

July 20, 2016

Mr. Brandon Rose NSGEU 255 John Savage Avenue Dartmouth NS B3B 0J3

JUL 2 2 2016 NSGEU

Dear Mr. Rose:

RE: You are entitled to part of the information you requested FOIPOP 2016-826-EXE (EXE-16-8)

Your application for access under the Freedom of Information and Protection of Privacy (FOIPOP) Act was received on June 20, 2016. In your application you requested:

"A list of every individual (including their title) involved with the decision to create, internally post, and fill the position of Managing director, Corporate and External Relations in the Executive Council Office and all correspondence (including but not limited to: BBM messages, PIN messages, text messages and emails from official government accounts and personal accounts [to the extent that they contain information connected to government business]) to, from and among the persons identified above about the creation, posting and filling of this position. Time frame of search: April 1, 2015 to June 15, 2016. Records requested from: Premier, Premier's Office staff, Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minister's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors".

Your application for access has been partially granted and you are entitled to part of the records requested. However, we have removed some of the information from this record according to subsection 5(2) of the FOIPOP Act. The severed information is exempt from disclosure under the FOIPOP Act for the following reasons:

Section 14(1): Advice to public body or minister – release of this information would reveal advice, recommendations or draft regulations developed by or for a public body or minister; and

Section 20(1): Personal Information – release of this information would be an unreasonable invasion of a third party's personal privacy.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Page 2 Mr. Brandon Rose July 20, 2016

If you have questions about the progress of your application, or require any clarification about any item in this letter, please contact Arilea Sill, the Department's access and privacy administrator, at 902-424-3787 or email <u>arilea.sill@novascotia.ca</u>.

Sincerely,

KKhanguj

Laura Lee Langley V Clerk of the Executive Council

Enclosures

From: Sent: To: Cc: Subject: Attachments: Langley, Laura Lee Tuesday, April 12, 2016 5:09 PM Stephenson, Marilla A; Blewett, Catherine Comeau, Francene Managing Director Corporate and External Relations MD External Relations.docx

514(1)

Hello to you both 🙂

I have taken a crack at a Job Description for the Managing Director of Corporate and External Relations at ECO. You two might review and provide feedback as I was going on fumes for some of it \int

please take a read and discuss and I can move it along from here.

Thanks for your patience, Laura Lee

514(1)

n any case,

6 pages 5 (4(1)

From: Sent: To: Cc: Subject: Attachments: Langley, Laura Lee Thursday, May 05, 2016 4:24 PM Comeau, Francene Blewett, Catherine FW: DRAFT Job Posting Managing Director, Corporate and External Relations Job Posting Managing Director, Corporate and External Relations (DRAFT).docx

Importance:

High

Francene – Can you put this on the pile for Catherine and I to discuss tomorrow?

Laura Lee

From: DeCoste, Heather Sent: Wednesday, May 04, 2016 2:11 PM To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca> Cc: Nadeau, Julie <Julie.Nadeau@novascotia.ca>; Rushton, Dale <Dale.Rushton@novascotia.ca> Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner **Public Service Commission** WTCC - 5th Floor Phone: 902-499-2464 Email: Heather.DeCoste@novascotia.ca

You can access HR forms, policies and additional information at: MvHR

2 pages 5/4(1)

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From:Langley, Laura LeeSent:Thursday, May 05, 2016 4:26 PMTo:Blewett, Catherine; Comeau, FranceneSubject:RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Perfect. I'll get ready to post.

From: Blewett, Catherine
Sent: Thursday, May 05, 2016 4:25 PM
To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca>; Comeau, Francene <Francene.Comeau@novascotia.ca>
Subject: Re: DRAFT Job Posting Managing Director, Corporate and External Relations

Hi Laura Lee

Ok from my perspective. Thanks for all your work on this.

Catherine E. Blewett Province of Nova Scotia

Clerk of the Executive Council Secretary to Cabinet Head of the Public Service

From: Langley, Laura Lee
Sent: Thursday, May 5, 2016 4:24 PM
To: Comeau, Francene
Cc: Blewett, Catherine
Subject: FW: DRAFT Job Posting Managing Director, Corporate and External Relations

Francene – Can you put this on the pile for Catherine and I to discuss tomorrow?

Thank	5
Laura	Lee

From: DeCoste, Heather Sent: Wednesday, May 04, 2016 2:11 PM To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>> Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>> Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner 514(1)

Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather.DeCoste@novascotia.ca</u>

You can access HR forms, policies and additional information at: MvHR

From: Sent: To: Subject: DeCoste, Heather Monday, May 09, 2016 2:06 PM Comeau, Francene RE: Confirmation Request

Thanksl

From: Comeau, Francene Sent: Monday, May 9, 2016 8:55 AM To: DeCoste, Heather <Heather.DeCoste@novascotia.ca> Subject: FW: Confirmation Request

Hi Heather,

Forwarding as requested.

Sincerely, Francene

From: Malaviarachchi, Nalini A Sent: Monday, May 09, 2016 8:50 AM To: Comeau, Francene <<u>Francene.Comeau@novascotia.ca</u>> Cc: Tucker, Cherryl <<u>Cherryl.Tucker@novascotia.ca</u>> Subject: RE: Confirmation Request

Hi Francene,

I cannot confirm FTE and funding for position 39994 as this position is held for David MacNeil. I have spoken with Cherryl about what is happening with this position and can confirm FTE and funding through position 79065029 to support the extension of the employee currently in 39994.

This should be all you need to attach to the PHP in terms of financial approval.

Thanks! Nalini

From: Comeau, Francene Sent: Friday, May 6, 2016 10:35 AM To: Malaviarachchi, Nalini A <<u>Nalini.Malaviarachchi@novascotia.ca</u>> Subject: Confirmation Request

Hello Nalini,

Seeking confirmation of FTE for funding for a new position – Managing Director, Corporate and External Relations against position no. 39994; cost centre 300015.

Sincerely,

From:	Tucker, Cherryl
Sent:	Monday, May 09, 2016 1:54 PM
То:	Malaviarachchi, Nalini A; Comeau, Francene
Subject:	RE: Confirmation Request

Sorry, I have been running between meetings...

Francene we cannot put Marilla into the 39994 position. You will need to create new PHP and put her in 79065029. Sorry.

Cherryl Tucker Manager, Executive Council Operations Executive Council Office 902-424-6614 (w) 902-240-6049 (bb)

From: Malaviarachchi, Nalini A Sent: Monday, May 09, 2016 8:50 AM To: Comeau, Francene <Francene.Comeau@novascotia.ca> Cc: Tucker, Cherryl <Cherryl.Tucker@novascotia.ca> Subject: RE: Confirmation Request

Hi Francene,

I cannot confirm FTE and funding for position 39994 as this position is held for David MacNeil. I have spoken with Cherryl about what is happening with this position and can confirm FTE and funding through position 79065029 to support the extension of the employee currently in 39994.

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Thanks! Nalini

From: Comeau, Francene Sent: Friday, May 6, 2016 10:35 AM To: Malaviarachchi, Nalini A <<u>Nalini.Malaviarachchi@novascotia.ca</u>> Subject: Confirmation Request

Hello Nalini,

Seeking confirmation of FTE for funding for a new position – Managing Director, Corporate and External Relations against position no. 39994; cost centre 300015.

Sincerely, Francene Francene

From:	Comeau, Francene
Sent:	Tuesday, May 10, 2016 9:53 AM
То:	Alexander, Cleo O; Baker, James D; Berliner, Catherine A; Blewett, Catherine; Bowlby,
	Terri; Brown, Janice L; Church, Jennifer H; Comeau, Francene; Fisher, Jo Anne; Flynn,
	Jean; Foster, Jacqueline L; Fraser, Rita; Graves, Sandy; Harvey, Derek R; Haywood, Marah
	D; Henry, Darlene; Houston, James M; Humphreys, Rebecca; Jarvis, Amelia T; King,
	Kristina C; Lagasse, Jeannine; MacLean, Kerry; McGlinchey, Lana L; Michalewicz, Claire D;
	Miller, Bernie F; Naylor, Meredith; Puccini, Christine L; Sanderson, Sheila M; Stephenson,
	Marilla A; Stevens, Mora G; Stewart, Kimberly A (ECO); Stone, Karen K; Strang, Aimee J;
	Tucker, Cherryl
Cc:	DeCoste, Heather
Subject:	Internal Opportunity for Current Executive Council Employees Only
Attachments:	Job Posting Managing Director Corporate and External Relations.docx

Hello Everyone,

I have been asked to circulate the attached job posting.

Should you have any questions related to this position, please contact Heather DeCoste, HR Business Partner at 902-499-2464.

Sincerely, Francene

Francene Comeau, Executive Secretary Office of the Deputy Minister to the Premier and Clerk/Secretary to Executive Council One Government Place, 5th Floor 1700 Granville Street PO Box 2125 Halifax, NS B3J 3B7 T: (902)424-8940 F: (902)424-0667 Francene.Comeau@novascotia.ca



E-Recruitment Posting Template for Excluded Positions

NOTE: Internal Opportunity for current Executive Council employees only.

Managing Director, Corporate and External Relations (Perm) (Halifax Executive Council Office

This position reports to the Deputy Minister to the Premier, and works collaboratively with the leaderships at Communications Nova Scotia, Finance and Treasury Board and other departments and agencies as appropriate, providing strategic leadership and expert advice on a multitude of complex issues. The Managing Director, Corporate and External Relations is a pivotal leadership role providing a primary point of liaison for departments, agencies, and other stakeholders and interests on key government priorities.

Duties:

The position will lead the development of, and provide advice, plans, and strategic approaches that will inform decisions and assist with proactively managing issues. The Managing Director will lead, manage, consult and provide expertise in planning and execution of strategic, systems approaches to assist with managing issues, crisis and to proactively provoke strategic activities to assist in the delivery of the government's agenda and support corporate priorities. Serves as a primary point of contact and liaison between the Premier's Office and government departments.

Qualifications:

As an ideal candidate you hold either a Bachelors or Master's degree in a relevant discipline plus extensive related experience in strategic leadership. The Managing Director, Corporate and External Relations operates in a fast-paced, rapidly changing, deadline-driven environment, therefore, must be able to simultaneously manage multiple priorities while maintaining positive and productive relationships with stakeholders inside and outside of government. A high degree of creativity, innovation, leadership and management expertise is required. The Managing Director must be able to lead changes to plans and strategies. The ideal candidate must have excellent communication and negotiation skills.

Specialty Statement(s):

This Managing Director must be available on a 24/7 basis and is expected to work evenings, weekends and holidays.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment.

Pay Band: EC 14

Salary Range: \$85,549 - \$111,937

Job Posting Managing Director Corporate and External Relations.docx



E-Recruitment Posting Template for Excluded Positions

Closing Date: Monday, May 16, 2016 at 4:30 pm.

To Apply:

• To apply for this position, please email your resume and cover letter to Francene Comeau, Executive Secretary to the Deputy Minister at Francene.Comeau@novascotia.ca.

From:	Stephenson, Marilla A
Sent:	Monday, May 16, 2016 3:31 PM
То:	Comeau, Francene
Subject:	position application
Attachments:	cover letter Mav 2016.docx; Resume - MARILLA STEPHENSON May 2016.rtf; Marilla S. Rec Jocx; Reference Letter Marilla Stephenson df; DOC051116-051116.pdf; StephensonRecommendation df; Ltr of support.pdf
Hello Francene,	520(()

Please see attached seven files:

- 1. Cover Letter
- 2. Resume Letters of recommendation: 3. 520(1) 4. 5. 6. 7.

If anything is missing or cannot be opened, please give me a call and I will provide it.

Thanks, Marilla

Marilla Stephenson **Executive Council Office** Government of Nova Scotia

902-424-3545 902-221-2266 marilla.stephenson@novascotia.ca @ns_Marilla

11 pager 5 20(1) 20(3)

From: Sent: To: Cc: Subject: Attachments: DeCoste, Heather Monday, May 30, 2016 10:52 AM Blewett, Catherine Comeau, Francene; Rushton, Dale Report and Recommendation for Signature DOC009.pdf

Good Morning Deputy,

Please find attached for your approval the report and recommendation for the Managing Director Corporate and External Relations position. Kindly return the signed version to my attention and I will have the offer letter prepared.

Thanks,

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather DeCoste@novascotia.ca</u>

You can access HR forms, policies and additional information at: MyHR



Recommendation To Hire

Submitted Electronically: Catherine Blewett, Deputy Minister to the Premier Catherine.Blewett@novascotia.ca

TO:	Catherine Blewett, Deputy Minister to the Premier Executive Council Office	
FROM:	Dale Rushton, Managing Director, HR Panel Chair	
COPY:	Heather DeCoste, Human Resources Business Partner	
DATE:	May 30, 2015	
SUBJECT: Position Title: Position #: Position Status Division/Location: Department/ABC:	CBX Competition #: Internal Competition to Executive Council Office Managing Director Corporate and External Relations TBD EC 14 Permanent Position 100% full time Executive Council Office Executive Council Office	5 14(1)

As the Panel Chair, I took responsibility for ensuring that the Fair Hiring Policy, Fair Hiring Practice Guidelines were followed. As well, when recommending this appointment, I also gave consideration to the Employment Equity Policy. My Selection Panel consisted of Laura Lee Langley, Commissioner PSC and myself.

We received a total of one application for this competition. I conducted the screening of the applicant and interviewed on May 24, 2016.

514(1)

I confirm that all interview results have been transferred correctly and the totals checked. \Box

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be noted that any offer of employment is conditional upon the completion of all applicable reference and background checks.

We would like to proceed with approval to hire as soon as possible. If you have any questions or wish to discuss the recommendation further, please contact me at 902 424-6916.

