

DRAFT AND CONFIDENTIAL

DRAFT #2

Terms of Reference – Premier’s Special Advisor on Youth

Terms of Reference:

The Government of British Columbia is committed to listening to the issues that matter most to young people. As such, Premier John Horgan has created a new position, the Premier’s Special Advisor on Youth. The Special Advisor will engage with young British Columbians – aged from 16 to 26 years – who will provide non-partisan advice on issues important to them and to all British Columbians.

The Premier’s Special Advisor on Youth will:

- Act as the point person for young people across government, providing a platform for young people to engage directly with the Government of British Columbia.
- Engage with youth and ensure the government develops a better understanding of the needs and perspectives of British Columbia’s young people.
- Identify issues that are important to youth and have an impact on their daily lives and futures.
- Apply a youth and intergenerational equity lens to the policy development process across government, including COVID-19 response and recovery measures because we know the COVID-19 pandemic has created considerable challenges for young people in terms of education, employment opportunities, income, mental health and more.
- Work with youth-serving and youth-led organizations, as well as youth advocates, to ensure the participation of Indigenous and racialized youth, youth who live in rural or remote areas, and others who are often under-represented are engaged and included in the advice presented to the Premier and government.
- Work in collaboration with Ministers, Parliamentary Secretaries, and Government Caucus members to ensure that the voices and concerns of young British Columbians are reflected in mandate letter deliverables that directly impact youth, including but not limited to: anti-racism initiatives; education, skills training and post-secondary; precarious work and the gig economy; technology, innovation and economic development; housing and affordability; environment and climate change.
- Support Ministers in their engagements and portfolios to ensure that the perspectives of young people are reflected in government decision-making.
- Meet with the Premier regularly to provide updates and advice on the input and perspectives of young people as it relates to government programs and policy development.

Commented [RJP1]: This is the same age range as the Prime Minister’s youth council; and the upper end is the same as how we define youth in care

Special Advisor on Youth

From: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>
To: Meggs, Geoff PREM:EX, Hockin, Amber PREM:EX, Bain, Don PREM:EX, Wanamaker, Lori PREM:EX
Cc: Sanford, Donna L PREM:EX, Nash, Amber PREM:EX, Girn, Naveen PREM:EX
Sent: March 9, 2021 5:27:57 PM PST
Attachments: Draft ToR Special Advisor on Youth.docx

Hello,

Please see the attached draft terms of reference for the proposed Special Advisor on Youth.

I spoke with Cab Ops and Leg Counsel to confirm the process for making this appointment. In short, an OIC is not appropriate. OIC appointments for Special Advisors can be made under the Public Service Act (think Bob Dewar or Carole James), but such appointments cannot be made for current MLAs. Parliamentary Secretaries are appointed under the Constitution Act, but in this case the role would need to be a PS, not a Special Advisor.

As such, the best path forward is to make the appointment via letter from the Premier. MLA Malcolmson and MLA D'eith were appointed to roles via letter last term.

Once the terms of reference are signed off, PPS can work with Sage and her team to draft a letter and public communications.

Let me know if the ToR captures the desired role, and any edits or comments. It might also be worth consulting with EDUC, AEST and others before finalizing. The current draft is very high level and a more specific focus may be desired.

Thanks,

Jon

Jon Robinson | Executive Director

Planning and Priorities Secretariat

Office of the Premier

Cell: 250-893-4538

DRAFT #1

Terms of Reference – Premier’s Special Advisor on Youth

Preamble:

The Government of British Columbia is committed to listening to the issues that matter most to young people. The COVID-19 pandemic has created considerable challenges for young people in terms of education, employment opportunities, income, mental health and more. Further, youth and future generations will shoulder much of the long-term social and economic impacts of the COVID-19 crisis. To mitigate intergenerational inequities, and to include young people in the policy development process, Premier John Horgan has created a new advisory position, the Premier’s Special Advisor on Youth.

Terms of Reference:

The Special Advisor on Youth will:

- Act as the point person for young people across government, providing a platform for young people to engage directly with the Government of British Columbia.
- Engage with youth and ensure the government develops a better understanding of the needs and perspectives of British Columbia’s young people.
- Identify issues that are important to youth and have an impact on their daily lives and futures.
- Apply a youth and intergenerational lens to the policy development process, including COVID-19 response and recovery measures, across government.
- Work with youth-serving and youth-led organizations, as well as youth advocates, to ensure the participation of Indigenous and racialized youth, youth who live in rural or remote areas, and others who are often under-represented are engaged and included in the advice presented to the Premier and government.
- Support Ministers in their engagements and portfolios to ensure that the perspectives of young people are reflected in government decision-making.
- Meet with the Premier regularly to provide updates and advice on the input and perspectives of young people as it relates to government programs and policy development.

