

Gurveen - Offer Letter

From: Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
To: Premier's Office HR Support PSA:EX <premhrrsupport@gov.bc.ca>
Cc: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: April 21, 2023 5:46:55 PM PDT
Good Afternoon,

Could an offer letter please be drafted for Gurveen – details below. In my absence could the offer letter please be sent to Kate Van Meer-Mass who can email to Gurveen.

Thanks, Meg

Gurveen Dhaliwal – new MA

- MA in Health
- \$80,000 annually
- Reporting to Theresa Ho
- Start date May 1, 2023
- Located in Lower Mainland/work out of VCO
- s.22

Meg Burrows, CPHR (she/her/hers)

BC Public Service Agency

Email: Meg.Burrows@gov.bc.ca Cell: 250-882-5823

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April 24, 2023

PERSONAL AND CONFIDENTIAL

Gurveen Dhaliwal
By email to s.22

Dear Gurveen:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Ministerial Advisor in the Office of the Minister of Health effective May 1, 2023. Your supervisor will be Chief of Staff, Theresa Ho.

Your salary will be \$80,000 annually which represents the Band 2 classification of the Management Compensation Framework.

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>. Please take some time to familiarize yourself with them. If you have any questions, please contact your supervisor.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a Ministerial Advisor.

You will be subject to a probationary period of 913 hours at straight time which is equivalent to six (6) months of full-time employment, following which you will be recommended for confirmation provided that your performance is satisfactory.

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct, <https://www2.gov.bc.ca/gov/content/careers-myhr/about-the-bc-public-service/ethics-standards-of-conduct/standards-of-conduct>. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Stacy Scriver will be in contact with you to complete the Consent for Disclosure of Criminal Record Information Form.



During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged, or convicted of any criminal offence or any other federal or provincial statutory offence. Your responsibility for reporting offenses is outlined in the [Criminal Notification Procedures](#).

Once you have signed this letter indicating your acceptance, please scan and email it to PremHRSupport@gov.bc.ca.

Lastly, I would like to extend my best wishes for your success in this role.

Yours truly,

Matt Smith
Chief of Staff
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

Gurveen Dhaliwal

Date

RE: Gurveen - Offer Letter

From: Premier's Office HR Support PSA:EX <premhrrsupport@gov.bc.ca>
To: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>, Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
Sent: April 24, 2023 9:53:54 AM PDT
Attachments: Gurveen Dhaliwal MA.pdf
Good morning Kate,

Please find attached offer for Gurveen.

From: Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
Sent: Friday, April 21, 2023 5:47 PM
To: Premier's Office HR Support PSA:EX <premhrrsupport@gov.bc.ca>
Cc: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Gurveen - Offer Letter

Good Afternoon,

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Offer Letter

From: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
To: Gurveen Dhaliwal s.22
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>, Premier's Office HR Support PSA:EX <premhrrsupport@gov.bc.ca>
Sent: April 24, 2023 9:57:59 AM PDT
Attachments: Gurveen Dhaliwal MA.pdf
Good Morning Gurveen,

I am pleased to send you the offer letter for the position of Ministerial Assistant in the Ministry of Health effective May 1st.

Please send a signed copy to Debbie Wade and premhrrsupport@gov.bc.ca

We look forward to having you on the team!

Fwd: Offer Letter

From: Gurveen Dhaliwal <s.22>
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: April 25, 2023 2:23:31 PM PDT
Attachments: Gurveen Dhaliwal MA copy.pdf

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

Hi Debbie,

Apologies I forgot to add you in the below email. See attached!

Thank you,
Gurveen

Begin forwarded message:

From: Gurveen Dhaliwal <s.22>
Date: April 24, 2023 at 10:25:24 AM PDT
To: premhrsupport@gov.bc.ca
Subject: Re: Offer Letter

Hi Debbie,

Please see attached signed offer letter.

Best,
Gurveen

On Apr 24, 2023, at 9:57 AM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

Good Morning Gurveen,

I am pleased to send you the offer letter for the position of Ministerial Assistant in the Ministry of Health effective May 1st.

Please send a signed copy to Debbie Wade and premhrsupport@gov.bc.ca

We look forward to having you on the team!
<Gurveen Dhaliwal MA.pdf>



April 24, 2023

PERSONAL AND CONFIDENTIAL

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By email to §.22

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Once you have signed this letter indicating your acceptance, please scan and email it to PremHRSupport@gov.bc.ca.

Lastly, I would like to extend my best wishes for your success in this role.

