

From: [Halls, Lori D PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Cc: [Colyn, Iris PSA:EX](#)
Subject: Coordination of OICs
Date: Thursday, February 1, 2018 7:13:56 AM

Anita

I spoke with Lori W yesterday. She wants to coordinate as much as possible all of her OIC appointments so she is in a position to announce the changes affecting: Carl F, Heather W, Shauna Brouwer and Tara R.

I explained to Lori that Tara's as an acting assignment would not require an OIC.

I will follow up with Don --- he wanted to be sure that David G had met with his new minister before any announcement. We are likely looking at next week.

I'd also like us to write a email note that Don can send to DMC congratulating Sheila on her retirement, recognizing her years of service (let's include the portfolios she's been responsible for), and advising that he has appointment David G to DM SDPR and Heather Wood to Assoc DM/Treasury Board.

This is going to kinda feel like a mini shuffle, so I will circle back with Sheila, Richard/Mark, Lori, David to ensure we coordinate timing when their individual notices can go out into their organizations. It will be easier, once we know the likely day of announcement, if we pick a time (eg. 11:00am).

Lori Halls
Deputy Minister
BC Public Service Agency

From: [Michell, Jennifer FIN:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: CVs requested
Date: Thursday, February 1, 2018 2:32:59 PM
Importance: High

Hi Anita

DM Wanamaker has requested that I connect with you to obtain copies of the CV's for:

Heather Wood
Tara Richards
Carl Fischer
Shauna Brouwer

If you could please send to me by end of day today that would be ideal, otherwise tomorrow morning at the latest

Thanks very much
Jen

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance
Tel. 250-356-6696 | Email: Jennifer.Michell@gov.bc.ca

From: [Michell, Jennifer FIN:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: Re: Finance Changes x4 - Timing of OICs and Communications
Date: Tuesday, February 6, 2018 5:44:05 PM

Thanks Anita. I will give you a call tomorrow to discuss

Sent from my iPhone

On Feb 6, 2018, at 5:12 PM, Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca> wrote:

Hi Jennifer – I just wanted to loop you in on how these are progressing.

I have Briefing Notes for Heather Wood, Shauna Brouwer, Carl Fisher and Tara Richards moved forward to my Deputy Minister, Lori Halls for approval. The OICs have been drafted and I am just waiting for the proofs. I expect that Lori Halls will have the BNs and OICs reviewed/approved and ready to go to Don Wright by noon tomorrow (Wednesday). At that point and after Don has reviewed I will connect with you let you know that I am moving them forward for signing by the LG. **Thursday morning, after I get confirmation that the OICs were in fact signed**, I will let you know and then you will be able to send out communications. I usually know by 10am. If you have a different timeline please let me know.

Also I wanted to connect with you on what is being said in your communication about David.

Thank you.
Anita

From: Halls, Lori D PSA:EX
Sent: Friday, February 2, 2018 10:19 AM
To: Wanamaker, Lori FIN:EX
Cc: Michell, Jennifer FIN:EX; Owens, Anita PSA:EX
Subject: RE: Finance Changes

Correct

Lori Halls
Deputy Minister
BC Public Service Agency

From: Wanamaker, Lori FIN:EX
Sent: Friday, February 2, 2018 8:17 AM
To: Halls, Lori D PSA:EX
Cc: Michell, Jennifer FIN:EX
Subject: Finance Changes

Hi Lori. I want to confirm the upcoming changes with you to make sure that we are on the same page. I am copying Jennifer Michell (Director Executive Ops) as she will be responsible for the timing of my message to Finance ministry staff.

Dave Galbraith leaving
Heather Wood moving to TBS
Shauna Brouwer – Policy and Legislation
Carl Fisher – OCG (effective immediately)
Tara Richards – Interim CEO FICOM

I believe – please confirm – that all appointments other than Carl – will be effective March 1.

As I understand it, the staff emails will go out once OICs are signed and Don has made his announcements and you will coordinate.

Thanks.

Lori

From: [Tupper, Linsey PSA:EX](#)
To: [Roe, Sandra PSA:EX](#)
Cc: [Owens, Anita PSA:EX](#)
Subject: BN"s for OIC Appointments - Finance
Date: Wednesday, February 7, 2018 12:58:14 PM
Attachments: [6124 BN Tara Richards.docx](#)
[s.22](#)
[6125 BN Shauna Brouwer.docx](#)
[s.22](#)
[6126 BN Carl Fischer.docx](#)
[s.22](#)
[6127 BN Heather Wood.docx](#)
[s.22](#)
[6128 BN David Galbraith \(2\).docx](#)
[s.22](#)
Importance: High

Sandra,

Here are the BN's for the OIC appointments for Finance. We are just waiting on the OIC's to come through for sending to Don's office, they are expecting them.

FYI – they are filled on the drive as well.

Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

January 6, 2018

CLIFF # 6124

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of Tara Richards, Assistant Deputy Minister, with the title of Chief Executive Officer, FICOM, Ministry of Finance, effective March 1st, 2018.

III Background

In discussions with executive including Lori Wanamaker and Lori Halls it was determined and assessed that Tara Richards would be suitable for the appointment of Chief Executive Officer, FICOM, Ministry of Finance.

In addition to her role as Assistant Deputy Minister and Executive Financial Officer, Corporate Services Division with the Ministry of Finance, Tara has been acting in the CEO, FICOM role since July 11, 2016, working in partnership with the Superintendent, FICOM to ensure the strategic direction and delivery of FICOM's mandate was supported by corporate operations and ensuring staff were enabled to support the stability of BC's pension funds, credit unions, trust and insurance companies and mortgage brokerages and insurance licensees. This new appointment will see her focus entirely on the CEO, FICOM role and ensure the organization's stability as it continues to transform.

Tara has been the Assistant Deputy Minister and Executive Financial Officer, Corporate Services Division with the Ministry of Finance since 2014. Previous to that Tara was in the role of Executive Director, Property Taxation Branch, Ministry of Finance for five years. Prior to that, she held many management roles in the areas of Intergovernmental Relations, Early Childhood Care and Policy and Legislation in several ministries including Health, Children and Families and Finance.

Tara has a Masters of Public Administration and a Bachelor of Arts in Political Science. Her resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of Tara Richards, Assistant Deputy Minister, with the title of Chief Executive Officer, FICOM, Ministry of Finance. Tara's salary upon appointment will be \$191,080 (Band D). Currently her salary is at \$180,000 (Band C). The 10% holdback will continue to apply.

Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

Page 007 to/à Page 010

Withheld pursuant to/removed as

s.22

February 6, 2018

CLIFF #6125

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of Shauna Brouwer, Assistant Deputy Minister, Policy and Legislation, Ministry of Finance, effective March 1, 2018.

III Background

The position of Assistant Deputy Minister, Policy and Legislation, Ministry of Finance, is vacant due to the previous appointee, Heather Wood, assuming a new role in the Ministry of Finance.

In discussions with executive members including Lori Wanamaker and Lori Halls it was determined and assessed that Shauna Brouwer is a suitable candidate for the position.

Shauna is a highly motivated, goal-oriented business professional with more than 25 years of public sector senior management experience. She is a conscientious leader, with proven skills in people leadership; strategic planning and business restructuring; financial and resource management; client and customer service innovation and excellence; information systems planning and direction; and quality improvement.

Shauna started her career with the B.C. government in 1990 with the Ministry of Community, Sport and Cultural Development as Manager of Financial Operations and held progressive roles in this ministry for almost 20 years, including Director, Financial and Administrative Services, Executive Director, Corporate Services and Assistant Deputy Minister, Management Services. In addition, she has held a temporary assignment as ADM – Local Government. Since 2011, and has been an Assistant Deputy Minister and Executive Financial Officer, first with the Natural Resource Sector, Ministry of Forests, Lands and Natural Resource Operations, and subsequently for the Justice Sector, responsible for Corporate Services for the Ministries of Attorney General and Public Safety and Solicitor General, since 2015.

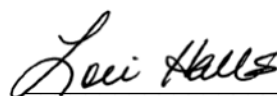
Her resume is attached. A criminal record review has been conducted and clearance has been received.

