

From: Owens, Anita PSA:EX
To: Halls, Lori D PSA:EX
Subject: RE: Salary info - HW / DG
Date: Wednesday, January 24, 2018 9:20:00 AM

Associate DM

Average \$195K

Starting at \$190K

1) Heather Wood – move from Band C to Associate DM

- Currently Band C – salary \$165K
- D. Galbraith started at \$190K; current salary \$210K
- 8% = \$178K
- 10% = \$181,500
- 15% = \$189,750
- \$190K

Recommendation

- Appointed at a minimum of \$190K starting rate which will represent just over a 15% increase
- D. Galbraith started at the rate of \$190K
- It is below the Associate DM average
- 2 recent Associate DM's appointments (CJ Ritchie \$195K; D Scott \$197K) – first time Associate DM roles

2) David Galbraith – move from Associate DM to DM SDSI

- Current salary \$210K
- Sheila Taylor - \$240K; starting salary \$220K (2013)
- DM's (first DM appointment) with similar size portfolio
 - Fazil Mihlar (JTT) = \$240K
 - Alison Bond (MCFD) = \$240K
 - Jill Kott (CS) = \$215K
 - Scott MacDonald (Educ) = \$240K
 - Mark Zacharias (ENV) = \$225K
 - Trevor Hughes (LAB) = \$215K
- 8% = \$226,800
- 10% = \$231,000
- 15% = \$241,500

Recommendation

- s.13

-----Original Message-----

From: Halls, Lori D PSA:EX

Sent: Tuesday, January 23, 2018 6:23 PM

To: Owens, Anita PSA:EX

Subject: Salary info

Anita

I need to salary info I asked for. How quickly can you get it to me?

Lori Halls
Deputy Minister
BC Public Service Agency

From: [Halls, Lori D PSA:EX](#)
To: [Wanamaker, Lori FIN:EX](#)
Cc: [Michell, Jennifer FIN:EX](#); [Owens, Anita PSA:EX](#)
Subject: RE: Finance Changes
Date: Friday, February 2, 2018 10:19:16 AM

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: [Owens, Anita PSA:EX](#)
To: [Halls, Lori D PSA:EX](#)
Cc: [Tupper, Linsey PSA:EX](#)
Subject: BNs for Executive movements in Finance
Date: Tuesday, February 6, 2018 4:33:00 PM
Attachments: [BN Tara Richards.docx](#)
[BN Carl Fischer.docx](#)
[BN Heather Wood.docx](#)
[BN Shauna Brouwer.docx](#)
[image001.png](#)
s.22

Lori:

Attached you will find 4 Briefing Notes for the executive moves in the Ministry of Finance. I have also attached 4 corresponding resumes.

The OICs are still being drafted Lori. I will get those to you as soon as they are ready.

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966



Where ideas work

*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.

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

February 6, 2018

CLIFF #

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 on March 1, 2018.

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

February 6, 2018

CLIFF #

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. In the 2017 Executive Performance and Succession Management Review Heather was assessed as ready now for a larger executive role.

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

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 and

Page 010 to/à Page 021

Withheld pursuant to/removed as

s.22

From: Owens, Anita PSA:EX
To: Halls, Lori D PSA:EX
Cc: Tupper, Linsey PSA:EX
Subject: RE: BNs for Executive movements in Finance
Date: Tuesday, February 6, 2018 6:00:00 PM
Attachments: [BN_Carl_Fischer.docx](#)
[BN_Tara_Richards.docx](#)
[BN_Shauna_Brouwer.docx](#)
[BN_Heather_Wood.docx](#)
[image001.png](#)

Linsey – I have attached all 4 BNs. Updated Carl Fischer. Checked font on all.
Anita

From: Halls, Lori D PSA:EX
Sent: Tuesday, February 6, 2018 5:47 PM
To: Owens, Anita PSA:EX
Cc: Tupper, Linsey PSA:EX
Subject: Re: BNs for Executive movements in Finance

Anita/Linsey

Reading these on my I-Phone the font size/type doesn't seem consistent throughout each of the BNs. Please ensure it is.

Carl's appt is to be effective immediately not March 1st. Approved with changes noted above.

Lori Halls
Deputy Minister
BC Public Service Agency

On Feb 6, 2018, at 4:33 PM, Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca> wrote:

Lori:

Attached you will find 4 Briefing Notes for the executive moves in the Ministry of Finance. I have also attached 4 corresponding resumes.
The OICs are still being drafted Lori. I will get those to you as soon as they are ready.

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966



Where ideas work

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<BN Tara Richards.docx>

<BN_Carl Fischer.docx>

<BN_Heather Wood.docx>

<BN_Shauna Brouwer.docx>

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

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

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

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. In the 2017 Executive Performance and Succession Management Review Heather was assessed as ready now for a larger executive role.

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: Owens, Anita PSA:EX
To: AG LSB OIC Requests, AG:EX
Subject: OIC David Galbraith.docx
Date: Wednesday, February 7, 2018 9:25:48 AM
Attachments: OIC David Galbraith.docx

Please raise this OIC.

Thank you.

