November 23, 2017 9:08 AM

To: Aaron, Sage PREM:EX; Brosz, Corinne M ENV:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Currie, Kathie JTT:EX; Dewar, Bob PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Harder, Derrick TRAN:EX; Hay, Lorna MAH:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam EDUC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P MMHA:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James AEST:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Wade, Debbie MMHA:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Wong, Tamarra PREM:EX

Subject: Attendance confirmation for Cabinet Planning Sessions November 27 - 28, 2018

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email ASAP.

If requesting leave, please contact Layne Clarke and CC: Michelle Massy and myself for the attendance survey.

Planning Session

Monday, November 27, 2018

8:30 a.m. – 12:00 p.m.

2:30 p.m. – 5:30 p.m.

s.15

Planning Session

Tuesday, November 28, 2018

1:30 p.m. – 5:00 p.m.

s.15

In your response please indicate your Minister/Official's attendance to both days of meetings.

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

Thank you,

Dawn A. Brown

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, November 24, 2017 9:47 AM
To: LP Ministerial Assistants; LP Executive Assistants
Subject: Phone Call for MA Meeting

Hi All,

As you know, in person is preferred, unless otherwise not possible. If you are unable to meet in person, please use the following teleconference line for all MA meetings:

s.15,s.17

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, November 24, 2017 9:45 AM
To: Hansen, Lucy HLTH:EX
Subject: RE: Cabinet Retreat Confirmed: November 27 and 28

Yes. This is confirmed. Thank you

From: Hansen, Lucy EMPR:EX
Sent: Friday, November 24, 2017 9:45 AM
To: Clark, Layne PREM:EX
Subject: RE: Cabinet Retreat Confirmed: November 27 and 28

Hi Layne,

Just waiting to hear is Minister has leave^{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: Lucy.Hansen@gov.bc.ca

From: Hansen, Lucy EMPR:EX
Sent: Wednesday, November 22, 2017 1:03 PM
To: Clark, Layne PREM:EX
Subject: RE: Cabinet Retreat Confirmed: November 27 and 28
Importance: High

Who would I have to contact about getting leave for Minister Mungall from Cabinet Retreat^{s.22}
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: Lucy.Hansen@gov.bc.ca

From: Clark, Layne PREM:EX
Sent: Monday, November 20, 2017 5:05 PM
To: LP Ministerial Assistants; LP Support Staff
Cc: Canitz, Shelley L PREM:EX; Van Meer-Mass, Kate PREM:EX; Scott, Samantha LASS:EX; Moran, Roseanne LASS:EX; Meggs, Geoff PREM:EX
Subject: Cabinet Retreat Confirmed: November 27 and 28

Hi All,

We have confirmed the Cabinet retreat for **November 27th and 28th**. It will be in s.15 in Victoria. The full schedule will come out shortly, but please note that your Minister will be expected for the full day except Question Period.

Thank you,

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, November 23, 2017 6:12 PM
To: Currie, Kathie JTT:EX
Cc: Sali, Meghan JTT:EX
Subject: RE: MOU Seattle/Cascadia

Minister Ralston can have leave from the meeting to attend this event. To be clear, PS Glumac will also be in attendance?

Layne

From: Currie, Kathie JTT:EX
Sent: Thursday, November 23, 2017 12:00 PM
To: Clark, Layne PREM:EX
Cc: Sali, Meghan JTT:EX
Subject: MOU Seattle/Cascadia

Hi Layne

This might be too little too late, but I thought I would provide some context into why we have requested leave for MBR to not attend the Chamber of Commerce luncheon with PJH December 8th.

You'll see by the email below that the organizers are requesting a Representative who is of the same calibre as the LG of Washington State, who will be signing the MOU on behalf of the Governor of Washington State.

You'll note that the Governor of Oregon will be attending as well.

That was the reason for us to request MBR to be able to attend to sign on behalf of BC, and to carry on the great pickup we got from the Governors visit to Victoria this week.

So we're hoping you would grant the leave for MBR to attend.