IV Recommendation

Approve the appointment of Shauna Brouwer, Assistant Deputy Minister, Policy and Legislation, Ministry of Finance. Shauna's salary will be \$180,000.00 at the top of the Band C range. The 10% holdback will apply.

Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

Page 012 to/à Page 014

Withheld pursuant to/removed as

s.22

February 6, 2018

CLIFF #6126

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of Carl Fischer, Comptroller General, Ministry of Finance, effective the date of the OIC.

III Background

The position of Comptroller General, Ministry of Finance, is vacant due to the previous appointee, Stuart Newton, resigning from the BC Public Service. Carl Fischer has been acting in this role since December 1, 2016.

This position was posted from September 29, 2017 to October 29, 2017 on the government's Executive Opportunities page as well as on several online sector specific sites. 23 applications were received and 4 candidates were shortlisted for interviews. Interviews were conducted by Lori Wanamaker, Richard Fyfe, David Galbraith and Lori Halls. Upon completion of the interviews, it was determined and assessed that Carl Fischer would be the most suitable candidate for the position.

Carl Fischer joined the BC Public Service in 1987. He worked in various roles until 1999 when he moved to the Ministry of Finance as a Summary Financial Accountant. In 2003 Carl was appointed to the position of Manager, Consolidated Revenue Fund and in 2006 became Executive Director, Financial Reporting and Advisory Services where he has worked up until his recent Acting Comptroller General assignment. He has represented the Province on the College Pension Board of Trustees, and on the board of directors of the BC Pension Corporation. During his eighteen years in the ministry he has developed a depth of ministry knowledge and has strengthened his skills as an executive and professional accountant.

Carl is a Chartered Professional Accountant, Certified General Accountant. His resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of Carl Fischer, Assistant Deputy Minister and Comptroller General, Ministry of Finance. His salary upon appointment will be \$160,000.00 inclusive of a 10% holdback. While acting in this Comptroller General role, Carl's base was \$124,270 with no holdback.

Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

Page 016 to/à Page 018

Withheld pursuant to/removed as

s.22

February 6, 2018

CLIFF #6127

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of Heather Wood, Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance, effective March 1, 2018.

III Background

The position of Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance, will become vacant due to the current appointee, David Galbraith, assuming a new role in the BC Public Service.

In discussions with executive members including Lori Wanamaker and Lori Halls it was determined and assessed that Heather Wood is a suitable candidate for the position of Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance.

Heather has a remarkable ability to synthesize complicated, technical and sometimes voluminous materials into clear issues/decision points. She has cultivated an understanding of very technical areas of financial oversight and regulation, pensions, tax policy, real estate and, more generally, federal-provincial relations.

Heather joined the BC Public Service in 2011 as ADM Policy and Legislation with the Ministry of Technology, Trade and Economic Development. She currently holds the role of ADM, Policy and Legislation with the Ministry of Finance and has been in this role since July 2011. s.22

Prior to joining the BC Government, Heather was a public servant with the Government of Manitoba for a period of approximately 10 years. She held various senior progressive roles including Assistant Deputy Minister, Department of Finance for 3.5 years; acting Executive Director and Manager, Federal Provincial Relations and Research Division for approximately 5 years; and Senior Policy Analyst roles 3 years.

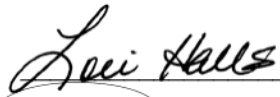
She holds a Bachelor of Arts (Honours) and Masters of Public Administration. Her resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of Heather Wood, Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance. Recommendation is that her salary is \$195,000 per annum with a 10% holdback. Her current salary is \$165,000 (ADM Band C) with a 10% holdback.

Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

Page 021 to/à Page 022

Withheld pursuant to/removed as

s.22

February 7, 2018

CLIFF #6128

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of David Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction, effective March 1, 2018.

III Background

The position of Deputy Minister, Ministry of Social Development and Poverty Reduction will become vacant due to the current appointee, Sheila Taylor, retiring from the BC Public Service.

In discussions with executive members including Lori Wanamaker, Lori Halls and Sheila Taylor it was determined and assessed that David Galbraith is a suitable candidate for the position of Deputy Minister, Ministry of Social Development and Poverty Reduction.

David is an accomplished Public Service Executive with a proven track record for building and leading service delivery excellence in operations and strategic planning with significant staff numbers and budgets. He has over 20 years of leadership experience in: Strategic Visioning and Planning; Performance Management and Goal Setting; Stakeholder Relationship Building; Change Management, Service Delivery Redesign and Innovation.

David joined the BC Public Service in 1994 and served in various management positions in the Ministries of Finance and Environment. In 2006 he took on his first Assistant Deputy Minister role with the Ministry of Tourism, Sport and the Arts in the Strategic Policy and Initiatives portfolio. In 2014 he took on the Assistant Deputy Minister role in the Service Delivery Division, Ministry of Social Development and Social Innovation. There, he successfully led a service delivery transformation, moving operations from a regional to a provincial structure by incorporating new technology to enable 5 million transactions on behalf of 170,000 clients. In this role he had oversight of 1,500 staff and a budget of over \$375 million.

More recently David was the Deputy Secretary to Treasury Board, Treasury Board Staff, Ministry of Finance and in July 2017 he was appointed Associate Deputy Minister and Chief Records Officer, also in the Ministry of Finance.

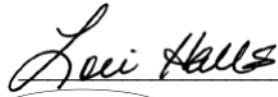
David holds a Bachelor of Science in Economics from the University of Victoria. His resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of David Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction. Recommendation is that his salary is \$240,000 per annum with a 10% holdback. His current salary is \$210,000 (Associate DM) with a 10% holdback.

Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

Page 025 to/à Page 027

Withheld pursuant to/removed as

s.22

February 7, 2018

CLIFF #6128

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of David Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction, effective March 1, 2018.

III Background

The position of Deputy Minister, Ministry of Social Development and Poverty Reduction will become vacant due to the current appointee, Sheila Taylor, retiring from the BC Public Service.

In discussions with executive members including Lori Wanamaker, Lori Halls and Sheila Taylor it was determined and assessed that David Galbraith is a suitable candidate for the position of Deputy Minister, Ministry of Social Development and Poverty Reduction.

David is an accomplished Public Service Executive with a proven track record for building and leading service delivery excellence in operations and strategic planning with significant staff numbers and budgets. He has over 20 years of leadership experience in: Strategic Visioning and Planning; Performance Management and Goal Setting; Stakeholder Relationship Building; Change Management, Service Delivery Redesign and Innovation.

David joined the BC Public Service in 1994 and served in various management positions in the Ministries of Finance and Environment. In 2006 he took on his first Assistant Deputy Minister role with the Ministry of Tourism, Sport and the Arts in the Strategic Policy and Initiatives portfolio. In 2014 he took on the Assistant Deputy Minister role in the Service Delivery Division, Ministry of Social Development and Social Innovation. There, he successfully led a service delivery transformation, moving operations from a regional to a provincial structure by incorporating new technology to enable 5 million transactions on behalf of 170,000 clients. In this role he had oversight of 1,500 staff and a budget of over \$375 million.

More recently David was the Deputy Secretary to Treasury Board, Treasury Board Staff, Ministry of Finance and in July 2017 he was appointed Associate Deputy Minister and Chief Records Officer, also in the Ministry of Finance.

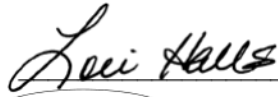
David holds a Bachelor of Science in Economics from the University of Victoria. His resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of David Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction. Recommendation is that his salary is \$240,000 per annum with a 10% holdback. His current salary is \$210,000 (Associate DM) with a 10% holdback.

Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: DRAFT Appointment letters - FISCHER / BROUWER / RICHARDS / WOOD / GALBRAITH
Date: Wednesday, February 7, 2018 3:20:48 PM
Attachments: [Richards, Tara - Appt letter.docx](#)
[Brouwer, Shauna - Appt letter.docx](#)
[Fischer, Carl - Appt letter.docx](#)
[Galbraith, David - Appt letter.docx](#)
[Wood, Heather - Appt letter.docx](#)
[image002.png](#)

Hi Anita – I have done the letters (attached), they are also in our shared folder –

[Executive Recruitment & Support Services](#) ▶ [Executive Recruitment](#) ▶ [Appointment Letters 2009-2017](#) ▶ [Appointment Letters 2017 - 2018](#) ▶

I do not have a date in Carl Fischer's letter and for David Galbraith & Heather Wood, I used a sample from the letters done during government transition as I believe they are signed by Don Wright.

Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

February 7, 2018

Tara Richards
s.22

Dear Tara:

This letter confirms your appointment as Assistant Deputy Minister Chief Executive Officer, FICOM, Ministry of Finance, as specified in your appointing Order in Council, effective March 1, 2018.

Your salary will be \$191,080 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please email to Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

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

Yours truly,

Lori Wanamaker
Deputy Minister

pc: Dawn-Lynn Phillips, BC Public Service Agency

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

Tara Richards

Date

February 7, 2018

Shauna Brouwer
s.22

Dear Shauna:

This letter confirms your appointment as Assistant Deputy Minister, Policy and Legislation, Ministry of Finance, as specified in your appointing Order in Council, effective March 1, 2018.

Your salary will be \$180,000 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please email to Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

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

Yours truly,

Lori Wanamaker
Deputy Minister

pc: Dawn-Lynn Phillips, BC Public Service Agency

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

Shauna Brouwer

Date

February 7, 2018

Carl Fischer
s.22

Dear Carl:

This letter confirms your appointment as Assistant Deputy Minister, Comptroller General, Ministry of Finance, as specified in your appointing Order in Council, effective February X, 2018.

Your salary will be \$160,000 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please email to Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

Lastly, I want to extend my best wishes for your continued success in this role.

Yours truly,

Lori Wanamaker
Deputy Minister

pc: Dawn-Lynn Phillips, BC Public Service Agency

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

Carl Fischer

Date



PERSONAL AND CONFIDENTIAL

February 7, 2018

David Galbraith
s.22

Dear David:

This letter confirms your appointment as Deputy Minister, Ministry of Social Development and Poverty Reduction as specified in the appointing Order in Council, effective March 1, 2018.

Your salary will be \$240,000 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Should you have any questions about these policies or your entitlements, please contact Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), HR Executive Support Services Advisor at the BC Public Service Agency.

Once you have signed this letter indicating your acceptance, please scan and email to Dawn-Lynn Phillips.

Congratulations on your appointment. I look forward to working with you.

Yours truly,

Don Wright
Deputy Minister to the Premier, Cabinet Secretary
And Head of the Public Service

pc: Dawn-Lynn Phillips, BC Public Service Agency

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

David Galbraith

Date



PERSONAL AND CONFIDENTIAL

February 7, 2018

Heather Wood

s.22

Dear Heather:

This letter confirms your appointment as Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance as specified in the appointing Order in Council, effective March 1, 2018.

Your salary will be \$195,000 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Associate Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Should you have any questions about these policies or your entitlements, please contact Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), HR Executive Support Services Advisor at the BC Public Service Agency.

Once you have signed this letter indicating your acceptance, please scan and email to Dawn-Lynn Phillips.

Congratulations on your appointment. I look forward to working with you.

Yours truly,

Don Wright
Deputy Minister to the Premier, Cabinet Secretary
And Head of the Public Service

pc: Dawn-Lynn Phillips, BC Public Service Agency

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

Heather Wood

Date

From: [Dardengo, Doris JAG:EX](#)
To: [Bissenden, Kim PENC:EX](#); [Canitz, Shelley L PREM:EX](#); [Phillips, Dawn-Lynn PSA:EX](#); [PensionsBC, Plan Operations Admin PENC:EX](#); [Owens, Anita PSA:EX](#); [Hoskins, Chad CITZ:EX](#); [Mandur, Tracy PSA:EX](#)
Subject: OIC-035-GALBRAITH, David-01MAR18/036-BROUWER, Shauna-01MAR18/037-RICHARDS, Tara-01MAR18/038-FISCHER, Carl-08FEB18/039-WOOD, Heather-01MAR18
Date: Thursday, February 8, 2018 8:50:17 AM
Attachments: [035-2018.pdf](#)
[036-2018.pdf](#)
[037-2018.pdf](#)
[038-2018.pdf](#)
[039-2018.pdf](#)

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 035, Approved and Ordered February 8, 2018


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective March 1, 2018,

- (a) the appointment of David Galbraith as an Associate Deputy Minister, Ministry of Finance, made by Order in Council 214/2017, is rescinded,
- (b) the appointment of David Galbraith as Secretary to Treasury Board, made by Order in Council 215/2017, is rescinded, and
- (c) David Galbraith is appointed as a Deputy Minister, Ministry of Social Development and Poverty Reduction.



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 12; Financial Administration Act, R.S.B.C. 1996, c. 138, s. 3

Other: OIC 214/2017; OIC 215/2017

O10208927

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 036, Approved and Ordered February 8, 2018


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective March 1, 2018,

- (a) the appointment of Shauna Brouwer as an Assistant Deputy Minister, Ministry of Public Safety and Solicitor General, made by Order in Council 763/2015, is rescinded, and
- (b) Shauna Brouwer is appointed as an Assistant Deputy Minister, Ministry of Finance.



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 12

Other: OIC 763/2015

O10208427

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 037, Approved and Ordered February 8, 2018


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective March 1, 2018,

- (a) the appointment of Tara Richards as an Assistant Deputy Minister, Ministry of Finance, made by Order in Council 456/2014, is rescinded, and
- (b) Tara Richards is appointed as an Assistant Deputy Minister, with the title Chief Executive Officer, Financial Institutions Commission, Ministry of Finance.



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

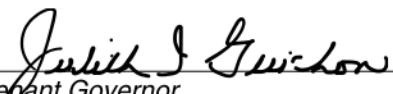
Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 12

Other: OIC 456/2014

O10208527

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 038 , *Approved and Ordered* February 8, 2018



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Carl Fischer is appointed Comptroller General, Ministry of Finance.



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 12; Financial Administration Act, R.S.B.C. 1996, c. 138, s. 8

Other: _____

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 039

, Approved and Ordered

February 8, 2018



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective March 1, 2018,

- (a) the appointment of Heather Wood as an Assistant Deputy Minister, Ministry of Finance, made by Order in Council 830/2010, is rescinded,
- (b) Heather Wood is appointed as an Associate Deputy Minister, Ministry of Finance, and
- (c) Heather Wood is appointed Secretary to Treasury Board.


Minister of Finance and Deputy Premier


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 12; Financial Administration Act, R.S.B.C. 1996, c. 138, s. 3

Other: OIC 830/2010

O10208827

Page 119

Withheld pursuant to/removed as

s.22

From: Nicholson, Riley FIN:EX
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: RE: FISCHER, Carl / RICHARDS, Tara / BROUWER, Shauna - Appointment Letters
Date: Friday, February 9, 2018 9:42:52 AM
Attachments: [Tara Richards - Appointment Letter.docx](#)

Hi Dawn-Lynn,

I notice two references to ADM in Tara's letter – please see highlighted on attached. Can you please take a look at this for correctness.

Thanks,

Riley

From: Phillips, Dawn-Lynn PSA:EX
Sent: Thursday, February 8, 2018 11:49 AM
To: Wanamaker, Lori FIN:EX; Nicholson, Riley FIN:EX; Michell, Jennifer FIN:EX
Cc: Mandur, Tracy PSA:EX
Subject: FISCHER, Carl / RICHARDS, Tara / BROUWER, Shauna - Appointment Letters

Good Morning – please see attached letters ready for letterhead and signature. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work



PERSONAL AND CONFIDENTIAL

Tara Richards
s.22

Dear Tara Richards:

This letter confirms your appointment as Assistant Deputy Minister Chief Executive Officer, FICOM, Ministry of Finance, as specified in your appointing Order in Council, effective March 1, 2018.

Your salary will be \$191,080 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please email to Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

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

Sincerely,

Lori Wanamaker, FCPA, FCA
Deputy Minister

pc: Dawn-Lynn Phillips, BC Public Service Agency

.../2

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

Tara Richards

Date

From: Nicholson, Riley FIN:EX
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: RE: FISCHER, Carl / RICHARDS, Tara / BROUWER, Shauna - Appointment Letters
Date: Friday, February 9, 2018 11:02:44 AM

Okay, thank you.

