

Enviro. Assessment Revitalization Process

12:45

Monday meeting set up

- Enough chairs!
- Photo consent forms
 - ↳ Red (no photo stickers)
 - ↳ Ravi wants an official proclamation and wants to work w/ community to craft language
- PREM TECH
 - Other MLAs attending
 - Ravi to speak w/ Premier?
- Support Call for National Day of Action (Hareon); request not yet @ prov. level

9:30 MA/EA Workshops
on Weds

- Stakeholder meetings

• ~~New Agenda~~

- Meeting invites for next week
 - MA survey
- VCD staff meeting follow up
 - Sunday send statement

• ~~Burnaby~~ and today in Ke

36 communities

for 250K / \$217750

- mandated to grow that
every year

• Post budget

Meeting Shape

- Intros ^{Who we are & What we do}
Our shop
Our work
↳ What shaped your politics?

U
M Survey Results; Analysis ^{What we're hearing}
- GCPE

- What we can offer now
20 min

~~Tactics & Strategy~~ & tactics
- meetings
- phone calls (budget)
- digital

Where we're going
- systems & inter-ministry support

↳ ~~Discussion~~ leading from our values
↳ discussion on ~~values~~
rewards & opportunities
+ fears & barriers

Tactics

- Meetings | Phone calls
- Tracking | Digital

- Post budget commitment

~~30 sec~~

Over

time

AG

- Tons of responsive meetings
 - Sam → Access to Justice
 - George → PR, \$, CASA, ICBC, Gaming
 - Gala - Marijuana, HRC, Admin staff;
 - Candice does correspondence triage
 - Corp. Engagement has ICBC Comm & Stakeholder engagement; used to be CD
 - ↳ This person has organized Stakeholder engagement plans around ICBC
 - Liquor file also on lock for General Manager of liquor control
- Ex: Should AG send condolences to FN they met w/ when
- Send Gala ~~trage~~ Correspondence report from P~~10~~0
 - Stakeholder lists were updated by Deputy Minister's Assistants
 - Meetings taken by political staff are not tracked in any formalized way at this point; plans for new templates
 - Sent out Xmas card to staff
 - CLIFF exists and is used extensively by admin staff; but not by MAs; meetings may / may not be in CLIFF

• DMO for 1st request that
CLIFF:

- Guidance on how to meet w/ people (meeting templates)
- Mechanisms for sharing information so not making promises or crossing wires
- What to do when someone else is the lead on the file

Molly Henry

- Guidance on when a request comes in and others have a stake in the issue

- First Co
- MA/EA

• Mira
Promised
centralized
direction or
budget outreach

• Re

- First Call statement

- MA/EA Follow up

- Suggested first steps:

- Find out who is responsible for creating & maintaining your stakeholder lists

- ↳ How does that plug into rest of ministry work?

- Are you getting a weekly correspondence round up from your correspondence team?

- ↳ Does your correspondence reflect this gov's values?

• Mura
Promised
centralized
direction for
budget outreach

- Reactive response issues:

- What if this file belongs to another ministry?

- What if we deliver different messages across ministries?

- Proactive response issues:

- stakeholders feel getting bad news was a waste of time

Systems & Capacity

- Find out from survey ~~if they~~ about who does what

- Define stakeholder relations

Inbound
- Correspondence from ind. (but not handled by you; but you should receive an aggregate report weekly, and influence messaging)
To Minister

Key Cross Ministry Trainings

• Meetings

- What to accept (guidelines)
- Strategies for lobbyists
- Getting to know lobbyist registry
- Tracking & coding for future use
- Tips on conducting stakeholder meetings (questions, expectation management, ^{demystifying} ^{ways})
- Ethics & transparency leading into legislative reform
- building civil society capacity
- Considerations around proactive outreach (don't waste finite time)
- Making Connections & not crossing wire (admin staff share CLIFF reports)

* Thinking about meeting w/ our stakeholders when they can be hostile

success

- Responding to Site C emails through Correspondence (Used CLIFF & mail merge)

↳ EAs have lots of capacity

- Lobbyist based on clients
- Reciprocal relationships gathering info from stakeholders via meetings

④ - Don't get a correspondence report routinely (ask Daniela)
- msging drafted in Min; goes to Daniela then to Minister for additional mark ups;

⑤ Idea of authoring blog posts & statements that stakeholders orgs can deliver; this is a good piece for GICPE to look at.

Request

Apps for
scanning
business
cards

Premier's Meeting Approval Process

- Official request goes to Chris McLaren



Receive ~~an~~ note that request will go through scheduling branch



Kate reviews topic/stakeholder and schedule; if unsure, will consult w/ Geoff



Scheduling decision made

• Enviro. Assess Revitalization - Feb 26
unless changed for post budget

• Operational report from PWC on ICBC
Tentatively Feb 9

• Early childhood education report - Atkinson
① OISSE w/ Fed/prov. childcare w/
Def. Min Sajjan → Feb 9

Feb 10 - Multi Cult' Adv. Council
meeting

★ Mon Feb 12 Family Day
Premier(?) at Royal BC Museum for
Art funding announcement
(maybe)

★ Feb 23 TAC dinner & book
launch (want PJH; not going)

→ Feb 22 YWCA PJH &

Alex Nere → No from EnvCC

• Helijet

s.22

• Photos from mosque
• loop in MMMCA
• Circulate Big Sell
news; MCT; Rob Fleming

- Rick Dev.
& events on Lunar
New Year (100 ppl)

• transcribe notes
from MA meeting &
Suggest next steps

Lunar New Year

Maria → add names to list
& dedupe

Jarrett → Prep invitation
(Just English is fine)

Me → Work w/ Rick to get
budget items to Judy

Check in on card list w/
Jarrett (can we get names?)