Anita

Instructions for Legislative Counsel	Particulars for Order
Desired date for return of tagged order	ASAP
Act and section of authority	Public Service Act, R.S.B.C. 1996, c. 385, s. 12
Effective Date (if applicable and to appear in order) or n/a	March 1, 2018
End of Term Date (if applicable and to appear in order) or n/a	n/a
Legal Name	David Galbraith
Position title as it is to appear in the order	Deputy Minister
Name of office – Premier or Minister of?	Ministry of Social Development and Poverty Reduction
Current OIC to be rescinded? (If yes, provide OIC number) or n/a	215/2017
Terms and conditions category reference (A, B or C) and to appear in the order (if applicable and to appear in the order and not associated with one of the following schemes below) or n/a	n/a
Salary figure to appear in order (if applicable and to appear in the order and not associated with one of the following schemes below) or n/a	n/a
Remuneration Scheme – Salary Range Regulation 152/2017 If yes, provide particulars for each bullet listed; if no, n/a	n/a
• starting salary figure (if applicable and to appear in the order)	
• salary band reference (ministerial assistants only)	
• step reference (admin coordinators only)	
• terms and conditions category reference (A, B or C)	
• if the appointment is for a new position not listed in Table 1 of the regulation, confirm that the policy intent is to amend the regulation and provide the applicable salary range for the position (e.g. Band 1-6)	
Remuneration Scheme – Management Classification Compensation Framework (MCCF) – GCPE If yes, provide particulars for each bullet listed; if no, n/a	n/a
• salary band reference	
• terms and conditions category reference (A, B or C)	
Remuneration Scheme - Minister's Staff (Category B) Salary Schedule If yes, provide particulars for each bullet listed	n/a
• step reference	
• terms and conditions category reference (Category B only)	

From: [Owens, Anita PSA:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: David Galbraith - where did you land for Salary?
Date: Wednesday, February 7, 2018 10:45:00 AM
Attachments: [image001.png](#)

This is what I previously sent to you:

David Galbraith – move from Associate DM to DM SDSI

- Current salary \$210K
- Sheila Taylor - \$240K; starting salary \$220K (2013)
- DM's (first DM appointment) with similar size portfolio
 - Fazil Mihlar (JTT) = \$240K
 - Alison Bond (MCFD) = \$240K
 - Jill Kott (CS) = \$215K
 - Scott MacDonald (Educ) = \$240K
 - Mark Zacharias (ENV) = \$225K
 - Trevor Hughes (LAB) = \$215K
- 8% = \$226,800
- 10% = \$231,000
- 15% = \$241,500

Recommendation

- s.13

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
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Where ideas work

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

From: Owens, Anita PSA:EX
To: Halls, Lori D PSA:EX
Subject: RE: David Galbraith - Salary confirmed.
Date: Wednesday, February 7, 2018 10:57:00 AM
Attachments: image001.png

Its ok – I have your note agreeing to \$240k for David.

Thank you.

Anita

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 10:45 AM
To: Halls, Lori D PSA:EX
Subject: David Galbraith - where did you land for Salary?

This is what I previously sent to you:

David Galbraith – move from Associate DM to DM SDSI

- Current salary \$210K
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Recommendation

- s.13

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
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Withheld pursuant to/removed as

s.14

From: [Owens, Anita PSA:EX](#)
To: [Tupper, Linsey PSA:EX](#)
Subject: BN_David Galbraith.docx
Date: Wednesday, February 7, 2018 11:16:59 AM
Attachments: [BN_David Galbraith.docx](#)
s.22

Here is David's BN and s.22

February 7, 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 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 Treasury 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 037 to/à Page 039

Withheld pursuant to/removed as

s.22

From: [Owens, Anita PSA:EX](#)
To: [Galbraith, David J SDPR:EX](#)
Cc: [Redies, Janet PSA:EX](#)
Subject: Consent for CRC
Date: Wednesday, February 7, 2018 12:40:00 PM
Attachments: [Consent for Disclosure of Criminal Record Information 2015.pdf](#)
[image001.png](#)

Hi David:

Please fill out the attached document, sign and return it to us. We will process it here.

Also include a scan of two pieces of ID as well.

Thank you!

Anita

Anita Owens, A/Executive Advisor

Executive Talent Management

Talent Management Division | BC Public Service Agency

4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966



Where ideas work

*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.

Consent for Disclosure of Criminal Record Information



Where ideas work

PART 1 (To be completed by applicant/employee)

Surname		Given Name (1)		Given Name (2)	
Sex <input type="checkbox"/> F <input type="checkbox"/> M	Date of Birth (yyyy/mm/dd)	Gov't Employee ID (if current employee)	Driver's Licence No. (even if expired)	Phone Number (incl. area code)	Email Address
Address (no., street, apt.)		City	Province	Postal Code	Country
Place of Birth	Usual First Name or Alias		Maiden Name/Other Surnames		

Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33.1(1)(b) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents or information in the custody of the police, the court, corrections, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check.

I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Justice for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file. Subsequent to this record check, I agree to report any incident to the Personnel Security Screening Office if I am arrested, charged or convicted of any criminal offence or any other federal or provincial statutory offence, including any suspension of driving privileges but excluding any ticket-only driving infractions or municipal by-law contraventions. This information is collected by the British Columbia Public Service under s.26(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](#), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) Her Majesty the Queen in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.

Applicant/Employee Signature

Date (Year, Month, Day)

PART 2 (To be completed by hiring manager)

Hiring Manager Surname		Hiring Manager Given name	
Ministry/Organization	Hiring Manager Phone Number	Hiring Manager Email Address (government email only)	

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://justice.gov.bc.ca/pssso/>.

2. Record entry into PSSO on-line service.

<input type="checkbox"/> Check here to confirm criminal record check request entered into PSSO online service	Reference Number (from PSSO online service after submission)
---	--

3. Scan the first page of this form and send it to the BCPSA using an [AskMyHR service request](#). Enter "Consent for Security Screening" in the subject line. Select "Jobs & Hiring" then "Criminal Record Check Consent Form" in the service list. Attach the scanned document. Securely destroy the original.

Consent for Disclosure of Criminal Record Information



Where ideas work

NOTE:

- 1) Identity confirmation requirements. Originals (**NOT PHOTOCOPIES**) of your identification will be required by your hiring manager for verification.
- 2) In the event that you know that records will be discovered in the course of a search, please note directions below (under **Records**) for providing a submission for adjudication of a record.
- 3) Material collected under this consent may include other relevant law enforcement records as well as court records normally accessible to the public.

Identity Confirmation Requirements

A minimum of one primary and one secondary identification must be provided to the hiring manager for verification.