From: Phillips, Dawn-Lynn PSA:EX
Sent: Friday, February 9, 2018 10:58 AM
To: Nicholson, Riley FIN:EX
Subject: RE: FISCHER, Carl / RICHARDS, Tara / BROUWER, Shauna - Appointment Letters

Hi Riley – Normally that is how our letters are worded, I did take a look at the OIC and decided to change the wording a bit in the opening paragraph to be more in line with the OIC. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

From: Nicholson, Riley FIN:EX
Sent: Friday, February 9, 2018 9:43 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: FISCHER, Carl / RICHARDS, Tara / BROUWER, Shauna - Appointment Letters

Hi Dawn-Lynn,

I notice two references to ADM in Tara's letter – please see highlighted on attached. Can you please take a look at this for correctness.

Thanks,

Riley

From: Phillips, Dawn-Lynn PSA:EX
Sent: Thursday, February 8, 2018 11:49 AM
To: Wanamaker, Lori FIN:EX; Nicholson, Riley FIN:EX; Michell, Jennifer FIN:EX
Cc: Mandur, Tracy PSA:EX
Subject: FISCHER, Carl / RICHARDS, Tara / BROUWER, Shauna - Appointment Letters

Good Morning – please see attached letters ready for letterhead and signature. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

From: Nicholson, Riley FIN:EX
To: [Brouwer, Shauna FIN:EX](#)
Cc: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: Appointment Letter
Date: Wednesday, February 14, 2018 3:00:32 PM
Attachments: [Brouwer20180214.pdf](#)
[Post_Employment_Restrictions_Senior_Executive.pdf](#)

Hi Shauna,

Please find letter and attachment from Lori Wanamaker – the original is in the mail.

Thank you,

Riley

Riley Nicholson

Senior Executive Assistant

Deputy Minister's Office

Ministry of Finance

T: 250 387 3184 F: 250 387 1655

Email: Riley.Nicholson@gov.bc.ca



FEB 13 2018

PERSONAL AND CONFIDENTIAL

s.22

Dear Shauna Brouwer:

This letter confirms your appointment as Assistant Deputy Minister, Policy and Legislation, Ministry of Finance, as specified in your appointing Order in Council, effective March 1, 2018.

Your salary will be \$180,000 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please email to Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

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

Sincerely,

Lori Wanamaker, FCPA, FCA
Deputy Minister

pc: Dawn-Lynn Phillips, BC Public Service Agency

.../2

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

Shauna Brouwer

Date

Post Employment Restrictions for Senior Management in the BC Public Service

Definitions

"confidential information" means information that is unavailable to the public;

"outside entity" means a person or entity other than a public sector employer as defined in section I of the *Public Sector Employers Act*;

BEFORE LEAVING PUBLIC SERVICE

- 1 (1) the following are conditions of your employment with the government:
 - (a) you must not allow yourself to be influenced in carrying out your employment responsibilities by prospects for or an offer of
 - (i) employment as an employee of an outside entity; or
 - (ii) remuneration or other reward from an outside entity for doing anything for it in a capacity other than as an employee of the outside entity;
 - (b) you must immediately disclose to the Deputy Minister to the Premier and Head of the BC Public Service Agency
 - (i) any offer described in paragraph (a), if the offer does or could place you in a conflict of interest situation; or
 - (ii) your acceptance of any offer described in paragraph (a).

AFTER LEAVING PUBLIC SERVICE

- 2 (1) The following are conditions of your employment with the government:
 - (a) after your employment ends, you must not disclose confidential information that you obtained through your employment;
 - (b) if you had a substantial involvement in dealings with an outside entity at any time during the year immediately preceding the end of your employment then, for a year after the end of your employment, you must not
 - (i) accept an offer of employment, an appointment to the board of directors or a contract to provide services to that outside entity;
 - (ii) lobby or otherwise make representations for that outside entity to the government; or
 - (iii) give counsel to that outside entity, for its commercial purposes, concerning the programs or policies of any organization or ministry of the government in which you were employed at any time during the year immediately preceding the termination of your employment; or
 - (c) until one year after your employment ends, you
 - (i) must not lobby or otherwise make representations for any outside entity to any ministry or organization of the government in which you were employed at any time during the year immediately preceding the termination of your employment; or
 - (ii) act for an outside entity in connection with any ongoing proceedings, transaction, negotiation or case in which the outside entity and the government are involved
 - (A) if you, during your former employment with the government, acted for or advised the government concerning the proceedings, transaction, negotiation or case; and
 - (B) acting for the outside entity in that connection would result in the receipt by the outside entity of a private or commercial benefit or of any benefit not for general application.

REDUCTION OF ONE-YEAR LIMITATION

The Head of the BC Public Service Agency in consultation with the Deputy Minister to the Premier may reduce the one-year restriction, upon your application, after considering the following:

- (a) the circumstances under which your employment ended;
- (b) your general employment prospects;
- (c) the significance to the government of information you possessed by virtue of your position with the government;
- (d) the desirability of a rapid transfer of your skills to an employer other than the government;
- (e) the degree to which the new employer might gain unfair commercial advantage by hiring you;
- (f) the authority and influence you possessed while employed by the government;
- (g) the disposition of other cases.

Effective October 30, 2009

From: Nicholson, Riley FIN:EX
To: [Phillips, Dawn-Lynn PSA:EX](#)
Cc: [Michell, Jennifer FIN:EX](#)
Subject: FW: Thank you FW: Letter of Appointment
Date: Thursday, February 15, 2018 3:39:31 PM
Attachments: [Scan_20180215.pdf](#)

Hi Dawn-Lynn,

Attached please find Shauna's signed letter.

Thanks,

Riley

From: Brouwer, Shauna JAG:EX
Sent: Thursday, February 15, 2018 3:02 PM
To: Nicholson, Riley FIN:EX
Subject: Thank you FW: Letter of Appointment

Thank you – attached.
Shauna

From: Blakesley, Nicki AG:EX
Sent: Thursday, February 15, 2018 2:59 PM
To: Brouwer, Shauna JAG:EX
Subject: Letter of Appointment

As requested.
N



FEB 13 2018

PERSONAL AND CONFIDENTIAL

Shauna Brouwer
s.22

Dear Shauna Brouwer:

This letter confirms your appointment as Assistant Deputy Minister, Policy and Legislation, Ministry of Finance, as specified in your appointing Order in Council, effective March 1, 2018.

Your salary will be \$180,000 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.


The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please email to Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

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

Sincerely,


Lori Wanamaker, FCPA, FCA
Deputy Minister

pc: Dawn-Lynn Phillips, BC Public Service Agency

.../2

Ministry of
Finance

Office of the
Deputy Minister

Mailing Address:
PO Box 9417 Stn Prov Govt
Victoria BC V8W 9V1
www.gov.bc.ca/fin

Location Address:
Room 109
617 Government Street
Victoria BC

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

Shauna Brouwer
Shauna Brouwer

Feb. 15. 2018
Date

From: Owens, Anita PSA:EX
To: Phillips, Dawn-Lynn PSA:EX
Subject: FW: BN's for OIC Appointments - Finance
Date: Tuesday, February 20, 2018 10:29:36 AM
Attachments: Scan From Device Name.msg
Scan From Device Name.msg
Scan From Device Name.msg
Scan From Device Name.msg
Scan From Device Name.msg
image001.png

From: Higgins, Keira PREM:EX
Sent: Tuesday, February 13, 2018 10:44 AM
To: Roe, Sandra PSA:EX; Canitz, Shelley L PREM:EX
Cc: Tupper, Linsey PSA:EX; Owens, Anita PSA:EX
Subject: RE: BN's for OIC Appointments - Finance
Hi Sandra,

Please see the signed BNs (attached).

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Roe, Sandra PSA:EX
Sent: Wednesday, February 7, 2018 1:31 PM
To: Canitz, Shelley L PREM:EX; Higgins, Keira PREM:EX
Cc: Tupper, Linsey PSA:EX; Owens, Anita PSA:EX
Subject: BN's for OIC Appointments - Finance
Importance: High
Hi Shelley / Keira –

Attached for next steps are decision notes, resumes and OICs for Tara Richards, Carl Fischer, David Galbraith, Heather Wood and Shauna Brouwer. Please provide to Don Wright for his review and approval.