Thanks very much, Kathie

From: Lewis.Coughlin@international.gc.ca [<mailto:Lewis.Coughlin@international.gc.ca>]
Sent: Monday, November 13, 2017 5:29 PM
To: Hewitt, Jeremy IGRS:EX
Cc: Collier, David JTT:EX; tdefrank@britishcolumbia.ca; Gail.Horak@international.gc.ca; Brandon.Lee@international.gc.ca; Michael.Wooff@international.gc.ca; Robert.Kerr@international.gc.ca
Subject: BC Ministerial Representation at Cascadia Innovation Network MOU Signing Ceremony/Launch - Seattle, 8 Dec 2017

Hi Jeremy,

Planning is now underway for the MOU signing ceremony scheduled for the morning of Friday, December 8, 2017 (see attached email for reference).

We are currently inviting the Lieutenant Governor for Washington (the Governor is out of town on 12/8) to represent the state of Washington, as well as Governor of Oregon.

I am writing to you today to request your assistance in coordinating the participation of an elected official who would represent the Province of BC at this Cascadia Innovation Corridor-related event in Seattle.

It is our hope that BC will be represented at a level commensurate to the expected representation from WA and OR; i.e. Premier of BC or Trade & Jobs Minister Raulston (or equivalent Minister in a relevant portfolio). We planned the date of the event to fall on a Friday, to ensure a greater chance of getting ministerial-level representation as I understand it's difficult for the Premier or ministers to travel on other days for political reasons.

I've attached the most recent communications on the launch of the MOU and related launch event for your review and consideration to help situation this request.

So far, in our draft invitation list, we have identified the following BC government officials to invite to the event (in addition to the Minister or Premier, which we would arrange through your office:

Troy DeFrank tdefrank@britishcolumbia.ca

Director, Pacific Northwest British Columbia Trade & Investment

David Collier David.Collier@gov.bc.ca

A/Executive Director BC Ministry of Jobs, Trade, and Technology

Brian Han Henry.Han@gov.bc.ca

Executive Director BC Ministry of Jobs, Trade & Technology

Jeremy Hewitt Jeremy.Hewitt@gov.bc.ca

Executive Director - Intergovernmental Relations Office of the BC Premier

Rick Glumac rick.glumac.mla@leg.bc.ca

Parliamentary Secretary for Technology Province of BC

Fazil Mihlar ??? * Deputy Minister BC Ministry of Jobs, Trade & Technology

Brian Krieger Brian.Krieger@gov.bc.ca

ADM BC Ministry of Jobs, Trade & Technology

* I'm missing the email address for Fazil Mihlar

Please advise who should be added or subtracted from the above list so that our invitations are in line with the BC Government's preferences.

FYI, Gail Horak, Foreign Policy & Advocacy Officer, from our office is supporting me on the intergovernmental relations side of this initiative (copied here). Once you've responded, I'll turn it over to Gail to carry on planning for BC government representation at the event.

Thank you in advance for your consideration in this matter. I look forward to hearing back from you on this and for ensuring that we have senior officials from the three jurisdictions to present their visions for the Cascadia Innovation Corridor and blessing/support for the soon to be launched Cascadia Innovation Network, which now has 29 founding member organizations from BC, Washington and Oregon.

Best regards,

Lewis

Kathie Currie

Senior Ministerial Assistant to the Honourable Bruce Ralston

Minister of Jobs, Trade & Technology

Room 137, Parliament Buildings

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, November 23, 2017 4:00 PM
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Question for Ministers leaving the province/country

If the Minister is traveling outside of the country for Ministry business the DM is required to advise the Chief of Staff and the Deputy Minister of the Premier's Office in advance.

It is helpful for you to provide the dates she is out of the country to the Whip's office.

Thank you!

Layne

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, November 23, 2017 3:50 PM
To: Clark, Layne PREM:EX
Subject: RE: Question for Ministers leaving the province/country

Yes it is personal. I have already contacted the Whip's office for leave from Cabinet. Do I also need to give them, the dates she will be out of country as well?

Is there a different contact if it is work related?

Lindsey

From: Clark, Layne PREM:EX
Sent: Thursday, November 23, 2017 3:46 PM
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Question for Ministers leaving the province/country

Hi Lindsey,

Is this for leisure? If so, it is the Whip's office.