Yours truly,

Matt Smith
Chief of Staff
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

Gurveen Dhaliwal

Date

179589 DHALIWAL, Gurveen - Order in Council - Ministerial Advisor (HLTH)

From: Premier's Office HR Support PSA:EX <premhrsupport@gov.bc.ca>
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>, Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
Sent: May 2, 2023 2:16:28 PM PDT
Hi Debbie,

Please be advised the above noted hire for Gurveen has now been processed effective May 1, 2023. Gurveen is in position 00116551, on payroll 026-4200.

Should you have any questions, please let me know.

Thank you,

Lisa Chau | A/HR Executive Support Services Advisor
Executive Recruitment and HR Support Services
People and Organizational Development | BC Public Service Agency

media request - appointment of Gurveen Dhaliwal

From: Bob Mackin <bob@thebreaker.news>
To: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>, Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: May 4, 2023 11:57:10 AM PDT

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

Hello,
Under [Order in Council 278 on May 1](#), Gurveen Dhaliwal was appointed as ministerial aide to Minister Adrian Dix.

Ms. Dhaliwal is an elected official with the School Board in New Westminster in a party aligned with the NDP. New Westminster Police Department has forwarded a report to Crown counsel about her alleged violation of the Local Government Act during last fall's municipal election.

Was Premier Eby aware of the police investigation into Ms. Dhaliwal? What will Ms. Dhaliwal be paid on a monthly or annual basis for her new job?

Sincerely,

Bob Mackin
reporter, theBreaker.news
604-982-9130

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RE: media request - appointment of Gurveen Dhaliwal

From: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>
To: Bob Mackin <bob@thebreaker.news>, Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: May 4, 2023 4:25:05 PM PDT
Hey Bob,
As noted in media, Ms. Dhaliwal has expressed that she regrets the error, and the issue has been resolved with local elections officials.

On your question about School Board duties, here is a statement from the Public Service Agency:
"Government staff have the right to be involved in outside work, consistent with the applicable standards of conduct."

All the best,

Jimmy Smith (he/him)
Deputy Communications Director
Office of the Premier
250-882-2892

From: Bob Mackin <bob@thebreaker.news>
Sent: Thursday, May 4, 2023 11:57 AM
To: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>; Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Subject: media request - appointment of Gurveen Dhaliwal

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Hello,
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reporter, theBreaker.news
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[Listen to the Podcast on TuneIn](#), [Apple Podcasts](#) and [Spotify](#)
[Subscribe to the newsletter](#)

Re: media request - appointment of Gurveen Dhaliwal

From: Bob Mackin <bob@thebreaker.news>
To: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>
Cc: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: May 4, 2023 4:36:30 PM PDT

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

Can you cite where Ms. Dhaliwal expressed that? Cheryl Greenhalgh of Community First New Westminster issued a statement about the incident last October, but Ms. Dhaliwal did not respond to requests for comment.
Can you cite the resolution with local elections officials? Are you aware that New Westminster Police Department investigated and forwarded its report to Crown counsel which is currently undergoing charge assessment?
Did Ms. Dhaliwal disclose to anyone in the Premier's office or Ministry of Health, prior to her hiring, that she was under police investigation?

Sincerely,

Bob Mackin

On Thu, May 4, 2023 at 4:25 PM Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca> wrote:

Hey Bob,

As noted in media, Ms. Dhaliwal has expressed that she regrets the error, and the issue has been resolved with local elections officials.

On your question about School Board duties, here is a statement from the Public Service Agency:

“Government staff have the right to be involved in outside work, consistent with the applicable standards of conduct.”

All the best,

Jimmy Smith (he/him)

Deputy Communications Director

Office of the Premier

250-882-2892

From: Bob Mackin <bob@thebreaker.news>

Sent: Thursday, May 4, 2023 11:57 AM

To: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>; Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>

Subject: media request - appointment of Gurveen Dhaliwal

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Sincerely,

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reporter, theBreaker.news

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RE: For Review - Dhaliwal, Gurveen - Paid Suspension - May 5, 2023

From: Smith, Matt PREM:EX
To: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Sent: May 5, 2023 4:20:03 PM PDT
Approved

Thanks,

Matt

From: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Sent: Friday, May 5, 2023 2:46 PM
To: Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>
Subject: FW: For Review - Dhaliwal, Gurveen - Paid Suspension - May 5, 2023

For review

From: Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
Sent: Friday, May 5, 2023 2:32 PM
To: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Subject: For Review - Dhaliwal, Gurveen - Paid Suspension - May 5, 2023

Hi Kate – I will give you a call about this. Thanks, Meg

Criminal Notification Procedures

This document outlines the notification procedures for employees to report to the Personnel Security Screening Office where there is an arrest, charge or conviction of an employee.