Could you please return a signed copy of the decision notes to us.

Thanks very much,

S

Sandra Roe, Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (778) 698-7968 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Higgins, Keira PREM:EX []
To: Higgins, Keira PREM:EX [Keira.Higgins@gov.bc.ca]
Subject: Scan From <Device Name>
Date: Tuesday, February 13, 2018 11:31:57
Attachment 1: Scan_20180213.pdf

January 6, 2018

CLIFF # 6124

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of Tara Richards, Assistant Deputy Minister, with the title of Chief Executive Officer, FICOM, Ministry of Finance, effective March 1st, 2018.

III Background

In discussions with executive including Lori Wanamaker and Lori Halls it was determined and assessed that Tara Richards would be suitable for the appointment of Chief Executive Officer, FICOM, Ministry of Finance.

In addition to her role as Assistant Deputy Minister and Executive Financial Officer, Corporate Services Division with the Ministry of Finance, Tara has been acting in the CEO, FICOM role since July 11, 2016, working in partnership with the Superintendent, FICOM to ensure the strategic direction and delivery of FICOM's mandate was supported by corporate operations and ensuring staff were enabled to support the stability of BC's pension funds, credit unions, trust and insurance companies and mortgage brokerages and insurance licensees. This new appointment will see her focus entirely on the CEO, FICOM role and ensure the organization's stability as it continues to transform.

Tara has been the Assistant Deputy Minister and Executive Financial Officer, Corporate Services Division with the Ministry of Finance since 2014. Previous to that Tara was in the role of Executive Director, Property Taxation Branch, Ministry of Finance for five years. Prior to that, she held many management roles in the areas of Intergovernmental Relations, Early Childhood Care and Policy and Legislation in several ministries including Health, Children and Families and Finance.

Tara has a Masters of Public Administration and a Bachelor of Arts in Political Science. Her resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of Tara Richards, Assistant Deputy Minister, with the title of Chief Executive Officer, FICOM, Ministry of Finance. Tara's salary upon appointment will be \$191,080 (Band D). Currently her salary is at \$180,000 (Band C). The 10% holdback will continue to apply.


Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

From: Higgins, Keira PREM:EX []
To: Higgins, Keira PREM:EX [Keira.Higgins@gov.bc.ca]
Subject: Scan From <Device Name>
Date: Tuesday, February 13, 2018 11:32:45
Attachment 1: Scan_20180213.pdf

February 6, 2018

CLIFF #6126

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of Carl Fischer, Comptroller General, Ministry of Finance, effective the date of the OIC.

III Background

The position of Comptroller General, Ministry of Finance, is vacant due to the previous appointee, Stuart Newton, resigning from the BC Public Service. Carl Fischer has been acting in this role since December 1, 2016.

This position was posted from September 29, 2017 to October 29, 2017 on the government's Executive Opportunities page as well as on several online sector specific sites. 23 applications were received and 4 candidates were shortlisted for interviews. Interviews were conducted by Lori Wanamaker, Richard Fyfe, David Galbraith and Lori Halls. Upon completion of the interviews, it was determined and assessed that Carl Fischer would be the most suitable candidate for the position.

Carl Fischer joined the BC Public Service in 1987. He worked in various roles until 1999 when he moved to the Ministry of Finance as a Summary Financial Accountant. In 2003 Carl was appointed to the position of Manager, Consolidated Revenue Fund and in 2006 became Executive Director, Financial Reporting and Advisory Services where he has worked up until his recent Acting Comptroller General assignment. He has represented the Province on the College Pension Board of Trustees, and on the board of directors of the BC Pension Corporation. During his eighteen years in the ministry he has developed a depth of ministry knowledge and has strengthened his skills as an executive and professional accountant.

Carl is a Chartered Professional Accountant, Certified General Accountant. His resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of Carl Fischer, Assistant Deputy Minister and Comptroller General, Ministry of Finance. His salary upon appointment will be \$160,000.00 inclusive of a 10% holdback. While acting in this Comptroller General role, Carl's base was \$124,270 with no holdback.



Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

From: Higgins, Keira PREM:EX []
To: Higgins, Keira PREM:EX [Keira.Higgins@gov.bc.ca]
Subject: Scan From <Device Name>
Date: Tuesday, February 13, 2018 11:33:08
Attachment 1: Scan_20180213.pdf

February 6, 2018

CLIFF #6125

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of Shauna Brouwer, Assistant Deputy Minister, Policy and Legislation, Ministry of Finance, effective March 1, 2018.

III Background

The position of Assistant Deputy Minister, Policy and Legislation, Ministry of Finance, is vacant due to the previous appointee, Heather Wood, assuming a new role in the Ministry of Finance.

In discussions with executive members including Lori Wanamaker and Lori Halls it was determined and assessed that Shauna Brouwer is a suitable candidate for the position.

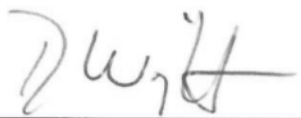
Shauna is a highly motivated, goal-oriented business professional with more than 25 years of public sector senior management experience. She is a conscientious leader, with proven skills in people leadership; strategic planning and business restructuring; financial and resource management; client and customer service innovation and excellence; information systems planning and direction; and quality improvement.

Shauna started her career with the B.C. government in 1990 with the Ministry of Community, Sport and Cultural Development as Manager of Financial Operations and held progressive roles in this ministry for almost 20 years, including Director, Financial and Administrative Services, Executive Director, Corporate Services and Assistant Deputy Minister, Management Services. In addition, she has held a temporary assignment as ADM – Local Government. Since 2011, and has been an Assistant Deputy Minister and Executive Financial Officer, first with the Natural Resource Sector, Ministry of Forests, Lands and Natural Resource Operations, and subsequently for the Justice Sector, responsible for Corporate Services for the Ministries of Attorney General and Public Safety and Solicitor General, since 2015.

Her resume is attached. A criminal record review has been conducted and clearance has been received.

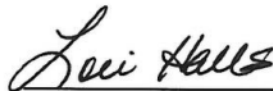
IV Recommendation

Approve the appointment of Shauna Brouwer, Assistant Deputy Minister, Policy and Legislation, Ministry of Finance. Shauna's salary will be \$180,000.00 at the top of the Band C range. The 10% holdback will apply.



Approved / Not Approved

Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved

Lori Halls, Deputy Minister
BC Public Service Agency

From: Higgins, Keira PREM:EX []
To: Higgins, Keira PREM:EX [Keira.Higgins@gov.bc.ca]
Subject: Scan From <Device Name>
Date: Tuesday, February 13, 2018 11:33:31
Attachment 1: Scan_20180213.pdf

February 6, 2018

CLIFF #6127

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of Heather Wood, Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance, effective March 1, 2018.

III Background

The position of Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance, will become vacant due to the current appointee, David Galbraith, assuming a new role in the BC Public Service.

In discussions with executive members including Lori Wanamaker and Lori Halls it was determined and assessed that Heather Wood is a suitable candidate for the position of Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance.

Heather has a remarkable ability to synthesize complicated, technical and sometimes voluminous materials into clear issues/decision points. She has cultivated an understanding of very technical areas of financial oversight and regulation, pensions, tax policy, real estate and, more generally, federal-provincial relations.

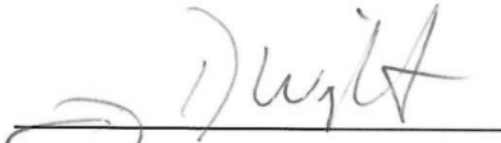
Heather joined the BC Public Service in 2011 as ADM Policy and Legislation with the Ministry of Technology, Trade and Economic Development. She currently holds the role of ADM, Policy and Legislation with the Ministry of Finance and has been in this role since July 2011. s.22

Prior to joining the BC Government, Heather was a public servant with the Government of Manitoba for a period of approximately 10 years. She held various senior progressive roles including Assistant Deputy Minister, Department of Finance for 3.5 years; acting Executive Director and Manager, Federal Provincial Relations and Research Division for approximately 5 years; and Senior Policy Analyst roles 3 years.