Primary ID	Secondary ID
Issued by ICBC: <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have your photo)• B.C. Identification (BCID) card Issued by provincial or territorial government: <ul style="list-style-type: none">• Canadian birth certificate Issued by Government of Canada: <ul style="list-style-type: none">• Passport• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if applicant's name is on card)• Credit card (only if applicant's name is on card)• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if applicant's signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (new style without signature strip not acceptable)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

Records

A criminal records check will only occur as the last stage before an offer is made. If you are aware that records will be discovered, consider preparing the following information for the purposes of adjudicating the record and have it ready to submit when it is requested by the Personnel Security Screening Office of the Ministry of Justice.

- 1) A description of the records including, date and nature of occurrence and subsequent charges, convictions or administrative penalties.
- 2) A rationale as to why these records should not be considered relevant for this position.
- 3) A description of changes that have occurred in your life that makes these records of less relevance.
- 4) The names and contact information of additional personal references.

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
[image001.png](#)
[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

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.

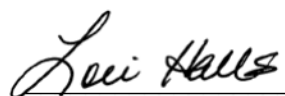
Her resume is attached. A criminal record review has been conducted and clearance has been received.

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

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 054 to/à Page 056

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. In the 2017 Executive Performance and Succession Management Review Heather was assessed as ready now for a larger executive role.

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.

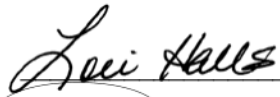
She holds a Bachelor of Arts (Honours) and Masters of Public Administration. Her resume is attached. A criminal record review is underway.

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: [Owens, Anita PSA:EX](#)
To: [Roe, Sandra PSA:EX](#)
Subject: OICs x 5
Date: Wednesday, February 7, 2018 1:22:00 PM
Attachments: Brouwer, Shawna - unsigned.pdf
Richards, Tara - unsigned.pdf
image001.png
Galbraith, David - unsigned.pdf
Wood, Heather - unsigned.pdf
Fischer, Carl - unsigned.pdf
Importance: High

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966



Where ideas work

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From: [Owens, Anita PSA:EX](#)
To: [Redies, Janet PSA:EX](#)
Subject: Scan From <Device Name> David Galbraith
Date: Wednesday, February 7, 2018 1:46:00 PM
Attachments: [Scan_20180207.pdf](#)
[Scan_20180207.pdf](#)

Page 068 to/à Page 069

Withheld pursuant to/removed as

s.22

From: Owens, Anita PSA:EX
To: Canitz, Shelley L PREM:EX
Subject: RE: BN's for OIC Appointments - Finance
Date: Wednesday, February 7, 2018 2:54:00 PM

Yes. I totally agree. Part of it is my conversations with Lori Halls and her telling me that Don knows and is expecting them. That is not really enough. I will change our process to make sure you are notified as soon as we start to move forward with the appointment process.

Anita

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, February 7, 2018 2:38 PM
To: Owens, Anita PSA:EX
Subject: Re: BN's for OIC Appointments - Finance
Anita - Don approved Galbraith and Woods earlier today; I am checking with him on the others but he is in Vancouver so it may be a while before he reads his email
Could we work out a system where I can get advance notice of pending executive OICs? It really helps me in clearing Don's approval, especially when I know he is travelling or out of office.

On Feb 7, 2018, at 1:52 PM, Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca> wrote:

These are urgent Shelley. Lisa Prisiak is waiting for the OICs.

Thank you so much.

Anita

Anita Owens

A/Executive Advisor

Executive Talent Management

778-698-7966

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

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Withheld pursuant to/removed as

s.22

From: [Owens, Anita PSA:EX](#)
To: [Dardengo, Doris JAG:EX](#)
Subject: 5 OIC today
Date: Thursday, February 8, 2018 8:48:00 AM
Attachments: [image001.png](#)
[image003.png](#)

Hi Doris – just so you are aware I am expecting 5 OICs this morning. D. Galbraith, H. Wood, C. Fischer, S. Brouwer, T. Richards.
Let me know as soon as you can.
Thank you!

Anita

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

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

From: [Owens, Anita PSA:EX](#)
To: [Canitz, Shelley L PREM:EX](#); [Higgins, Keira PREM:EX](#); [Wensink, Alison PREM:EX](#)
Cc: [Halls, Lori D PSA:EX](#)
Subject: FW: Communications regarding recent Appointments
Date: Thursday, February 8, 2018 9:41:00 AM
Attachments: [image001.png](#)
[image003.png](#)

Hello:

Shelley and Alison – just FYI, once communications go out from Don the other Deputy will make their announcements.

Let me know if you have any questions.

Anita

From: Owens, Anita PSA:EX
Sent: Thursday, February 08, 2018 9:39 AM
To: Galbraith, David J FIN:EX; Fyfe, Richard J JAG:EX; Sieben, Mark PSSG:EX; Wanamaker, Lori FIN:EX; Michell, Jennifer FIN:EX; Taylor, Sheila A SDPR:EX
Cc: Halls, Lori D PSA:EX
Subject: Communications regarding recent Appointments
Please hold off on any communications you may be planning around appointment or departures until you see the note come out from Don Wright announcing Sheila's retirement.
Thank you.

Anita

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

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From: [Owens, Anita PSA:EX](#)
To: [Taylor, Sheila A SDPR:EX](#)
Subject: RE: Communications regarding recent Appointments
Date: Thursday, February 8, 2018 9:51:00 AM

Yes. David will be mentioned in Don's note as well as Heather.

From: Taylor, Sheila A SDPR:EX
Sent: Thursday, February 08, 2018 9:51 AM
To: Owens, Anita PSA:EX
Subject: Re: Communications regarding recent Appointments

Ok. Just sent a note to Lori asking if Don is sending a note out about David or will that be mentioned in his note about my retirement? I'm good doing whatever folks want me to do but currently have nothing planned.

Sent from my iPhone

On Feb 8, 2018, at 9:49 AM, Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca> wrote:

I am expecting any time. Soon.
Anita

From: Taylor, Sheila A SDPR:EX
Sent: Thursday, February 08, 2018 9:42 AM
To: Owens, Anita PSA:EX
Subject: RE: Communications regarding recent Appointments

OK. Any idea what time, Anita?

