

Main, Grant TRAN:EX

From: Wharf, Sandy PREM:EX
Sent: Wednesday, May 17, 2017 1:38 PM
To: BCPSA Agency DMC List
Subject: FW: Correspondence
Attachments: Management during the Election Interregnum and Transition Periods.pdf

Hi, just a reminder that given the continuation of the caretaker period, the guidance in the attached memo continues to apply until May 31, 2017. This includes the ongoing suspension of commercial document shredding.

Thanks
Sandy

From: Higgins, Keira PREM:EX
Sent: Friday, March 17, 2017 3:26 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Correspondence - Kim Henderson

Good afternoon,

Please see the attached correspondence sent on behalf of Deputy Minister Kim Henderson.

Thank you,

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

Lewthwaite, Jennifer TRAN:EX

From: Higgins, Keira PREM:EX
Sent: Friday, March 17, 2017 3:26 PM
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Ph: (250) 356-2206

Lewthwaite, Jennifer TRAN:EX

From: Plamondon, Lea TRAN:EX
Sent: Thursday, July 13, 2017 11:11 AM
To: Lewthwaite, Jennifer TRAN:EX
Subject: FW: Correspondence - Kim Henderson
Attachments: Management during the Election Interregnum and Transition Periods.pdf

From: Lewthwaite, Jennifer TRAN:EX
Sent: Monday, March 27, 2017 2:28 PM
To: Bain, Nancy TRAN:EX; Bowman, Deborah TRAN:EX; Kislock, Lindsay M TRAN:EX; Livolsi, Patrick C TRAN:EX; Richter, Kevin J TRAN:EX
Cc: Crighton, Jessica TRAN:EX; Plamondon, Lea TRAN:EX; Gilmour, Lori TRAN:EX; Laforce, Christine TRAN:EX; Speed, Brittney TRAN:EX
Subject: FW: Correspondence - Kim Henderson

FYI

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Memorandum

Deputy Minister's Office
Office of the Premier

Date: March 17, 2017

To: All Deputy Ministers

Re: Management during the Election Interregnum and Transition Periods

This memorandum is to give you management guidance during the upcoming weeks.

Executive Council

When the writs of election are issued on April 11, 2017, and the Lieutenant Governor dissolves the Legislative Assembly, the government is in a caretaker period or "interregnum".

While MLAs no longer hold office once the election writs are issued, Ministers continue to hold their positions as Executive Council (Cabinet) until a new Cabinet is sworn in. The period following election day until a new Cabinet is sworn in is referred to as "transition".

Basic conventions require government to avoid implementing major policy initiatives or entering into new contracts or undertakings that would bind an incoming government. While Cabinet members are legally able to make ministerial decisions during the interregnum and transition periods, in practice major actions and decisions are deferred. Similarly, while under the *Interpretation Act*, Deputy Ministers have the statutory authority to make ministerial decisions (excluding certain regulations), this is also avoided with the exception of the continuation of routine ministry business.

Ordinary meetings of Cabinet, Treasury Board and Cabinet Committees are therefore not held during the interregnum. However, there can be special meetings of Cabinet or a committee of Cabinet under unusual circumstances. Access to the Chair of Treasury Board will be limited.

I expect that by this time each of you have identified issues that may unavoidably arise during the caretaker period, and have made plans to get direction on the management of those issues before this period begins. If new unexpected issues arise that would normally require the direction of the Premier or the Cabinet, you should refer these issues to me or to Elizabeth MacMillan, Deputy Cabinet Secretary, and we will work with you to determine an appropriate management plan.

Ministerial Offices and Assistants

Existing Cabinet Ministers continue to receive their ministerial salary until a new Cabinet is sworn in. Ministers and other MLAs receive their MLA salary up to election day. Ministers may travel and receive reimbursement during the interregnum provided the travel is strictly for government business and not election campaign purposes.

Normal policies apply, except that travel claims, business expense claims, and direct-billed invoices (e.g. Helijet, BTA, etc.) must include a certification that expenses are for business purposes and specify the nature of that business. Care should be taken to ensure government resources are used only for government business. Further, Ministers' Office Support Services recommends that a leased government vehicle not be used at all during the campaign, unless a Minister can clearly establish its use for government business.

Government assets, such as office and computer equipment, telephones, iphones, ipads and blackberries should only be used for government business purposes. Ministers' use of these assets during the election campaign must be related strictly to ministerial duties. Where there is personal use, this should be recorded and government must be reimbursed for any incremental costs.

Executive and Ministerial Assistants appointed by Order-in-Council will take a leave of absence to avoid any conflict between provincial business and the election campaign. While on leave, such staff are not entitled to salary or travel expense reimbursement. Executive and Ministerial Assistants should be considered members of the public when on leave. To ensure appropriate communications, any request to the ministry for assistance from EAs and MLAs should be referred directly to you. Upon expiration of their leaves of absence, they remain in their former positions unless they resign or their appointment has been rescinded.