She holds a Bachelor of Arts (Honours) and Masters of Public Administration. Her resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of Heather Wood, Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance. Recommendation is that her salary is \$195,000 per annum with a 10% holdback. Her current salary is \$165,000 (ADM Band C) with a 10% holdback.


Approved / Not Approved
Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service


Approved / Not Approved
Lori Halls, Deputy Minister
BC Public Service Agency

From: Higgins, Keira PREM:EX []
To: Higgins, Keira PREM:EX [Keira.Higgins@gov.bc.ca]
Subject: Scan From <Device Name>
Date: Tuesday, February 13, 2018 11:33:52
Attachment 1: Scan_20180213.pdf

February 7, 2018

CLIFF #6128

I Prepared for Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service

For Decision

II Issue

Recommendation for the appointment by Order in Council (OIC), of David Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction, effective March 1, 2018.

III Background

The position of Deputy Minister, Ministry of Social Development and Poverty Reduction will become vacant due to the current appointee, Sheila Taylor, retiring from the BC Public Service.

In discussions with executive members including Lori Wanamaker, Lori Halls and Sheila Taylor it was determined and assessed that David Galbraith is a suitable candidate for the position of Deputy Minister, Ministry of Social Development and Poverty Reduction.

David is an accomplished Public Service Executive with a proven track record for building and leading service delivery excellence in operations and strategic planning with significant staff numbers and budgets. He has over 20 years of leadership experience in: Strategic Visioning and Planning; Performance Management and Goal Setting; Stakeholder Relationship Building; Change Management, Service Delivery Redesign and Innovation.

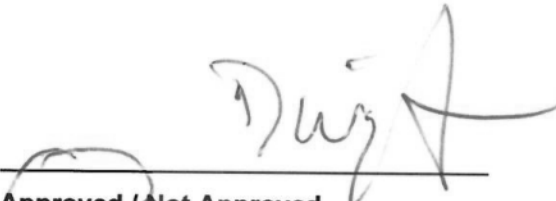
David joined the BC Public Service in 1994 and served in various management positions in the Ministries of Finance and Environment. In 2006 he took on his first Assistant Deputy Minister role with the Ministry of Tourism, Sport and the Arts in the Strategic Policy and Initiatives portfolio. In 2014 he took on the Assistant Deputy Minister role in the Service Delivery Division, Ministry of Social Development and Social Innovation. There, he successfully led a service delivery transformation, moving operations from a regional to a provincial structure by incorporating new technology to enable 5 million transactions on behalf of 170,000 clients. In this role he had oversight of 1,500 staff and a budget of over \$375 million.

More recently David was the Deputy Secretary to Treasury Board, Treasury Board Staff, Ministry of Finance and in July 2017 he was appointed Associate Deputy Minister and Chief Records Officer, also in the Ministry of Finance.

David holds a Bachelor of Science in Economics from the University of Victoria. His resume is attached. A criminal record review is underway.

IV Recommendation

Approve the appointment of David Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction. Recommendation is that his salary is \$240,000 per annum with a 10% holdback. His current salary is \$210,000 (Associate DM) with a 10% holdback.



Approved / Not Approved
Don Wright, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service



Approved / Not Approved
Lori Halls, Deputy Minister
BC Public Service Agency

From: Redies, Janet PSA:EX
 To: Walters, Kim PSA:EX
 Cc: Mandur, Tracy PSA:EX; Owens, Anita PSA:EX
 Subject: FW: Summary of appointments for Executive Development
 Date: Friday, March 9, 2018 12:07:59 PM
 Attachments: image001.png

Hi Kim,

I've compiled a list of the past appointments going back to effective dates from November 2017 to now.

Please have a look and, if this looks like it covers the information you need, we will build something to extract this information once the status reaches "Selection" to keep you up-to-date.

Please note, the final column for notes is not populated in this case, but would be in future.

Best,

Janet

Year	Type of Recruitment/Apppt	Current Status	Ministry	Position	Band	Deputy / Hiring Manager	Advisor	Final Candidate	Effective Date	Notes for Executive Development
2018	Appointment	6. Onboarding	Health	Provincial Health Officer	Assoc DM	Stephen Brown	AO	Bonnie Henry	01-Feb-18	
2018	Appointment	5. Selection	MEM	Executive Project Lead	Band A	Dave Nikojsin	JR/TM	Suzanne Manahan	02-Jan-18	
2018	Appointment	5. Selection	MCFD	ADM, Policy & Provincial Services	Band B	Allison Bond	AO	Cheryl May	16-Feb-18	
2018	Direct Appointment	7. Complete	PSSG	Executive Lead - Strategic Public Safety Initiatives	Band A	Mark Sieben	TM	Rachel Holmes	05-Feb-18	
2018	Appointment	5. Selection	MCFD	ADM Child Care	Band C	Allison Bond	AO	Christine Massey	16-Feb-18	
2018	Recruitment	6. Onboarding	FIN	ADM, Comptroller General	Band C	Lori Wanamaker	AO	Carl Fischer	Date of OIC	
2018	Movement	6. Onboarding	FIN	Associate Deputy Minister	Assoc DM	Lori Wanamaker	AO	Heather Wood	01-Mar-18	
2018	Movement	6. Onboarding	FIN	ADM, Policy & Legislation	Band C	Lori Wanamaker	AO	Shauna Brouwer	01-Mar-18	
2018	TA	6. Onboarding	FIN FICOM	CEO	Band C	Lori Wanamaker	AO	Tara Richards	01-Mar-18	
2018	Appointment	6. Onboarding	SDPR	Deputy Minister	DM	Don Wright/Lori Halls	AO	David Galbraith	01-Mar-18	
2018	Movement	7. Complete	Justice AG	Associate DM	Assoc DM	Richard Fyfe	TM	Doug Scott	18-Jan-18	
2017	Recruitment	7. Complete	Citz Services	Associate DM/GCIO	Assoc DM	Jill Kot	AO	CJ Ritchie	09-Jan-18	
2017	Movement	7. Complete	BC PSA	ADM Talent Management	Band B	Lori Halls	TM	Melanie Stewart	08-Jan-18	
2017	Movement	5. Selection	Mental Health	ADM, Policy, Monitoring and Evaluation	Band B	Doug Hughes	AO	Taryn Walsh	18-Dec-17	
2017	Movement	6. Onboarding	MHA	Governance, Planning and Partnership	Band C	Doug Hughes	AO	Mary Sue Maloughney	11-Dec-17	
2017	Appointment	6. Onboarding	Attorney General	ADM Chief Information Officer	Band B	Mark Sieben	AO	Ian Bailey	11-Dec-17	
2017	Appointment	6. Onboarding	EMPR	Strategic and Indigenous Affairs	Band C	Dave Nikolejsin	AO	Simon Coley	05-Dec-17	
2017	Direct Appointment	6. Onboarding	Labour	Executive Lead position	Band A	Trevor Hughes	AO	Selena Basi	27-Nov-17	
2017	Direct Appointment	7. Complete	Trans	Executive Lead position	Band A	Grant Main	AO	Murray Tekano	20-Nov-17	
2017	Appointment	7. Complete	IRR	ADM Reconciliation Transformation and Strategies	Band B	Doug Caul	AO	Jessica Wood	20-Nov-17	
2017	Recruitment	7. Complete	HLTH	ADM, Health Workforce Planning, Comp & Beneficiary	Band C	Lynn Stevenson	AO	Mark Armitage	12-Nov-17	
2017	TA	7. Complete	MCFD	ADM, Finance and Corporate Services	Band B	Allison Bond	AO	Anne Minnings	09-Nov-17	
2017	Direct Appointment	7. Complete	ENV	ADM, Env. Sustainability & Strategic Policy	Band B	Mark Zacharias	AO	Jennifer McGuire	07-Nov-17	
2017	Recruitment	7. Complete	MCFD	ADM, Finance and Corporate Services	Band B	Allison Bond	AO	Philip Twyford	03-Nov-17	

Janet Redies, Senior Advisor
 Executive Talent Management
 Talent Management Division | BC Public Service Agency
 4th Floor - 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 580-0169



Where ideas work

From: [Mandur, Tracy PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: FW: Announcements to our executive :)
Date: Monday, March 12, 2018 9:36:33 AM
Attachments: FW DM Message - Staffing Announcements.msg
image001.png
image002.png

From: Owens, Anita PSA:EX
Sent: Thursday, February 8, 2018 10:55 AM
To: Mandur, Tracy PSA:EX
Subject: Announcements to our executive :)

Hi Tracy:

Can you/Janet prepare the announcement to PSA executive about the 5 appointments. Include Nick Grant and Rueben Bronee, and bcc all of our team too. 😊

Below is the announcement that Don sent out to DMC regarding a couple of the appointments and attached is the communication that went out from Lori Wanamaker to MoF

Sent on behalf of Don Wright, Deputy Minister to the Premier (to DMC, BCPSA Agency DMC Admin & Operational Support)

Colleagues –

At the end of February we will say goodbye to a long-standing and highly respected public servant. Sheila Taylor has decided it is time for the next chapter in her life and I would like to wish her the very best and thank her for all of the incredible accomplishments she has had in her 32 years with the BC Public Service.