Attachments:

Interview Scoring Grid Resumes of top candidate Approved:

Catherine Blewett, Deputy Minister to the Premier Executive Council Office

Date

RETURN APPROVED VERSION via email to:

NAME, Heather DeCoste, HR Business Partner Email: Heather.DeCoste@novascotia.ca Public Service Commission



Interview Scoring Grid

Competition #: Internal Competition Date: May 30, 2016

Position Title: Managing Director, Corporate and External Relations (Perm)

Department: <u>Executive Council Office</u>

Candidate	BU Y/N EE Y/N (circie)	Test Score (if applicable)	Committee	Committee Member 2	Interview Score Committee Member 3 (Insert name or initials)	Total Score	Final Score as a percentage (100%) (state as whole number)	BU	Ranking
Marilla	BU	\Box							
Stephenson	Y/N		4	1	1	1			
	EE								
	Y/N								
}	BU								
	Y/N			520(1) 20(3)					
	EE			ma					
	Y/N				ļ	ļ			
	BU								
	Y/N								
	EE								
	BU								
	Y/N EE								
	BU					 			
	Y/N								
	EE								
	Y/N								

Total possible score: 100 Threshold score: 60

- > Contact your Human Resource Business Partner to confirm the Service Dates.
- If Bargaining Unit and top candidates are within a range of 5% discuss with your Human Resource Business Partner.
- If Excluded Pay Plan (EC) and top self-identified diversity candidates are within a range of 10% discuss with your Human Resource Business Partner.

Panel Chair (NAME Printed/Signature) Dale Rushton, Managing Director, HR Date: May 30, 2016

The Panel Chair is responsible for ensuring that the Fair Hiring and Employment Equity Policies and related practice guidelines are followed throughout the competition, and for ensuring that all Selection Committee members are aware of their responsibilities under these policies. The Panel Chair is responsible for the complete mathematical accuracy of the interview and test results, including the addition/totals of all Selection Committee Member's questionnaires.

DM Recommendation To Hire

From:	Jung, Anita L
Sent:	Thursday, June 02, 2016 9:27 AM
То:	Stephenson, Marilla A
Cc:	DeCoste, Heather; Blewett, Catherine
Subject:	Position Transfer - Marilla Stephenson
Attachments:	Marilla Stephenson - letter of offer.pdf

Importance: Sensitivity: High Confidential

Dear Ms. Stephenson:

Congratulations on your transfer to the position of Managing Director Corporate and External Relations.

Please find attached your letter of offer, which must be reviewed, signed and returned to my attention by scan/email or fax to 424-0657 **by June 6, 2016**.

Thank you.

Sincerely,

Anita On behalf of Heather DeCoste

Anita Jung A/Office Services Coordinator Public Service Commission World Trade & Convention Centre 1800 Argyle St, 5th Floor Halifax NS B3J 2V9

CONFIDENTIALITY NOTICE.

In simessage may contain privileged and/or confidential information, if you have received this e-mail in error are not the interior displant, you may not our livey disseminate, or distribute it. Do not open any attachments, Delete this message immediately from your system and isably the sender up o mail or telephone whit you have done so. Thank you

Got a HR question? Find the answer at your fingertips on MyHR

2 pages 5/4(1)

From:	Stephenson, Marilla A
Sent:	Thursday, June 02, 2016 10:37 AM
To:	Jung, Anita L
Cc:	DeCoste, Heather; Blewett, Catherine
Subject:	RE: Position Transfer - Marilla Stephenson
Attachments:	Offer-MAS-MAY2016.pdf

Sensitivity:

Confidential

Dear Anita,

Please find attached a signed copy of the offer letter for the position of Managing Director, Corporate and External Relations, which I received this morning, June 2. Thanks very much for your congratulations.

Best Regards, Marilla Stephenson

From: Jung, Anita L Sent: Thursday, June 02, 2016 9:27 AM To: Stephenson, Marilla A <Marilla.Stephenson@novascotia.ca> Cc: DeCoste, Heather <Heather.DeCoste@novascotia.ca>; Blewett, Catherine <Catherine.Blewett@novascotia.ca> Subject: Position Transfer - Marilla Stephenson Importance: High Sensitivity: Confidential

Dear Ms. Stephenson:

Congratulations on your transfer to the position of Managing Director Corporate and External Relations.

Please find attached your letter of offer, which must be reviewed, signed and returned to my attention by scan/email or fax to 424-0657 **by June 6, 2016**.

Thank you.

Sincerely,

Anita On behalf of Heather DeCoste

Anita Jung A/Office Services Coordinator Public Service Commission World Trade & Convention Centre 1800 Argyle St, 5th Floor Halifax NS B3J 2V9

CONFIDENTIALITY NOTICE

This message may contain privileged and/or confidential information. If you have received this e-mail in error or are not the intended recipient, you may not use, copy, disseminate, or distribute it. Do not open any attachments. Delete this message immediately from your system and notify the sender by e-mail or telephone that you have done so. Thank you.

Got a HR question? Find the answer at your fingertips on MyHR

NOVASCOTIA Public Service Commission Human Resources – WTCC	WTCC, 5 th Floor Faz: (902) 424-0657 1800 Argyle Street Halifax, NS B3J 2V9	
PERSONAL & CONFIDENTIAL	S20(1)	
May 30, 2016	Employee ID:	
S20	20(3)	

Dear Ms. Stephenson:

Re: PHP 9710026088 - Managing Director Corporate and External Relations

I am pleased to confirm your transfer to the position of Managing Director Corporate and External Relations with the Executive Council Office. Your appointment information is as follows:

Position Title:	Managing Director Corporat	te and External Relations
Position Number:	TBD	
Organizational Unit Number:	79051134	
Classification, Pay Grade / Band:	EC 14'	
Full Time / Part Time	Full Time	
Status:	ſ.	< 20(1)
Salary:		52000
Start Date:	May 30, 2016	20(3)
		20(-)

You will report to Catherine Blewett, Deputy Minister to the Premier at 1700 Granville St, One Government Place, Halifax, NS. Your worksite location is 1700 Granville St, One Government Place, Halifax, NS.

If you have any changes to your payroll information please contact:

Payroll Client Relations Division Department of Internai Services PO Box 351 Halifax, NS B3J 2P8

Questions and/or inquiries may also be directed to your Payroll Technician at 902-424-8883, via email at <u>Dena.King@novascotia.ca</u> or fax 902-722-5047.

All group benefit inquiries (group life insurance, health and dental) must be directed to 902-424-3240 or via email at <u>pscbenefitinquiries@novascotia.ca</u>. Forms and a detailed explanation of benefits are also located on the PSC website at http://novascotia.ca/psc/employeeCentre/benefits/.

Conflict of Interest Policy

Recognizing and addressing issues that arise from conflict of interest is an important facet of a professional public service. By accepting this offer, you are agreeing to be bound by the principles and purposes of the Conflict of Interest Policy and the Values, Ethics, and Conduct: A Code for Nova Scotia's Public Service. These documents delineate the principles of basic values, behaviour standards and ethical conduct by employees and to ensure that there will be no conflict between an employee's private interests and the Government's primary interest in service to the public. A copy of the code and policy is attached.

In the course of your employment, you may come into contact with confidential and/or sensitive information related to your job. Please be advised that as a condition of your employment, you are required to keep such information confidential and not divulge or make it known to unauthorized persons or the public.

This position is a civil service position and specific details of the terms and conditions of your employment are contained in the Civil Service Act and Regulations. These documents can be found at <u>http://www.novascotia.ca/legislature/legc/statutes/civil/htm</u> (Civil Service Act) and <u>http://www.novascotia.ca/legislature/legc/statutes/civil/htm</u> (Civil Service Regulations). Also, please ensure that you consult policies that guide your work as a civil servant which can be found at <u>http://www.novascotia.ca/treasuryboard/manuals/500HRMgmt.htm</u>.

Please return all pages of this signed letter of offer to PSC – WTCC at the address indicated on the above letterhead. Failure to do so by June 6, 2016 may jeopardize the immediate activation of your appointment which in turn may delay the processing of your pay.

I would like to take this opportunity to congratulate you and I wish you every success in this new endeavour.

Yours truly,

HEATHS Debak Heather DeCoste

Human Resource Business Partner Nova Scotia Public Service Commission

cc: Catherine Blewett, Deputy Minister to the Premier Payroll Personnel File

I accept this position and agree to the terms and conditions as outlined.

Name

Hune 2, 2016

From:	Langley, Laura Lee
Sent:	Thursday, June 09, 2016 8:05 AM
То:	Comeau, Francene
Subject:	Announcement re: Marilla Stephenson

Francene – I'm not sure how to get to ECO – all as yet. Can you please send this around this morning on my behalf 😊

Announcement

I am happy to share with you that Marilla Stephenson is the successful candidate for the position of Managing Director of Corporate and External Relations here at ECO. It is a new position that is designed to provide strategic collaborative connections between ECO and other departments and agencies across government. Marilla spent most of her career as a respected journalist working for the Chronicle Herald, and serving on panels for both CBC and Global Television. She has served with government for the past 18 months working with the One Nova Scotia team, and other key corporate priorities. Please joining me in congratulating Marilla on her new role.

Laura Lee

From:	Langley, Laura Lee
Sent:	Thursday, June 09, 2016 8:23 AM
To:	Alexander, Cleo O; Baker, James D; Berliner, Catherine A; Blewett, Catherine; Bowlby, Terri; Brown, Janice L; Church, Jennifer H; Comeau, Francene; Fisher, Jo Anne; Flynn, Jean; Foster, Jacqueline L; Fraser, Rita; Graves, Sandy; Harvey, Derek R; Haywood, Marah D; Henry, Darlene; Houston, James M; Humphreys, Rebecca; Jarvis, Amelia T; King, Kristina C; Lagasse, Jeannine; MacLean, Kerry; McGlinchey, Lana L; Michalewicz, Claire D; Miller, Bernie F; Naylor, Meredith; Puccini, Christine L; Sanderson, Sheila M; Stephenson, Marilla A; Stevens, Mora G; Stewart, Kimberly A (ECO); Stone, Karen K; Strang, Aimee J;
	Tucker, Cherryl
Subject:	Announcement

Hello Everyone,

I am happy to share with you that Marilla Stephenson is the successful candidate for the position of Managing Director of Corporate and External Relations here at ECO. It is a new position that is designed to provide strategic collaborative connections between ECO and other departments and agencies across government. Marilla spent most of her career as a respected journalist working for the Chronicle Herald, and serving on panels for both CBC and Global Television. She has served with government for the past 18 months working with the One Nova Scotia team, and other key corporate priorities. Please joining me in congratulating Marilla on her new role.

Laura Lee



OFFICE OF THE PREMIER HALIFAX, NOVA SCOTIA B3J 2T3

July 20, 2016

Mr. Brandon Rose NSGEU 255 John Savage Avenue Dartmouth NS B3B 0]3 JUL 2 2 2016

NSGEU

Dear Mr. Rose:

RE: You are entitled to part of the information you requested FOIPOP 2016-827-PRE (PRE-16-26)

Your application for access under the Freedom of Information and Protection of Privacy (FOIPOP) Act was received on June 20, 2016. In your application you requested:

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Your application for access has been partially granted and you are entitled to part of the records requested. However, we have removed some of the information from this record according to subsection 5(2) of the FOIPOP Act. The severed information is exempt from disclosure under the FOIPOP Act for the following reasons:

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Page 2 Mr. Brandon Rose July 20, 2016

If you have questions about the progress of your application, or require any clarification about any item in this letter, please contact Arilea Sill, the Department's access and privacy administrator, at 902-424-3787 or email <u>arilea.sill@novascotia.ca</u>.

Sincerely,

Kithenger

Laura Lee Langley \mathcal{V} Deputy Minister of the Office of the Premier

Enclosures

From: Sent: To: Cc: Subject: Attachments: Langley, Laura Lee Tuesday, April 12, 2016 5:09 PM Stephenson, Marilla A; Blewett, Catherine Comeau, Francene Managing Director Corporate and External Relations MD External Relations.docx

514(1)

n any case,

Hello to you both 😊

I have taken a crack at a Job Description for the Managing Director of Corporate and External Relations at ECO. You two might review and provide feedback as I was going on fumes for <u>so</u>me of it

please take a read and discuss and I can move it along from here.

Thanks for your patience, Laura Lee

514(1)

6 pages 5 14(1)

From: Langley, Laura Lee Sent: Thursday, May 05, 2016 4:24 PM To: Comeau, Francene Cc: Blewett, Catherine Subject: FW: DRAFT Job Posting Managing Director, Corporate and External Relations Attachments: Job Posting Managing Director, Corporate and External Relations (DRAFT).docx

Importance:

High

Francene – Can you put this on the pile for Catherine and I to discuss tomorrow?

Laura Lee

From: DeCoste, Heather Sent: Wednesday, May 04, 2016 2:11 PM To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca> Cc: Nadeau, Julie <Julie.Nadeau@novascotia.ca>; Rushton, Dale <Dale.Rushton@novascotia.ca> Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC - 5th Floor Phone: 902-499-2464 Email: Heather.DeCoste@novascotia.ca

2 pager 5/4(1)

From:Langley, Laura LeeSent:Thursday, May 05, 2016 4:26 PMTo:Blewett, Catherine; Comeau, FranceneSubject:RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Perfect. I'll get ready to post.

From: Blewett, Catherine Sent: Thursday, May 05, 2016 4:25 PM To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca>; Comeau, Francene <Francene.Comeau@novascotia.ca> Subject: Re: DRAFT Job Posting Managing Director, Corporate and External Relations

Hi Laura Lee

Ok from my perspective. Thanks for all your work on this.

Catherine E. Blewett Province of Nova Scotia

Clerk of the Executive Council Secretary to Cabinet Head of the Public Service

From: Langley, Laura Lee
Sent: Thursday, May 5, 2016 4:24 PM
To: Comeau, Francene
Cc: Blewett, Catherine
Subject: FW: DRAFT Job Posting Managing Director, Corporate and External Relations

Francene – Can you put this on the pile for Catherine and I to discuss tomorrow?

Thank	5
Laura	Lee

From: DeCoste, Heather Sent: Wednesday, May 04, 2016 2:11 PM To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>> Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>> Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner 514(1)

Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather.DeCoste@novascotia.ca</u>

From: Sent: To: Subject: Tucker, Cherryl Monday, May 09, 2016 1:54 PM Malaviarachchi, Nalini A; Comeau, Francene RE: Confirmation Request

Sorry, I have been running between meetings...

Francene we cannot put Marilla into the 39994 position. You will need to create new PHP and put her in 79065029. Sorry.

Cherryl Tucker Manager, Executive Council Operations Executive Council Office 902-424-6614 (w) 902-240-6049 (bb)

From: Malaviarachchi, Nalini A Sent: Monday, May 09, 2016 8:50 AM To: Comeau, Francene <Francene.Comeau@novascotia.ca> Cc: Tucker, Cherryl <Cherryl.Tucker@novascotia.ca> Subject: RE: Confirmation Request

Hi Francene,

I cannot confirm FTE and funding for position 39994 as this position is held for David MacNeil. I have spoken with Cherryl about what is happening with this position and can confirm FTE and funding through position 79065029 to support the extension of the employee currently in 39994.