Administrative Coordinators and other support staff remain in the Ministers' offices.

Management of Government Records During Interregnum and Transition Periods

Deputy Ministers are responsible for the proper management of government records in the care of their Minister's office.

The Government Records Service (GRS) in the Ministry of Finance is available to provide assistance to ministries as required. GRS has provided three training opportunities for Deputy Ministers' Office (DMO) staff to provide targeted education on appropriate practices with respect to Ministers' Office records management practices during the interregnum. GRS Records Officers are also available to provide DMO staff with on-site support within Ministers' Offices during the interregnum period.

DMO staff are encouraged to contact their GRS Records Officer for guidance and to schedule on-site support requests. Please note that the Records Officers support multiple ministries and early scheduling of any assistance requests is encouraged.

There are three types of records:

1. Personal and MLA records;
2. Cabinet records;
3. Government records.

The following procedures apply to the management of these records during the interregnum and transition periods:

1. Personal and MLA Records

Under the direction of the Deputy Minister, Ministers' administrative staff are responsible for ensuring that government records are separated from the Minister's personal and MLA records prior to the interregnum.

Personal records are records that are personal in nature and relate to one's private life and are not received or created as part of one's daily ministry business activities. MLA records include records created by a Minister while acting as an MLA, e.g., constituency operations and meetings, caucus committee meetings, committees of the Legislative Assembly, etc. Please refer to the GRS Recorded Information Management Glossary for definitions of government records, non-government records, and MLA records.

Minister's non-government, personal or MLA documents in an electronic form will be printed. If the Minister wishes to keep non-government, personal or MLA documents in an electronic form, the record can be saved to a removable/external memory device. Once completed, these electronic records on the government system must be deleted.

The Minister should indicate where these records are to be delivered. If a location is not given they should be sent to the caucus office. Under a standing agreement with the Office of the Speaker, GRS will store any member's personal and MLA papers for up to five years and transfer to the BC Archives or until directed to ship them to another location. To arrange transfer please contact Susan Laidlaw, Executive Director, Government Records Service, at 778-698-2900.

2. Cabinet Records

Procedures for the management of Cabinet records respect the British Parliamentary tradition that all Cabinet records are considered to be privileged information of the government of the day. A succeeding administration of a different political party does not normally have access to them. This protects the confidentiality of the collective decision-making process of responsible government.

Ministers' administrative staff, under the direction of the Deputy Minister, will identify all Cabinet records located in the Minister's office. Cabinet records may include memoranda, submissions, reports, recommendations, agendas, minutes, notes, and other confidential documents, audio-visual and presentation material that reflect on the decisions or discussions of Cabinet and its committees and includes as well, briefing notes, opinions, and advice to Ministers and correspondence between Ministers expressing their views and opinions and other documents reflecting such views and opinions.

As soon as possible after the writs have been issued, the Deputy Minister will ensure that all Cabinet designated records are removed from the Minister's offices and placed in a secure location under the control of the Deputy Minister. Your Records Officer at GRS will inform you of the procedures associated with the transfer of these records. The documents will remain in the custody of the Deputy Minister and you will have access to the records to process them in accordance with the policies relating to Cabinet records and the *Information Management Act (IMA)*.

During the interregnum and transition periods, control of access to Cabinet designated records remains with the Cabinet Secretary. In cases where a ministry requires access to these files in order to process a request under the *Freedom of Information and Protection of Privacy Act (FOIPPA)* or for litigation, the Deputy Minister of that ministry will send a written request to the Cabinet Secretary. The Cabinet Secretary will advise the Deputy Minister of her decision to approve or not the release of records. The ministry will then process the request according to existing procedures for Cabinet records under *FOIPPA* or in response to litigation.

During the transition period, should a change in administration occur and the ministry is required to prepare material on an issue to which previously prepared Cabinet records pertain; the proper procedure is to create a new document.

3. Government Records

As defined in the *Information Management Act (IMA)*, government information consists of all recorded information created or received by a ministry or other government body in connection with government business. Government information is created in a variety of digital and physical formats, and within any government office there may be several storage locations (e.g., LAN/shared drive, EDRMS TRIM, CLIFF, SharePoint sites, personal email folders, physical file banks, desk drawers). Government information is subject to the *IMA*, Core Policy, and approved information schedules.

Management of government records must be done in a manner ensuring confidentiality and security. Ministerial offices should contact their Ministry Records Officer on current policies. During the interregnum period all commercial document shredding is to be suspended.

FOIPPA also requires that any personal information used to make a decision about an individual must be retained for at least one year after the information was used.