From: Owens, Anita PSA:EX
Sent: Thursday, February 8, 2018 9:39 AM
To: Galbraith, David J FIN:EX; Fyfe, Richard J JAG:EX; Sieben, Mark PSSG:EX; Wanamaker, Lori FIN:EX; Michell, Jennifer FIN:EX; Taylor, Sheila A SDPR:EX
Cc: Halls, Lori D PSA:EX
Subject: Communications regarding recent Appointments

Please hold off on any communications you may be planning around appointment or departures until you see the note come out from Don Wright announcing Sheila's retirement.

Thank you.

Anita

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

<image001.png>

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From: [Owens, Anita PSA:EX](#)
To: [Galbraith, David J SDPR:EX](#); [Fyfe, Richard J JAG:EX](#); [Sieben, Mark PSSG:EX](#); [Wanamaker, Lori FIN:EX](#); [Michell, Jennifer FIN:EX](#); [Taylor, Sheila A SDPR:EX](#)
Cc: [Halls, Lori D PSA:EX](#)
Subject: RE: Communications regarding recent Appointments
Date: Thursday, February 8, 2018 10:35:00 AM
Attachments: [image001.png](#)
[image003.png](#)

Don has sent out his communication. You are good to communicate now.

Thank you.

Anita

From: Owens, Anita PSA:EX
Sent: Thursday, February 08, 2018 9:39 AM
To: Galbraith, David J FIN:EX; Fyfe, Richard J JAG:EX; Sieben, Mark PSSG:EX; Wanamaker, Lori FIN:EX; Michell, Jennifer FIN:EX; Taylor, Sheila A SDPR:EX
Cc: Halls, Lori D PSA:EX
Subject: Communications regarding recent Appointments

Please hold off on any communications you may be planning around appointment or departures until you see the note come out from Don Wright announcing Sheila's retirement.

Thank you.

Anita

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
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From: [Owens, Anita PSA:EX](#)
To: [Mandur, Tracy PSA:EX](#)
Subject: Announcements to our executive :)
Date: Thursday, February 8, 2018 10:54:00 AM
Attachments: FW DM Message - Staffing Announcements.msg
image001.png
image003.png

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.
s.22
s.22
s.22

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, s.22

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

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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

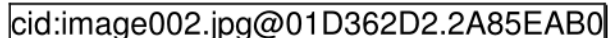
s.22

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: OICs - Wood and Galbraith
Date: Monday, March 12, 2018 9:35:09 AM

-----Original Message-----

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, February 7, 2018 10:43 AM
To: Mandur, Tracy PSA:EX
Subject: OICs - Wood and Galbraith

Tracy - are there OICs coming for these two? David and Heather?

Shelley Canitz
Executive Director, Corporate Initiatives Office of the Deputy Minister to the Premier

From: [Mandur, Tracy PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: FW: OIC
Date: Monday, March 12, 2018 9:35:46 AM
Attachments: [035-2018.pdf](#)
[036-2018.pdf](#)
[037-2018.pdf](#)
[038-2018.pdf](#)
[039-2018.pdf](#)

From: Dardengo, Doris JAG:EX
Sent: Thursday, February 8, 2018 8:50 AM
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

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:

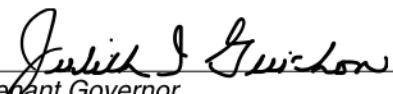
Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 12

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

From: [Mandur, Tracy PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: FW: OICs are all signed
Date: Monday, March 12, 2018 9:35:56 AM
Attachments: [image001.png](#)
[image002.png](#)

From: Redies, Janet PSA:EX
Sent: Thursday, February 8, 2018 9:16 AM
To: Mandur, Tracy PSA:EX; Owens, Anita PSA:EX
Subject: RE: OICs are all signed

And I got back the CRCs for David Galbraith and Carl Fischer

From: Mandur, Tracy PSA:EX
Sent: Thursday, February 8, 2018 9:16 AM
To: Owens, Anita PSA:EX; Redies, Janet PSA:EX
Subject: RE: OICs are all signed

Ok great. Saw all the OIC's.

From: Owens, Anita PSA:EX
Sent: Thursday, February 8, 2018 9:15 AM
To: Mandur, Tracy PSA:EX; Redies, Janet PSA:EX
Subject: OICs are all signed

FYI - The 5 OICs are signed. I am just making sure all communications are going out in the right order.

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: [Mandur, Tracy PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: FW: Appointment letters
Date: Monday, March 12, 2018 9:36:16 AM
Attachments: [image004.png](#)
[image003.png](#)

From: Phillips, Dawn-Lynn PSA:EX
Sent: Thursday, February 8, 2018 10:18 AM
To: Mandur, Tracy PSA:EX
Subject: RE: Appointment letters

Hi Tracy – did you want me to cc you, or Anita? I can cc you both if you like. 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: Mandur, Tracy PSA:EX
Sent: Thursday, February 8, 2018 10:03 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Appointment letters

Hi Dawn-Lynn

Letters all look good.

For Lori Wanamaker's signature:

- a) Carl Fischer – you can insert effective date as Feb 8th;
- b) Tara Richards
- c) Shauna Brouwer

For Don Wright's signature: - you are good to reach out to who is filling in for Keira to send letters for Don's signature.

- a) David Galbraith
- b) Heather Wood

Please include a copy of the Post Employment Restrictions (referenced in the letter) when emailing the letters.

Thanks.