Thanks,

Layne

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, November 23, 2017 3:43 PM
To: Clark, Layne PREM:EX
Subject: Question for Ministers leaving the province/country

Hi Layne,

I am unsure as to who I should contact regarding the Minister leaving the province/country. I was told to contact the PO's office. If this is you great, if not then I would appreciate direction. Thanks.

Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator
Minister of Transportation
250-953-4848

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, November 23, 2017 12:36 PM
To: MacMillan, Elizabeth PREM:EX; Meggs, Geoff PREM:EX; Dewar, Bob PREM:EX
Subject: Cabinet Retreat

Hi Elizabeth,

Bob Dewar will be attending the Cabinet Retreat. If possible, it would be great to get him all accessible materials as well.

Thank you,

Layne

Layne Clark

Director of Liaison and Coordination
Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Thursday, November 23, 2017 11:12 AM
To: Robb, Amanda JTT:EX
Cc: Currie, Kathie JTT:EX
Subject: RE: Items for Minister's Calendars

Hi Amanda,

We are very much looking for all Ministers to attend this event.

Layne

From: Robb, Amanda JTT:EX
Sent: Thursday, November 23, 2017 10:47 AM
To: Clark, Layne PREM:EX
Subject: RE: Items for Minister's Calendars

Hi Layne,

Re: Annual Premier & Cabinet Lunch- Dec. 8th

I am not sure if this is a mandatory attendance but Minister Ralston is seeking leave from this event on December 8th.

He is tentatively confirmed to be in Seattle that day to attend the PNWR MOU

Please let me know if this will be an issue.

Thank you,

Amanda Robb

Administrative Coordinator to the Honourable Bruce Ralston
Minister of Jobs, Trade and Technology

Administrative Coordinator to the Honourable George Chow
Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-387-9133 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

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.s.15 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

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, November 22, 2017 3:19 PM
To: Canitz, Shelley L PREM:EX; Van Meer-Mass, Kate PREM:EX
Cc: Massy, Michelle E PREM:EX; Brown, Dawn A PREM:EX
Subject: RE: Cabinet Retreat Confirmed: November 27 and 28

Hi All,

Leave is approved for Michelle Mungall from Cabinet Retreat ^{s.22}

Thanks,

Layne

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, November 22, 2017 3:03 PM
To: Van Meer-Mass, Kate PREM:EX; Clark, Layne PREM:EX
Subject: RE: Cabinet Retreat Confirmed: November 27 and 28

I don't normally see these things – do they go to Elizabeth MacMillan?

From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, November 22, 2017 3:00 PM
To: Clark, Layne PREM:EX; Canitz, Shelley L PREM:EX; Meggs, Geoff PREM:EX
Subject: RE: Cabinet Retreat Confirmed: November 27 and 28

Hi there,

Minister Mungall will need a 45min reprieve from cabinet on Monday.

From: Clark, Layne PREM:EX
Sent: Wednesday, November 22, 2017 2:17 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: Fwd: Cabinet Retreat Confirmed: November 27 and 28

Are you managing these?

L

Sent from my iPhone

Begin forwarded message:

From: "Hansen, Lucy EMPR:EX" <Lucy.Hansen@gov.bc.ca>
Date: November 22, 2017 at 1:02:59 PM PST

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

Subject: RE: Cabinet Retreat Confirmed: November 27 and 28

Who would I have to contact about getting leave for Minister Mungall from Cabinet Retreat s.22
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: Lucy.Hansen@gov.bc.ca

From: Clark, Layne PREM:EX

Sent: Monday, November 20, 2017 5:05 PM

To: LP Ministerial Assistants; LP Support Staff

Cc: Canitz, Shelley L PREM:EX; Van Meer-Mass, Kate PREM:EX; Scott, Samantha LASS:EX; Moran, Roseanne LASS:EX; Meggs, Geoff PREM:EX

Subject: Cabinet Retreat Confirmed: November 27 and 28

Hi All,

We have confirmed the Cabinet retreat for **November 27th and 28th**. It will be in s.15
in Victoria.

The full schedule will come out shortly, but please note that your Minister will be expected for the full
day except Question Period.

Thank you,

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, November 22, 2017 9:59 AM
To: Wong, Tamarra PREM:EX
Subject: Fwd: OIC Appointments

He agreed. Can you send? Thanks!

