

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Tuesday, August 1, 2017 7:32 AM
To: Van El, Wendy M FIN:EX
Cc: Biggs, Jackie FIN:EX
Subject: s.14,s.22

Attachments:

Can you please print for sign-off. I think you have a formatted version of this already (attached for reference only). Tight timeline on this one.

Thanks again,

David

From: Sexsmith, Melissa M FIN:EX
Sent: Monday, July 31, 2017 6:05 PM
To: Curtis, David FIN:EX
s.14,s.22

s.14

Page 02 to/à Page 04

Withheld pursuant to/removed as

s.14

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Tuesday, August 1, 2017 1:13 PM
To: Van El, Wendy M FIN:EX
Subject: FW: NAFTA Consultations
Attachments: Ministry Stakeholder Recommendations.xlsx

Importance: High

From: Curtis, David FIN:EX
Sent: Tuesday, August 1, 2017 7:56 AM
To: Biggs, Jackie FIN:EX
Subject: FW: NAFTA Consultations
Importance: High

s.13

Also, please send the final to David Morel.

Thanks again,

David

From: Morel, David P MTIC:EX
Sent: Thursday, July 27, 2017 9:42 AM
To: MTIC Executive Members
Cc: McDonald, Seanna MTIC:EX
Subject: NAFTA Consultations
Importance: High

Please see below request from JTT. Please provide me (by end of day Friday) with any names and contact information for stakeholder we would like to provide JTT to consult on NAFTA negotiations. s.13

s.13

Thanks

David

Hi Mike,

In preparation for the NAFTA renegotiations, which will begin on August 16th, 2017, staff from the Ministry of Jobs, Trade, and Technology have been approved to immediately begin seeking advice from Ministries to aid in the development of BC's positions in the renegotiations. Our Deputy Minister, Fazil Mihlar, sent an email to DMs yesterday on this.

We would be very appreciative of your assistance with the following two requests in this email; our timelines are unfortunately quite compressed as we expect to go to Cabinet in the very near future.

s.12,s.13,s.16

Ministry-one-on-one meetings

My colleagues and I will be seeking to meet with Ministries individually over the next week to go over the preliminary identified BC interests, and to seek your advice on any other issues or concerns that should be considered. A separate email, either from myself or one of my colleagues, will follow to set up the meeting with you.

As always, please do not hesitate to be in touch if you have any questions, and thank you for your attention and advice.

Regards,
Chelsie

Chelsie Luciani
A/Senior Manager
Trade Policy & Negotiations
Ministry of Jobs, Trade, and Technology
Tel: 250.415.9988
Email: Chelsie.Luciani@gov.bc.ca

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Tuesday, August 1, 2017 7:51 AM
To: Van El. Wendv M FIN:EX
Subject: s.12

Attachments:

Can you please format and send this up to Jill for her review.

Thanks again,

David

From: Sexsmith, Melissa M FIN:EX
Sent: Tuesday, August 1, 2017 7:35 AM
To: Curtis, David FIN:EX
Subject: For Review and Comment: s.12

Hi David,

s.1s.12

s.12

Melissa

Melissa M. Sexsmith, Director, IM Legislation and Special Projects | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | 250 514 2173 |

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Tuesday, August 1, 2017 7:46 AM
To: Van El, Wendy M FIN:EX
Cc: Standbridge, Mirella FIN:EX; Laidlaw, Susan FIN:EX; Sherwood, David FIN:EX; Hoskins, Chad FIN:EX
Subject: confidential staff transfer cirmo july 31 17.docx
Attachments: confidential staff transfer cirmo july 31 17.docx

Hi Wendy,

Can you please see if you can find 30 minutes for me to have a call with Mirella, Susan, David and Chad regarding "IMB Transfer".

The attached information is draft and confidential and I ask folks not to distribute further.

Thanks again,

David

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Tuesday, August 1, 2017 9:48 AM
To: Van El, Wendy M FIN:EX
Subject: FW: For Review, Approval and Signature TFN Notification Letters
Attachments: IBN ADM.docx; Huu-ay-aht First Nation Notification Letter.docx; Tsawwassen First Nation Notification Letter.docx; Ka'yuk't'h' Chek'tles7et'h' First Nation Notification Letter.docx; Toquaht First Nation Notification Letter.docx; Uchucklesaht Tribe First Nation Notification Letter.docx; Yuululath First Nation Notification Letter.docx

Importance: High

Would you mind printing for the red book.

Thanks.