Regards,
Tracy

**Tracy Mandur, Executive Advisor – Executive Recruitment
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 507-6245**

From: [Mandur, Tracy PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: FW: DRAFT - Announcement: New Executive Appointments
Date: Monday, March 12, 2018 9:37:24 AM
Attachments: [image001.png](#)

From: Redies, Janet PSA:EX
Sent: Thursday, February 8, 2018 11:47 AM
To: Mandur, Tracy PSA:EX
Subject: DRAFT - 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, s.22

s.22

s.22

s.22

s.22

. we are pleased to announce **David Galbraith** will fill the role of Deputy Minister of Social Development and Poverty Reduction effective March 1. David is an accomplished public service executive with experience building and leading service delivery excellence 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. 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. 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 of Finance 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 the 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*.

Tara Richards has done double-duty since August 2016 as the Ministry of Finance's EFO and as the acting CEO of the Financial Institutions Commission. Effective March 1, Tara will be assuming full-time responsibility as the CEO of FICOM, and we will be utilizing the current cross-government EFO posting to recruit a temporary EFO (18-month) to backfill for Tara.

We are also currently recruiting for the ADM, Revenue Division for the Ministry of Finance, as **Elan Symes** is retiring next month. Elan is the longest-serving ADM in Finance, and will be missed for her pragmatism and deep knowledge of the revenue/collection systems. The posting for her position is open until February 19th.

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: 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

From: [Mandur, Tracy PSA:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: FW: My letter attached
Date: Monday, March 12, 2018 9:39:02 AM
Attachments: [Scan_20180209.pdf](#)

From: Higgins, Keira PREM:EX
Sent: Tuesday, February 13, 2018 8:27 AM
To: Phillips, Dawn-Lynn PSA:EX; Mandur, Tracy PSA:EX
Subject: FW: My letter attached

FYI – signed letter from David Galbraith.

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: Galbraith, David J FIN:EX
Sent: Friday, February 9, 2018 2:01 PM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: My letter attached

Hi Keira,
Here's a copy of my signed offer letter. Thanks!

David Galbraith
Secretary to Treasury Board
Treasury Board Staff
Ph. 250 356-5427



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.

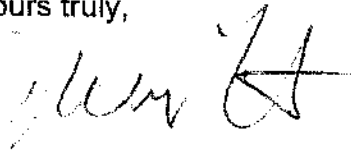
As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Further, as an Order in Council appointee, your order may 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.

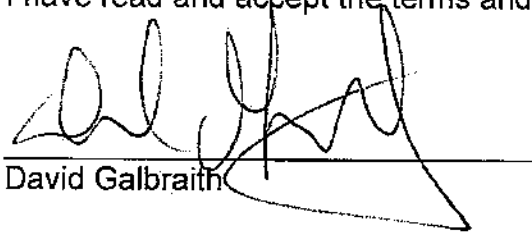
Yours truly,



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

Feb 9/18

Date

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Thursday, February 8, 2018 8:48 AM
To: Dardengo, Doris JAG:EX
Subject: 5 OIC today

Hi Doris – just so you are aware I am expecting 5 OICs this morning. D. Galbraith, H. Wood, C. Fischer, S. Brouwer, T. Richards.

Let me know as soon as you can.

Thank you!

Anita

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



Where ideas work

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.

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

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

February 6, 2018

CLIFF #

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 on March 1, 2018.

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

Nsabimana, John CITZ:EX

From: Tupper, Linsey PSA:EX
Sent: Wednesday, February 7, 2018 12:58 PM
To: Roe, Sandra PSA:EX
Cc: Owens, Anita PSA:EX
Subject: BN's for OIC Appointments - Finance
Attachments: 6124 BN Tara Richards.docx; 6124_Richards, s.22 6125_BN_Shauna Brouwer.docx; 6125_s.22 .pdf; 6126_BN_Carl Fischer.docx; 6126_Fischer, s.22 6127_BN_Heather Wood.docx; 6127_Wood s.22 6128_BN_David Galbraith (2).docx; 6128_Galbraith s.22 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

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 12:41 PM
To: Galbraith, David J SDPR:EX
Cc: Redies, Janet PSA:EX
Subject: Consent for CRC
Attachments: Consent_for_Disclosure_of_Criminal_Record_Information 2015.pdf

Hi David:

Please fill out the attached document, sign and return it to us. We will process it here.
Also include a scan of two pieces of ID as well.

Thank you!

Anita

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966



Where ideas work

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

Consent for Disclosure of Criminal Record Information



Where ideas work

PART 1 (To be completed by applicant/employee)

Surname		Given Name (1)		Given Name (2)	
Sex <input type="checkbox"/> F <input type="checkbox"/> M	Date of Birth (yyyy/mm/dd)	Gov't Employee ID (if current employee)	Driver's Licence No. (even if expired)	Phone Number (incl. area code)	Email Address
Address (no., street, apt.)		City	Province	Postal Code	Country
Place of Birth	Usual First Name or Alias		Maiden Name/Other Surnames		

Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33.1(1)(b) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents or information in the custody of the police, the court, corrections, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check.

I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Justice for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file. Subsequent to this record check, I agree to report any incident to the Personnel Security Screening Office if I am arrested, charged or convicted of any criminal offence or any other federal or provincial statutory offence, including any suspension of driving privileges but excluding any ticket-only driving infractions or municipal by-law contraventions. This information is collected by the British Columbia Public Service under s.26(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](#), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) Her Majesty the Queen in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.

Applicant/Employee Signature

Date (Year, Month, Day)

PART 2 (To be completed by hiring manager)

Hiring Manager Surname		Hiring Manager Given name	
Ministry/Organization	Hiring Manager Phone Number	Hiring Manager Email Address (government email only)	

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://justice.gov.bc.ca/pssso/>.
2. Record entry into PSSO on-line service.

<input type="checkbox"/> Check here to confirm criminal record check request entered into PSSO online service	Reference Number (from PSSO online service after submission)
---	--

3. Scan the first page of this form and send it to the BCPSA using an [AskMyHR service request](#). Enter "Consent for Security Screening" in the subject line. Select "Jobs & Hiring" then "Criminal Record Check Consent Form" in the service list. Attach the scanned document. Securely destroy the original.