Employee Responsibility

Employees must notify the Personnel Security Screening Office if they are arrested, charged or convicted of any criminal offence or any other federal or provincial statutory offence ("the incident"). This would include any suspension of driving privileges but exclude any ticket-only driving infractions or municipal by-law contraventions. Employees must provide the following information about the incident:

- ▶ Employee's name, title, duties, ministry and contact information
- ▶ Supervisor's name, title, ministry and contact information
- ▶ A description of the action, conduct, events or circumstances of the incident, including the dates of the incident

To report an incident either:

- ▶ Call 1-855-587-0185 and select the menu option for self-reporting an incident; or
- ▶ Email selfreport@gov.bc.ca

Role of the Personnel Security Screening Office

The Personnel Security Screening Office provides a single point of accountability for receiving notification from employees and ensuring that reports are handled in a timely, systematic and effective manner.

Upon being notified by an employee, the Personnel Security Screening Office will immediately assess the relevance of the incident and determine whether or not it is work related as follows:

- ▶ If not relevant to the employee's duties, the employee will be notified that no action is being taken. There will be no record of notification on the employee's personnel file.
- ▶ If relevant to the employee's duties, the Personnel Security Screening Office will prepare a report and recommendations for the Head of the BC Public Service Agency and the Deputy Minister
- ▶ The Head of the Agency and the Deputy Minister will undertake further investigation or discipline only where required.

Assessing Relevance

The factors used to assess relevance include:

- ▶ **Risk/Impact to the Workplace** – Does the employee's presence in the workplace create concerns regarding employee or client safety or security of government assets?
- ▶ **Competence** – Can the employee continue the current work assignment?
- ▶ **Type of Work** – Is the incident related to the employee's current duties?
- ▶ **Reputation and Public Confidence** – Does the conduct affect the reputation of the public service and public confidence?

Gurveen Dhaliwal - Letter

From: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
To: Gurveen Dhaliwal ↻.22
Cc: Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>, Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>
Sent: May 11, 2023 1:14:15 PM PDT
Attachments: Standards of Conduct for Political Staff.pdf, Gurveen Dhaliwal MA LBR.pdf, Criminal Notification Procedures.pdf

Please find the employment documents attached. If you have any questions do not hesitate to reach out.

PDE check in

From: Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>
To: Salter, Shannon PREM:EX <Shannon.Salter@gov.bc.ca>, Bain, Don PREM:EX <Don.Bain@gov.bc.ca>, Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: May 12, 2023 7:42:37 AM PDT

I will miss check in today as I fly at 8.

Couple items to raise w PDE:

- update PDE on spotted owl via MNC (Don and Aileen you are cc'd on email from Roari on this)
- Innovate BC (Don if you feel you know enough on this to inform PDE please do, if not I can chat w PDE about later. Also George / Sarah may have some info on this one as they are in the loop)
- Short term rental leg timing (Shannon I think you were going to raise the timing options on this. I am good w what PDE / you land on)
- Update on Gurveen - she moving to Labour and Harry good w it, starting Monday (Don or Aileen please let PDE know)

I think that is it.

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Re: PDE check in

From: Machell, Aileen PREM:EX
To: Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>, Salter, Shannon PREM:EX <Shannon.Salter@gov.bc.ca>, Bain, Don PREM:EX <Don.Bain@gov.bc.ca>
Sent: May 12, 2023 7:43:26 AM PDT
Will do, thanks Matt!

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From: Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>
Sent: Friday, May 12, 2023 7:42:37 AM
To: Salter, Shannon PREM:EX <Shannon.Salter@gov.bc.ca>; Bain, Don PREM:EX <Don.Bain@gov.bc.ca>; Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
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From: Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>
To: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>, Salter, Shannon PREM:EX <Shannon.Salter@gov.bc.ca>, Bain, Don PREM:EX <Don.Bain@gov.bc.ca>
Sent: May 12, 2023 8:04:03 AM PDT

Also, Don please update all on my call w AB CoS re Grand Prairie and fires. And let him know the process for weekend re EMCR and emergencies and when / how they will keep us informed and we him, plus when / process to us advising he make a call or text to MLA, mayor, Chief.