DRAFT AND CONFIDENTIAL

DRAFT #2

Premier's Special Advisor on Youth

DATE

Brittney Anderson, MLA
Nelson-Creston
ADDRESS

Dear Ms. Anderson,

I would like to thank you for the work you have done to date to fulfill our government's commitment to build a stronger British Columbia and ensure our economic recovery includes everyone.

As you know, our government is committed to listening to the issues that matter most to young people. The global pandemic has created considerable challenges in education, employment opportunities, income, mental health, and more, while young people and future generations will shoulder much of the long-term social and economic impacts of the COVID-19 crisis.

To mitigate these intergenerational inequities and to better include young people in the policy development process, I am appointing you to the new position of the Premier's Special Advisor on Youth.

In this role, you will act as the point person for young people across government, providing a platform for young people to engage directly with the Government of British Columbia. You will engage with youth – aged from 16 to 26 years – and ensure the government develops a better understanding of the needs and perspectives of young people across British Columbia.

Commented [RJP1]: This is the same age range as the Prime Minister's youth council; and the upper end is the same as how we define youth in care

I expect you to make progress on:

- Identifying issues that are important to youth and have an impact on their daily lives and futures.
- Applying a youth and intergenerational equity lens to the policy development process, including COVID-19 response and recovery measures, across government.
- Working with youth-serving and youth-led organizations, as well as youth advocates, to ensure the participation of Indigenous and racialized youth, youth who live in rural or remote areas, and others who are often under-represented are engaged and included in the advice presented to government.
- Working in collaboration to support Ministers, Parliamentary Secretaries, and Government Caucus members to ensure that the voices and concerns of young British

DRAFT AND CONFIDENTIAL

Columbians are reflected in mandate letter deliverables that directly impact youth, including but not limited to: anti-racism initiatives; education, skills training and post-secondary; precarious work and the gig economy; technology, innovation and economic development; housing and affordability; environment and climate change; and other initiatives identified through your engagements.

I look forward to hearing updates on your work and receiving your advice to help ensure government programs and policies build a stronger province for young people and ensure our recovery leaves no one behind.

Sincerely,

John Horgan
Premier

Hockin, Amber PREM:EX

From: Hockin, Amber PREM:EX
Sent: March 10, 2021 2:40 PM
To: Bernard, Tabitha PREM:EX
Subject: FW: Special Advisor on Youth
Attachments: Letter Special Advisor on Youth.docx

From: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>
Sent: March 10, 2021 2:28 PM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Bain, Don PREM:EX <Don.Bain@gov.bc.ca>; Wanamaker, Lori PREM:EX <Lori.Wanamaker@gov.bc.ca>
Cc: Sanford, Donna L PREM:EX <Donna.Sanford@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>
Subject: RE: Special Advisor on Youth

Draft #2 attached, this time in letter form. Please provide any comments today.

Sage will work with her team to develop a NR and rollout plan.

Jon

From: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Sent: March 10, 2021 8:18 AM
To: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Bain, Don PREM:EX <Don.Bain@gov.bc.ca>; Wanamaker, Lori PREM:EX <Lori.Wanamaker@gov.bc.ca>; Sanford, Donna L PREM:EX <Donna.Sanford@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>
Subject: Re: Special Advisor on Youth

Jon, I think we could dispense with the preamble apart from some reference to the age assumptions

Geoff

Sent from my iPhone

On Mar 10, 2021, at 7:15 AM, Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca> wrote:

Excellent comments, thank you. I did this pretty quickly yesterday so all comments appreciated. I'll make edits throughout the day and send back a second draft at end of day.

Thanks,
Jon

Sent from my iPhone

On Mar 10, 2021, at 6:43 AM, Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca> wrote:

Thanks Jon. I was also wondering about the age range. I would suggest the upper end be the same as how we define youth in care - up to age 27. We might also want to make a specific link to key factors we know are pressing today

- creating links with youth to participate in consultations on the gig economy
- ensuring voices are heard on skills training needs (post secondary and trades)
- anti racism is covered in your bullets but we could check with Haiqa to see if there is specific engagement plans under the PS Singh's work plan
- I believe there is also a youth justice initiative going on that might be relevant under AG.