Mail logs of government correspondence are government records and should be retained. If the mail log contains information on personal/political correspondence, that information should be removed before the mail log is filed. As referenced above, Ministers' administrative staff under the direction of the Deputy Minister will be responsible for ensuring that all personal and MLA information has been removed.

Once the Minister's personal and MLA records and Cabinet records have been removed, the remaining government records stay in the Minister's Office or appropriate ministry responsibility centre (e.g. Deputy Minister's Office) so as to maintain the administration of the ministry.

When a new Cabinet is appointed, government records are sent to the newly appointed Minister's Office. The Chart of Accounts code indicates where the administrative records are to be sent. If a ministry is dis-established (i.e. ceases to exist) its records are to be sent to the ministry that inherits the functions of the dis-established ministry. If a ministry ceases to exist and its functions are transferred to more than one ministry, a protocol will be established between those ministries as to the sharing of access to the records. One of the ministries will be identified in the protocol as the subsequent physical custodian of the records. GRS Records Officers are available to assist with this process as needed.

Staffing and Appointments

Non-OIC staff recruitment and placement within the BC Public Service should continue as normal. Government appointments to boards, agencies and commissions that would normally be made after the date of dissolution are deferred until after the interregnum and transition periods. All appointments that are effective between now and the date of dissolution, and that require Orders in Council, should now have been made.

Correspondence, New Policy Implementation, Contracts or Undertakings

The general rule is that normal ministry business continues as usual.

Routine correspondence can be signed, though care should be taken when drafting correspondence not to assume that one party or another will form the government after the election. References to post-election action are in terms of the "incoming government".

The basic caretaker conventions require a government to avoid implementing major policy initiatives or entering into new contracts or undertakings. There should be no new spending initiatives, long term agreements, or policy changes outside existing and approved Service Plans. This also applies to federal-provincial matters; policy work and consultations with your FPT colleagues may continue but new commitments or agreements should not be made.

New project approvals within government programs are normally deferred. If a new program or project has not been announced or implementation started, it should be held until a new government is in place to ensure that the incoming government supports the program or project.

However, this does not mean that government cannot take action on major projects or initiatives that have been underway for some time, have received Cabinet approval and where schedule or cost implications of a failure to act could be significant, or relate to public health and safety. If provided for in your budget, ministries can renew routine contracts and contributions or enter into new ones where they are required for the continuing delivery of existing core services.

You should have by now reported to me any major projects, procurement issues or statutory decisions in your ministry that must be made from the beginning of the interregnum through to June 2017, where schedule or cost implications of a deferred decision may be significant.

Ministry Operations and Budget Considerations

All spending must be in accordance with Interim Supply approved by the Legislature. Ministries need to be fiscally prudent and should provide Treasury Board staff with budget status reports to demonstrate how you are managing within existing targets. Until passage of the Main Estimates and Supply for 2017/18, ministries will need to pay particular attention to the timing of non-discretionary payments and ensure these can be made within the Interim Supply appropriations. Treasury Board staff and the Office of Comptroller General will continue to work with each ministry's EFO in this regard.

Employee Conduct During Election Campaigns

Public Service Employees

All employees are bound by the Standards of Conduct (refer to BCPSA Human Resource Policies, Policy Statement 9.0 - Standards of Conduct.) Employees must be impartial in the performance of their duties. In particular, any political activity must be clearly separated from employment activity. Employees are not to engage in political activities during working hours or use government resources or workplaces to support such activities.

Public service employees are otherwise free to participate in political activities, including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees running for office must take a Leave of Absence (see below).

When engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities. To avoid a perceived conflict of interest, employees must:

- Not introduce partisan politics at the local, provincial or national levels into the workplace. This does not apply to informal private discussion among coworkers.
- Avoid situations where their position may have an impact, or be seen to have an impact, on political activity.
- Not use taxpayer-funded facilities, equipment or resources in support of political activities.
- Not use public service responsibilities to support, or be seen to support, one political candidate over another.
- Not use their position in government to lend weight to the public expression of personal opinions, nor divulge any confidential government information.
- Ensure that all travel expenses are clearly and demonstrably for government purposes.

Public Comments

Public service employees are free to comment on public issues but must exercise caution to ensure that by doing so they do not jeopardize the perception of impartiality in the performance of their duties. For this reason, care should be taken in making comments or entering into public debate regarding government policies. Public service employees must not use their position in government to lend weight to the public expression of their personal opinions.

Leave to Run For and Hold Political Office

From a financial control perspective, any employee with signing authority and on leave to run for office should have that authority removed.

1. Bargaining Unit Employees

Employees must take a leave of absence to run for political office. Before running for office, employees should notify their manager in writing of their intent. The Deputy Minister will review any requests for leave to ensure a conflict of interest does not exist between the employee's work and duties for the office to which nomination is sought.