This should be all you need to attach to the PHP in terms of financial approval.

Thanks! Nalini

From: Comeau, Francene Sent: Friday, May 6, 2016 10:35 AM To: Malaviarachchi, Nalini A <<u>Nalini.Malaviarachchi@novascotia.ca</u>> Subject: Confirmation Request

Hello Nalini,

Seeking confirmation of FTE for funding for a new position – Managing Director, Corporate and External Relations against position no. 39994; cost centre 300015.

Sincerely, Francene

From: Sent: To: Subject: DeCoste, Heather Monday, May 09, 2016 2:06 PM Comeau, Francene RE: Confirmation Request

Thanks!

From: Comeau, Francene Sent: Monday, May 9, 2016 8:55 AM To: DeCoste, Heather <Heather.DeCoste@novascotia.ca> Subject: FW: Confirmation Request

Hi Heather,

Forwarding as requested.

Sincerely, Francene

From: Malaviarachchi, Nalini A Sent: Monday, May 09, 2016 8:50 AM To: Comeau, Francene <<u>Francene.Comeau@novascotia.ca</u>> Cc: Tucker, Cherryl <<u>Cherryl.Tucker@novascotia.ca</u>> Subject: RE: Confirmation Request

Hi Francene,

I cannot confirm FTE and funding for position 39994 as this position is held for David MacNeil. I have spoken with Cherryl about what is happening with this position and can confirm FTE and funding through position 79065029 to support the extension of the employee currently in 39994.

This should be all you need to attach to the PHP in terms of financial approval.

Thanks! Nalini

From: Comeau, Francene Sent: Friday, May 6, 2016 10:35 AM To: Malaviarachchi, Nalini A <<u>Nalini.Malaviarachchi@novascotia.ca</u>> Subject: Confirmation Request

Hello Nalini,

Seeking confirmation of FTE for funding for a new position – Managing Director, Corporate and External Relations against position no. 39994; cost centre 300015.

Sincerely,

Francene

From:	Comeau, Francene
Sent:	Tuesday, May 10, 2016 9:53 AM
То:	Alexander, Cleo O; Baker, James D; Berliner, Catherine A; Blewett, Catherine; Bowlby,
	Terri; Brown, Janice L; Church, Jennifer H; Comeau, Francene; Fisher, Jo Anne; Flynn,
	Jean; Foster, Jacqueline L; Fraser, Rita; Graves, Sandy; Harvey, Derek R; Haywood, Marah
	D; Henry, Darlene; Houston, James M; Humphreys, Rebecca; Jarvis, Amelia T; King,
	Kristina C; Lagasse, Jeannine; MacLean, Kerry; McGlinchey, Lana L; Michalewicz, Claire D;
	Miller, Bernie F; Naylor, Meredith; Puccini, Christine L; Sanderson, Sheila M; Stephenson,
	Marilla A; Stevens, Mora G; Stewart, Kimberly A (ECO); Stone, Karen K; Strang, Aimee J;
	Tucker, Cherryl
Cc:	DeCoste, Heather
Subject:	Internal Opportunity for Current Executive Council Employees Only
Attachments:	Job Posting Managing Director Corporate and External Relations.docx

Hello Everyone,

I have been asked to circulate the attached job posting.

Should you have any questions related to this position, please contact Heather DeCoste, HR Business Partner at 902-499-2464.

Sincerely, Francene

Francene Comeau, Executive Secretary Office of the Deputy Minister to the Premier and Clerk/Secretary to Executive Council One Government Place, 5th Floor 1700 Granville Street PO Box 2125 Halifax, NS B3J 3B7 T: (902)424-8940 F: (902)424-0667 Francene.Comeau@novascotia.ca



E-Recruitment Posting Template for Excluded Positions

NOTE: Internal Opportunity for current Executive Council employees only.

Managing Director, Corporate and External Relations (Perm) (Halifax Executive Council Office

This position reports to the Deputy Minister to the Premier, and works collaboratively with the leaderships at Communications Nova Scotia, Finance and Treasury Board and other departments and agencies as appropriate, providing strategic leadership and expert advice on a multitude of complex issues. The Managing Director, Corporate and External Relations is a pivotal leadership role providing a primary point of liaison for departments, agencies, and other stakeholders and interests on key government priorities.

Duties:

The position will lead the development of, and provide advice, plans, and strategic approaches that will inform decisions and assist with proactively managing issues. The Managing Director will lead, manage, consult and provide expertise in planning and execution of strategic, systems approaches to assist with managing issues, crisis and to proactively provoke strategic activities to assist in the delivery of the government's agenda and support corporate priorities. Serves as a primary point of contact and liaison between the Premier's Office and government departments.

Qualifications:

As an ideal candidate you hold either a Bachelors or Master's degree in a relevant discipline plus extensive related experience in strategic leadership. The Managing Director, Corporate and External Relations operates in a fast-paced, rapidly changing, deadline-driven environment, therefore, must be able to simultaneously manage multiple priorities while maintaining positive and productive relationships with stakeholders inside and outside of government. A high degree of creativity, innovation, leadership and management expertise is required. The Managing Director must be able to lead changes to plans and strategies. The ideal candidate must have excellent communication and negotiation skills.

Specialty Statement(s):

This Managing Director must be available on a 24/7 basis and is expected to work evenings, weekends and holidays.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment.

Pay Band: EC 14

Salary Range: \$85,549 - \$111,937

Job Posting Managing Director Corporate and External Relations.docx



E-Recruitment Posting Template for Excluded Positions

Closing Date: Monday, May 16, 2016 at 4:30 pm.

To Apply:

• To apply for this position, please email your resume and cover letter to Francene Comeau, Executive Secretary to the Deputy Minister at Francene.Comeau@novascotia.ca .

Job Posting Managing Director Corporate and External Relations.docx

From:	Stephenson, Marílla A
Sent:	Monday, May 16, 2016 3:31 PM
To:	Comeau, Francene
Subject:	position application
Attachments:	cover letter Mav 2016.docx; Resume - MARILLA STEPHENSON May 2016.rtf; Marilla S. Rec Jocx; Reference Letter Marilla Stephensor Jdf; DOC051116-051116.pdf; StephensonRecommendation Ltr of support.pdf
Hello Francene,	520(())

Please see attached seven files:

- 1. Cover Letter
- 2. Resume

Letters of recommendation:

3. 520(1) 4. 5. 6. 7.

If anything is missing or cannot be opened, please give me a call and I will provide it.

Thanks, Marilla

Marilla Stephenson **Executive Council Office** Government of Nova Scotia

902-424-3545 902-221-2266 marilla.stephenson@novascotia.ca @ns_Marilla

11 pager 5 20(1) 20(3)

DeCoste, Heather Monday, May 30, 2016 10:52 AM Blewett, Catherine Comeau, Francene; Rushton, Dale Subject: Report and Recommendation for Signature Attachments: DOC009.pdf

Good Morning Deputy,

Please find attached for your approval the report and recommendation for the Managing Director Corporate and External Relations position. Kindly return the signed version to my attention and I will have the offer letter prepared.

Thanks,

From:

Sent:

To:

Cc:

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC - 5th Floor Phone: 902-499-2464 Email: Heather.DeCoste@novascotia.ca



Recommendation To Hire

Submitted Electronically: Catherine Blewett, Deputy Minister to the Premier Catherine.Blewett@novascotia.ca

то:	Catherine Blewett, Deputy Minister to the Premier Executive Council Office	
FROM:	Dale Rushton, Managing Director, HR Panel Chair	
COPY:	Heather DeCoste, Human Resources Business Partner	
DATE:	May 30, 2016	
SUBJECT: Position Title:	CBX Competition #: Internal Competition to Executive Council Office Managing Director Corporate and External Relations	
Position #:	TBD	
Position Status Division/Location:	EC 14 Permanent Position 100% full time Executive Council Office	1. 1. 1. 1X
Department/ABC:	Executive Council Office	$S \mathbb{M}(1)$
pepartment/Apc.		~~~

As the Panel Chair, I took responsibility for ensuring that the Fair Hiring Policy, Fair Hiring Practice Guidelines were followed. As well, when recommending this appointment, I also gave consideration to the Employment Equity Policy. My Selection Panel consisted of Laura Lee Langley, Commissioner PSC and myself.

We received a total of one application for this competition. I conducted the screening of the applicant and interviewed on May 24, 2016.

. I confirm that all interview results have been transferred correctly and the totals checked. \square

5200

[]

) It should

514(1)

be noted that any offer of employment is conditional upon the completion of all applicable reference and background checks.

We would like to proceed with approval to hire as soon as possible. If you have any questions or wish to discuss the recommendation further, please contact me at 902 424-6916.

Attachments:

Interview Scoring Grid Resumes of top candidate Approved:

Catherine Blewett, Deputy Minister to the Premier Executive Council Office

Date

RETURN APPROVED VERSION via email to:

NAME, Heather DeCoste, HR Business Partner Email: Heather.DeCoste@novascotia.ca Public Service Commission



Interview Scoring Grid

Competition #: Internal Competition Date: May 30, 2016

Position Title: Managing Director, Corporate and External Relations (Perm)

Department: <u>Executive Council Office</u>

Candidate	BU Y/N EE Y/N (circie)	Test Score (if applicable)	Committee	Committee Member 2	Interview Score Committee Member 3 (Insert name or initials)	Total Score	Final Score as a percentage (100%) (state as whole number)	BU	Ranking
Marilla	BU	T							
Stephenson	Y/N			\$	1	1	لىمى ا		
	EE								
	Y/N								
	BU								
	Y/N			520()					
	EE			520(1) 20(3)					
	Y/N]	L			
	BU								
	Y/N								
	EE					<u> </u>			
	BU								
	Y/N								
	EE					ļ			
	BU								
	Y/N								
	EE								
	Y/N								1

Total possible score: 100 Threshold score: 60

- > Contact your Human Resource Business Partner to confirm the Service Dates.
- If Bargaining Unit and top candidates are within a range of 5% discuss with your Human Resource Business Partner.
- If Excluded Pay Plan (EC) and top self-identified diversity candidates are within a range of 10% discuss with your Human Resource Business Partner.

Panel Chair (NAME Printed/Signature) Dale Rushton, Managing Director, HR Date: May 30, 2016

The Panel Chair is responsible for ensuring that the Fair Hiring and Employment Equity Policies and related practice guidelines are followed throughout the competition, and for ensuring that all Selection Committee members are aware of their responsibilities under these policies. The Panel Chair is responsible for the complete mathematical accuracy of the interview and test results, including the addition/totals of all Selection Committee Member's questionnaires.

DM Recommendation To Hire

From:	Jung, Anita L
Sent:	Thursday, June 02, 2016 9:27 AM
То:	Stephenson, Marilla A
Cc:	DeCoste, Heather; Blewett, Catherine
Subject:	Position Transfer - Marilla Stephenson
Attachments:	Marilla Stephenson - letter of offer.pdf
_	
Importance:	Hìgh

Confidential

Dear Ms. Stephenson:

Congratulations on your transfer to the position of Managing Director Corporate and External Relations.

Please find attached your letter of offer, which must be reviewed, signed and returned to my attention by scan/email or fax to 424-0657 by June 6, 2016.

Thank you.

Sensitivity:

Sincerely,

Anita On behalf of Heather DeCoste

Anita Jung A/Office Services Coordinator Public Service Commission World Trade & Convention Centre 1800 Argyle St, 5th Floor Halifax NS B3J 2V9

CONFIDENTIALITY NOTICE.

In sumessage may cantain privileged and/or confidential information, if you have received this e-mail in error or are not the investided receivent, you may not our stay of elements, or distribute it. Do not open any attachments. Delete this message immediately from your system and notify the sender by a mail or telephone not you have done so. Thank you

Got a HR question? Find the answer at your fingertips on MyHR

2 pages \$14(1)

From:	Stephenson, Marilla A
Sent:	Thursday, June 02, 2016 10:37 AM
То:	Jung, Anita L
Cc:	DeCoste, Heather; Blewett, Catherine
Subject:	RE: Position Transfer - Marilla Stephenson
Attachments:	Offer-MAS-MAY2016.pdf

Sensitivity:

Confidential

Dear Anita,

Please find attached a signed copy of the offer letter for the position of Managing Director, Corporate and External Relations, which I received this morning, June 2. Thanks very much for your congratulations.

Best Regards, Marilla Stephenson

From: Jung, Anita L
Sent: Thursday, June 02, 2016 9:27 AM
To: Stephenson, Marilla A <Marilla.Stephenson@novascotia.ca>
Cc: DeCoste, Heather <Heather.DeCoste@novascotia.ca>; Blewett, Catherine <Catherine.Blewett@novascotia.ca>
Subject: Position Transfer - Marilla Stephenson
Importance: High
Sensitivity: Confidential

Dear Ms. Stephenson:

Congratulations on your transfer to the position of Managing Director Corporate and External Relations.

Please find attached your letter of offer, which must be reviewed, signed and returned to my attention by scan/email or fax to 424-0657 by June 6, 2016.

Thank you.

Sincerely,

Anita On behalf of Heather DeCoste

Anita Jung A/Office Services Coordinator Public Service Commission World Trade & Convention Centre 1800 Argyle St, 5th Floor Halifax NS B3J 2V9

CONFIDENTIALITY NOTICE

This message may contain privileged and/or confidential information. If you have received this e-mail in error or are not the intended recipient, you may not use, copy, disseminate, ar distribute it. Do not open any attachments. Delete this message immediately from your system and notify the sender by e-mail ar telephone that you have done so. Thank you.

Got a HR question? Find the answer at your fingertips on MyHR

NOVASCOTIA Public Service Commission Human Resources – WTCC	WTCC, 5 th Floor Faz: (902) 424-0657 1800 Argyle Street Halifax, NS B3J 2V9
PERSONAL & CONFIDENTIAL May 30, 2016	SZOC()
520(1)	20(3)

Dear Ms. Stephenson:

Re: PHP 9710026088 – Managing Director Corporate and External Relations

I am pleased to confirm your transfer to the position of Managing Director Corporate and External Relations with the Executive Council Office. Your appointment information is as follows:

Position Title:	Managing Director Corporate	and External Relations
Position Number:	тво	
Organizational Unit Number:	79051134	
Classification, Pay Grade / Band:	EC 14	
Full Time / Part Time Status: Salary: Start Date:	Full Time May 30, 2016	520(1) 20(3)
		***. · · · · · · · · · · · · · · · · · ·

You will report to Catherine Blewett, Deputy Minister to the Premier at 1700 Granville St, One Government Place, Halifax, NS. Your worksite location is 1700 Granville St, One Government Place, Halifax, NS.