From: Sexsmith, Melissa M FIN:EX
Sent: Tuesday, August 1, 2017 8:57 AM
To: Curtis, David FIN:EX
Cc: Van El, Wendy M FIN:EX; Biggs, Jackie FIN:EX
Subject: For Review, Approval and Signature TFN Notification Letters
Importance: High

Hi David,

s.12 Attached for your review, approval, and signature are the six notification letters, respecting s.12 addressed to each of the five Maa-nulth First Nations and the Tsawwassen First Nation. The five Maa-nulth nations are:

- Huu-ay-aht First Nations (pronounced Hoo-ay-at)
- Ka'yuk't'h'/Che:k'tles7et'h' First Nations (pronounced Ka-yu-ket/Chek-le-set)
- Toquaht Nation (pronounced Toe-kwat)
- Uchucklesaht Tribe (pronounced You-chuck-le-sat), and
- Yuułuʔiłʔatḥ, formerly Ucluelet First Nation (pronounced You-thloo-ith-at).

The attached BN provides a very brief overview of the matter.

For the most part, these letters use standard, boilerplate language provided by MARR and used in all similar notifications.

s.12 As discussed, these letters will need to go out as soon as possible s.12 This is to ensure we can meet the treaty obligation of a 30-calendar-day window for Maa-nulth to indicate whether it wishes to be consulted, before the bill is tabled.

Thanks,
Melissa

Melissa M. Sexsmith, Director, IM Legislation and Special Projects | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | 250 514 2173

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Wednesday, August 2, 2017 8:38 AM
To: Biggs, Jackie FIN:EX; Van El, Wendy M FIN:EX
Subject: Exec

Are there materials for the Exec beyond the agenda. If so can you please email or provide the link to sharepoint.

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Thursday, August 3, 2017 11:58 AM
To: Van El, Wendy M FIN:EX
Subject: FW: handouts for ministerial (staff) training
Attachments: Privacy Principles.pdf; Privacy Glossary and Resources.pdf; Guide for Minister's Office Records.docx; FOI requests with No Responsive Records.docx; Escalation Process.docx; Conducting and Documenting a Search for Records.docx; Clarifying Interpreting an FOI Request.docx

Can you please print.

From: Reed, Matt FIN:EX
Sent: Thursday, August 3, 2017 8:19 AM
To: Curtis, David FIN:EX
Subject: handouts for ministerial (staff) training

Hi David,

As discussed, here are the handouts that we have already prepared that speak to FOI, Privacy and RM in the ministers' offices.

Thanks,
-m

Matt Reed
Senior Director, Strategic Privacy and Training
Privacy, Compliance and Training Branch,
250 514-8870



Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Tuesday, August 1, 2017 7:52 AM
To: Van El, Wendy M FIN:EX
Subject: FW: RBCM MOU Steering Committee DRAFT TOR
Attachments: DRAFT RBCM MOU Steering committee TOR.docx

Can you please print with this email as the preface for the red book.

Thanks again,

David

From: Laidlaw, Susan FIN:EX
Sent: Monday, July 31, 2017 4:19 PM
To: Curtis, David FIN:EX
Subject: RBCM MOU Steering Committee DRAFT TOR

Hi David,

A couple of weeks ago we spoke about my wish to start the RBCM MOU Steering Committee. We agreed that it would be best to keep the Digital Archives and MOU governance separate and you asked me to pull together a Terms of Reference for the steering committee.

I've done that, with help from Alex and David Alexander. The results are attached.

Some potential topics for the first meeting include:

- Information Sharing Agreement for accession files;
- Microfilm access where only one copy was transferred to BC Archives
- RBCM request for information on how to request additional conservation funding

Happy to discuss tomorrow at our bilateral or whenever its convenient for you.

Susan

Susan Laidlaw

Executive Director, Government Records Service
Corporate Information and Records Management Office (CIRMO)
t: 778-698-2900 **c:** 778-678-2097 **e:** susan.laidlaw@gov.bc.ca
m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

Join the [@Work Records Management Community](#)

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Thursday, August 3, 2017 6:10 PM
To: Lansdell, Hayden JTST:EX
Cc: Van El, Wendy M FIN:EX
Subject: RE: Data policy

Hi Hayden,

Thanks for touching base on this. Let's connect next week to discuss. I will ask Wendy by way of this email to try to find some time for us.

Regards,

David

From: Lansdell, Hayden JTST:EX
Sent: Thursday, August 3, 2017 11:56 AM
To: Curtis, David FIN:EX
Subject: Data policy

Morning David,

I wanted to flag that we spoke with our Minister last week regarding the advancing of a cross-government policy on the use of data. This policy will include guidance related to the spectrum of data management, from closed, administrative data to de-identified, research-ready data as well as open data. While this will be worked on with the data governance group on which a couple of CIRMO folks participate I did want to flag to you specifically given that there will need to be an agreed-to approach to activities such as data linking and de-identification and that we will be asking David Loukidelis to review.

