

From: [Premier's Office HR Support PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Cc: [Poldrugovac, Saija FIN:EX](#); [Burrows, Meg PSA:EX](#)
Subject: s.22 DHALIWAL, Gurveen - OIC - Ministerial Advisor (LBR)
Date: May 23, 2023 3:49:39 PM
Attachments: [image001.png](#)

Hi Debbie,

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

Should you have any questions, please let me know.

Thank you,

Stacy Scriver

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



From: [Premier's Office HR Support PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Cc: [Poldrugovac, Saija FIN:EX](#); [Burrows, Meg PSA:EX](#)
Subject: ☪☪ DHALIWAL, Gurveen - Order in Council - Ministerial Advisor (HLTH)
Date: May 2, 2023 2:16:29 PM

Hi Debbie,

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

Should you have any questions, please let me know.

Thank you,

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

From: [Burrows, Meg PSA:EX](#)
To: [Premier's Office HR Support PSA:EX](#)
Cc: [Van Meer-Mass, Kate PREM:EX](#); [Wade, Debbie PREM:EX](#)
Subject: Gurveen - Offer Letter
Date: April 21, 2023 5:46:00 PM

Good Afternoon,

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

Thanks, Meg

Gurveen Dhaliwal – new MA

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

Meg Burrows, CPHR (she/her/hers)

BC Public Service Agency

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

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From: [Burrows, Meg PSA:EX](#)
To: [Van Meer-Mass, Kate PREM:EX](#)
Subject: Gurveen Dhaliwal - Letter
Date: May 11, 2023 10:51:00 AM
Attachments: [Criminal Notification Procedures.pdf](#)
[Standards of Conduct for Political Staff.pdf](#)
[Gurveen Dhaliwal MA LBR.pdf](#)

Here is the letter and two attachments to be sent as a package. Thanks!

Meg Burrows, CPHR (she/her/hers)

Executive Advisor, BC Public Service Agency

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

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From: Premier's Office HR Support PSA:EX
To: Wade, Debbie PREM:EX
Cc: Hansen, Lucy HLTH:EX
Subject: Gurveen Dhaliwal – new MA
Date: April 24, 2023 9:58:00 AM

Good morning Debbie,

Please be advised the new MA in HLTH, Gurveen Dhaliwal will be put in position 00053296 and has an employee number of s.22

Hopefully, this will assist in getting a laptop faster.

Thank you,

Stacy Scriver, HR Executive Support Services Advisor
Executive Talent Management | BC Public Service Agency



May 11, 2023

PERSONAL AND CONFIDENTIAL

Gurveen Dhaliwal
By email to Gurveen.Dhaliwal@gov.bc.ca

Dear Gurveen:

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

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

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

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

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

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

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



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

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

Yours truly,

Matt Smith
Chief of Staff
Office of the Premier

pc: BC Public Service Agency

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

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

Gurveen Dhaliwal

05/11/23

Date



April 24, 2023

PERSONAL AND CONFIDENTIAL

Gurveen Dhaliwal
By email to 6.22

Dear Gurveen:

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

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

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

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

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

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

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



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

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

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

Yours truly,

Matt Smith
Chief of Staff
Office of the Premier

pc: BC Public Service Agency

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

Gurveen Dhaliwal

04/24/23

Date

From: [Burrows, Meg PSA:EX](#)
To: [Van Meer-Mass, Kate PREM:EX](#)
Subject: Gurveen Dhaliwal Resume
Date: April 5, 2023 9:38:00 AM
Attachments: [G.Dhaliwal Resume.pdf](#)

Hello Kate,

Here is Gurveen's resume. Gurveen is very keen to work with the Ministry of Health. Her references from s.22

Thanks, Meg

Meg Burrows, CPHR (she/her/hers)
BC Public Service Agency
Email: Meg.Burrows@gov.bc.ca Cell: 250-882-5823

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From: [Burrows, Meg PSA:EX](#)
To: [Gurveen Dhaliwal](#)
Subject: Hello and Update
Date: April 12, 2023 4:49:00 PM

Hi Gurveen,

I hope you are doing well. I wanted to touch base that I have finished your references. We will be in touch early next week as we are currently sorting out some staffing pieces. I look forward to connecting with you.

Thanks, Meg

Meg Burrows, CPHR (she/her/hers)
BC Public Service Agency
Email: Meg.Burrows@gov.bc.ca Cell: 250-882-5823

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From: [Burrows, Meg PSA:EX](#)
To: [Premier's Office HR Support PSA:EX](#)
Subject: Letter Request
Date: May 11, 2023 9:29:00 AM

Good Morning,

Could a letter please be drafted moving Gurveen Dhaliwal to the MO in Labour.

Details:

- Ministerial Advisor
- No change in pay
- Effective May 15th
- Reporting to CoS Tim Renneberg
- Reporting paragraph included
- Matt Smith signature

Thank you, Meg

Meg Burrows, CPHR (she/her/hers)

Executive Advisor, BC Public Service Agency

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

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From: [Burrows, Meg PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Cc: [Van Meer-Mass, Kate PREM:EX](#)
Subject: New Employees - tech stuff
Date: April 21, 2023 6:38:00 PM

Hi Debbie,

Thank you so much for connecting with the ACs on this.

We are hiring some new employees in the time you and I are away and if we can get a head start on requesting email that would be ideal.