Consent for Disclosure of Criminal Record Information



Where ideas work

NOTE:

- 1) Identity confirmation requirements. Originals (**NOT PHOTOCOPIES**) of your identification will be required by your hiring manager for verification.
- 2) In the event that you know that records will be discovered in the course of a search, please note directions below (under **Records**) for providing a submission for adjudication of a record.
- 3) Material collected under this consent may include other relevant law enforcement records as well as court records normally accessible to the public.

Identity Confirmation Requirements

A minimum of one primary and one secondary identification must be provided to the hiring manager for verification.

Primary ID	Secondary ID
Issued by ICBC: <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have your photo)• B.C. Identification (BCID) card Issued by provincial or territorial government: <ul style="list-style-type: none">• Canadian birth certificate Issued by Government of Canada: <ul style="list-style-type: none">• Passport• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if applicant's name is on card)• Credit card (only if applicant's name is on card)• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if applicant's signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (new style without signature strip not acceptable)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

Records

A criminal records check will only occur as the last stage before an offer is made. If you are aware that records will be discovered, consider preparing the following information for the purposes of adjudicating the record and have it ready to submit when it is requested by the Personnel Security Screening Office of the Ministry of Justice.

- 1) A description of the records including, date and nature of occurrence and subsequent charges, convictions or administrative penalties.
- 2) A rationale as to why these records should not be considered relevant for this position.
- 3) A description of changes that have occurred in your life that makes these records of less relevance.
- 4) The names and contact information of additional personal references.

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 10:45 AM
To: Halls, Lori D PSA:EX
Subject: David Galbraith - where did you land for Salary?

This is what I previously sent to you:

David Galbraith – move from Associate DM to DM SDSI

- Current salary \$210K
- Sheila Taylor - \$240K; starting salary \$220K (2013)
- DM's (first DM appointment) with similar size portfolio
 - Fazil Mihlar (JTT) = \$240K
 - Alison Bond (MCFD) = \$240K
 - Jill Kott (CS) = \$215K
 - Scott MacDonald (Educ) = \$240K
 - Mark Zacharias (ENV) = \$225K
 - Trevor Hughes (LAB) = \$215K
- 8% = \$226,800
- 10% = \$231,000
- 15% = \$241,500

Recommendation

s.13

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966



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Withheld pursuant to/removed as

s.22

Nsabimana, John CITZ:EX

From: Michell, Jennifer FIN:EX
Sent: Thursday, February 8, 2018 10:49 AM
To: Owens, Anita PSA:EX
Subject: FW: DM Message - Staffing Announcements

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



Where ideas work

Lori Wanamaker DEPUTY MINISTER OF FINANCE

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 retiring next month. We will miss Elan's pragmatism and deep knowledge of our revenue/collections systems. 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,

A handwritten signature in cursive script, appearing to read 'Lori', is positioned above the printed name.

Lori Wanamaker, FCPA, FCA
Deputy Minister
Ministry of Finance

Nsabimana, John CITZ:EX

From: Mandur, Tracy PSA:EX
Sent: Monday, March 12, 2018 9:37 AM
To: Owens, Anita PSA:EX
Subject: FW: DRAFT - Announcement: New Executive Appointments

From: Redies, Janet PSA:EX
Sent: Thursday, February 8, 2018 11:47 AM
To: Mandur, Tracy PSA:EX
Subject: DRAFT - 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, has decided it is time for the next chapter in her life and will be retiring at the end of this month. While the Ministry is sad to say goodbye to Sheila, who has been a strong leader of high integrity and a dedicated public servant for 32 years, we are pleased to announce **David Galbraith** will fill the role of Deputy Minister of Social Development and Poverty Reduction effective March 1. David is an accomplished public service executive with experience building and leading service delivery excellence 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. 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. 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 of Finance 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 the 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*.

Tara Richards has done double-duty since August 2016 as the Ministry of Finance's EFO and as the acting CEO of the Financial Institutions Commission. Effective March 1, Tara will be assuming full-time responsibility as the CEO of FICOM, and we will be utilizing the current cross-government EFO posting to recruit a temporary EFO (18-month) to backfill for Tara.

We are also currently recruiting for the ADM, Revenue Division for the Ministry of Finance, as **Elan Symes** is retiring next month. Elan is the longest-serving ADM in Finance, and will be missed for her pragmatism and deep knowledge of the revenue/collection systems. The posting for her position is open until February 19th.

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

Nsabimana, John CITZ:EX

From: Mandur, Tracy PSA:EX
Sent: Monday, March 12, 2018 9:39 AM
To: Owens, Anita PSA:EX
Subject: FW: My letter attached
Attachments: Scan_20180209.pdf

From: Higgins, Keira PREM:EX
Sent: Tuesday, February 13, 2018 8:27 AM
To: Phillips, Dawn-Lynn PSA:EX; Mandur, Tracy PSA:EX
Subject: FW: My letter attached

FYI – signed letter from David Galbraith.

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: Galbraith, David J FIN:EX
Sent: Friday, February 9, 2018 2:01 PM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: My letter attached

Hi Keira,
Here's a copy of my signed offer letter. Thanks!

David Galbraith
Secretary to Treasury Board
Treasury Board Staff
Ph. 250 356-5427

Nsabimana, John CITZ:EX

From: Mandur, Tracy PSA:EX
Sent: Monday, March 12, 2018 9:36 AM
To: Owens, Anita PSA:EX
Subject: FW: OICs are all signed

From: Redies, Janet PSA:EX
Sent: Thursday, February 8, 2018 9:16 AM
To: Mandur, Tracy PSA:EX; Owens, Anita PSA:EX
Subject: RE: OICs are all signed

And I got back the CRCs for David Galbraith and Carl Fischer

From: Mandur, Tracy PSA:EX
Sent: Thursday, February 8, 2018 9:16 AM
To: Owens, Anita PSA:EX; Redies, Janet PSA:EX
Subject: RE: OICs are all signed

Ok great. Saw all the OIC's.