Collective agreements for bargaining unit employees provide that the employer will grant, on written request, a leave of absence without pay as follows:

- Up to 90 days to seek election in a provincial election.
- Up to five years if elected to a public office.
- If not elected, the employee is allowed to return to the former position.

2. Excluded Employees

As above, employees must take a leave of absence to run for political office. Before running for office, employees should notify their manager in writing of their intent. The Deputy Minister will review any requests for leave to ensure a conflict of interest does not exist between the employee's work and duties for the office to which nomination is sought.

The Deputy Minister may grant an employee seeking nomination or election leave of absence without pay for up to 90 days immediately preceding the date of election. An employee who becomes a Member of the Legislative Assembly, upon written request to the Head of the BC Public Service Agency, will be granted a leave of absence without pay for up to five years.

Employment is deemed to be terminated if an employee becomes a Minister of the Crown.

Time Off to Vote

Employees are entitled to have four consecutive clear hours in which to vote.

Those who have four consecutive hours within the polling time (8:00 am to 8:00 pm) either before or after work are not entitled to a leave of absence from work. Employees with less than four clear hours outside of their working hours are allowed the necessary time off so that four clear hours are available.

The scheduling of this time off should be done to suit the operational requirements of the workplace. If operational issues arise, employees may also take advantage of early polling opportunities prior to the date of the election.

Additional Information

If you have any questions or require further clarification, please call me at 250 356-2206.

With respect to specific questions, you may also wish to contact:

- John Paul Fraser, Deputy Minister, Government Communications and Public Engagement at (250) 356-2277 regarding communications issues;
- Lori Halls, Deputy Minister, BC Public Service Agency at (250) 952-6296 regarding staffing matters;
- Athana Mentzelopoulos, Deputy Minister of Finance at (250) 387-3184 regarding budget and financial management;
- Cheryl Wenezenki-Yolland, Associate Deputy Minister, Ministry of Finance at (250) 387-8499 regarding records management.

Sincerely,



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

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Withheld pursuant to/removed as

s.14

Executive Virtual Town Hall

DATE: April 11, 2017
TIME: 11 a.m. - 12 p.m.
LOCATION: Executive Boardroom, 5th Floor, 940 Blanshard Street, Victoria
AUDIENCE: Ministry of Transportation & Infrastructure
EVENT URL: <http://video.web.gov.bc.ca/tran/townhall/live/>

Set-up Schedule

- 9:30 a.m. Event setup begins by Event Team.
- 10:30 a.m. Event Panel (Deputy Minister, Grant Main, ADMs Deborah Bowman and Lindsay Kislock and Executive Director Melissa Thickens, arrive and are provided mics and seating.

Event Schedule

- 11:00 a.m. **Melissa Thickens**, welcomes audience, provides an overview and housekeeping for the event, including how to submit questions.
- 11:03 a.m. Round Table Introduction: Melissa Thickens introduces Grant Main who provides a welcome, **Deborah Bowman and Lindsay Kislock then introduce themselves.**
- 11:05 a.m. **Grant Main delivers** 15 minute presentation.
- 11:20 a.m. **Deborah Bowman** delivers 10 minute presentation.
- 11:30 a.m. **Lindsay Kislock** delivers 10 minute presentation.
- 11:40 a.m. **Melissa Thickens** thanks Grant, Deborah and Lindsay, and begins asking pre-submitted questions to panel.
- Reminds Audience to submit questions to the Strategic Human Resources mailbox (StrategicHR.Transportation@gov.bc.ca)
- 11:58 a.m. **Melissa Thickens** thanks panel and audience, and mentions that another Town Hall will take place in the fall of 2017 – details to follow.

Event Roles

- Exec Panel Grant Main, Deborah Bowman and Lindsay Kislock
- Facilitator Melissa Thickens (SHR)
- Event Lead Nick Nixon (SHR)
- Tech Lead Russel Lolacher (BMS)
- Event Team James Penner (BMS), Neil Judson (BMS) and Daniel Nevin (GCPE)

Melissa Thickens Speaking Notes
11:00– 11:03 a.m.

3 minutes **Introduction and Housekeeping**

- Thank you everyone for joining us today from across the province.
- This Executive Virtual Town Hall is a rare opportunity for all 1,500+ ministry employees to come together – even if virtually – to hear from other areas, and about initiatives and programs across the ministry.

Questions

- It's also an opportunity for you to ask questions from the panelists we have today, so I hope you took advantage and submitted a question ahead-of-time.
 - If you weren't able, please feel free to submit a question during today's dialogue.
 - Questions can be emailed to the Strategic HR Mailbox at StrategicHR.Transportation@gov.bc.ca or messaged by Lync to Nicholas Nixon.