- Connect w/ Anne Kang to add to
invite list

(+50)

Connect
w/ Chow
constituting
to add
names

Feb 6 List + trade mission + Lilac
11-1230 PTH

10 - 1230 event

• MLA invites (expect 8-10)

• Add Vietnamese, Korean & ~~Singaporean~~ ^{Taiwanese}
Organizations

• Jacqueline has list w/ more names
for organizations for cards

- Invite Consuls from 3 countries on
China, Japan, Korea

- C

- Minister Mark

↳ Prefers public statement
showing solidarity

• ~~Wants to know why~~

- Wish we were there

- leadership by this community
is pushing these important
pieces;

- bodies in Victoria; spirits
there with you;

- be honest; give program
through Duke

9 Works tmrw; MLA Kang's
list coming tmrw

Lunar NY Update

- Add PJH picture or Card photo

- Tell Jacqueline and ask MGC to review the list; check on 2 step invites

- What to do instead of giving budget details

- learn what their plans are

MIN next steps

Get your data into shape

- ① Send your lists back and ask DMO to flesh out lists
 - Media scans
 - Advocacy & campaign networks
 - Hosts of relevant events

- Start tracking meetings & coding them

- Do a meeting analysis
↳ Who is missing

③ - Build a stakeholder strategy into your comms plans

④ Create a naming protocol

- B Childcare plan, someone has stakeholder relations as part of his job
- IF Niki hadn't initiated, it wouldn't have happened
- Stakeholder list is growing at all times; theirs is pretty bland & basic
- Issues around diversity of the list
- Meeting tracking by AA in excel spreadsheet
- Problem: concern to take meeting b/c of concern of crossing wires and missing msging

When to take meetings

- Prioritize people specific to your mandate; filtering more to be specific around new learnings; no more repeats

→ Don't take ~~other~~ meetings if they feel not central to their mandate

- Polite decline but no redirection
- ↳ Sherril uses Cliff; AA

Systematic Approaches to Stakeholder Engagement

- ① Lists
- ② Data systems (CLIFF vs...
 - ↳ meeting tracking & coding
- ③ Correspondence branch
- ④ Stakeholder relations plan
 - ↳ Who is missing?
 - ↳ How are you building relationships

Invitation w/ PJH face on it
(& card image?)

→ Susan uses CLIFF for tracking Correspondence

CLIFF CLAVEN; hilarious
Very clunky systems; can
attach scanned docs; uses
naming; tracks contact info
- Amber using CLIFF; licenses

Thru morning

- Prep for questions about action on violence against women

Mira

MA next steps

- Meeting guidance

- ↳ How to conduct stakeholder meeting (roleplay or agenda)
- Dealing w/ lobbyists
- When to accept meetings not directly related to your Ministry

- Next session: peer to peer knowledge sharing

- Meeting acceptance process
- Particular calculations around when to accept
- Meeting tracking & coding [propose naming protocols]

- Principle issues raised:

- How do we communicate btw ministries about stakeholder meetings w/o crossing wires

Get Upping their game

5 easy steps

- ① - ~~Get~~ Get your stakeholder list
briefed up (send it back to
DHO w/ instructions around
what sectors are missing)
- ② Get your process sorted
 - ↳ How is meeting data tracked
& coded? [Naming protocols]
 - Get CLIFF here
 - How do we interact w/ other
processes
- ③ Check in w/ correspondence
 - ↳ Do you get a weekly summary
 - ↳ Is correspondence coded for
future action?
 - ↳ Do correspondences reflect
your key msgs?

Bringing
Stakeholder
Focus
Priorities

AG / Public Safety /
- MCFO + H

- Margorie Cai + Hong Xu
- Frank Zhao + Elvis Song

Lion Dance

- change room needs
- How much space needed?
- Names of participants + 1 for reserved table (coming)
- ~~D~~ How does the lettuce get presented; ✓

→ Performance right at beginning of event ←

- Lion scares away evil spirits & brings good luck to the meal

- Whole dance floor cleared
- Percussion goes on stage

→ Have lettuce on ground on dance floor closer to tables (far from stage); d/IPs at table near floor; PJH should be up front to receive scroll; Shakes hand w/ lion (7-10 min)

- Tables of 8

Agenda for meeting

Invites

- Jarrett ; RSVP deadline (reminder sent)

Venue

- Tables of 8 (Joleen) (Jarrett)
- Assigned seats? No. Table hosts. Yes.
- Change rooms (Joleen)

Program

- Order of performances?
- When PJH speaks?
 - ↳ Can he introduce Lion Dance? Yes
- Eating time (1:15 min)
- Coffee/tea early?

★ Photos

- ★ - I have to ask Katrina & Anne

Next Steps

- Photos ^{comps} (CK)
- speaking notes (CK)
- Ask Anne Kang & MLA Chen;
- Run RSVP list by HGL on Thurs night
- JB - Venue & updated program & protocol
- ★ - Red pockets for PJH(?) → (K to check)