L

Sent from my iPhone

Begin forwarded message:

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: November 22, 2017 at 9:47:16 AM PST
To: "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>
Subject: Re: OIC Appointments

Perfect

Sent from my iPhone

On Nov 22, 2017, at 9:02 AM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Geoff – see below. Let me know if you have any edits and Tamarra can send.

--

To: Senior Ministerial Assistants

Morning,

Thank you to everyone for your continued work on OIC appointments.

It has come to my attention that there are additional concerns for Ministers who are responsible for appointments within other ministries. With this in mind, I ask that all Ministerial Assistants work together to ensure that both Ministers are comfortable with any decision being made. MA's are required to cooperate with one another to ensure that all impacted Ministers understand the decision and are in agreement before it is put forward.

Again, thank you for your work on this important file.

Geoff

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, November 22, 2017 9:02 AM
To: Meggs, Geoff PREM:EX
Cc: Wong, Tamarra PREM:EX
Subject: OIC Appointments

Geoff – see below. Let me know if you have any edits and Tamarra can send.

--

To: Senior Ministerial Assistants

Morning,

Thank you to everyone for your continued work on OIC appointments.

It has come to my attention that there are additional concerns for Ministers who are responsible for appointments within other ministries. With this in mind, I ask that all Ministerial Assistants work together to ensure that both Ministers are comfortable with any decision being made. MA's are required to cooperate with one another to ensure that all impacted Ministers understand the decision and are in agreement before it is put forward.

Again, thank you for your work on this important file.

Geoff

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Tuesday, November 21, 2017 2:49 PM
To: Holt, Lynne FIN:EX
Subject: Candidate Form

Hi Lynne,

Geoff asked that you inquire with lawyers about adding a “diversity” lens to the candidate application form. Is this something you can look into?

Layne

Layne Clark

Director of Liaison and Coordination
Premier’s Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 20, 2017 11:26 AM
To: Wong, Tamarra PREM:EX
Subject: Research

Hey Tamarra,

Do you think from the legislative library we could find out what the specific requirements are for accepting gifts, reporting, etc? I am getting lots of questions from MAs and it would be good to know what is protocol and then decide if we want to follow those rules, or set stricter ones?

L

Layne Clark

Director of Liaison and Coordination
Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, November 17, 2017 11:36 AM
To: LP Senior Ministerial Assistants
Subject: With Attachment
Attachments: Template Division of Duties Nov 2017.docx

Sorry – with attachment this time!

Layne

Layne Clark

Director of Liaison and Coordination
Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Friday, November 17, 2017 11:35 AM
To: LP Senior Ministerial Assistants
Cc: Parte, Maura PSA:EX; Meggs, Geoff PREM:EX
Subject: Senior MA

To: Senior Ministerial Assistants

Hi Everyone,

I hope everyone is enjoying the “break” week. As mentioned last week, we will be having a Senior MA meeting next **Wednesday, November 22nd from 9:30AM – 10:30AM.**

Attached to this e-mail is a draft formatting document for what the division of labour could look like in your Ministry Office. I ask that you review it, add your relevant information or change based on what is working best in your offices. Also – I’m giving a big shout out to Paula Gunn, who developed this format within her office and is what we are basing this template on!

Please come prepared to discuss what is working well in terms of structure, some of the challenges you are facing and how we can better support your work within your role as the senior political staffer in the office.

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

Thanks,

Layne

Layne Clark

Director of Liaison and Coordination

Premier’s Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, November 8, 2017 12:30 PM
To: Wong, Tamarra PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: For sending

PRIVATE AND CONFIDENTIAL

To: Ministerial Assistants and Executive Assistants

Hi Everyone,

To avert a repeat of concerns that arose recently, I recommend that requests for meetings with ^{s.22}
s.22 be declined.

Please do not hesitate to contact me if you have questions.

Thank you,

Geoff

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-55-83 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Wednesday, November 8, 2017 12:02 PM
To: LP Support Staff
Cc: Parte, Maura PSA:EX
Subject: Administrative Assistant Check-In

Hi Everyone,

Thank you to the Administrative Coordinators for joining us today. It was very helpful to hear about some of the things that are working well in your office, and some of the items that need further follow up.