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From: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: Friday, May 12, 2023 7:43:26 AM
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From: Bain, Don PREM:EX <Don.Bain@gov.bc.ca>
To: Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>, Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>, Salter, Shannon PREM:EX <Shannon.Salter@gov.bc.ca>
Sent: May 12, 2023 8:19:57 AM PDT
Will do

From: Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>
Sent: Friday, May 12, 2023 8:04 AM
To: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>; Salter, Shannon PREM:EX <Shannon.Salter@gov.bc.ca>; Bain, Don PREM:EX <Don.Bain@gov.bc.ca>
Subject: Re: PDE check in

Also, Don please update all on my call w AB CoS re Grand Prairie and fires. And let him know the process for weekend re EMCR and emergencies and when / how they will keep us informed and we him, plus when / process to us advising he make a call or text to MLA, mayor, Chief.

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To: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: May 12, 2023 3:02:29 PM PDT
Attachments: Standards of Conduct for Political Staff.pdf, Gurveen Dhaliwal MA LBR.pdf, Criminal Notification Procedures.pdf

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, May 11, 2023 1:14 PM
To: 'Gurveen Dhaliwal' s.22
Cc: Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>; Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>
Subject: Gurveen Dhaliwal - Letter

Please find the employment documents attached. If you have any questions do not hesitate to reach out.

Standards of Conduct for Political Staff

“Political staff” are persons appointed under section 15(1)(a) of the Public Service Act who report through to the Chief of Staff to the Premier or provide support to a Minister, and who are not assigned job duties of a primarily administrative, technical or communications nature. Most appointees working in the Office of the Premier and supporting Minister’s Offices are political staff (e.g., Ministerial Assistants and Executive Assistants). Appointees to Government Communications and Public Engagement are not political staff.

Political staff will exhibit the highest standards of conduct. Their conduct must instill confidence and trust and not bring the Province of British Columbia into disrepute.

The requirement to comply with these standards of conduct is a condition of employment. Political staff who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

The Standards of Conduct for Political Staff closely resemble the Standards of Conduct applicable to employees of the BC Public Service. However, the Standards of Conduct for Political Staff recognize the unique partisan role performed by political staff and provide guidance on how political staff may exercise their partisan duties while also respecting the non-partisan role of employees in the BC Public Service.

Role of Political Staff

Political staff are generally employed to help Ministers on matters where the non-political and political work of Government overlap and where it would be inappropriate for permanent public servants to become involved. Political staff serve as advisors and assistants who share the ruling party’s political commitment, and who can complement the professional, expert and non-partisan advice and support of the permanent public service.

Political staff should ask the manager to whom they report, or the Chief of Staff to the Premier, if they have any questions regarding their role and responsibilities.

Loyalty

Political staff have a duty of loyalty to the government as their employer. They must act honestly and in good faith and place the interests of the employer ahead of their own private interests. The duty committed to in the Political Staff Oath requires political staff to serve the government of the day to the best of their ability.

Confidentiality

Confidential information, in any form, that political staff receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Political staff with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Staff who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

The proper handling and protection of confidential information is applicable both within and outside of government and continues to apply after the employment relationship ends.

Confidential information that political staff receive through their employment must not be used for the purpose of furthering any private interest, or as a means of making personal gains. (See the Conflicts of Interest section below for details.)

Updated Feb. 15, 2022

Public Comments

Political staff may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so). Staff must not use their position in government to lend weight to the public expression of their personal opinions.

Service to the Public

Political staff must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Staff must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.

Workplace Behaviour

Political staff are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are Indigenous identity, race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, political belief and conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of political staff in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of the Province of BC will not be tolerated.

All political staff may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes attempted and threatened use of force.

Political staff must report any incident of violence. Any staff who become aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately. Staff must report a safety hazard or unsafe condition or act in accordance with the provisions of the WorkSafeBC Occupational Health and Safety Regulation.

Political staff must conduct themselves professionally, be fit for duty, and be free from impairment (e.g., from alcohol or drugs).

Interactions with the Permanent Public Service

In meeting their responsibility to respect the non-partisanship of ministry staff, political staff have an obligation to inform themselves about the appropriate parameters of conduct set out in the Standards of Conduct for Public Service Employees, and to actively assess their own conduct and any requests they make to ministry employees in light of these parameters.

To the extent possible, relations between political staff and ministry staff should be conducted through the Deputy Minister's Office. The Deputy Minister's Office should be informed about any significant contact between political staff and ministry employees. Ministers, Deputy Ministers, the Chief of Staff to the Premier, and other managers to whom political staff may report should be vigilant in ensuring the appropriate parameters of interaction between political staff and ministry staff are observed.