Technical

- Also, if you have technical issues, you can let us know by emailing StrategicHR.Transportation@gov.bc.ca or contacting Shared Services BC – their information is at the bottom of your screen.
- This Virtual Town Hall does not have any sort of Power Point presentation, and audio and video are both going to come directly from your computer. So if you have headphones, we recommend using them for the best sound quality.

Introduction

- With all that said, I would like to welcome our executive presenters here today, Grant Main, Deputy Minister of Transportation and Infrastructure, Deborah Bowman, Assistant Deputy Minister of Transportation Policy and Programs, and Lindsay Kislock, Assistant Deputy Minister of Partnerships. I'd like to open the floor up to each of our panelists to introduce themselves, and then hand things over to Grant to kick things off.

Grant Main Speaking Notes**11:05– 11:20 a.m.****2 minutes** **Introduction**

- Thank you Melissa – and good morning everyone. It's great to be with you all today.
- This is the second ministry-wide virtual meeting we have had. And while nothing substitutes being face-to-face with one another; I'm very glad we are able to all take this time to have a dialogue across the province.
- Today the Writ Drops, marking the first day of the Interregnum, which usually lasts around 51 days.
- Since our last election, May 2013, approximately 45% of our workforce is new to the ministry.
- Even more amazing, since the last election approximately 25% of our workforce is brand new to government.
- Because of this, I know a large number of our employees have questions and have asked for clarity about just what the interregnum period is, and how it ties in with the election and our everyday work.
- My objective today is to provide you with information on what to expect during the interregnum period, including about the election and where you can go for more information.
- I also hope you were able to ask questions ahead-of-time and I look forward to engaging in that dialogue.

3 minutes **Ministry Priorities**

- Before we get into the conversation on the interregnum period, I really wanted to take a few minutes to mention a couple of our upcoming projects and completed accomplishments lately.
 - As a number of those big pieces will be touched on by Deborah and Lindsay shortly, I will try not to steal anyone's thunder!

Ministry Projects

- This might be considered old news by now, but it's definitely worth mentioning that the **Evergreen Line Rapid Transit** was completed in recent months. A huge step forward in providing alternative transit choices and reducing greenhouse gas emissions and road

congestion.

- Last year, Highway 1 – Monte Creek to Pritchard completed its four-laning project.
- **Phase 2 of the Trans-Canada Six-Laning** – Fraser Valley Project was announced recently. This is a federal-provincial-municipal project from 216th street to 264th street.
 - This project will likely start this fall at a total cost of \$235.5 million.
- Final project of **Phase 2 Cariboo Connector** went out to tender in late-March. This is the widening of Highway 97 between Carson Drive and Toop Road within Williams Lake.
- The counter-flow system during peak travel times on the **Alex Fraser Bridge** is set to complete next year.
- **George Massey Tunnel Replacement** Project broke ground last week.
- The **Highway 7 Corridor** Improvement project is commencing – with 3 key components, in Pitt Meadows, Maple Ridge and Mission.
- For those living on or near the Capital, you've probably noticed the huge progress being made on the highway 1 – **Admirals Road/McKenzie Avenue interchange**.
 - What a difference that'll make!

Where Ideas Work

- On the corporate side of things, many of the initiatives and programs illustrated in our Corporate Plan, *Where Ideas Work*, have either recently been completed, or are currently in the works – such as our focus on Succession Planning.
- The plan highlights both our commitment to British Columbians and what makes us an employer of choice for those seeking a career in an organization with a strong guiding purpose and impact.
- One of the great things about this plan, is that our ministry's progressive approach already aligns with the key pillars and objectives.
 - We now have the opportunity to continue to build on our momentum that has been started from programs such as Succession Planning and Lean.
- This plan also features a renewed focus on building a culture of innovation within the BC Public Service.
 - In this ministry, we already demonstrate that through our progressive mandate and continuous improvement approach to problem solving.
 - Going forward, the need to pursue new ways of working, to expand the toolset and embrace creativity and experimentation, will be a focus for us.

- If you have not had the opportunity to review the plan, I definitely encourage you to do-so.