If you have any changes to your payroll information please contact:

Payroll Client Relations Division Department of Internai Services PO Box 351 Halifax, NS B3J 2P8

Questions and/or inquiries may also be directed to your Payroll Technician at 902-424-8883, via email at <u>Dena.King@novascotia.ca</u> or fax 902-722-5047.

All group benefit inquiries (group life insurance, health and dental) must be directed to 902-424-3240 or via email at <u>pscbenefitinquiries@novascotia.ca</u>. Forms and a detailed explanation of benefits are also located on the PSC website at http://novascotia.ca/psc/employeeCentre/benefits/.

Canflict of Interest Policy

Recognizing and addressing issues that arise from conflict of interest is an important facet of a professional public service. By accepting this offer, you are agreeing to be bound by the principles and purposes of the Conflict of Interest Policy and the Values, Ethics, and Conduct: A Code for Nova Scotia's Public Service. These documents delineate the principles of basic values, behaviour standards and ethical conduct by employees and to ensure that there will be no conflict between an employee's private interests and the Government's primary interest in service to the public. A copy of the code and policy is attached.

In the course of your employment, you may come into contact with confidential and/or sensitive information related to your job. Please be advised that as a condition of your employment, you are required to keep such information confidential and not divulge or make it known to unauthorized persons or the public.

This position is a civil service position and specific details of the terms and conditions of your employment are contained in the Civil Service Act and Regulations. These documents can be found at <u>http://www.novascotia.ca/legislature/legc/statutes/civil/htm</u> (Civil Service Act) and <u>http://www.novascotia.ca/legislature/legc/statutes/civil/htm</u> (Civil Service Regulations). Also, please ensure that you consult policies that guide your work as a civil servant which can be found at <u>http://www.novascotia.ca/treasuryboard/manuals/S00HRMgmt.htm</u>.

Please return all pages of this signed letter of offer to PSC – WTCC at the address indicated on the above letterhead. Failure to do so by June 6, 2016 may jeopardize the immediate activation of your appointment which in turn may delay the processing of your pay.

I would like to take this opportunity to congratulate you and I wish you every success in this new endeavour,

Yours truly,

Henry Debak

Human Resource Business Partner Nova Scotia Public Service Commission

cc: Catherine Blewett, Deputy Minister to the Premier Payroll Personnel File

I accept this position and agree to the terms and conditions as outlined.

Name

Hune 2, 2016

From:	Langley, Laura Lee
Sent:	Thursday, June 09, 2016 8:05 AM
То:	Comeau, Francene
Subject:	Announcement re: Marilla Stephenson

Francene – I'm not sure how to get to ECO – all as yet. Can you please send this around this morning on my behalf 😊

Announcement

I am happy to share with you that Marilla Stephenson is the successful candidate for the position of Managing Director of Corporate and External Relations here at ECO. It is a new position that is designed to provide strategic collaborative connections between ECO and other departments and agencies across government. Marilla spent most of her career as a respected journalist working for the Chronicle Herald, and serving on panels for both CBC and Global Television. She has served with government for the past 18 months working with the One Nova Scotia team, and other key corporate priorities. Please joining me in congratulating Marilla on her new role.

Laura Lee

From:	Langley, Laura Lee
Sent:	Thursday, June 09, 2016 8:23 AM
To:	Alexander, Cleo O; Baker, James D; Berliner, Catherine A; Blewett, Catherine; Bowlby, Terri; Brown, Janice L; Church, Jennifer H; Comeau, Francene; Fisher, Jo Anne; Flynn, Jean; Foster, Jacqueline L; Fraser, Rita; Graves, Sandy; Harvey, Derek R; Haywood, Marah D; Henry, Darlene; Houston, James M; Humphreys, Rebecca; Jarvis, Amelia T; King, Kristina C; Lagasse, Jeannine; MacLean, Kerry; McGlinchey, Lana L; Michalewicz, Claire D; Miller, Bernie F; Naylor, Meredith; Puccini, Christine L; Sanderson, Sheila M; Stephenson, Marilla A; Stevens, Mora G; Stewart, Kimberly A (ECO); Stone, Karen K; Strang, Aimee J;
Subject:	Tucker, Cherryl Announcement

Hello Everyone,

I am happy to share with you that Marilla Stephenson is the successful candidate for the position of Managing Director of Corporate and External Relations here at ECO. It is a new position that is designed to provide strategic collaborative connections between ECO and other departments and agencies across government. Marilla spent most of her career as a respected journalist working for the Chronicle Herald, and serving on panels for both CBC and Global Television. She has served with government for the past 18 months working with the One Nova Scotia team, and other key corporate priorities. Please joining me in congratulating Marilla on her new role.

Laura Lee



Public Service Commission Office of the Commissioner

July 15, 2016

Mr. Brandon Rose 255 John Savage Ave Dartmouth, NS B3B 0J3

Dear Mr. Rose:

PO Box 943 Halifax, Nova Scotia B3J 2V9 902 424-6617 т 902 424-0555 **г** www.gov.ns.ca

In Reply Please Quote Our File Number:

Re: RE: You are entitled to part of the information you requested FOIPOP 2016-00828-PSC

Your application for access under the *Freedom of Information and Protection of Privacy (FOIPOP) Act* was received on June 20, 2016. In your application you requested:

NSGEU

A list of every individual (including their title) involved with the decision to create, internally post, and fill the position of Managing director, Corporate and External Relations in the Executive Council Office and all correspondence (including but not limited to: BBM messages, PIN messages, text messages and emails from official government accounts and personal accounts [to the extent that they contain information connected to government business]) to, from and among the persons identified above about the creation, posting and filling of this position. [directed to EXO, Premier's Office and PSC] Time frame of search: April 1, 2015 to June 15, 2016. Records requested from: Premier, Premier's Office staff, Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minister's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors.

Your application for access has been partially granted and you are entitled to part of the records requested. However, we have removed some of the information from this record according to subsection 5(2) of the *Act*. The severed information is exempt from disclosure under the *Act* for the following reasons:

Section 14(1): Advice to public body or minister – release of this information would reveal advice, recommendations or draft regulations developed by or for a public body or minister. Section 20(1): Personal Information – release of this information would be an unreasonable invasion of a third party's personal privacy.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please contact Arilea Sill at 902-424-3787 or <u>arilea.sill@novascotia.ca</u>, if you need further assistance in regards to this application.

Sincerely,

Laura Lee Langley

Commissioner

Enclosure

Langley, Laura Lee

From: Sent: To: Subject: Rushton, Dale Tuesday, May 03, 2016 12:19 PM Langley, Laura Lee FW: Managing Director, Corporate & External Relations

Importance:

High

Hi,

Teannine is aware of the position. Heather and Julie to prepare the draft ad based on the job description for your consideration. SI4(I)

Thanks, Dale

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

You can access HR forms, policies and additional information at: MyHR

From: DeCoste, Heather Sent: Tuesday, May 3, 2016 9:19 AM To: Rushton, Dale <Dale.Rushton@novascotia.ca> Subject: Managing Director, Corporate & External Relations Importance: High

Hi Dale,

As this new position will report directly to the DM can I contact her or Jeannine to request the PHP be done to create a new position?

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: Heather.DeCoste@novascotia.ca

Langley, Laura Lee

From:	Langley, Laura Lee
Sent:	Thursday, May 05, 2016 4:26 PM
То:	Blewett, Catherine; Comeau, Francene
Subject:	RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Perfect. I'll get ready to post.

From: Blewett, Catherine Sent: Thursday, May 05, 2016 4:25 PM To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca>; Comeau, Francene <Francene.Comeau@novascotia.ca> Subject: Re: DRAFT Job Posting Managing Director, Corporate and External Relations

Hi Laura Lee

Ok from my perspective. Thanks for all your work on this.

Catherine E. Blewett Province of Nova Scotia

Clerk of the Executive Council Secretary to Cabinet Head of the Public Service

From: Langley, Laura Lee
Sent: Thursday, May 5, 2016 4:24 PM
To: Comeau, Francene
Cc: Blewett, Catherine
Subject: FW: DRAFT Job Posting Managing Director, Corporate and External Relations

Francene – Can you put this on the pile for Catherine and I to discuss tomorrow?

Т	hank	S
L	aura	Lee

514(1)

From: DeCoste, Heather
Sent: Wednesday, May 04, 2016 2:11 PM
To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>>
Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather.DeCoste@novascotia.ca</u>

Langley, Laura Lee

From: Sent: To: Cc: Subject:	DeCoste, Heather Friday, May 06, 2016 10:47 AM Langley, Laura Lee; Rushton, Dale Nadeau, Julie RE: DRAFT Job Posting Managing Director, Corporate and External Relations
Thanks!	
Cc: Nadeau, Julie <julie.nadeau@< th=""><th>@novascotia.ca>; DeCoste, Heather <heather.decoste@novascotia.ca></heather.decoste@novascotia.ca></th></julie.nadeau@<>	@novascotia.ca>; DeCoste, Heather <heather.decoste@novascotia.ca></heather.decoste@novascotia.ca>
	Sorry Heather I didn't catch that. $SIG(I)$
Sent from my BlackBerry 10 sr	nartphone on the Bell network.
From: Rushton, Dale Sent: Friday, May 6, 2016 10:43 To: DeCoste, Heather; Langley, Cc: Nadeau, Julie Subject: RE: DRAFT Job Posting	
thought.	Just a
Dale L. Rushton Managing Director, Public Servic w (902)424-6916 c (902)221-460	
You can access HR forms, policie	s and additional information at: <u>MyHR</u>
	2 siddi
Please let me know when ok to	proceed with the internal posting which will be sent as a broadcast message.

From: Langley, Laura Lee
Sent: Thursday, May 5, 2016 4:30 PM
To: DeCoste, Heather < <u>Heather.DeCoste@novascotia.ca</u> >
Cc: Nadeau, Julie < <u>Julie.Nadeau@novascotia.ca</u> >; Rushton, Dale < <u>Dale.Rushton@novascotia.ca</u> >
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Heather – This is great.

Laura Lee

]'ll have more tomorrow. Thank you

S14(1)

From: DeCoste, Heather
Sent: Wednesday, May 04, 2016 2:11 PM
To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>>
Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: Heather.DeCoste@novascotia.ca

Langley, Laura Lee

From:	Rushton, Dale
Sent:	Friday, May 06, 2016 10:47 AM
То:	Langley, Laura Lee; DeCoste, Heather
Cc:	Nadeau, Julie
Subject:	RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Thanks – Heather and I were just on the phone talking, and we were beginning to lean that way. Cheers, Dale

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

You can access HR forms, policies and additional information at: MyHR

From: Langley, Laura Lee
Sent: Friday, May 6, 2016 10:47 AM
To: Rushton, Dale <Dale.Rushton@novascotia.ca>; DeCoste, Heather <Heather.DeCoste@novascotia.ca>
Cc: Nadeau, Julie <Julie.Nadeau@novascotia.ca>

Subject: Re: DRAFT Job Posting Managing Director, Corporate and External Relations

Sorry Heather I didn't catch that.

S14(1)

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Rushton, Dale
Sent: Friday, May 6, 2016 10:43 AM
To: DeCoste, Heather; Langley, Laura Lee
Cc: Nadeau, Julie
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

thought.

514(1)

∦just a

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

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From: DeCoste, Heather
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To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>>
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Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Please let me know when ok to proceed with the internal posting which will be sent as a broadcast message.

514(1)

From: Langley, Laura Lee				
Sent: Thursday, May 5, 2016 4:30 PM				
To: DeCoste, Heather < <u>Heather.DeCoste@novascotia.ca</u> >				
Cc: Nadeau, Julie < <u>Julie.Nadeau@novascotia.ca</u> >; Rushton, Dale < <u>Dale.Rushton@novascotia.ca</u> >				
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations				
Heather – This is great.				
Will have more tomorrow. Thenk you				
I aura Lee $SIG(U)$				
Laura Lee Status				
From: DeCoste, Heather				
Sent: Wednesday, May 04, 2016 2:11 PM				
To: Langley, Laura Lee < Laura Lee. Langley@novascotia.ca>				
Cc: Nadeau, Julie < <u>Julie.Nadeau@novascotia.ca</u> >; Rushton, Dale < <u>Dale.Rushton@novascotia.ca</u> >				
Subject: DRAFT Job Posting Managing Director, Corporate and External Relations				
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Heather				
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HR Business Partner				
Public Service Commission				
WTCC – 5 th Floor				
Phone: 902-499-2464				
Email: Heather.DeCoste@novascotia.ca				

Langley, Laura Lee

From:	Langley, Laura Lee
Sent:	Friday, May 06, 2016 11:07 AM
То:	DeCoste, Heather
Cc:	Nadeau, Julie; Rushton, Dale
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Thanks Heather. I will get back to you sometime this afternoon. LLL

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Cc: Nadeau, Julie <Julie.Nadeau@novascotia.ca>; Rushton, Dale <Dale.Rushton@novascotia.ca>
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Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
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Sorry one more clarification. This is internal to all of government and not just Executive Council?