Sheila has become known as a strong leader of high integrity who exhibits all of the public service values. She has brought financial rigour to her roles, and has skillfully built strong relationships with colleagues, teams and stakeholders. Her range of program management experiences and knowledge of how government works have been instrumental in her success.

Sheila has been with the BC Public Service since 1986 and has held a number of senior executive and management roles. Prior to her current appointment as the Deputy Minister of the Ministry of Social Development and Poverty Reduction, Sheila was the Associate Deputy Minister and Chief Operating Officer for the Ministry of Finance. Other executive roles held over the years include: Assistant Deputy Minister, Medical Services with the Ministry of Health; Assistant Deputy Minister, Finance and Management Services with the Ministry of Transportation; Executive Financial Officer and Corporate Secretary for the B.C. Transportation Financing Authority; A/Executive Financial Officer and Senior Financial Officer for the Ministries of Water, Land and Air Protection and Sustainable Resource Management; and various director and manager positions with the Ministry of Finance and Ministry of Transportation.

Sheila has also served on a number of major project capital boards, as a trustee on the Municipal

Pension Board, as a member on the Forensic Psychiatric Services Commission and has been a government representative and Deputy Chair of the Province's Medical Services Commission since 2010.

I know you will all join me in expressing our sincere appreciation for her public service and her contributions as a collaborative colleague, and best wishes on the next chapter of her life.

With this departure I am pleased to announce that David Galbraith will fill the role of Deputy Minister for the Ministry of Social Development and Poverty Reduction, effective March 1. David has over 20 years of leadership experience. He is an accomplished Public Service Executive with experience building and leading service delivery excellence in operations and strategic planning with significant staff numbers and budgets. David leaves his role of Associate Deputy Minister, Secretary to Treasury Board with the Ministry of Finance. That role, I am also pleased to announce, will be filled by Heather Wood. Heather has been in the ADM, Policy and Legislation role with the Ministry of Finance since July 2011. Heather joined the BC Public Service earlier in 2011 as ADM Policy and Legislation with the Ministry of Technology, Trade and Economic Development. Prior to this Heather was a public servant with the Government of Manitoba for a period of approximately 10 years. She held various senior progressive roles including Assistant Deputy Minister, Department of Finance.

Congratulations David and Heather on your appointments.

Don Wright

*Deputy Minister to the Premier,
Cabinet Secretary and Head of the BC Public Service*

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 778-698-7966

Together we are one. Celebrate our culture and languages.

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: Michell, Jennifer FIN:EX []
To: Owens, Anita PSA:EX [Anita.Owens@gov.bc.ca]
Subject: FW: DM Message - Staffing Announcements
Date: Thursday, February 08, 2018 11:48:58
Attachment 1: image001.jpg
Attachment 2: image002.jpg

Jennifer Michell

Director, Executive Operations & Strategic Initiatives

Office of the Deputy Minister | Ministry of Finance

From: FIN Deputy Minister FIN:EX
Sent: Thursday, February 8, 2018 10:38 AM
To: FIN All Staff
Cc: Brouwer, Shauna JAG:EX
Subject: DM Message - Staffing Announcements

[cid:image001.jpg@01D362D2.2A85EAB0](#)

It is my pleasure to announce some recently announced changes to the Ministry of Finance executive team.

It is with mixed emotions that I announce the departure of David Galbraith from Treasury Board Staff. Dave has been the Associate Deputy Minister of Treasury Board staff since July 2017. This is a culmination of several “tours of duty” over the years in that area of the Ministry. Effective March 1st, Dave will be taking over as Deputy Minister for the Ministry of Social Development and Poverty Reduction. In my first 6 months in the Ministry, Dave’s advice and guidance have been invaluable. I know that we will all miss him.

Heather Wood will be moving to Treasury Board Staff as their new Associate Deputy Minister. Heather has been our ADM of Policy and Legislation in the Ministry of

Finance since 2010. Prior to this assignment, she was the ADM of Tax Policy in Manitoba. Heather has a strong background in tax, fiscal policy, intergovernmental relations and research as well as an excellent understanding of the Ministry.

Shauna Brouwer will be joining the Ministry as the ADM of Policy and Legislation. Since 2005, Shauna has served as the ADM of Corporate Services for several ministries, most recently the AG/SG pod. She started her career with the BC Public Service with the BC Office of the Auditor General and has worked closely with many staff in the Ministry of Finance over the years. Shauna led the policy and financial analysis that led to recent decisions taken on ICBC.

Carl Fischer has been confirmed as our next Comptroller General. Carl is a professional accountant who is well-known throughout the public service as the guru of financial policy and reporting. Carl has been at the forefront of the most significant financial management changes that have occurred in BC, including playing a leadership role in changes resulting from the introduction of the *Budget Transparency and Accountability Act*.

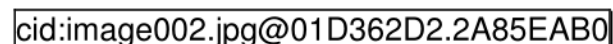
Since August of 2016, Tara Richards has done double-duty as our EFO and as the acting CEO of the Financial Institutions Commission. Effective March 1, Tara will be assuming fulltime responsibility as the CEO of FICOM. We will be utilizing the current cross-government EFO posting to recruit a temporary EFO (18-month) to backfill for Tara.

And, of course, Elan Symes, our longest serving ADM of Revenue Division is^{s.22}
s.22

s.22 The posting for her position is open until February 19.

Please join in wishing our colleague well on their new assignments and next adventures!

Sincerely,

cid:image002.jpg@01D362D2.2A85EAB0

Lori Wanamaker, FCPA, FCA
Deputy Minister
Ministry of Finance

From: [Mandur, Tracy PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: FW: Announcement: New Executive Appointments
Date: Monday, March 12, 2018 9:38:13 AM
Attachments: [image001.png](#)

From: Redies, Janet PSA:EX
Sent: Thursday, February 8, 2018 2:48 PM
To: Hanson, Joanne PSA:EX; Davison, John C PSA:EX; Stewart, Melanie PSA:EX; Bronee, Rueben PSA:EX; Grant, Nick PSA:EX; Oulton, Libby PSA:EX
Cc: Halls, Lori D PSA:EX
Subject: Announcement: New Executive Appointments

Good afternoon,

We have a number of executive staffing announcements to share with you.

Sheila Taylor, Deputy Minister of Social Development and Poverty Reduction, is retiring at the end of this month after being a public servant for 32 years.

David Galbraith will fill the role of Deputy Minister of Social Development and Poverty Reduction effective March 1, 2018. David is an executive with experience building and leading service delivery in operations and strategic planning. David leaves his role of Associate Deputy Minister, Secretary to the Treasury Board with the Ministry of Finance.

Heather Wood will be moving to Treasury Board Staff as their new Associate Deputy Minister, effective March 1, 2018. Heather has been the ADM of Policy and Legislation in the Ministry of Finance since 2010. Prior to this assignment, she was the ADM of Tax Policy in Manitoba.

Shauna Brouwer will be joining the Ministry of Finance as the ADM of Policy and Legislation, effective March 1, 2018. Since 2005, Shauna has served as the ADM of Corporate Services for several ministries, most recently the AG/SG pod. She started her career with the BC Public Service with the BC Office of the Auditor General and has worked closely with many staff in the Ministry of Finance over the years.