Political staff may ask ministry employees for information, transmit the Minister's instructions, or be informed of decisions in order to address communications and strategic issues. However, they do not have a direct role in ministry operations and have no legal basis for exercising the delegated authority of Ministers. Nor may political staff give direction to ministry employees on the discharge of their responsibilities.

Updated Feb. 15, 2022

Examples of appropriate and inappropriate conduct include, but are not limited to, the following:

Appropriate Conduct	Inappropriate Conduct
<ul style="list-style-type: none"> ▶ Convey to ministry employees the Minister's view of issues and direction on work priorities; ▶ Request ministry employees prepare information and analyses; ▶ Hold meetings with ministry employees to discuss advice being prepared for the Minister. 	<ul style="list-style-type: none"> ▶ Ask a ministry employee to do anything inconsistent with their obligations under the Standards of Conduct; ▶ Authorize the expenditure of public funds, have responsibility for budgets, or have any involvement in the award of external contracts; ▶ Exercise any power in relation to the management of employees within their ministry (except in relation to other political staff), including but not limited to playing any role in human resource decisions affecting a public service employee; ▶ Suppress or supplant advice prepared for the Minister by ministry employees (although they may comment on such advice); or substitute advice for that of ministry employees.

Conflicts of Interest

A conflict of interest occurs when a political staff member's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the staff member's duties or responsibilities in such a way that:

- the staff member's ability to act in the public interest could be impaired; or
- the staff member's actions or conduct could undermine or compromise:
 - the public's confidence in the staff member's ability to discharge work responsibilities; or
 - the trust that the public places in the Province of BC.

While the government recognizes the right of political staff to be involved in activities as citizens of the community, conflict must not exist between their private interests and the discharge of their employment duties. Upon appointment, political staff must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising.

Political staff who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their manager or the Chief of Staff to the Premier. Examples of conflicts of interest include, but are not limited to, the following:

- A staff member uses government property or equipment or their position, office, or government affiliation to pursue personal interests or the interests of another organization;
- A staff member is in a situation where they are under obligation to a person who might benefit from or seek to gain special consideration or favour;
- A staff member, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the staff member, or a relative or friend, has an interest, financial or otherwise;
- A staff member benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of their employment;
- A staff member benefits from, or is reasonably perceived by the public to have benefited from, a government transaction over which they can influence decisions (e.g., investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- A staff member accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of their employment with the Province of BC, other than:
 - the exchange of hospitality between persons doing business together;

Updated Feb. 15, 2022

- tokens exchanged as part of protocol;
- the normal presentation of gifts to persons participating in public functions; or
- the normal exchange of gifts between friends; or
- A staff member accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

The following four criteria, when taken together, are intended to guide the judgment of political staff who are considering the acceptance of a gift:

- The benefit is of nominal value;
- The exchange creates no obligation;
- Reciprocation is easy; and
- It occurs infrequently.

Political staff will not solicit a gift, benefit, or service on behalf of themselves or other employees.

Conflict of Interest Guidelines for Political Staff

Guidelines have been established to assist political staff, their managers and the Chief of Staff to the Premier in managing conflict of interest issues. Please see the MyHR section of the BC Government website for more information.

Allegations of Wrongdoing

Political staff have a duty to report any situation relevant to their employment that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Staff can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (e.g., the Freedom of Information and Protection of Privacy Act). Staff will not be subject to discipline or reprisal for bringing forward, in good faith, allegations of wrongdoing in accordance with this policy statement.

Political staff must report their allegations or concerns in writing to the manager to whom they report or the Chief of Staff to the Premier, who will acknowledge receipt of the submission and have the matter reviewed and responded to in writing within 30 days of receiving the staff member's submission. Where an allegation involves the staff member's manager, the employee must forward the allegation to the Chief of Staff to the Premier. Where an allegation involves the Chief of Staff to the Premier, the allegation must be forwarded to the Deputy Minister to the Premier.

In addition to these reporting requirements, it is expected political staff will also report to the Comptroller General any irregularities related to the expenditure of public funds as outlined in Section 33.2 of the Financial Administration Act.

Where a political staff member believes that the matter requires a resolution and it has not been reasonably resolved by their employer, they may then refer the allegation to the appropriate authority.

If the staff member decides to pursue the matter further, then:

- Allegations of criminal activity are to be referred to the police in accordance with the Procedure for Reporting Employee Misconduct in Non-Emergency Situations to the Police;
- Allegations of a misuse of public funds are to be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities; and
- Allegations of a significant danger to the environment must be brought to the attention of the Deputy Minister, Ministry of Environment and Climate Change Strategy.