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Laura Lee

From: DeCoste, Heather Sent: Wednesday, May 04, 2016 2:11 PM $\langle | \Psi(I) \rangle$

To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>>
 Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
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Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather.DeCoste@novascotia.ca</u>

Langley, Laura Lee	
From:	Langley, Laura Lee
Sent:	Friday, May 06, 2016 3:22 PM
То:	DeCoste, Heather
Cc:	Nadeau, Julie; Rushton, Dale
Subject:	RE: DRAFT Job Posting Managing Director, Corporate and External Relations
OK Heather this will b	e for ECO employees only.
Does that sou	
	SIG(1)
From: DeCecto Heather	n an
From: DeCoste, Heather Sent: Friday, May 06, 201	6 11:05 AM
	auraLee.Langley@novascotia.ca>
	adeau@novascotia.ca>; Rushton, Dale <dale.rushton@novascotia.ca></dale.rushton@novascotia.ca>
	osting Managing Director, Corporate and External Relations
Subject. NL. DIALI JOBT	
Thanks! Here is the draft	posting.
From: Langley, Laura Lee	
Sent: Friday, May 6, 2016	
•••••	eather.DeCoste@novascotia.ca>
	<u>adeau@novascotia.ca</u> >; Rushton, Dale < <u>Dale.Rushton@novascotia.ca</u> >
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Subject. ILL. DIAL 1300 P	Sting Managing Director, corporate and External relations
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would be helpful.	
LL	
From: DeCoste, Heather	
Sent: Friday, May 06, 201	6 10 · 55 AM
	auraLee.Langley@novascotia.ca>
	ladeau@novascotia.ca>; Rushton, Dale <dale.rushton@novascotia.ca></dale.rushton@novascotia.ca>
	osting Managing Director, Corporate and External Relations
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,	
From: Langley, Laura Lee	
Sent: Thursday, May 5, 2	
• • • •	eather.DeCoste@novascotia.ca>
	Vadeau@novascotia.ca>; Rushton, Dale < <u>Dale.Rushton@novascotia.ca</u> >
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· ····	-
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Laura Lee	SIH(1)

From: DeCoste, Heather
Sent: Wednesday, May 04, 2016 2:11 PM
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Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

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Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather.DeCoste@novascotia.ca</u>

From: Sent: To: Subject: Rushton, Dale Monday, May 30, 2016 9:08 AM Langley, Laura Lee Contract

I also talked with Marilla today.

Dale

514(1)

520(1)

3 NR

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

McCormick, Penny L

From: Sent: To: Cc: Subject: Rushton, Dale Wednesday, June 08, 2016 2:48 PM Barron, Tracy B; McCormick, Penny L; Langley, Laura Lee; Thibeau, Tina D King, Rollie B RE: Marilla's Contract

514(1)

Hi everyone,

I hope you find this information useful.

Dale

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

You can access HR forms, policies and additional information at: MyHR

From: Barron, Tracy B
Sent: Wednesday, June 8, 2016 2:34 PM
To: McCormick, Penny L <Penny.McCormick@novascotia.ca>; Langley, Laura Lee <LauraLee.Langley@novascotia.ca>; Thibeau, Tina D <Tina.Thibeau@novascotia.ca>
Cc: King, Rollie B <Rollie.King@novascotia.ca>; Rushton, Dale <Dale.Rushton@novascotia.ca>
Subject: RE: Marilla's Contract

He also wants to know who she directly reporters to - he assumes LLL.

From: Barron, Tracy B
Sent: Wednesday, June 08, 2016 1:35 PM
To: McCormick, Penny L <<u>Penny.McCormick@novascotia.ca</u>>; Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>>;
Thibeau, Tina D <<u>Tina.Thibeau@novascotia.ca</u>>
Cc: King, Rollie B <<u>Rollie.King@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: RE: Marilla's Contract

We have follow-up questions fror 🌾

- s2001
- So like, is that a premier's office job?
- What is she responsible for and what work will she be doing, the title doesn't mean a whole lot to my little brain.
- Who had the position before Marilla? Or is this a newly-created position?

I would think we could provide that information. Some of it should be in the job description.

Please advise

From: McCormick, Penny L
Sent: Wednesday, June 08, 2016 11:00 AM
To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>>; Thibeau, Tina D <<u>Tina.Thibeau@novascotia.ca</u>>; Barron,
Tracy B <<u>Tracy.Barron@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: RE: Marilla's Contract

Hi,

Dale has provided the following information:

We can confirm that for you. Managing Director, Corporate and External Relations, ECO \$106,000 per annum. Thanks, Dale

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

From: Langley, Laura Lee	
Sent: Wednesday, June 08, 2016 6:35 AM	
To: Thibeau, Tina D < <u>Tina.Thibeau@novascotia.ca</u> >; McCormick, Penny L < <u>Penny.McCormick@no</u>	vascotia.ca>; Barron,
Tracy B < <u>Tracy.Barron@novascotia.ca</u> >	
Cc: King, Rollie B < <u>Rollie.King@novascotia.ca</u> >; Rushton, Dale < <u>Dale.Rushton@novascotia.ca</u> >	5(4(1)
Subject: Re: Marilla's Contract	SIACH
Yes. That is great. I will send out the position title	J
Sent from my BlackBerry 10 smartphone on the Bell network.	
From: Thibeau, Tina D Sent: Wednesday, June 8, 2016 6:33 AM	

Sent: Wednesday, June 8, 2016 6:33 AM To: Langley, Laura Lee; McCormick, Penny L; Barron, Tracy B Cc: King, Rollie B; Rushton, Dale Subject: Re: Marilla's Contract

5200)

Thanks. Tracy Barron will send the following tc

this morning. He was fine with waiting until today.

514(1)

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Langley, Laura Lee
Sent: Tuesday, June 7, 2016 5:09 PM
To: McCormick, Penny L; Thibeau, Tina D; Barron, Tracy B; Jackson, David W
Cc: King, Rollie B; Rushton, Dale
Subject: Re: Marilla's Contract

Marilla recent competed in to the civil service.

Sent from my BlackBerry 10 smartphone on the Bell network.

From: McCormick, Penny L
Sent: Tuesday, June 7, 2016 5:02 PM
To: Thibeau, Tina D; Barron, Tracy B; Jackson, David W
Cc: King, Rollie B; Rushton, Dale; Langley, Laura Lee
Subject: Re: Marilla's Contract

Hi,

Not sure. Looping in Rollie to see if he knows.

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Thibeau, Tina D
Sent: Tuesday, June 7, 2016 4:56 PM
To: McCormick, Penny L; Barron, Tracy B; Jackson, David W
Subject: Fw: Marilla's Contract

Penny would this contract fall under the PSC?

Sent from my BlackBerry 10 smartphone on the Bell network.

From 520(1) Sent: Tuesday, June 7, 2016 4:54 PM To: Perry, Michelle L Cc: Thibeau, Tina D Subject: Marilla's Contract

Hi Michelle,

I don't need this today (at 5pm, ha ha) and I'm not sure this is still your balliwick, but is there any word on Marilla's Stephenson's contract?

It was originally for 18 months and the news release came out in October 2014, so it's either expired or about to. Is she staying on with the province even though the OneNS is wrapped up? If that's the case, can I please have the details: is it a personal service contract, what's the term, what will she be doing, how much she will be paid, all that jazz?

If it's not the case, does she get severance or any other bonuses as she leaves the civil service?

Copying Tina here in case it doesn't belong to you.

Thanks, 520(1) allNovaScotia.com



Public Service Commission Office of the Commissioner PO Box 943 Halifax, Nova Scotia B3J 2V9 902 424-6617 т 902 424-0555 **г** www.gov.ns.ca

In Reply Please Quote Our File Number:

July 15, 2016

Mr. Brandon Rose 255 John Savage Ave Dartmouth, NS B3B 0J3 JUL 2 2 2016

NSGFU

Dear Mr. Rose:

Re: RE: You are entitled to part of the information you requested FOIPOP 2016-00829-PSC

Your application for access under the *Freedom of Information and Protection of Privacy (FOIPOP) Act* was received on June 20, 2016. In your application you requested:

A summary of, or complete documentation, regarding the internal competition process followed to create, post, and fill the new position in the Executive Council Office of Managing Director, Corporate and External Relations. [directed to PSC and ECO]. time frame of search: April 1, 2015 to June 15, 2016. Records requested from: Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minister's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors.

Your application for access has been partially granted and you are entitled to part of the records requested. However, we have removed some of the information from this record according to subsection 5(2) of the *Act*. The severed information is exempt from disclosure under the *Act* for the following reasons:

Section 14(1): Advice to public body or minister – release of this information would reveal advice, recommendations or draft regulations developed by or for a public body or minister. Section 20(1): Personal Information – release of this information would be an unreasonable invasion of a third party's personal privacy.

In addition, some information in the record was unrelated to the job competition process – this information was removed as non-responsive and marked "NR."

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please contact Arilea Sill at 902-424-3787 or <u>arilea.sill@novascotia.ca</u>, if you need further assistance in regards to this application.

Sincerely,

Laura Lee Langley Commissioner

Enclosures

From: Sent: To: Subject: Rushton, Dale Tuesday, May 03, 2016 12:19 PM Langley, Laura Lee FW: Managing Director, Corporate & External Relations

Importance:

High

Hi,

Jeannine is aware of the position ______As well, I have asked Heather and Julie to prepare the draft ad based on the job description for your consideration. SI4(I)

Thanks, Dale

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

You can access HR forms, policies and additional information at: MyHR

From: DeCoste, Heather Sent: Tuesday, May 3, 2016 9:19 AM To: Rushton, Dale <Dale.Rushton@novascotia.ca> Subject: Managing Director, Corporate & External Relations Importance: High

Hi Dale,

As this new position will report directly to the DM can I contact her or Jeannine to request the PHP be done to create a new position?

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: Heather.DeCoste@novascotia.ca

From:	Langley, Laura Lee
Sent:	Thursday, May 05, 2016 4:26 PM
Το:	Blewett, Catherine; Comeau, Francene
Subject:	RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Perfect. I'll get ready to post.

From: Blewett, Catherine
Sent: Thursday, May 05, 2016 4:25 PM
To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca>; Comeau, Francene <Francene.Comeau@novascotia.ca>
Subject: Re: DRAFT Job Posting Managing Director, Corporate and External Relations

Hi Laura Lee

Ok from my perspective. Thanks for all your work on this.

Catherine E. Blewett Province of Nova Scotia

Clerk of the Executive Council Secretary to Cabinet Head of the Public Service

From: Langley, Laura Lee
Sent: Thursday, May 5, 2016 4:24 PM
To: Comeau, Francene
Cc: Blewett, Catherine
Subject: FW: DRAFT Job Posting Managing Director, Corporate and External Relations

Francene – Can you put this on the pile for Catherine and I to discuss tomorrow?

Thank	S
Laura	Lee

514(1)

From: DeCoste, Heather
Sent: Wednesday, May 04, 2016 2:11 PM
To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca>
Cc: Nadeau, Julie <Julie.Nadeau@novascotia.ca>; Rushton, Dale <Dale.Rushton@novascotia.ca>
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Langley, Laura Lee	Langle	y, La	ura	Lee
--------------------	--------	-------	-----	-----

From:	DeCoste, Heather
Sent:	Friday, May 06, 2016 10:47 AM
То:	Langley, Laura Lee; Rushton, Dale
Cc:	Nadeau, Julie
Subject:	RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Thanks!

From: Langley, Laura Lee
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Sorry Heather I didn't catch that.

514(1)

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J SIU(I)

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Heather – This is great

Laura Lee

]'ll have more tomorrow. Thank you SIU(1)

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54(1)

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То:	DeCoste, Heather
Cc:	Nadeau, Julie; Rushton, Dale
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To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>>
Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Sorry one more clarification. This is internal to all of government and not just Executive Council?

From: Langley, Laura Lee
Sent: Thursday, May 5, 2016 4:30 PM
To: DeCoste, Heather <<u>Heather.DeCoste@novascotia.ca</u>>
Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Heather – This is great.

.) II nave more tomorrow. Thank you

Laura Lee

From: DeCoste, Heather Sent: Wednesday, May 04, 2016 2:11 PM

1

Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>> Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather.DeCoste@novascotia.ca</u>

From:	Langley, Laura Lee
Sent:	Friday, May 06, 2016 3:22 PM
То:	DeCoste, Heather
Cc:	Nadeau, Julie; Rushton, Dale
Subject:	RE: DRAFT Job Posting Managing Director, Corporate and External Relations

OK – Heather – this will be for ECO employees only. poes that sound ok? SIU(1) TEE

From: DeCoste, Heather
Sent: Friday, May 06, 2016 11:05 AM
To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca>
Cc: Nadeau, Julie <Julie.Nadeau@novascotia.ca>; Rushton, Dale <Dale.Rushton@novascotia.ca>
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Thanks! Here is the draft posting.

From: Langley, Laura Lee
Sent: Friday, May 6, 2016 11:01 AM
To: DeCoste, Heather <<u>Heather.DeCoste@novascotia.ca</u>>
Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

I am finding out this afternoon. I meet DM Blewett at one. But if I can have the revised draft posting for her to see – that would be helpful.

LL

From: DeCoste, Heather
Sent: Friday, May 06, 2016 10:55 AM
To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>>
Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Sorry one more clarification. This is internal to all of government and not just Executive Council?

From: Langley, Laura Lee
Sent: Thursday, May 5, 2016 4:30 PM
To: DeCoste, Heather <<u>Heather.DeCoste@novascotia.ca</u>>
Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>
Subject: RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Heather – This is great.

 \mathcal{N} 'll have more tomorrow. Thank you

Laura Lee

514(1)

From: Decoste, Heatner Sent: Wednesday, May 04, 2016 2:11 PM To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>> Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>> Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather.DeCoste@novascotia.ca</u>

From: Sent: To: Subject: Rushton, Dale Monday, May 30, 2016 9:08 AM Langley, Laura Lee Contract

I also talked with Marilla today.

Dale

SIU(1)

520(I)

J NR

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

McCormick, Penny L

Rushton, Dale
Wednesday, June 08, 2016 10:30 AM
McCormick, Penny L
DeCoste, Heather
RE: Marilla's Contract

We can confirm that for you. Managing Director, Corporate and External Relations, ECO \$106,000 per annum. Thanks, Dale

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

You can access HR forms, policies and additional information at: MyHR

From: McCormick, Penny L Sent: Wednesday, June 8, 2016 10:23 AM To: Rushton, Dale <Dale.Rushton@novascotia.ca> Subject: Re: Marilla's Contract

Not sure. LL was going to get back with position title and salary. Maybe if you can send it?