Carl Fischer has been confirmed as Comptroller General, effective February 8, 2018. Carl has been acting in this role since December 2016 and was previously Executive Director, Financial Reporting and Advisory Services with the Office of the Comptroller General.

Tara Richards has been the acting CEO of the Financial Institutions Commission since August 2016 in addition to her role as the Ministry of Finance's EFO. Effective March 1, 2018, Tara will be assuming full-time responsibility as the CEO of FICOM.

Janet Redies, Senior Advisor
Executive Talent Management

Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 580-0169



Where ideas work

Page 163

Withheld pursuant to/removed as

s.22

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Tuesday, March 27, 2018 4:09 PM
To: BCPSA FOI Requests PSA:EX
Subject: RE: Call for Records PSA-2018-81116 Due March 8, 2018 Email 1 of 2
Attachments: FW: Announcement: New Executive Appointments; FW: Announcements to our executive :); FW: Summary of appointments for Executive Development; Brouwer, Shauna - Appt letter - signed x2.pdf; Brouwer, Shauna - Appt letter.docx; BN 6125 _Shauna Brouwer_signed_20180213.pdf; BN_Shauna Brouwer.docx; Brouwer, Shauna - signed.pdf; Brouwer, Shauna - unsigned.pdf; DRAFT Appointment letters - FISCHER / BROUWER / RICHARDS / WOOD / GALBRAITH; BN's for OIC Appointments - Finance ; BN's for OIC Appointments - Finance ; Re: Finance Changes x4 - Timing of OICs and Communications; CVs requested; Coordination of OICs; Security Clearance for Shauna Janice marie Brouwer, Service 2986960, DoB 1966-11-02; Brouwer, Shauna - Security Screening 2986960.pdf

Attached is email 1 of 2 for records that we have for this request.

Anita

From: BCPSA FOI Requests PSA:EX
Sent: Wednesday, March 21, 2018 10:18 AM
To: Owens, Anita PSA:EX
Subject: FW: Call for Records PSA-2018-81116 Due March 8, 2018
Importance: High

Good morning Anita, just following up on this CFR request. Please advise. Thank you.

Viviana Ascui, A/FOI Coordinator
Business Performance Division | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 2H2 |
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250-952-6000 | Toll Free 1.877.277.0772



Where ideas work

From: BCPSA FOI Requests PSA:EX
Sent: Friday, February 23, 2018 2:49 PM
To: Owens, Anita PSA:EX; Roe, Sandra PSA:EX
Subject: FW: Call for Records PSA-2018-81116 Due March 8, 2018

Good afternoon: please see below and attached CFR document. Kindly let me know if I have missed anyone that could provide records for this request.

Thank you,
Viviana Ascui, A/FOI Coordinator
Business Performance Division | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 2H2 |
AskMyHR: www.gov.bc.ca/myhr/contact



Where ideas work

From: Mino, Lise [<mailto:FOI.SocialTechTeam@gov.bc.ca>]
Sent: Friday, February 23, 2018 2:41 PM
To: BCPSA FOI Requests PSA:EX
Cc: Plan, Jakelene GCPE:EX
Subject: Call for Records PSA-2018-81116 Due March 9, 2018

Your public body has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The request is for:

All records relating to the transfer of Assistant Deputy Minister Shauna Brouwer from the Ministry of Public Safety to the Ministry of Finance. (Date Range for Record Search: From 01/01/2018 To 02/21/2018) Date Format: MM/DD/YYYY

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **March 9, 2018**.

Legislated due date April 6, 2018.

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** sections 1 and 2 of the form as we may be in a position to issue a fee estimate.

- Return the form to IAO by **March 2, 2018**.
- Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed.
- Once fees have been paid or waived, IAO will contact you to continue the call for records process.

If no fees apply, complete the attached form and return it to IAO by **March 9, 2018**.

Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that your public body must defend the adequacy of its search to the Information and Privacy Commissioner (OIPC) at inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact me to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees;
- and/or any other questions or concerns relating to this request.

Thank you for your assistance,

*Lise Mino, FOI Specialist
Social / Tech Team
Information Access Operations*

Nsabimana, John CITZ:EX

From: Roe, Sandra PSA:EX
Sent: Wednesday, February 7, 2018 1:31 PM
To: Canitz, Shelley L PREM:EX; Higgins, Keira PREM:EX
Cc: Tupper, Linsey PSA:EX; Owens, Anita PSA:EX
Subject: BN's for OIC Appointments - Finance
Attachments: 6124 BN Tara Richards.docx; 6124_Richards, Tara - Resume 2017.pdf; 6125_BN_Shauna Brouwer.docx; 6125_Shauna Brouwer Resume 2017.pdf; 6126_BN_Carl Fischer.docx; 6126_Fischer, Carl 2017 Resume.pdf; 6127_BN_Heather Wood.docx; 6127_Wood Heather - Resume 2017.pdf; 6128_BN_David Galbraith (2).docx; 6128_Galbraith, David - Resume 2017.pdf; Brouwer Shauna - unsigned.pdf; Richards, Tara - unsigned.pdf; Galbraith, David - unsigned.pdf; Wood, Heather - unsigned.pdf; Fischer, Carl - unsigned.pdf

Importance: High

Hi Shelley / Keira –

Attached for next steps are decision notes, resumes and OICs for Tara Richards, Carl Fischer, David Galbraith, Heather Wood and Shauna Brouwer. Please provide to Don Wright for his review and approval.

Could you please return a signed copy of the decision notes to us.

Thanks very much,
S

Sandra Roe, Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (778) 698-7968 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Nsabimana, John CITZ:EX

From: Roe, Sandra PSA:EX
Sent: Tuesday, February 27, 2018 1:43 PM
To: BCPSA FOI Requests PSA:EX
Cc: Owens, Anita PSA:EX
Subject: RE: Call for Records PSA-2018-81116 Due March 8, 2018
Attachments: BN's for OIC Appointments - Finance ; RE: BN's for OIC Appointments - Finance

Attached are all of the records I have for this request – these are the same as the responsive records for PSA-2018-81163. These emails deal with 5 appointments so attachments and references to people other than Shauna Brouwer will need to be severed.

I have checked with Lori to ensure that she doesn't have any additional emails or notes. Still waiting to hear from her.

Sandra

From: BCPSA FOI Requests PSA:EX
Sent: Friday, February 23, 2018 2:49 PM
To: Owens, Anita PSA:EX; Roe, Sandra PSA:EX
Subject: FW: Call for Records PSA-2018-81116 Due March 8, 2018

Good afternoon: please see below and attached CFR document. Kindly let me know if I have missed anyone that could provide records for this request.

Thank you,
Viviana Ascui, A/FOI Coordinator
Business Performance Division | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 2H2 |
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250-952-6000 | Toll Free 1.877.277.0772



Where ideas work

From: Mino, Lise [<mailto:FOI.SocialTechTeam@gov.bc.ca>]
Sent: Friday, February 23, 2018 2:41 PM
To: BCPSA FOI Requests PSA:EX
Cc: Plan, Jakelene GCPE:EX
Subject: Call for Records PSA-2018-81116 Due March 9, 2018

Your public body has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The request is for:

All records relating to the transfer of Assistant Deputy Minister Shauna Brouwer from the Ministry of Public Safety to the Ministry of Finance. (Date Range for Record Search: From 01/01/2018 To 02/21/2018) Date Format: MM/DD/YYYY

Please complete the attached Call for Records form and return to FOI.SocialTechTeam@gov.bc.ca by **March 9, 2018**.

Legislated due date April 6, 2018.

If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete **only** sections 1 and 2 of the form as we may be in a position to issue a fee estimate.

- Return the form to IAO by **March 2, 2018**.
- Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed.
- Once fees have been paid or waived, IAO will contact you to continue the call for records process.

If no fees apply, complete the attached form and return it to IAO by **March 9, 2018**.

Send records via email in **PDF format**. Before you turn emails into PDFs, ensure that you have included all attachments.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that your public body must defend the adequacy of its search to the Information and Privacy Commissioner (OIPC) at inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Please do not hesitate to contact me to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees;
- and/or any other questions or concerns relating to this request.

Thank you for your assistance,

*Lise Mino, FOI Specialist
Social / Tech Team
Information Access Operations*