Employees may also report wrongdoing under the Public Interest Disclosure Act to their supervisor, Chief of Staff to the Premier, designated officer or the Ombudsperson. Employees can find information about

Updated Feb. 15, 2022

what types of wrongdoing may be reported under PIDA and the process for reporting in the HR Policy on Public Interest Disclosure, and the Managing Public Interest Disclosure Procedures for Political Staff.

Employees who are unsure about whether their concerns could be considered under PIDA can seek advice from their supervisor, designated officer or the Ombudsperson.

An employee reporting a wrongdoing under the Public Interest Disclosure Act to the Ombudsperson is not required to report the same wrongdoing to their employer unless the Ombudsperson does not investigate or does not refer their disclosure. Reporting a wrongdoing to the Ombudsperson does not affect an employee's obligations to cooperate in any investigation into the subject matter of the wrongdoing.

Legal Proceedings

Political staff must not sign affidavits relating to facts that have come to their knowledge in the course of their employment duties for use in court proceedings unless the affidavit has been prepared by a lawyer acting for government in that proceeding or unless it has been approved by a ministry solicitor in the Legal Services Branch, Ministry of Attorney General. Political staff are obliged to cooperate with lawyers defending the Crown's interest during legal proceedings.

A written opinion prepared on behalf of government by any legal counsel is privileged and is, therefore, not to be released without prior approval of the Legal Services Branch.

Working Relationships

Political staff involved in a personal relationship outside work that compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another. For example, staff who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one staff member has influence, input, or decision-making power over the other's performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters; or
- The working relationship affords an opportunity for collusion between the two staff members that would have a detrimental effect on the employer's interest.

The above restriction on working relationships may be waived provided that the Chief of Staff to the Premier is satisfied that sufficient safeguards are in place to ensure that the employer's interests are not compromised.

Human Resource Decisions

Political staff are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them.

For example, staff are not to participate in staffing actions involving direct relatives or persons living in the same household.

Outside Remunerative and Volunteer Work

Political staff may hold jobs outside government, carry on a business, receive remuneration from public funds for activities outside their position, and engage in volunteer activities provided it does not:

- Interfere with the performance of their employment duties;
- Bring the government into disrepute;
- Represent a conflict of interest or create the reasonable perception of a conflict of interest;
- Appear to be an official act or to represent government opinion or policy;

Updated Feb. 15, 2022

- Involve the unauthorized use of work time or government premises, services, equipment, or supplies; or
- Gain an advantage that is derived from their employment with the Province of BC.

Political staff who are appointed as directors or officers of Crown corporations are not to receive any additional remuneration beyond the reimbursement of appropriate travel expenses except as approved by the Lieutenant Governor in Council.

Responsibilities

Chief of Staff to the Premier and Deputy Chief of Staff to the Premier

- Advise managers of political staff of the required standards of conduct and the consequences of non-compliance, including providing comprehensive orientation to new managers of political staff regarding the Standards of Conduct for Political Staff;
- Provide timely advice and direction to managers of political staff and political staff respecting the application of this policy statement, including guidance on an appropriate employer response to transgressions of this policy;
- Coordinate the development of awareness, training, and communication programs in support of this policy;
- Seek out advice as required on issues that are complex or cannot easily be resolved (e.g., advice from legal counsel, or the Head of the BC Public Service Agency);
- Where a political staff member has no other direct manager to whom they report, the Chief of Staff to the Premier or Deputy Chief of Staff to the Premier assumes the responsibilities assigned below to managers of political staff; and
- Establish procedures for providing advice and managing investigations of serious wrongdoing under the Public Interest Disclosure Act and reporting annually.

Managers of Political Staff

- Provide comprehensive orientation to new political staff regarding the Standards of Conduct for Political Staff;
- Advise political staff of the required standards of conduct and the consequences of non-compliance;
- Promote a work environment that is free of discrimination;
- Respond to reports of bullying, breaches of the Standards of Conduct for Political Staff, and wrongdoing, or refer them to the next level of manager not involved in the manner;
- Deal with breaches of this policy in a timely manner, taking the appropriate action based upon the facts and circumstances, and conferring with the Chief of Staff to the Premier as appropriate;
- Waive the provision on working relationships under the circumstances indicated;
- Delegate authority and responsibility, where applicable, to apply this policy within their organization; and
- Provide advice to and receive disclosures from political staff under the Public Interest Disclosure Act.