From: Owens, Anita PSA:EX
Sent: Thursday, February 8, 2018 9:15 AM
To: Mandur, Tracy PSA:EX; Redies, Janet PSA:EX
Subject: OICs are all signed

FYI - The 5 OICs are signed. I am just making sure all communications are going out in the right order.

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



Where ideas work

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.*

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s.22



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.

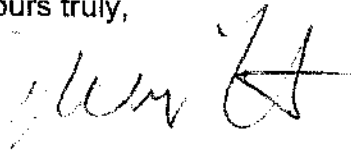
As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Further, as an Order in Council appointee, your order may 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.

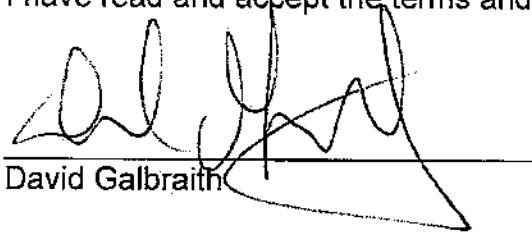
Yours truly,



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

Feb 9/18

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

July 27, 2017

David Galbraith
s.22

Dear David:

This letter confirms your appointment as Associate Deputy Minister, Treasury Board Secretary, Ministry of Finance as specified in the appointing Order in Council, effective July 18, 2017.

Your salary will be \$210,000 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.

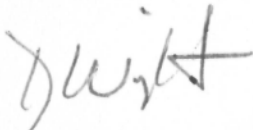
As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Further, as an Order in Council appointee, your order may 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.

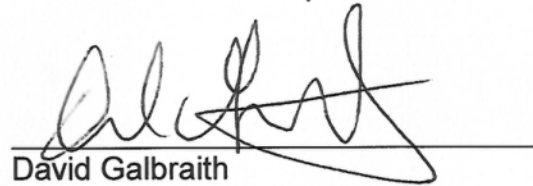
Yours truly,



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

Aug 3/17
Date

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Tuesday, February 6, 2018 4:34 PM
To: Halls, Lori D PSA:EX
Cc: Tupper, Linsey PSA:EX
Subject: BNs for Executive movements in Finance
Attachments: BN Tara Richards.docx; BN_Carl Fischer.docx; BN_Heather Wood.docx; BN_Shauna Brouwer.docx; Richards, s.22 s.22 Wood s.22

Lori:

Attached you will find 4 Briefing Notes for the executive moves in the Ministry of Finance. I have also attached 4 corresponding resumes.

The OICs are still being drafted Lori. I will get those to you as soon as they are ready.

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966



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Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 9:26 AM
To: AG LSB OIC Requests, AG:EX
Subject: OIC David Galbraith.docx
Attachments: OIC David Galbraith.docx

Please raise this OIC.
Thank you.
Anita

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 1:23 PM
To: Roe, Sandra PSA:EX
Subject: OICs x 5
Attachments: Brouwer, Shawna - unsigned.pdf; Richards, Tara - unsigned.pdf; Galbraith, David - unsigned.pdf; Wood, Heather - unsigned.pdf; Fischer, Carl - unsigned.pdf

Importance: High

Anita Owens, A/Executive Advisor
Executive Talent Management
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Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 2:55 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: BN's for OIC Appointments - Finance

Yes. I totally agree. Part of it is my conversations with Lori Halls and her telling me that Don knows and is expecting them. That is not really enough. I will change our process to make sure you are notified as soon as we start to move forward with the appointment process.

Anita

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, February 7, 2018 2:38 PM
To: Owens, Anita PSA:EX
Subject: Re: BN's for OIC Appointments - Finance

Anita - Don approved Galbraith and Woods earlier today; I am checking with him on the others but he is in Vancouver so it may be a while before he reads his email

Could we work out a system where I can get advance notice of pending executive OICs? It really helps me in clearing Don's approval, especially when I know he is travelling or out of office.

On Feb 7, 2018, at 1:52 PM, Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca> wrote:

These are urgent Shelley. Lisa Prisiak is waiting for the OICs.
Thank you so much.
Anita

Anita Owens
A/Executive Advisor
Executive Talent Management
778-698-7966

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

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 1:53 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: BN's for OIC Appointments - Finance

These are urgent Shelley. Lisa Prisiak is waiting for the OICs.
Thank you so much.
Anita

Anita Owens
A/Executive Advisor
Executive Talent Management
778-698-7966

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

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Thursday, February 8, 2018 9:52 AM
To: Taylor, Sheila A SDPR:EX
Subject: RE: Communications regarding recent Appointments

Yes. David will be mentioned in Don's note as well as Heather.

From: Taylor, Sheila A SDPR:EX
Sent: Thursday, February 08, 2018 9:51 AM
To: Owens, Anita PSA:EX
Subject: Re: Communications regarding recent Appointments

s.22

Sent from my iPhone

On Feb 8, 2018, at 9:49 AM, Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca> wrote:

I am expecting any time. Soon.
Anita

From: Taylor, Sheila A SDPR:EX
Sent: Thursday, February 08, 2018 9:42 AM
To: Owens, Anita PSA:EX
Subject: RE: Communications regarding recent Appointments

OK. Any idea what time, Anita?

From: Owens, Anita PSA:EX
Sent: Thursday, February 8, 2018 9:39 AM
To: Galbraith, David J FIN:EX; Fyfe, Richard J JAG:EX; Sieben, Mark PSSG:EX; Wanamaker, Lori FIN:EX; Michell, Jennifer FIN:EX; Taylor, Sheila A SDPR:EX
Cc: Halls, Lori D PSA:EX
Subject: Communications regarding recent Appointments

Please hold off on any communications you may be planning around appointment or departures until you see the note come out from Don Wright announcing s.22
Thank you.
Anita

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
<image001.png>

Together we are one. Celebrate our culture and languages.