3 minutes **Interregnum Overview**

First, here's a bit of a timeline:

- Speech from the Throne happened on February 14
 - This is read by the Lieutenant Governor and introduces a new session of parliament.
- Budget Day then occurred the following week, on February 21
 - Each year, Budget Day takes place the third Tuesday in February. The Minister of Finance presents the budget outlining the financial plan for the province over 3 years.
- March 31 marked the start of government's communications blackout for many areas. The formal end for all government communications occurs when the Writ is dropped.
 - I will get more into that in a moment
- Today, April 11 the Writs are issued
 - The Writ of Election dropping marks the beginning of the election period.
 - As this is a general election, when this happens, the Legislature is dissolved, and MLAs – which includes Ministers – no longer hold office.
 - Deputy Ministers essentially become the caretakers of government.
- May 9 is general voting day, with Advance Voting beginning April 29.
 - As I mentioned, the upcoming general election is scheduled to take place on May 9 – and there will be 87 MLAs to elect
- And finally, May 31 is the Return of the Writs
 - Once the election period comes to an end, the writs are returned to the Chief Electoral Officer.
 - This is followed by MLAs being confirmed, post-election transition period and the incoming government being put in place.

6 minutes **Your Responsibilities**

- We have had a lot of questions from employees about our responsibilities around Election time.
- I want to start by giving a high-level overview based on the Standards of Conduct, then dig further into media and communications, records and other information.

Standards of Conduct

- There is a “Political Activity” section in the Standards of Conduct, this information is relevant at any time, right now we’re highlighting it given where we are at in the cycle.
- Among other things, it states “the honesty and integrity of the BC Public Service demands the impartiality of employees in the conduct of their duties”
 - Impartiality is critical, and perception is key
- It’s important that we all feel free to have political opinions and preferences, but that we separate political activities from work.
 - That includes using our positions to support political platforms and using work resources for political activities.

Media

- There have been some questions lately about what to do if you are contacted by the media.
 - During this period of time, all media questions or inquiries should be directed to our media line (250 356 8241).
 - GCPE is here to provide support when dealing with the media during this time, and help manage the expectations from the media for information. The media line is the best possible direction to send them if you receive media calls.

Communications

- Based on previous practice, all Government of B.C. advertising, communications, major internet/web updates and social media and public engagements are now limited to public health and safety, responding to the public regarding services, as well as Statutory Advertising.
- Advertising falls into two categories, Informational and Statutory.
 - Statutory is required by statute, regulation or policy. This is still permitted during the interregnum period.
 - Informational advertising is not required. It could be advertising a new program or policy by any channel: web, print, radio, etc.
- Communication materials also fall into those two categories. And, like advertising, information is generally not permitted.
 - Remember, public feedback can still be accepted, and many of us will need to continue to engage with the public in order to ensure the safety of our transportation network.

EVENT PLAN AND SPEAKING NOTES

EXECUTIVE TOWN HALL

TUESDAY, APRIL 11, 2017

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

- While these guidelines are mostly externally facing, internally we are taking a similar approach.
- You will not see many wide-scale internal programs being announced, emails from your Executive team, or major internal projects broadcasted during this time. Things we have done in the past will remain, and any required communications will continue.
 - Your ministry intranet will stay active, and we'll still have those Weekly Headlines coming out each week (though they may be a bit lighter than usual!)
- Deputy Minister Lori Halls has issued a few communications recently, including a video, with information about the election as it relates to our internal workforce – you can get more information from those, and from articles posted on our ministry intranet.

Records Management and Correspondence

- During this time, Deputy Ministers have custody of all records in the ministry, including those from the Minister's office, and non-cabinet records must be diligently managed.
 - For those that are wondering, yes we still have to respond to FOI requests!
- Regular correspondence is continuing, although the Minister won't be signing anything.
- This is a time of heightened sensitivity, so if you receive correspondence from an MLA's office, a political body, or any other contact that is out of the ordinary, please speak with your supervisor.

Hiring

- During this period, no appointments are made to agencies, boards or commissions. However you can rest assured that routine hiring will continue through this time.
- At the end of the day, it's about using our judgement; if you're in doubt, talk with someone! Whether that's our terrific GCPE team, your supervisor, Strategic Human Resources, or MyHR. You have a lot of resources and supports at your disposal.

1 minute Closing

- Thanks everyone for the opportunity to talk to you about this today. As public servants it's important we all understand our role during this time!
- And with that, I'm going to pass it over to Deborah, who is going to chat with us about what's happening in her busy world at the Transportation Policy & Programs Department.

Deborah Bowman & Lindsay Kislock
11:20 – 11:40 a.m.

11:40– 11:58 a.m.

Melissa thanks Grant, Deborah and Lindsay and begins asking pre-gathered questions

11:58– 11:59 a.m.

Melissa thanks panel and audience, and mentions that another Town Hall will take place in the fall of 2017 – details to follow.

EVENT DETAILS:

Time: 2-2:30 p.m.
Date: Tuesday, MAY 11, 2017
Location: Passenger Transportation Board office, Suite 313 - 1500 Woolridge Street, Coquitlam
TRAN R HQ 3A Boardroom, 940 Blanshard Street, Victoria

AGENDA:

2:02 Introductions [Deborah Bowman]
2:05 Welcomes [Deborah Bowman]
2:08 Election Information and Corporate Update [Deborah Bowman]
2:28 Closing [Deborah Bowman]

Deborah Bowman - Speaking Notes 2:02 – 2:30 p.m.