Political Staff

- Fulfill their assigned duties and responsibilities, regardless of the party or persons in power and regardless of their personal opinions;
- Disclose and resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- Maintain appropriate workplace behaviour;
- Report incidents of bullying, breaches of the Standards of Conduct for Political Staff, and wrongdoing.
- Avoid engaging in discriminatory conduct or comment; and,

Updated Feb. 15, 2022

- Check with their manager or Chief of Staff to the Premier when they are uncertain about any aspect of this policy.

Updated Feb. 15, 2022



May 11, 2023

PERSONAL AND CONFIDENTIAL

Gurveen Dhaliwal
By email to s.22

Dear Gurveen:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Ministerial Advisor in the Office of the Minister of Labour effective May 15, 2023. Your supervisor will be Chief of Staff, Tim Renneberg.

Your salary will be \$80,000 annually which represents the Band 2 classification of the Management Compensation Framework.

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees> Please take some time to familiarize yourself with them. If you have any questions, please contact your supervisor.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a Ministerial Advisor.

You will be subject to a probationary period of 913 hours at straight time which is equivalent to six (6) months of full-time employment, following which you will be recommended for confirmation provided that your performance is satisfactory.

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct, <https://www2.gov.bc.ca/gov/content/careers-myhr/about-the-bc-public-service/ethics-standards-of-conduct/standards-of-conduct>. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged, or convicted of any criminal offence or any other federal or provincial statutory offence. Your responsibility for reporting offenses is outlined in the [Criminal Notification Procedures](#).

Office of the Premier

Executive Branch

Mailing Address:
Box 9401 Stn Prov Govt
Victoria BC V8W 9E1

Telephone: 250 387-1715
Facsimile: 250 356-7258
Website: www.gov.bc.ca



Once you have signed this letter indicating your acceptance, please scan and email it to PremHRSupport@gov.bc.ca.

Lastly, I would like to extend my best wishes for your success in this role.

Yours truly,

Matt Smith
Chief of Staff
Office of the Premier

pc: BC Public Service Agency

Email Attachments: Standards of Conduct for Political Staff (7 pages)
Criminal Notification Procedures (1 page)

I have read and accept the terms and conditions of this appointment.

Gurveen Dhaliwal

Date

DHALIWAL, Gurveen - OIC - Ministerial Advisor (LBR)

From: Premier's Office HR Support PSA:EX <premhrrsupport@gov.bc.ca>
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>, Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
Sent: May 23, 2023 3:49:38 PM PDT
Attachments: image001.png
Hi Debbie,

Please be advised the above noted hire has now been processed effective May 15, 2023 into position 00137360, on playlist 127-1801.

Should you have any questions, please let me know.

Thank you,

Stacy Scriver

HR ESS Advisor | Executive Recruitment & HR Support Services
BC Public Service Agency | Office: 250-475-7480



Where ideas work



FW: Position # ^{s.22}

DHALIWAL, Gurveen - OIC - Ministerial Advisor (LBR)

From: Wade, Debbie PREM:EX
To: Newcombe, Samantha LBR:EX <Samantha.Newcombe@gov.bc.ca>
Sent: May 23, 2023 4:01:31 PM PDT
Attachments: image001.png
Good afternoon Sam;

Please see Gurveen's Employee & Position number for your perusal.

Thanks!

Debbie Wade
Manager Executive Operations and Administration
Office of the Premier
778-974-6075

From: Premier's Office HR Support PSA:EX <premhrrsupport@gov.bc.ca>
Sent: Tuesday, May 23, 2023 3:50 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>; Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
Subject: s.22 DHALI WAL, Gurveen - OIC - Ministerial Advisor (LBR)

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Should you have any questions, please let me know.

Thank you,

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HR ESS Advisor | Executive Recruitment & HR Support Services
BC Public Service Agency | Office: 250-475-7480



Where ideas work



Re: media request - appointment of Gurveen Dhaliwal

From: Bob Mackin <bob@thebreaker.news>
To: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>
Cc: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: May 24, 2023 10:38:01 AM PDT

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

Hello,
I notice that, under OIC 301, Gurveen Dhaliwal was transferred from her role as MA to Adrian Dix on May 15 to her new role as MA for Harry Bains.
What was the reason for this move?
Was it related in any way to the New Westminster Police Department report that went to Crown counsel, about Ms. Dhaliwal's alleged violation of the Local Government Act?
Did Ms. Dhaliwal disclose to anyone in the Premier's office that she had been interviewed by NWPDP? If so, when and to whom?