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Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Thursday, February 8, 2018 10:36 AM
To: Galbraith, David J SDPR:EX; Fyfe, Richard J JAG:EX; Sieben, Mark PSSG:EX; Wanamaker, Lori FIN:EX; Michell, Jennifer FIN:EX; Taylor, Sheila A SDPR:EX
Cc: Halls, Lori D PSA:EX
Subject: RE: Communications regarding recent Appointments

Don has sent out his communication. You are good to communicate now.
Thank you.
Anita

From: Owens, Anita PSA:EX
Sent: Thursday, February 08, 2018 9:39 AM
To: Galbraith, David J FIN:EX; Fyfe, Richard J JAG:EX; Sieben, Mark PSSG:EX; Wanamaker, Lori FIN:EX; Michell, Jennifer FIN:EX; Taylor, Sheila A SDPR:EX
Cc: Halls, Lori D PSA:EX
Subject: Communications regarding recent Appointments

Please hold off on any communications you may be planning around appointment or departures until you see the note come out from Don Wright announcing^{s.22}
Thank you.
Anita

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



Where ideas work

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.

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 10:57 AM
To: Halls, Lori D PSA:EX
Subject: RE: David Galbraith - Salary confirmed.

Its ok – I have your note agreeing to \$240k for David.
Thank you.
Anita

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 10:45 AM
To: Halls, Lori D PSA:EX
Subject: David Galbraith - where did you land for Salary?

This is what I previously sent to you:

David Galbraith – move from Associate DM to DM SDSI

- Current salary \$210K
- Sheila Taylor - \$240K; starting salary \$220K (2013)
- DM's (first DM appointment) with similar size portfolio
 - Fazil Mihlar (JTT) = \$240K
 - Alison Bond (MCFD) = \$240K
 - Jill Kott (CS) = \$215K
 - Scott MacDonald (Educ) = \$240K
 - Mark Zacharias (ENV) = \$225K
 - Trevor Hughes (LAB) = \$215K
- 8% = \$226,800
- 10% = \$231,000
- 15% = \$241,500

Recommendation

- s.13

Anita Owens, A/Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966



Where ideas work

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.

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 11:14 AM
To: Alexander, Catherine JAG:EX
Subject: RE: OIC David Galbraith.docx

Thank you.

From: Alexander, Catherine JAG:EX
Sent: Wednesday, February 7, 2018 9:53 AM
To: Owens, Anita PSA:EX
Cc: Alexander, Catherine JAG:EX
Subject: FW: OIC David Galbraith.docx
Importance: High

Hi ,

In this request you've asked us to rescind Galbraith's appointment as Secretary to Treasury Board OIC 215/2017. Galbraith's appt. as an Assoc. DM/FIN OIC 214/2017 will also need to be rescinded (not in instructions). YES

In a separate order you are asking to appoint Wood as an Assoc. DM/FIN – do you also want to appt. her Secretary to Treasury Board YES

Thanks!



Catherine Alexander | Paralegal | OIC Coordinator
Office of Legislative Counsel | Legal Services Branch
Ministry of Attorney General | P 250-356-5742 | C 250-893-4927

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From: Owens, Anita PSA:EX
Sent: Wednesday, February 7, 2018 9:26 AM
To: AG LSB OIC Requests, AG:EX
Subject: OIC David Galbraith.docx

Please raise this OIC.

Thank you.

Anita

Nsabimana, John CITZ:EX

From: Owens, Anita PSA:EX
Sent: Wednesday, January 24, 2018 9:21 AM
To: Halls, Lori D PSA:EX
Subject: RE: Salary info - HW / DG

Associate DM

Average \$195K

Starting at \$190K

1) Heather Wood – move from Band C to Associate DM

- Currently Band C – salary \$165K
- D. Galbraith started at \$190K; current salary \$210K
- 8% = \$178K
- 10% = \$181,500
- 15% = \$189,750
- \$190K

Recommendation

- Appointed at a minimum of \$190K starting rate which will represent just over a 15% increase
- D. Galbraith started at the rate of \$190K
- It is below the Associate DM average
- 2 recent Associate DM's appointments (CJ Ritchie \$195K; D Scott \$197K) – first time Associate DM roles

2) David Galbraith – move from Associate DM to DM SDSI

- Current salary \$210K
- Sheila Taylor - \$240K; starting salary \$220K (2013)
- DM's (first DM appointment) with similar size portfolio
 - Fazil Mihlar (JTT) = \$240K
 - Alison Bond (MCFD) = \$240K
 - Jill Kott (CS) = \$215K
 - Scott MacDonald (Educ) = \$240K
 - Mark Zacharias (ENV) = \$225K
 - Trevor Hughes (LAB) = \$215K
- 8% = \$226,800
- 10% = \$231,000
- 15% = \$241,500

Recommendation

- s.13

-----Original Message-----

From: Halls, Lori D PSA:EX
Sent: Tuesday, January 23, 2018 6:23 PM
To: Owens, Anita PSA:EX
Subject: Salary info

Anita

I need to salary info I asked for. How quickly can you get it to me?

Lori Halls
Deputy Minister
BC Public Service Agency

Page 191

Withheld pursuant to/removed as

DUPLICATE

Page 194 to/à Page 195

Withheld pursuant to/removed as

s.22



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.

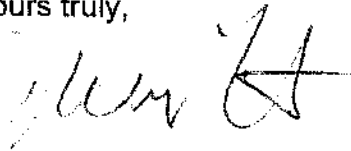
As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Further, as an Order in Council appointee, your order may 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.

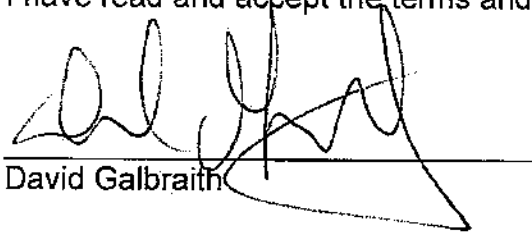
Yours truly,



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

Feb 9/18

Date