Amber Hockin
Deputy Chief of Staff
Office of the Premier
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Mar 9, 2021, at 9:35 PM, Meggs, Geoff PREM:EX
<Geoff.Meggs@gov.bc.ca> wrote:

Jon, have we considered who we mean by "youth?" I don't mean to be picky, but I think it's important. I'll try to have more specific comments by tomorrow. For a start, I would look at the demographic most impacted by the pandemic.

Geoff

From: Robinson, Jon PREM:EX
Sent: Tuesday, March 9, 2021 5:27:57 PM
To: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Bain, Don PREM:EX; Wanamaker, Lori PREM:EX
Cc: Sanford, Donna L PREM:EX; Nash, Amber PREM:EX; Girn, Naveen PREM:EX
Subject: Special Advisor on Youth

Hello,

Please see the attached draft terms of reference for the proposed Special Advisor on Youth.

I spoke with Cab Ops and Leg Counsel to confirm the process for making this appointment. In short, an OIC is not appropriate. OIC appointments for Special Advisors can be made under the Public Service Act (think Bob Dewar or Carole James), but such appointments cannot be made for current MLAs. Parliamentary Secretaries are appointed under the Constitution Act, but in this case the role would need to be a PS, not a Special Advisor.

As such, the best path forward is to make the appointment via letter from the Premier. MLA Malcolmson and MLA D'eith were appointed to roles via letter last term.

Once the terms of reference are signed off, PPS can work with Sage and her team to draft a letter and public communications.

Let me know if the ToR captures the desired role, and any edits or comments. It might also be worth consulting with EDUC, AEST and others before finalizing. The current draft is very high level and a more specific focus may be desired.

Thanks,
Jon

Jon Robinson | Executive Director
Planning and Priorities Secretariat
Office of the Premier
Cell: 250-893-4538

Hockin, Amber PREM:EX

From: Meggs, Geoff PREM:EX
Sent: March 18, 2021 4:40 PM
To: Hockin, Amber PREM:EX; Aaron, Sage PREM:EX; Bain, Don PREM:EX; Nash, Amber PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: RE: Letter Special Advisor on Youth.docx

I would answer yes and yes.

Geoff

GEOFF MEGGS

Chief of Staff, Premier's Office
 West Annex, Parliament Buildings
 Victoria, BC, V8V 1K7
 250 387-1715

From: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Sent: March 18, 2021 3:27 PM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Bain, Don PREM:EX <Don.Bain@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Letter Special Advisor on Youth.docx

Here is the latest draft that I had. The remaining questions to be answered/decided upon are summarized here:

How much we want to reference economic recovery/JERI? Should the position chair the Youth Economic Advisory Council as proposed by Min. Kahlon? The Minister and Brittney already have a good working relationship and therefore JERI is prepared to support her work with staffing resources.

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: March 16, 2021 6:12 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Bernard, Tabitha PREM:EX <Tabitha.Bernard@gov.bc.ca>
Subject: FW: Letter Special Advisor on Youth.docx

Hi Geoff and Amber;

Please see Amber Nash's email below, wanting to confirm if any additional edits need to be made to this letter.

Thanks!

Debbie Wade
*Executive Coordinator and Human Resources Liaison
 to Amber Hockin – Deputy Chief of Staff to the Premier*
 778-974-6075

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

Sent: March 16, 2021 4:02 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Bernard, Tabitha PREM:EX <Tabitha.Bernard@gov.bc.ca>

Cc: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>

Subject: FW: Letter Special Advisor on Youth.docx

Hi Both,

The Premier and Geoff will have a follow up meeting with Brittny on March 23rd to review the final letter. I believe there were some very minor edits that still needed to be made – could you please check in to confirm? I can get the final over to Correspondence to format and prep for signature in time for the meeting next week.

A

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

Sent: March 11, 2021 12:02 PM

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

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

Subject: FW: Letter Special Advisor on Youth.docx

I think this is pretty close complete. JERI can and has offered to provide staff support and the Minister is already working with Brittny, so this could work well. The one piece that should be further discussed is the suggestion to add in being the Chair of the Youth Economic Advisory Council as per Ravi Parmar's note. Amber

From: Hockin, Amber PREM:EX

Sent: March 11, 2021 8:22 AM

To: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>

Cc: Bain, Don PREM:EX <Don.Bain@gov.bc.ca>

Subject: FW: Letter Special Advisor on Youth.docx

Ravi Parmar's comments and suggestions re Brittny's mandate letter. Premier requested that Tessica Truong be part of development of the youth corp that he was interested in. This brings the two projects together. Let me know if you are okay with this track. Amber

From: Parmar, Ravi JERI:EX <Ravi.Parmar@gov.bc.ca>

Sent: March 10, 2021 8:24 PM

To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: RE: Letter Special Advisor on Youth.docx

Hi Amber,

I have provided some comments (track changes) in the attachment for your consideration. I'll reach out tomorrow to see if you have any questions or concerns. The Minister and I are very excited about this initiative and our fully committed to supporting in whatever way we can.