Sincerely,

Bob Mackin
reporter, theBreaker.news
604-982-9130

On Thu, May 4, 2023 at 4:36 PM Bob Mackin <bob@thebreaker.news> wrote:

Can you cite where Ms. Dhaliwal expressed that? Cheryl Greenhalgh of Community First New Westminster issued a statement about the incident last October, but Ms. Dhaliwal did not respond to requests for comment.
Can you cite the resolution with local elections officials? Are you aware that New Westminster Police Department investigated and forwarded its report to Crown counsel which is currently undergoing charge assessment?
Did Ms. Dhaliwal disclose to anyone in the Premier's office or Ministry of Health, prior to her hiring, that she was under police investigation?

Sincerely,

Bob Mackin

On Thu, May 4, 2023 at 4:25 PM Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca> wrote:

Hey Bob,

As noted in media, Ms. Dhaliwal has expressed that she regrets the error, and the issue has been resolved with local elections officials.

On your question about School Board duties, here is a statement from the Public Service Agency:

“Government staff have the right to be involved in outside work, consistent with the applicable standards of conduct.”

All the best,

Jimmy Smith (he/him)

Deputy Communications Director

Office of the Premier

250-882-2892

From: Bob Mackin <bob@thebreaker.news>

Sent: Thursday, May 4, 2023 11:57 AM

To: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>; Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>

Subject: media request - appointment of Gurveen Dhaliwal

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Hello,

Under Order in Council 278 on May 1, Gurveen Dhaliwal was appointed as ministerial aide to Minister Adrian Dix.

Ms. Dhaliwal is an elected official with the School Board in New Westminster in a party aligned with the NDP. New Westminster Police Department has forwarded a report to Crown counsel about her alleged violation of the Local Government Act during last fall's municipal election.

Was Premier Eby aware of the police investigation into Ms. Dhaliwal? What will Ms. Dhaliwal be paid on a monthly or annual basis for her new job?

Sincerely,

Bob Mackin

reporter, theBreaker.news

604-982-9130

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FW: media request - appointment of Gurveen Dhaliwal

From: Machell, Aileen PREM:EX
To: Smith, George PREM:EX <George.Smith@gov.bc.ca>
Sent: May 24, 2023 10:48:25 AM PDT

From: Bob Mackin <bob@thebreaker.news>
Sent: Wednesday, May 24, 2023 10:38 AM
To: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>
Cc: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
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RE: media request - appointment of Gurveen Dhaliwal

From: Smith, George PREM:EX <George.Smith@gov.bc.ca>
To: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: May 24, 2023 10:51:26 AM PDT
We do not comment on staffing changes.
I believe Labour comms / GCPE already received this request.

From: Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>
Sent: Wednesday, May 24, 2023 10:48 AM
To: Smith, George PREM:EX <George.Smith@gov.bc.ca>
Subject: FW: media request - appointment of Gurveen Dhaliwal

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Sincerely,

Bob Mackin

On Thu, May 4, 2023 at 4:25 PM Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca> wrote:

Hey Bob,

As noted in media, Ms. Dhaliwal has expressed that she regrets the error, and the issue has been resolved with local elections officials.

On your question about School Board duties, here is a statement from the Public Service Agency:

"Government staff have the right to be involved in outside work, consistent with the applicable standards of conduct."

All the best,

Jimmy Smith (he/him)

Deputy Communications Director

Office of the Premier

250-882-2892

From: Bob Mackin <bob@thebreaker.news>

Sent: Thursday, May 4, 2023 11:57 AM

To: Smith, Jimmy PREM:EX <Jimmy.Smith@gov.bc.ca>; Machell, Aileen PREM:EX <Aileen.Machell@gov.bc.ca>

Subject: media request - appointment of Gurveen Dhaliwal

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

Hello,

Under Order in Council 278 on May 1, Gurveen Dhaliwal was appointed as ministerial aide to Minister Adrian Dix.

Ms. Dhaliwal is an elected official with the School Board in New Westminster in a party aligned with the NDP. New Westminster Police Department has forwarded a report to Crown counsel about her alleged violation of the Local Government Act during last fall's municipal election.

Was Premier Eby aware of the police investigation into Ms. Dhaliwal? What will Ms. Dhaliwal be paid on a monthly or annual basis for her new job?

Sincerely,

Bob Mackin

reporter, theBreaker.news

604-982-9130

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