3 minutes [Deborah] Introductions

- Good afternoon everyone!
- I am so glad to have this opportunity to get together again and to be here. And welcome to our Passenger Transportation Branch colleagues in Coquitlam.
- As you know, unfortunately due to unforeseen circumstances, including the flooding in the interior, our guest Deputy Minister Becky Denlinger is unable to join us today.
- On her behalf I would still like to mention that this week is Emergency Preparedness Week. The week's timing couldn't be any better with all of the flooding occurring. In fact, Cam Filmer is leaving tomorrow to support in a leadership capacity at a Provincial Regional Emergency Operations Centre. We're fortunate to have someone with his expertise, and we wish him the best of luck.
- You may have seen Becky's email go out last week with tips and helpful information. This week serves as a reminder to all of us to be proactive and ensure we are prepared for whatever may come our way whether it be flood, earthquake or fire.

- You can visit PreparedBC's website, or TRANnet – our ministry intranet – to find more information and stay updated.

3 minutes [Deborah] Welcomes and Goodbyes

- I'd now like to take a moment to thank you all for your incredible work and for the contributions you have made so far this year, and to introduce a couple of new faces to the team, and say goodbye and good luck to a few others:

Welcomes

- From the Marine Branch, please welcome Andriy Fabrikov [*On-dree Fab-ri-kov*], as the new Assistant Marine Manager. Andriy joins us from Golder Associates, and has an extensive background in international maritime industry.
- And we have a few new faces at the Passenger Transportation Branch:
- Sean Cardoso is coming on board as a Client Services Clerk from the Ministry of Children and Families. I'm told Sean has already whipped the Branch's storage area into shape!
- Also as a Client Services Clerk, welcome Cindy Brown. Cindy is from the Ministry of Social Development and Social Innovation, and is already mastering the many processes and regulations at PTB.
- And last but not least, please welcome Chantelle Gergely [*Girg-lee*] back to the ministry as our Acting Deputy Registrar. Many of you remember Chantelle from her time with South Coast Region before she joined the BC Public Service Agency on a Temporary Opportunity – we're very happy to have her join the team.
- Welcome to the team, Andriy, Sean, Cindy and Chantelle!
- We also have a bit of movement within the team:

- James Hill is currently backfilling for Lauren Goodland's position as a Planning and Performance Analyst.
- Filling in for James at this time is Maija Liinamaa [*Myi-yah Lee-na-mah*], from Corporate Writing Services.
- And, in Maija's position, Agnes Fraser has temporarily moved over to Corporate Writing Services.
 - Agnes' EAA position will be filled in the next couple of weeks.

Goodbyes

- We also have two goodbyes to say today.
- Perry Dennis has returned to CVSE. I want to thank Perry for his leadership during a very busy time for the Passenger Transportation Branch. Perry hasn't gone far, being just down the hall, so I'm sure we'll still see him often.
- And Bruce Calbick is wrapping up his second temporary assignment with Passenger Transportation Branch in June. Bruce has been leading the day-to-day operations over there, in particular his expertise in developing best practices for compliance and enforcement has been invaluable. Bruce's leadership and experience has been greatly appreciated by the whole team.

Recognition

- I would also like to congratulate Callum Campbell for completing his MBA recently. Callum was a Pacific Leaders Scholarship recipient. Congratulations Callum.
- Also, as many of you know, Kristin Vanderkuip has been nominated in the Leadership category for a Premier's Award. The Premier's Awards staff will be conducting filming at Passenger Transportation Branch this summer. We all wish you the best of luck and congratulations on the nomination, Kristin – very well deserved!

10 minutes

Election Information and Corporate Update:

Election

- I'm sure we are all aware of the results of our 41st Provincial General Election on Tuesday.
- What a nail-biter of an evening for everyone across the province!
- The Liberal party narrowly won a minority government (with 43 seats, 44 required for a majority).
- I know this can be a time of uncertainty, after-all, 87 MLAs were elected during this election, some of which are new in their riding.
 - So I wanted to provide a bit of information and what to expect in the coming weeks.
- Now that the election is complete, from May 22-24 Elections BC will be releasing the results of the absentee ballot count and all other outstanding counts, except for the Judicial Recounts which will occur the following week.
 - This is an incredibly important recount, as two seats (Courtenay-Comox [9] and Maple Ridge-Mission [120]) were won by NDP by a very narrow margin, and others were very close as well.
- May 31 marks the Return of the Writs. Following that, MLAs will be confirmed and the Post-Election Transition period begins.
 - Following the confirmation of the election results, it's time to transition the incoming government to office.
 - While there is no time limit for forming the new Executive Council, the expectation is that it will be formed "without unnecessary delay."
 - Once cabinet is formed, there will be up to 90 days to table the budget.