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Rushton, Dale Sent: Wednesday, June 8, 2016 10:22 AM To: McCormick, Penny L Subject: FW: Marilla's Contract

Just getting through my slew of emails. Do you guys have everything you need here? Dale

Dale L. Rushton Managing Director, Public Service Commission w (902)424-6916 c (902)221-4661

You can access HR forms, policies and additional information at: MyHR

 From: Langley, Laura Lee

 Sent: Wednesday, June 8, 2016 6:35 AM

 To: Thibeau, Tina D <<u>Tina.Thibeau@novascotia.ca</u>>; McCormick, Penny L <<u>Penny.McCormick@novascotia.ca</u>>; Barron,

 Tracy B <<u>Tracy.Barron@novascotia.ca</u>>

 Cc: King, Rollie B <<u>Rollie.King@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>>

 Subject: Re: Marilla's Contract

Yes. That is great. I will send out the position title

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Thibeau, Tina D Sent: Wednesday, June 8, 2016 6:33 AM To: Langley, Laura Lee; McCormick, Penny L; Barron, Tracy B Cc: King, Rollie B; Rushton, Dale Subject: Re: Marilla's Contract

520(1)

Thanks. Tracy Barron will send the following tc

Ithis morning. He was fine with waiting until today

< 14CIN

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Langley, Laura Lee
Sent: Tuesday, June 7, 2016 5:09 PM
To: McCormick, Penny L; Thibeau, Tina D; Barron, Tracy B; Jackson, David W
Cc: King, Rollie B; Rushton, Dale
Subject: Re: Marilla's Contract

Marilla recent competed in to the civil service.

Sent from my BlackBerry 10 smartphone on the Bell network.

From: McCormick, Penny L
Sent: Tuesday, June 7, 2016 5:02 PM
To: Thibeau, Tina D; Barron, Tracy B; Jackson, David W
Cc: King, Rollie B; Rushton, Dale; Langley, Laura Lee
Subject: Re: Marilla's Contract

Hi,

Not sure. Looping in Rollie to see if he knows.

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Thibeau, Tina D
Sent: Tuesday, June 7, 2016 4:56 PM
To: McCormick, Penny L; Barron, Tracy B; Jackson, David W
Subject: Fw: Marilla's Contract

Penny would this contract fall under the PSC?

Sent from my BlackBerry 10 smartphone on the Bell network.

J 52011

Sent: Tuesday, June 7, 2016 4:54 PM To: Perry, Michelle L Cc: Thibeau, Tina D Subject: Marilla's Contract

Hi Michelle,

I don't need this today (at 5pm, ha ha) and I'm not sure this is still your balliwick, but is there any word on Marilla's Stephenson's contract?

It was originally for 18 months and the news release came out in October 2014, so it's either expired or about to. Is she staying on with the province even though the OneNS is wrapped up? If that's the case, can I please have the details: is it a personal service contract, what's the term, what will she be doing, how much she will be paid, all that jazz?

If it's not the case, does she get severance or any other bonuses as she leaves the civil service?

Copying Tina here in case it doesn't belong to you.

Thanks, SZOLI allNovaScotia.com

Barron, Tracy B

From: Sent: To: Subject:

Monday, June 13, 2016 11:43 AM Barron, Tracy B Re: Marilla Stephenson

Thanks, Tracy.

What do you mean by an internal competition? Was the job actually posted anywhere?

The premier didn't know the answer Thursday when I asked him who decided to create this position. Can you tell me please?

From: <u>Barron, Tracy B</u> Sent: Monday, June 13, 2016 11:32 AM To Subject: RE: Marilla Stephenson

 $S_{20}(I)$

520U)

Hi(

It was an internal competition and she was the only applicant. She still had to meet the qualifications and be assessed through an interview process and meet a threshold score.

The need for the position was part of last year's reorganization which saw the Office of Planning and Priorities and Executive Council Office come together. Often in reorganizations, competitions for positions within the organization are restricted to those who are already part of the organization. In this case, the additional need for a strategic coordinator was identified to work between the Executive Council Office, Communications Nova Scotia and departments. The priority for this position is to look for policy and program connections horizontally, and working with the analysts at the Executive Council Office, the departments and CNS to ensure continuity.

Let me know if you need anything else, Tracy

From: Sent: Monday, June 13, 2016 9:41 AM To: Barron, Tracy B <Tracy.Barron@novascotia.ca> Subject: Re: Marilla Stephenson

SZOCD

I still want to know the details around this competition.

Thanks,

From: Barron, Tracy B Sent: Thursday, June 09, 2016 2:59 PM To:

Subject: Re: Marilla Stephenson

I'll see what I can find out Sent from my BlackBerry 10 smartphone on the Bell network.

From Sent: Thursday, June 9, 2016 2:38 PM To: Barron, Tracy B Subject: Marilla Stephenson

520(1)

Tracy,

) story said Marilla Stephenson competed for her new job. Where was it posted? How many others applied?

Thanks, Reporter

From: Sent: To: Subject: Barron, Tracy B Monday, June 13, 2016 1:53 PM

RE: Marilla Stephenson $S_{20}(1)$

That would be the former clerk of the Executive Council

From: Barron, Tracy B Sent: Monday, June 13, 2016 1:51 PM To: Subject: RE: Marilla Stephenson

The Clerk of the Executive Council led the reorganization and worked with the Public Service Commission to create the position.

570(1)

The job posting was made available to employees within the Executive Council Office. We have the option to fill vacancies through internal competitions. If there are no suitable internal applicants, we would then post externally. This job was filled internally.

I'll look into getting the job posting.

Tracy

Hi/

From: (Sent: Monday, June 13, 2016 1:25 PM To: Barron, Tracy B < <u>Tracy.Barron@novascotia.ca</u>> Subject: Re: Marilla Stephenson

Also, if there was a posting can you send me a copy of it?

Thanks,

From: <u>Barron, Tracy B</u> Sent: Monday, June 13, 2016 11:32 AM To: Subject: RE: Marilla Stephenson

520(1)

Hi

It was an internal competition and she was the only applicant. She still had to meet the qualifications and be assessed through an interview process and meet a threshold score.

The need for the position was part of last year's reorganization which saw the Office of Planning and Priorities and Executive Council Office come together. Often in reorganizations, competitions for positions within the organization are restricted to those who are already part of the organization. In this case, the additional need for a strategic coordinator was identified to work between the Executive Council Office, Communications Nova Scotia and departments. The priority for this position is to look for policy and program connections horizontally, and working with the analysts at the Executive Council Office, the departments and CNS to ensure continuity.

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520(1)

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Thanks,

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SID(1)

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From: Sent: Thursday, June 9, 2016 2:38 PM To: Barron, Tracy B Subject: Marilla Stephenson

Tracy,

story said Marilla Stephenson competed for her new job. Where was it posted? How many others applied?

Thanks, Reporter

< 20U)



E-Recruitment Posting Template for Excluded Positions

NOTE: Internal Opportunity for current Executive Council employees only.

Managing Director, Corporate and External Relations (Perm) (Halifax Executive Council Office

This position reports to the Deputy Minister to the Premier, and works collaboratively with the leaderships at Communications Nova Scotia, Finance and Treasury Board and other departments and agencies as appropriate, providing strategic leadership and expert advice on a multitude of complex issues. The Managing Director, Corporate and External Relations is a pivotal leadership role providing a primary point of liaison for departments, agencies, and other stakeholders and interests on key government priorities.

Duties:

The position will lead the development of, and provide advice, plans, and strategic approaches that will inform decisions and assist with proactively managing issues. The Managing Director will lead, manage, consult and provide expertise in planning and execution of strategic, systems approaches to assist with managing issues, crisis and to proactively provoke strategic activities to assist in the delivery of the government's agenda and support corporate priorities. Serves as a primary point of contact and liaison between the Premier's Office and government departments.

Qualifications:

As an ideal candidate you hold either a Bachelors or Master's degree in a relevant discipline plus extensive related experience in strategic leadership. The Managing Director, Corporate and External Relations operates in a fast-paced, rapidly changing, deadline-driven environment, therefore, must be able to simultaneously manage multiple priorities while maintaining positive and productive relationships with stakeholders inside and outside of government. A high degree of creativity, innovation, leadership and management expertise is required. The Managing Director must be able to lead changes to plans and strategies. The ideal candidate must have excellent communication and negotiation skills.

Specialty Statement(s):

This Managing Director must be available on a 24/7 basis and is expected to work evenings, weekends and holidays.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment.

Pay Band: EC 14

Salary Range: \$85,549 - \$111,937

Job Posting Managing Director Corporate and External Relations



E-Recruitment Posting Template for Excluded Positions

Closing Date: Monday, May 16, 2016 at 4:30 pm.

To Apply:

• **To apply for this position**, please email your resume and cover letter to Francene Comeau, Executive Secretary to the Deputy Minister at Francene.Comeau@novascotia.ca.

Job Posting Managing Director Corporate and External Relations

From: Sent: To: Subject: Barron, Tracy B Monday, June 13, 2016 2:26 PM) Job Posting - Marilla Stephenson

520(1)

NOTE: Internal Opportunity for current Executive Council employees only. Managing Director, Corporate and External Relations (Perm) (Halifax Executive Council Office

This position reports to the Deputy Minister to the Premier, and works collaboratively with the leaderships at Communications Nova Scotia, Finance and Treasury Board and other departments and agencies as appropriate, providing strategic leadership and expert advice on a multitude of complex issues. The Managing Director, Corporate and External Relations is a pivotal leadership role providing a primary point of liaison for departments, agencies, and other stakeholders and interests on key government priorities. **Duties:**

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Executive Council Office

One Government Place, PO Box 2125, Halifax, Nova Scotia, Canada B3J 3B7 • Telephone 902 424-8940 Fax 902 424-0667 • novascotia.ca

July 20, 2016

Mr. Brandon Rose NSGEU 255 John Savage Avenue Dartmouth NS B3B 0J3

Dear Mr. Rose:

RE: You are entitled to part of the information you requested FOIPOP 2016-830-EXE (EXE-16-9)

Your application for access under the Freedom of Information and Protection of Privacy (FOIPOP) Act was received on June 20, 2016. In your application you requested:

"A summary of, or complete documentation, regarding the internal competition process followed to create, post, and fill the new position in the Executive Council Office of Managing Director, Corporate and External Relations. Time frame of search: April 1, 2015 to June 15, 2016. Records requested from: Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minister's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors."

Your application for access has been partially granted and you are entitled to part of the records requested. However, we have removed some of the information from this record according to subsection 5(2) of the FOIPOP Act. The severed information is exempt from disclosure under the FOIPOP Act for the following reasons:

Section 14(1): Advice to public body or minister – release of this information would reveal advice, recommendations or draft regulations developed by or for a public body or minister; and

Section 20(1): Personal Information – release of this information would be an unreasonable invasion of a third party's personal privacy.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Page 2 Mr. Brandon Rose July 20, 2016

If you have questions about the progress of your application, or require any clarification about any item in this letter, please contact Arilea Sill, the Department's access and privacy administrator, at 902-424-3787 or email <u>arilea.sill@novascotia.ca</u>.

Sincerely,

Laura Lee Langley V Clerk of the Executive Council

Enclosures

Comeau, Francene

From: Sent: To: Cc: Subject: Attachments: Langley, Laura Lee Tuesday, April 12, 2016 5:09 PM Stephenson, Marilla A; Blewett, Catherine Comeau, Francene Managing Director Corporate and External Relations MD External Relations.docx

514(1)

i any case,

Hello to you both 🙂

I have taken a crack at a Job Description for the Managing Director of Corporate and External Relations at ECO. You two might review and provide feedback as I was going on fumes for <u>so</u>me of it C

please take a read and discuss and I can move it along from here.

Thanks for your patience, Laura Lee

514(1)

6 pages \$ 14(1)

Comeau, Francene

From: Langley, Laura Lee Thursday, May 05, 2016 4:24 PM Sent: To: Comeau, Francene Blewett, Catherine Cc: Subject: FW: DRAFT Job Posting Managing Director, Corporate and External Relations Job Posting Managing Director, Corporate and External Relations (DRAFT).docx Attachments:

Importance:

High

Francene – Can you put this on the pile for Catherine and I to discuss tomorrow?

Laura Lee

From: DeCoste, Heather Sent: Wednesday, May 04, 2016 2:11 PM To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca> Cc: Nadeau, Julie < Julie.Nadeau@novascotia.ca>; Rushton, Dale < Dale.Rushton@novascotia.ca> Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

Good afternoon,

Please find attached the first draft job ad for your review and comments.

Heather

Heather DeCoste HR Business Partner **Public Service Commission** WTCC - 5th Floor Phone: 902-499-2464 Email: Heather.DeCoste@novascotia.ca

2 pager 514(1)

From:Langley, Laura LeeSent:Thursday, May 05, 2016 4:26 PMTo:Blewett, Catherine; Comeau, FranceneSubject:RE: DRAFT Job Posting Managing Director, Corporate and External Relations

Perfect. I'll get ready to post.

From: Blewett, Catherine Sent: Thursday, May 05, 2016 4:25 PM To: Langley, Laura Lee <LauraLee.Langley@novascotia.ca>; Comeau, Francene <Francene.Comeau@novascotia.ca> Subject: Re: DRAFT Job Posting Managing Director, Corporate and External Relations

Hi Laura Lee

Ok from my perspective. Thanks for all your work on this.

Catherine E. Blewett Province of Nova Scotia

Clerk of the Executive Council Secretary to Cabinet Head of the Public Service

From: Langley, Laura Lee
Sent: Thursday, May 5, 2016 4:24 PM
To: Comeau, Francene
Cc: Blewett, Catherine
Subject: FW: DRAFT Job Posting Managing Director, Corporate and External Relations

Francene – Can you put this on the pile for Catherine and I to discuss tomorrow?

Thank	5
Laura	Lee

SI4(1)

From: DeCoste, Heather Sent: Wednesday, May 04, 2016 2:11 PM To: Langley, Laura Lee <<u>LauraLee.Langley@novascotia.ca</u>> Cc: Nadeau, Julie <<u>Julie.Nadeau@novascotia.ca</u>>; Rushton, Dale <<u>Dale.Rushton@novascotia.ca</u>> Subject: DRAFT Job Posting Managing Director, Corporate and External Relations

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Heather DeCoste HR Business Partner na da serie de la composición de la com La composición de la c

Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather.DeCoste@novascotia.ca</u>

You can access HR forms, policies and additional information at: MyHR

From:	Tucker, Cherryl
Sent:	Monday, May 09, 2016 1:54 PM
То:	Malaviarachchi, Nalini A; Comeau, Francene
Subject:	RE: Confirmation Request

Sorry, I have been running between meetings...

Francene we cannot put Marilla into the 39994 position. You will need to create new PHP and put her in 79065029. Sorry.