Gurveen Dhaliwal

We have hired Gurveen Dhaliwal for a MA position in Health and she will be starting on May 1, 2023. I think we can be ahead of the game as she is a rehire and we can put her in Jeff Hannah's position #00053296. If you email the AC can you advise that they can get Gurveen's ee number by emailing Stacy. Thanks!

Alida Shaukat

Alida will be getting an offer early next week (likely Monday) for a EA role in the Minister of State's office in MOTI starting May 1. I am wondering with Chris's departure if they may have ended up with an extra laptop they could send. Alida will be working out of Minister Coulter's constituency office in the Lower Mainland.

Thanks, Meg

Meg Burrows, CPHR (she/her/hers)

BC Public Service Agency

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

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From: [Van Meer-Mass, Kate PREM:EX](#)
To: ["Gurveen Dhaliwal"](#)
Cc: [Wade, Debbie PREM:EX](#); [Premier's Office HR Support PSA:EX](#)
Subject: Offer Letter
Date: April 24, 2023 9:58:00 AM
Attachments: [Gurveen Dhaliwal MA.pdf](#)

Good Morning Gurveen,

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

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

We look forward to having you on the team!

From: [Smith, Matt PREM:EX](#)
To: [Burrows, Meg PSA:EX](#)
Cc: [Van Meer-Mass, Kate PREM:EX](#)
Subject: Re: For Approval - New Hires and Moves
Date: March 30, 2023 3:56:23 PM

Approved

Get [Outlook for iOS](#)

From: Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
Sent: Thursday, March 30, 2023 3:13:10 PM
To: Smith, Matt PREM:EX <Matt.Smith@gov.bc.ca>
Cc: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Subject: For Approval - New Hires and Moves

Hi Matt,

Kate and I have discussed recommend the following hires/moves. Please let us know if you have questions or if we can move forward.

Thanks, Meg

s.13; s.22

s.22

Emma Murray – new EA hire

- EA in FIN or EMLI (we would like to offer FIN the first opportunity)
- \$68,950 annually
- Reporting relationship depending on ministry
- Start date April 17, 2023
- Located in Victoria

Gurveen Dhaliwal – new MA pending references

- MA in Health
- \$80,000 annually

- Reporting to Karin MacMillan
- Start date April 11, 2023
- Located in Lower Mainland/work out of VCO
- Gurveen previously worked as s.22

Gurveen is interested in Health. Kate and I had a very good interview with her today.

Thomas Jin – new EA hire

- EA in MMHA
- \$68,950 annually
- Reporting to Seamus Wolfe
- Start date April 11th
- Notes:
s.22

Lauren Reid – MA (senior) – new ministry

- We are recommending that Lauren start in JEDI on April 11th
- Lauren has accepted her offer and we said that we would confirm the ministry placement closer to her start. s.22
- s.22

Lise Fenton – MA (senior) – new ministry

- Lise is considering our offer and I will be in touch with her s.22
- s.22
-

s.22

Potential moves:

s.13; s.22

Meg Burrows, CPHR (she/her/hers)

BC Public Service Agency

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

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From: [Premier's Office HR Support PSA:EX](#)
To: [Van Meer-Mass, Kate PREM:EX](#)
Cc: [Wade, Debbie PREM:EX](#); [Burrows, Meg PSA:EX](#)
Subject: RE: Gurveen - Offer Letter
Date: April 24, 2023 9:53:00 AM
Attachments: [Gurveen Dhaliwal MA.pdf](#)

Good morning Kate,

Please find attached offer for Gurveen.

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

Good Afternoon,

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

Thanks, Meg

Gurveen Dhaliwal – new MA

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

Meg Burrows, CPHR (she/her/hers)

BC Public Service Agency

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

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From: [Burrows, Meg PSA:EX](#)
To: [Premier's Office HR Support PSA:EX](#)
Subject: RE: Gurveen - Offer Letter
Date: April 21, 2023 6:42:00 PM

An addition – could Gurveen please be put in Jeff Hannah's position # 00053296 – this will allow them to order a laptop quicker.

Also Gurveen will require a criminal record check and the reporting paragraph will also need to be in her letter.

Thanks! Meg

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

Good Afternoon,

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

Thanks, Meg

Gurveen Dhaliwal – new MA

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

Meg Burrows, CPHR (she/her/hers)
BC Public Service Agency
Email: Meg.Burrows@gov.bc.ca Cell: 250-882-5823

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s.17 ; s.22

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Withheld pursuant to/removed as

s.22

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Withheld pursuant to/removed as

s.17 ; s.22

From: [Burrows, Meg PSA:EX](#)
To: [Gurveen Dhaliwal](#)
Subject: RE: References
Date: April 3, 2023 10:36:00 AM

Hi Gurveen - I completely understand. Feel free to send the reference you have now if you would like. I hope you had a great weekend! Thanks, Meg

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

From: Gurveen Dhaliwal s.22
Sent: Monday, April 3, 2023 10:29 AM
To: Burrows, Meg PSA:EX <Meg.Burrows@gov.bc.ca>
Subject: References

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

Morning Meg,

Great to meet you and Kate the other day. I'm still waiting to hear back from two individuals and am hoping to get you all of my references as soon as possible. Apologies for the delay.

Best,
Gurveen

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Withheld pursuant to/removed as

s.22