- Please remember that, just because the election is complete, the Interregnum Period still remains.
 - Until the Writ is returned, we are in caretaker mode.
- Our requirements to remain non-partisan public servants, and follow communications, advertising guidelines, and the Standards of Conduct - which we have already talked about prior to the election - remains in play.
- Obviously transportation issues were key in the various platforms during this election. We have been doing an analysis and compiling the number of platform promises and will continue to do-so. Within this department and throughout the ministry, we've had a number of front and center priorities discussed, and we will do our utmost to ensure that whoever is leading government is well prepared.
- Regardless of outcomes and recounts, I want to emphasize that all of us will continue our important day-to-day work throughout this time.
- This is an exciting time to be a public servant; it means new priorities, opportunities and areas of focus. I am personally excited to see where these next few months take us, and I feel fortunate that I have such a strong team to work with during this time.
- If you have questions or if you're in doubt about protocol during this time, please speak with your supervisor, Strategic Human Resources, or visit MyHR. You have a lot of resources and supports at your disposal.
- @Work and our ministry intranet has been providing resources through this time, a new article will be posted in the coming days, so keep checking back for more information.

MyPerformance

- Switching gears a little bit here, I wanted to remind everyone that the 2016/17 MyPerformance sign-off deadline is May 19.

- Before this time, you are encouraged to continue the meaningful conversations you have been having with your supervisors and direct reports throughout the year.
- This is your opportunity to discuss progress towards key work and learning and development goals, and reflect on challenges, successes and future opportunities.
- This ministry has a track-record of very high MyPerformance participation rates, so please ensure you have completed your sign-off prior to May 19.
- This has been a significant year for us in this department. I've been busy going through the profiles of the Executive Director's and I'm always impressed by how prolific our work is. Remember to highlight those things in your profile and build off them for future work and learning goals – you should be proud of these accomplishments.

Bike to Work Week

- Bike to Work Week is coming up on May 29-June 4.
- This annual initiative is in its 23rd year, and is operated by the Bike to Work Week B.C. Society, which receives funding from the ministry each year.
- I encourage you to consider cycling to work throughout this week. You can also join a team, log your cycling trips, and participate in Bike to Work Week events.
- You'll also see the return of our ministry Executive race! More details on that soon.
- For more information, you can contact our TPP colleagues, Alan Callander or Rebecca Abernethy.

Public Service Week

- Public Service Week is also fast approaching this June 12-16. This year's theme is Integrity and Innovation – two big areas of focus and importance for all of us.

- This week provides us all with an opportunity to acknowledge the great work we all do as public servants.
- Look for more information on events and activities in the coming weeks. Also, if you're here at 940 Blanshard Street and would like to volunteer, please contact Strategic Human Resources. For our Coquitlam colleagues, you can contact Catherine Grisewood.

2 minutes [Deborah] Closing

- Before we wrap-up, are there any questions from anyone?
 - Thank you everyone for attending and for taking this opportunity to come together today.
 - I hope you found the meeting informative and helpful.
 - I look forward to our next opportunity to come together in July. We will be joined by ADM of Infrastructure and Major Projects, Patrick Livolsi, who will talk about some of the huge infrastructure projects in the works and on the horizon.
 - Thanks again everyone and enjoy the rest of your day.
-

Total Scheduled Time: 28 minutes

Estimated Actual Time: 30 minutes

From: [McCaffrey, Julianne GCPE:EX](#)
To: [TRAN EMBC ALL STAFF](#)
Cc: [Denlinger, Becky TRAN:EX](#); [Rothe, Karen J TRAN:EX](#); [Brown, Tom G TRAN:EX](#)
Subject: Writ restrictions
Date: Tuesday, May 30, 2017 15:14:14 PM

Hi folks.

I know the return of the interregnum is tomorrow (which signals that the election is officially over and that the suspension of public facing communication/engagement concludes), but given the complexity of the current political landscape, I have sought clarity from the head of GCPE as to whether that means the writ limitations have ended; the reply was "No change..... caretaker mode until further notice."

What that means is that it's *status quo* for now, we still must continue with an abundance of caution, and we will continue to deal with writ limitation exceptions on a case-by-case basis.

These limitations, of course, still do not apply to emergency related communications on the floods , fires or other public safety matters.

I wish I could tell you a definitive date for when the government policy for public comm's will resume to business as usual circumstances, but I just don't have a sense of when that will be yet. Hopefully soon, and as when we hear, we will alert you all immediately.

Jules

Julianne McCaffrey
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