I would like to invite Administrative Assistants to join us next **Wednesday, November 15th from 9:30AM – 10:30AM** for a meeting. The meeting will be held in s.15 This is an opportunity to hear from you on what is working well and share best practices and tips.

Thanks again and we will see you next week!

Layne

Layne Clark

Director of Liaison and Coordination
Premier's Office

P: 250-356-55-83 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 6, 2017 5:11 PM
To: LP Administrative Coordinators
Cc: Parte, Maura PSA:EX; LP Senior Ministerial Assistants
Subject: AC Meeting: Wednesday, November 8th

To: Administrative Coordinators

Hi Everyone,

I would like to invite you to an administrative coordinator meeting this **Wednesday, November 8th from 9:30AM – 10:30AM** in s.15. This will be an opportunity to do a quick check-in on how things are going in your relevant offices, answer any questions you have and also a chance for me to explain a bit more about the Premier's Office structure. I will send you a calendar invite shortly.

I have CC'd the Senior MA's so that they are aware of this meeting request.

If you are unable to attend, I ask that your Ministry's AA attends the meeting.

Thanks and talk soon.

Layne Clark
Director of Liaison and Coordination
Premier's Office

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 6, 2017 11:34 AM
To: Meggs, Geoff PREM:EX
Subject: FW: Leave from Cabinet Planning Session

Leave from Minister Chow requested. s.22

Layne

From: Robb, Amanda JTT:EX
Sent: Monday, November 6, 2017 11:33 AM
To: Clark, Layne PREM:EX; Massy, Michelle E PREM:EX
Subject: Leave from Cabinet Planning Session

Hi Ladies,

Minister Chow is requesting Leave from the hold we have for Cabinet Planning Session s.22
s.22

Can you confirm if he can be granted Leave from this?

Thank you!

Amanda Robb

Administrative Coordinator to the Honourable Bruce Ralston
Minister of Jobs, Trade and Technology

Administrative Coordinator to the Honourable George Chow
Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-387-9133 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 6, 2017 10:31 AM
To: s.22
Cc: Sharma, Niki MCF:EX
Subject: Minister's Meeting: Status of Women

Hi s.22

Thank you so much for your call earlier today. I have spoken with the Chief of Staff who also agreed that Minister Katrina Chen would normally be the appropriate official to invite to this meeting. With that said, and as I mentioned earlier, it is very difficult for any members of our Caucus to leave when the House is sitting.

In this e-mail I have CC'd Minister Chen's Ministerial Assistant, Niki Sharma, who can help ensure that the BC Government is included in the future on related topics, discussion and meetings.

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

Thanks,

Layne Clark
Director of Liaison and Coordination
Premier's Office

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 6, 2017 10:15 AM
To: s.22
Cc: Parte, Maura PSA:EX
Subject: Opportunities within the BC Government

Hi s.22

Thank you so much for submitting your resume for an opportunity to work within the BC Government. We sincerely appreciate your interest in helping build a better BC.

Unfortunately, we do not currently have an opening appropriate for your qualifications. However, we do anticipate that there may be possibilities that become available. With this in mind, your resume will remain on file in our human resources department (CC'd here), and we will contact you for an interview if a position does become available.

Thank you again for expressing interest and we hope to have an opportunity to discuss your qualifications in the near future.

Layne Clark
Director of Liaison and Coordination
Premier's Office

Shortt, Amanda PREM:EX

From: Clark, Layne PREM:EX
Sent: Monday, November 6, 2017 10:14 AM
To: s.22
Cc: Parte, Maura PSA:EX
Subject: Opportunities within the BC Government

Hi s.22

Thank you so much for submitting your resume for an opportunity to work within the BC Government. We sincerely appreciate your interest in helping build a better BC.

Unfortunately, we do not currently have an opening appropriate for your qualifications. However, we do anticipate that there may be possibilities that become available. With this in mind, your resume will remain on file in our human resources department (CC'd here), and we will contact you for an interview if a position does become available.

Thank you again for expressing interest and we hope to have an opportunity to discuss your qualifications in the near future.

Layne Clark
Director of Liaison and Coordination
Premier's Office