R

#3

Hockin, Amber PREM:EX

From: Hockin, Amber PREM:EX
Sent: March 22, 2021 11:39 AM
To: Nash, Amber PREM:EX
Cc: Aaron, Sage PREM:EX; Hagglund, Jarrett PREM:EX
Subject: Re: Special Advisor on Youth

Brilliant. Please send formatted version so that we can inform labour and JERI too. Thanks

Amber Hockin
Deputy Chief of Staff
Office of the Premier
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

> On Mar 22, 2021, at 11:36 AM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:

>

> I'll connect with Ravi and see about timing of there announcement. The meeting for PJH and Brittny is scheduled for tomorrow.

>

> A

>

> -----Original Message-----

> From: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>

> Sent: March 22, 2021 11:28 AM

> To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>

> Subject: RE: Special Advisor on Youth

>

> Thanks, all. JERI has an announcement coming up about funding for youth corps and they were wondering if they could pair Brittny's announcement with this. I don't have timing etc on it yet, or the details of the announcement. We may want to get it out before so she's in place to partake in the announcement from her new position.

>

> Sage (she/her)

> 778-678-0832

>

> -----Original Message-----

> From: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>

> Sent: March 22, 2021 11:20 AM

> To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>

> Subject: RE: Special Advisor on Youth

>

> Hi Amber,

>

> Just got it back from PJH this morning. He was good with the letter. He will be signing a formatted version today in advance of his and Geoff's meeting with MLA Anderson.

>

> Jarrett

>

> -----Original Message-----

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

> Sent: March 22, 2021 11:17 AM

> To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>;

Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>

> Subject: Special Advisor on Youth

>

> Can you let me know where we are at with the Special Advisor letter sent last week for PJH to review? Are we good to go? Amber

>

>

>

> Sent from my iPad

250-818-7581

4

From: Anderson, Brittny^{s.17}
Sent: March 23, 2021 2:40 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Brewer, Lia PREM:EX <Lia.Brewer@gov.bc.ca>
Cc: Tyrrell, Cailin LASS:EX <Cailin.Tyrrell@leg.bc.ca>
Subject: RE: Appointment as special advisor on youth

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Amber and Lia,

I have reached out to Ravi and we will be meeting over the next few days.

Regarding the rest of my work plan, should we set up a meeting to discuss?

Thank you,

Brittny

From: Anderson.MLA, Brittny <Brittny.Anderson.MLA@leg.bc.ca>
Sent: Tuesday, March 23, 2021 2:36 PM
To: Anderson, Brittny^{s.17}
Subject: FW: Appointment as special advisor on youth

From: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Sent: Tuesday, March 23, 2021 2:26 PM
To: Anderson.MLA, Brittny <Brittny.Anderson.MLA@leg.bc.ca>
Cc: Kahlon, Ravi JERI:EX <Ravi.Kahlon@gov.bc.ca>; Parmar, Ravi JERI:EX <Ravi.Parmar@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Brewer, Lia PREM:EX <Lia.Brewer@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Moran, Roseanne <Roseanne.Moran@leg.bc.ca>; Wanamaker, Lori PREM:EX <Lori.Wanamaker@gov.bc.ca>
Subject: Appointment as special advisor on youth

Dear MLA Anderson,

Congratulations on your appointment as Special Advisor on Youth for Premier John Horgan. Your draft terms of reference are attached, although the final version will be amended to delete the age reference to define youth. (That date range reflects the practice in MCFD.)

As we discussed with Premier Horgan, we recommend the following next steps:

- Work with Minister Kahlon's office to develop a work plan for your involvement with the Youth Corps; and
- Meet with Amber Hockin and Lia Brewer, in the PO, who will support your work, to evolve other elements of your workplan.

Of course, you can contact me anytime for any reason.

Best regards

Geoff

GEOFF MEGGS

Chief of Staff, Premier's Office
West Annex, Parliament Buildings
Victoria, BC, V8V 1K7
250 387-1715