Cherryl Tucker Manager, Executive Council Operations Executive Council Office 902-424-6614 (w) 902-240-6049 (bb)

From: Malaviarachchi, Nalini A Sent: Monday, May 09, 2016 8:50 AM To: Comeau, Francene <Francene.Comeau@novascotia.ca> Cc: Tucker, Cherryl <Cherryl.Tucker@novascotia.ca> Subject: RE: Confirmation Request

Hi Francene,

I cannot confirm FTE and funding for position 39994 as this position is held for David MacNeil. I have spoken with Cherryl about what is happening with this position and can confirm FTE and funding through position 79065029 to support the extension of the employee currently in 39994.

This should be all you need to attach to the PHP in terms of financial approval.

Thanks! Nalini

From: Comeau, Francene Sent: Friday, May 6, 2016 10:35 AM To: Malaviarachchi, Nalini A <<u>Nalini.Malaviarachchi@novascotia.ca</u>> Subject: Confirmation Request

Hello Nalini,

Seeking confirmation of FTE for funding for a new position – Managing Director, Corporate and External Relations against position no. 39994; cost centre 300015.

Sincerely, Francene

From: Sent: To: Subject: DeCoste, Heather Monday, May 09, 2016 2:06 PM Comeau, Francene RE: Confirmation Request

Thanks!

From: Comeau, Francene Sent: Monday, May 9, 2016 8:55 AM To: DeCoste, Heather <Heather.DeCoste@novascotia.ca> Subject: FW: Confirmation Request

Hi Heather,

Forwarding as requested.

Sincerely, Francene

From: Malaviarachchi, Nalini A Sent: Monday, May 09, 2016 8:50 AM To: Comeau, Francene <<u>Francene.Comeau@novascotia.ca</u>> Cc: Tucker, Cherryl <<u>Cherryl.Tucker@novascotia.ca</u>> Subject: RE: Confirmation Request

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Sincerely,

Francene

From:	Comeau, Francene
Sent:	Tuesday, May 10, 2016 9:53 AM
То:	Alexander, Cleo O; Baker, James D; Berliner, Catherine A; Blewett, Catherine; Bowlby,
	Terri; Brown, Janice L; Church, Jennifer H; Comeau, Francene; Fisher, Jo Anne; Flynn,
	Jean; Foster, Jacqueline L; Fraser, Rita; Graves, Sandy; Harvey, Derek R; Haywood, Marah
	D; Henry, Darlene; Houston, James M; Humphreys, Rebecca; Jarvis, Amelia T; King,
	Kristina C; Lagasse, Jeannine; MacLean, Kerry; McGlinchey, Lana L; Michalewicz, Claire D;
	Miller, Bernie F; Naylor, Meredith; Puccini, Christine L; Sanderson, Sheila M; Stephenson,
	Marilla A; Stevens, Mora G; Stewart, Kimberly A (ECO); Stone, Karen K; Strang, Aimee J;
	Tucker, Cherryl
Cc:	DeCoste, Heather
Subject:	Internal Opportunity for Current Executive Council Employees Only
Attachments:	Job Posting Managing Director Corporate and External Relations.docx

Hello Everyone,

I have been asked to circulate the attached job posting.

Should you have any questions related to this position, please contact Heather DeCoste, HR Business Partner at 902-499-2464.

,

Sincerely, Francene

Francene Comeau, Executive Secretary Office of the Deputy Minister to the Premier and Clerk/Secretary to Executive Council One Government Place, 5th Floor 1700 Granville Street PO Box 2125 Halifax, NS B3J 3B7 T: (902)424-8940 F: (902)424-0667 <u>Francene.Comeau@novascotia.ca</u>



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Salary Range: \$85,549 - \$111,937

Job Posting Managing Director Corporate and External Relations.docx



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Closing Date: Monday, May 16, 2016 at 4:30 pm.

To Apply:

• To apply for this position, please email your resume and cover letter to Francene Comeau, Executive Secretary to the Deputy Minister at Francene.Comeau@novascotia.ca.

From:	Stephenson, Marilla A
Sent:	Monday, May 16, 2016 3:31 PM
То:	Comeau, Francene
Subject:	position application
Attachments:	cover letter Mav 2016.docx; Resume - MARILLA STEPHENSON May 2016.rtf; Marilla S. Rec Jocx; Reference Letter Marilla Stephenson df; DOC051116-051116.pdf; StephensonRecommendation, Jpdf; Marilla Stephenson Ltr of support.pdf
Hello Francene,	520(()

Please see attached seven files:

- 1. Cover Letter
- 2. Resume

Letters of recommendation:

3. 520(1) 4. 5. 6. 7.

If anything is missing or cannot be opened, please give me a call and I will provide it.

Thanks, Marilla

Marilla Stephenson **Executive Council Office** Government of Nova Scotia

902-424-3545 902-221-2266 marilla.stephenson@novascotia.ca @ns_Marilla

11 pager 5 20(1) 20(3)

From:	DeCoste, Heather
Sent:	Monday, May 30, 2016 10:52 AM
То:	Blewett, Catherine
Cc:	Comeau, Francene; Rushton, Dale
Subject:	Report and Recommendation for Signature
Attachments:	DOC009.pdf

Good Morning Deputy,

Please find attached for your approval the report and recommendation for the Managing Director Corporate and External Relations position. Kindly return the signed version to my attention and I will have the offer letter prepared.

Thanks,

Heather

Heather DeCoste HR Business Partner Public Service Commission WTCC – 5th Floor Phone: 902-499-2464 Email: <u>Heather DeCoste@novascotia.ca</u>

You can access HR forms, policies and additional information at: MyHR



Recommendation To Hire

Submitted Electronically: Catherine Blewett, Deputy Minister to the Premier Catherine.Blewett@novascotia.ca

TO:	Catherine Blewett, Deputy Minister to the Premier Executive Council Office	
FROM:	Dale Rushton, Managing Director, HR Panel Chair	
COPY:	Heather DeCoste, Human Resources Business Partner	
DATE:	May 30, 2016	
SUBJECT: Position Title: Position #: Position Status Division/Location: Department/ABC:	CBX Competition #: Internal Competition to Executive Council Office Managing Director Corporate and External Relations TBD EC 14 Permanent Position 100% full time Executive Council Office Executive Council Office	S

As the Panel Chair, I took responsibility for ensuring that the Fair Hiring Policy, Fair Hiring Practice Guidelines were followed. As well, when recommending this appointment, I also gave consideration to the Employment Equity Policy. My Selection Panel consisted of Laura Lee Langley, Commissioner PSC and myself.

We received a total of one application for this competition. I conducted the screening of the applicant and interviewed on May 24, 2016.

) confirm that all interview results have been transferred correctly and the totals checked. \Box

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be noted that any offer of employment is conditional upon the completion of all applicable reference and background checks.

We would like to proceed with approval to hire as soon as possible. If you have any questions or wish to discuss the recommendation further, please contact me at 902 424-6916.

Attachments:

Interview Scoring Grid Resumes of top candidate Approved:

Catherine Blewett, Deputy Minister to the Premier Executive Council Office

Date

RETURN APPROVED VERSION via email to:

NAME, Heather DeCoste, HR Business Partner Email: Heather.DeCoste@novascotia.ca Public Service Commission



Interview Scoring Grid

Competition #: Internal Competition Date: May 30, 2016

Position Title: Managing Director, Corporate and External Relations (Perm)

Department: <u>Executive Council Office</u>

Candidate	BU Y/N EE Y/N (circle)	Test Score (if applicable)	Committee	Interview Score Committee Member 2 Laura Lee Langley	Interview Score Committee Member 3 (Insert name or Initials)	Total Score	Final Score as a percentage (100%) (state as whole number)	BU	Ranking
Marilla	BU	T							
Stephenson	Y/N		1	•	1	1	د		
	EE								
	Y/N								
	BU								
	Y/N			5200					
	EE			520(1) 20(3)					
	Y/N	<u> </u>							
	BU Y/N								
	EE								
	BU								
	Y/N								
	EE								
	BU	1		-		1			
	Y/N								
	EE								
	Y/N		1						

Total possible score: 100 Threshold score: 60

- > Contact your Human Resource Business Partner to confirm the Service Dates.
- If Bargaining Unit and top candidates are within a range of 5% discuss with your Human Resource Business Partner.
- If Excluded Pay Plan (EC) and top self-identified diversity candidates are within a range of 10% discuss with your Human Resource Business Partner.

Panel Chair (NAME Printed/Signature) Dale Rushton, Managing Director, HR Date: May 30, 2016

The Panel Chair is responsible for ensuring that the Fair Hiring and Employment Equity Policies and related practice guidelines are followed throughout the competition, and for ensuring that all Selection Committee members are aware of their responsibilities under these policies. The Panel Chair is responsible for the complete mathematical accuracy of the interview and test results, including the addition/totals of all Selection Committee Member's questionnaires.

DM Recommendation To Hire

From: Sent:	Jung, Anita L Thursday, June 02, 2016 9:27 AM
	•
To:	Stephenson, Marilla A
Cc:	DeCoste, Heather; Blewett, Catherine
Subject:	Position Transfer - Marilla Stephenson
Attachments:	Marilla Stephenson - letter of offer.pdf
Importance:	High
Sensitivity:	Confidential

Dear Ms. Stephenson:

Congratulations on your transfer to the position of Managing Director Corporate and External Relations.

Please find attached your letter of offer, which must be reviewed, signed and returned to my attention by scan/email or fax to 424-0657 by June 6, 2016.

Thank you.

Sincerely,

Anita On behalf of Heather DeCoste

Anita Jung A/Office Services Coordinator Public Service Commission World Trade & Convention Centre 1800 Argyle St, 5th Floor Halifax NS B3J 2V9

OWNORNTIALITY NOTICE.

In simessage may contain privileged and/or confidential information, if you have received this e-mad in error or are not the investigat reoplem, you may not our reaged seeminate, or distribute it. Do not open any attachments, Delete this message immediately from your system and marify the scender by a road or talephone rest you have done so. Thank you

Got a HR question? Find the answer at your fingertips on MyHR

2 pages 5/4(1)

From: Sent: To: Cc: Subject: Attachments:	Stephenson, Marilla A Thursday, June 02, 2016 10:37 AM Jung, Anita L DeCoste, Heather; Blewett, Catherine RE: Position Transfer - Marilla Stephenson Offer-MAS-MAY2016 pdf
Attachments:	Offer-MAS-MAY2016.pdf
Sensitivity:	Confidential

Dear Anita,

Please find attached a signed copy of the offer letter for the position of Managing Director, Corporate and External Relations, which I received this morning, June 2. Thanks very much for your congratulations.

Best Regards, Marilla Stephenson

From: Jung, Anita L
Sent: Thursday, June 02, 2016 9:27 AM
To: Stephenson, Marilla A <Marilla.Stephenson@novascotia.ca>
Cc: DeCoste, Heather <Heather.DeCoste@novascotia.ca>; Blewett, Catherine <Catherine.Blewett@novascotia.ca>
Subject: Position Transfer - Marilla Stephenson
Importance: High
Sensitivity: Confidential

Dear Ms. Stephenson:

Congratulations on your transfer to the position of Managing Director Corporate and External Relations.

Please find attached your letter of offer, which must be reviewed, signed and returned to my attention by scan/email or fax to 424-0657 by June 6, 2016.

Thank you.

Sincerely,

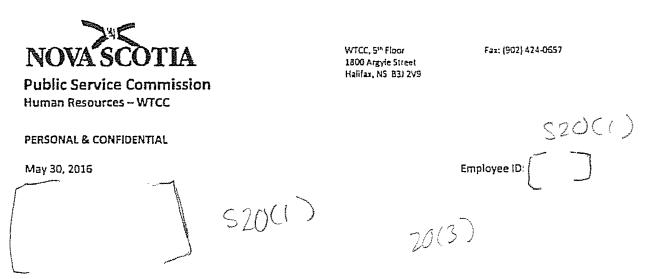
Anita On behalf of Heather DeCoste

Anita Jung A/Office Services Coordinator Public Service Commission World Trade & Convention Centre 1800 Argyle St, 5th Floor Halifax NS B3J 2V9

CONFIDENTIALITY NOTICE

This message may contain privileged and/or confidential information. If you have received this e-mail in error or are not the intended recipient, you may not use, capy, disseminate, or distribute it. Do not open any attachments. Delete this message immediately from your system and natify the sender by e-mail or telephone that you have done so. Thank you.

Got a HR question? Find the answer at your fingertips on MyHR



Dear Ms. Stephenson:

Re: PHP 9710026088 – Managing Director Corporate and External Relations

I am pleased to confirm your transfer to the position of Managing Director Corporate and External Relations with the Executive Council Office. Your appointment information is as follows:

Position Title:	Managing Director Corporat	e and External Relations
Position Number:	TBD	
Organizational Unit Number:	79051134	
Classification, Pay Grade / Band:	EC 14: [J	
Full Time / Part Time	Full Time	
Status:		c 2n(1)
Salary:		، ^م ا مر) سو ان
Start Date:	May 30, 2016	20(3)
Full Time / Part Time Status: Salary:	Full Time	520(1) 20(3)

You will report to Catherine Blewett, Deputy Minister to the Premier at 1700 Granville St, One Government Place, Halifax, NS. Your worksite location is 1700 Granville St, One Government Place, Halifax, NS.

If you have any changes to your payroll information please contact:

Payroll Client Relations Division Department of Internai Services PO Box 351 Halifax, NS B3J 2P8

Questions and/or inquiries may also be directed to your Payroll Technician at 902-424-8883, via email at <u>Dena King@novascotia.ca</u> or fax 902-722-5047.

All group benefit inquiries (group life insurance, health and dental) must be directed to 902-424-3240 or via email at <u>pscbenefitinguiries@novascotia.ca</u>. Forms and a detailed explanation of benefits are also located on the PSC website at http://novascotia.ca/psc/employeeCentre/benefits/.

Conflict of Interest Policy

Recognizing and addressing issues that arise from conflict of interest is an important facet of a professional public service. By accepting this offer, you are agreeing to be bound by the principles and purposes of the Conflict of Interest Policy and the Values, Ethics, and Conduct: A Code for Nova Scotia's Public Service. These documents delineate the principles of basic values, behaviour standards and ethical conduct by employees and to ensure that there will be no conflict between an employee's private interests and the Government's primary interest in service to the public. A copy of the code and policy is attached.

In the course of your employment, you may come into contact with confidential and/or sensitive information related to your job. Please be advised that as a condition of your employment, you are required to keep such information confidential and not divulge or make it known to unauthorized persons or the public.

This position is a civil service position and specific details of the terms and conditions of your employment are contained In the Civil Service Act and Regulations. These documents can be found at http://www.novascotia.ca/legislature/legc/statutes/civil/htm (Civil Service Act) and http://www.novascotia.ca/lust/regulations/regs/csgen.htm (Civil Service Regulations). Also, please ensure that you consult policies that guide your work as a civil servant which can be found at http://www.novascotia.ca/treasuryboard/manuals/S00HRMgmt.htm.

Please return all pages of this signed letter of offer to PSC - WTCC at the address indicated on the above letterhead. Failure to do so by June 6, 2016 may jeopardize the immediate activation of your appointment which in turn may delay the processing of your pay.

I would like to take this opportunity to congratulate you and I wish you every success in this new endeavour.

Yours truly,

Henry Debate Heather DeCoste

Human Resource Business Partner Nova Scotla Public Service Commission

cc: Catherine Blewett, Deputy Minister to the Premier Payroll

Personnel File

I accept this position and agree to the terms and conditions as outlined.

Name

Hune 2, 2016

From:	Langley, Laura Lee
Sent:	Thursday, June 09, 2016 8:05 AM
То:	Comeau, Francene
Subject:	Announcement re: Marilla Stephenson

Francene – I'm not sure how to get to ECO – all as yet. Can you please send this around this morning on my behalf 😊

Announcement

I am happy to share with you that Marilla Stephenson is the successful candidate for the position of Managing Director of Corporate and External Relations here at ECO. It is a new position that is designed to provide strategic collaborative connections between ECO and other departments and agencies across government. Marilla spent most of her career as a respected journalist working for the Chronicle Herald, and serving on panels for both CBC and Global Television. She has served with government for the past 18 months working with the One Nova Scotia team, and other key corporate priorities. Please joining me in congratulating Marilla on her new role.

Laura Lee

From:	Langley, Laura Lee
Sent:	Thursday, June 09, 2016 8:23 AM
То:	Alexander, Cleo O; Baker, James D; Berliner, Catherine A; Blewett, Catherine; Bowlby, Terri; Brown, Janice L; Church, Jennifer H; Comeau, Francene; Fisher, Jo Anne; Flynn, Jean; Foster, Jacqueline L; Fraser, Rita; Graves, Sandy; Harvey, Derek R; Haywood, Marah D; Henry, Darlene; Houston, James M; Humphreys, Rebecca; Jarvis, Amelia T; King, Kristina C; Lagasse, Jeannine; MacLean, Kerry; McGlinchey, Lana L; Michalewicz, Claire D;
Subject:	Miller, Bernie F; Naylor, Meredith; Puccini, Christine L; Sanderson, Sheila M; Stephenson, Marilla A; Stevens, Mora G; Stewart, Kimberly A (ECO); Stone, Karen K; Strang, Aimee J; Tucker, Cherryl Announcement
	, who directly the second se

Hello Everyone,

I am happy to share with you that Marilla Stephenson is the successful candidate for the position of Managing Director of Corporate and External Relations here at ECO. It is a new position that is designed to provide strategic collaborative connections between ECO and other departments and agencies across government. Marilla spent most of her career as a respected journalist working for the Chronicle Herald, and serving on panels for both CBC and Global Television. She has served with government for the past 18 months working with the One Nova Scotia team, and other key corporate priorities. Please joining me in congratulating Marilla on her new role.

Laura Lee



Public Service Commission Office of the Commissioner PO Box 943 Halifax, Nova Scotia B3J 2V9 902 424-6617 т 902 424-0555 **г** www.gov.ns.ca

In Reply Please Quote Our File Number:

July 15, 2016

Mr. Brandon Rose NSGEU 255 John Savage Avenue Dartmouth, NS B3B 0J3

Dear Mr. Rose:

RE: We do not have the information you asked for FOIPOP 2016-831-PSC

Your application for access to information under the *Freedom of Information and Protection of Privacy (FOIPOP) Act* was received on June 20, 2016. In your application, you requested a copy of the following records:

"A description of the metrics used to determine the necessary degree of "extensive related experience" in strategic leadership and how many of ECO's approximately 37 employees meet the minimum requirement as referenced in the media story from AllNovaScotia [related to the position of Managing Director, Corporate and External Relations in the Executive Council Office]. Time frame of search: April 1, 2015 to June 15, 2016. Records requested from Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minister's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors."

NSGEU

After a file search, we have located no records responsive to your application. Therefore, it is my understanding, pursuant to clause 7(2)(b) of the *FOIPOP Act*, that the Public Service Commission does not have custody or control of records which would respond to your application.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please contact Arilea Sill at 902-424-3787 or <u>arilea.sill@novascotia.ca</u>, if you need further assistance in regards to this application.

Sincerely,

Laura Lee Langley U Commissioner



Executive Council Office

July 20, 2016

Mr. Brandon Rose NSGEU 255 John Savage Avenue Dartmouth NS B3B 0]3

NSGEU

Dear Mr. Rose:

RE: We do not have the information you asked for FOIPOP 2016-832-EXE (EXE-16-10)

The Executive Council Office received your application for access to information under the Freedom of Information and Protection of Privacy (FOIPOP) Act on June 20, 2016. In your application, you requested a copy of the following records:

"A description of the metrics used to determine the necessary degree of "extensive related experience" in strategic leadership and how many of ECO's approximately 37 employees meet the minimum requirement as referenced in the media story from AllNovaScotia [related to the position of Managing Director, Corporate and External Relations in the Executive Council Office]. Time frame of search: April 1, 2015 to June 15, 2016. Records requested from Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minister's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors."

After a file search, we have located no records responsive to your application. Therefore, it is my understanding, pursuant to clause 7(2)(b) of the FOIPOP Act, that the Executive Council Office does not have custody or control of records which would respond to your application.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please contact Arilea Sill at 902-424-3787 or by e-mail at <u>arilea.sill@novascotia.ca</u>, if you need further assistance in regards to this application.

Sincerely,

Laura Lee Langley

Clerk of the Executive Council



Public Service Commission Office of the Commissioner PO Box 943 Halifax, Nova Scotia B3J 2V9 902 424-6617 т 902 424-0555 **г** www.gov.ns.ca

In Reply Please Quote Our File Number:

July 15, 2016

Mr. Brandon Rose NSGEU 255 John Savage Avenue Dartmouth, NS B3B 0J3



Dear Mr. Rose:

RE: We do not have the information you asked for FOIPOP 2016-833-PSC

Your application for access to information under the *Freedom of Information and Protection of Privacy (FOIPOP) Act* was received on June 20, 2016. In your application, you requested a copy of the following records:

A copy of the existing policy that illustrates or explains the process by which an individual employed by the Province under a Personal Services Contract (PSC) may apply for 'internal competitions' as outlined in the media story from AllNovaScotia [related to the position of Managing Director, Corporate and External Relations in the Executive Council Office] Time frame of search: April 1, 2015 to June 15, 2016. Records requested from: Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minster's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors.

After a file search, we have located no records responsive to your application. The Public Service Commission relies on the authority given by the *Civil Service Act* for job postings. Internal postings are used in many circumstances and are comparable to the internal Expression of Interest process under the NSGEU agreement.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please contact Arilea Sill at 902-424-3787 or <u>arilea.sill@novascotia.ca</u>, if you need further assistance in regards to this application.

Sincerely,

Laura Lee Langley Commissioner



OFFICE OF THE PREMIER HALIFAX, NOVA SCOTIA B3J 2T3



NSGEU

July 20, 2016

Mr. Brandon Rose NSGEU 255 John Savage Avenue Dartmouth NS B3B 0J3

Dear Mr. Rose:

RE: You are entitled to the information you requested FOIPOP 2016-834-PRE (PRE-16-27)

The Office of the Premier received your application for access to information under the *Freedom of Information and Protection of Privacy (FOIPOP)* Act on June 20, 2016. In your application, you requested a copy of the following records:

"The rationale for extending Ms. Marilla Stephenson's personal services contract for a three month window as referenced in the media story from AllNovaScotia. Time frame of search: April 1, 2015 to June 15, 2016. Records requested from: Premier, Premier's Office staff, Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minister's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors."

Responsive records have been located and are attached.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

If you have questions about the progress of your application, or require any clarification about any item in this letter, please contact Arilea Sill, the Department's access and privacy administrator, at 902-424-3787 or email arilea.sill@novascotia.ca.

Sincerely,

Laura Lee Langley Deputy Minister to the Office of the Premier

CONTRACT OF SERVICE EXTENSION – Executive Council Office

THIS AGREEMENT, made May 11, 2016 amends the original agreement made the 28th day of October 2014.

BETWEEN

HER MAJESTY THE QUEEN in right of the Province of Nova Scotia, as represented by Catherine Blewett, Deputy Minister to the Premier (hereinafter called the Employer)

AND

Marilla Stephenson (hereinafter called the Employee)

WHEREAS the above Parties entered into a Contract of Service which was effective from November 1, 2014 to March 31, 2016 (the original Contract of Service). AND WHEREAS the Parties wish to amend the original Contract of Service.

The Parties agree as follows:

The original Contract of Service is amended as follows:

4. The term of this Agreement is from April 1, 2016 to June 30, 2016 unless terminated earlier under this Agreement or extended by mutual agreement in writing.

IN WITNESS WHEREOF the Parties have executed this Agreement on the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of :



HER MAJESTY THE QUEEN in Right of the Province of Nova Scotia

Satherine Blewett

Deputy Minister to the Premier

Manla Stephenson, Employee



Executive Council Office

July 20, 2016

Mr. Brandon Rose NSGEU 255 John Savage Avenue Dartmouth NS B3B 0J3

11 2 2 2016

NSGEU

Dear Mr. Rose:

RE: We do not have the information you asked for FOIPOP-2016-835-EXE (EXE-16-11)

The Executive Council Office received your application for access to information under the *Freedom of Information and Protection of Privacy (FOIPOP)* Act on June 20, 2016. In your application, you requested a copy of the following records:

"The rationale for extending Ms. Marilla Stephenson's personal services contract for a three month window as referenced in the media story from AllNovaScotia. Time frame of search: April 1, 2015 to June 15, 2016. Records requested from: Premier, Premier's Office staff, Minister, Deputy Minister, Associate Deputy Minister, Minister's Executive Assistant, Minister's Communications Director, Communications Officers, Media Advisors, Executive Directors and Directors."

After a file search, we have located no records responsive to your application. Therefore, it is my understanding, pursuant to clause 7(2)(b) of the FOIPOP Act, that the Executive Council Office does not have custody or control of records which would respond to your application.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is attached. Send the completed form to the FOIPOP Review Officer, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please contact Arilea Sill at 902-424-3787 or by e-mail at <u>arilea.sill@novascotia.ca</u>, if you need further assistance in regards to this application.

Sincerely,

Laura Lee Langléy (/ Clerk of the Executive Council



Public Service Commission Office of the Commissioner PO Box 943 Halifax, Nova Scotia B3J 2V9 902 424-6617 т 902 424-0555 **г** www.gov.ns.ca

In Reply Please Quote Our File Number:

July 15, 2016

Mr. Brandon Rose 255 John Savage Ave Dartmouth, NS B3B 0J3 RECEIVED JUL 2 2 2016

NSGEU

Dear Mr. Rose:

Re: RE: You are entitled to part of the information you requested FOIPOP 2016-00836-PSC

Your application for access under the *Freedom of Information and Protection of Privacy (FOIPOP) Act* was received on June 20, 2016. In your application you requested:

The rationale for extending Ms. Marilla Stephenson's personal services contract [in relation to the position of Managing Director, Corporate and External Relations in the Executive Council Office] for a three month window as referenced in the media story from AllNovaScotia. [directed to Premier's Office, ECO, PSC and TPB]. Time frame of search: April 1, 2015 to June 15, 2016. Records requested from: Premier, Premier's Office staff, Minister, deputy Minister, associate Deputy Minister, Minister's Executive Assistant, Minister's communications director, Communications Officers, Media advisors, Executive directors and Directors.

Your application for access has been partially granted and you are entitled to part of the records requested. However, we have removed some of the information from this record according to subsection 5(2) of the *Act*. The severed information is exempt from disclosure under the *Act* for the following reasons:

Section 20(1): Personal Information – release of this information would be an unreasonable invasion of a third party's personal privacy.

In addition, some information in the record was unrelated to the topic of extending Ms. Stephenson's personal services contract – this information was removed as non-responsive and marked "NR."

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is enclosed. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please contact Arilea Sill at 902-424-3787 or <u>arilea.sill@novascotia.ca</u>, if you need further assistance in regards to this application.

Sincerely,

Laura Lee Langley

Barron, Tracy B

From: Sent: To: Subject: Barron, Tracy B Monday, June 13, 2016 4:28 PM

S20(1)

Tracy

From:

To: Barron, Tracy B

Ms. Stephenson's original 18-month contract was extended for three months. The extension was a result of her role as Project Manager being extended. She was therefore an employee when the job was posted.

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JAIR

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From: <u>Barron, Tracy B</u> Sent: Monday, June 13, 2016 2:07 PM

Sent: Monday, June 13, 2016 2:47 PM

Subject: Re: Marilla Stephenson

Sent from my BlackBerry 10 smartphone on the Bell network.

To:)
Subject: RE: Marilla Stephenson

From Sent: Monday, June 13, 2016 2:00 PM To: Barron, Tracy B < Tracy.Barron@novascotia.ca> Subject: Re: Marilla Stephenson

Thanks. I thought Marilla was working for P&P on an 18-month contract. It started in October 2014 and should have expired in April 2016. How did she come to be regarded as an employee of the Executive Council Office?

Hi

From: <u>Barron, Tracy B</u> Sent: Monday, June 13, 2016 1:50 PM To: () Subject: RE: Marilla Stephenson

S 20(1)

2 pages NR

Barron, Tracy B

From: Sent: To: Subject:	Barron, Tracy B Tuesday, June 14, 2016 7:14 PM Additional Info
Hi	520(1)

Steve asked me to send this to you.

Marilla's original contract was dated November 1, 2014 – March 31, 2016. Based on our Contract policy, if salaries are within the threshold of \$75,000-\$120,000, contracts must be signed by the Deputy Minister of the requesting Department, PSC Commissioner and DM of Treasury Board – which was done in this case. The paperwork to extend the contract was prepared and signed by the Deputy Minister to the Premier. This was all handled as per our policy.

Let me know if you need anything else.

Tracy

Sent from my BlackBerry 10 smartphone on the Bell network.