Let me know if this is something you'd like to be involved in beyond the participation of your folks in the governance group.

All the best,
Hayden

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Thursday, August 3, 2017 9:37 AM
To: Van El, Wendy M FIN:EX
Subject: FW: Contract meeting

Can you please see if I can get a 15 minute call with Colin before tomorrow's meeting.

Thanks again,

David

From: McEwan, Colin MTIC:EX
Sent: Thursday, August 3, 2017 8:40 AM
To: Curtis, David FIN:EX
Subject: Contract meeting

Hi David. I'm not sure what this meeting tomorrow is about. Do you have any info.

Thanks,
Colin

Sent from my Samsung Galaxy smartphone.

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Thursday, August 3, 2017 6:15 PM
To: Van El, Wendy M FIN:EX
Subject: Robyn meeting

Hi Wendy,

Would you mind adjusting my meeting with Robyn tomorrow to a 15 minute call? As she is a Minister's Office staff official I can't ask her to come to my office – and it should be short.

Thanks again,

David

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Thursday, August 3, 2017 11:56 AM
To: Van El, Wendy M FIN:EX
Subject: FW: RM handout
Attachments: RM Guide Managing Minister s Office Records - APPROVED 2017-07-12.DOCX

From: Reed, Matt FIN:EX
Sent: Thursday, August 3, 2017 11:08 AM
To: Curtis, David FIN:EX
Subject: RM handout

Hi David,

The RM document has been updated – and is attached here.

Thanks,
-m

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Thursday, August 3, 2017 8:40 AM
To: Van El, Wendy M FIN:EX
Subject: Requested call

Would you mind please arranging for a 15 minute call with Jim Standen (ADM – Conservation Officer Service). Topic is records management.

Thanks again,

David

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Friday, August 4, 2017 10:56 AM
To: Van El, Wendy M FIN:EX
Cc: Biggs, Jackie FIN:EX
Subject: FW: Privacy Glossary
Attachments: Privacy Glossary and Resources - Ministers Office Final.pdf

From: Reed, Matt FIN:EX
Sent: Thursday, August 3, 2017 7:49 PM
To: Curtis, David FIN:EX
Cc: Sexsmith, Melissa M FIN:EX
Subject: Privacy Glossary

Hi David,

Attached is a revised Privacy Glossary document with the correct reference to IM117.

-m

Matt Reed

Senior Director, Strategic Privacy and Training
Privacy, Compliance and Training Branch,
250 514-8870



Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Friday, August 4, 2017 2:50 PM
To: Biggs, Jackie FIN:EX; Van El, Wendy M FIN:EX
Subject: Fwd: Follow Up & Action: Service Plan Workshop
Attachments: CITZ 2017-18 Ministry Service Plan Update v0.03.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Kain, Sherri MTIC:EX" <Sherri.Kain@gov.bc.ca>
Date: August 4, 2017 at 2:47:26 PM PDT
To: MTIC Executive Members <MTICEXMEM@Victoria1.gov.bc.ca>
Cc: "Brulot, Marion MTIC:EX" <Marion.Brulot@gov.bc.ca>, "Linkes, Tania MTIC:EX" <Tania.Linkes@gov.bc.ca>, MTIC Managers of Divisional Operations <MTICMODO@Victoria1.gov.bc.ca>, "Hayes, Brooke MTIC:EX" <Brooke.Hayes@gov.bc.ca>, "Randell, Howard MTIC:EX" <Howard.Randell@gov.bc.ca>, "Elson, Jody MTIC:EX" <Jody.Elson@gov.bc.ca>
Subject: Follow Up & Action: Service Plan Workshop

Thank you for your time and consideration at this morning's ExComm meeting. As discussed, attached is an updated draft reflecting the decisions made.

Please review, make any changes using track changes, and return to CorpPlan@gov.bc.ca by end of day Tuesday August 8th.

We will collate, follow up with any questions to you on Wednesday, and submit this first draft to CARO on Thursday August 10th as required. We will then take August 11 – 17 to work with you and your divisions to refine the language.

Thanks in advance for helping us meet this tight timeline.

Sherri Kain

Planning & Performance Advisor

Corporate Planning & Reporting, Corporate Services Division

Ministry of Citizens' Services

250 516-2117

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Friday, August 4, 2017 10:56 AM
To: Van El, Wendy M FIN:EX
Cc: Biggs, Jackie FIN:EX
Subject: FW: Docs
Attachments: Clarifying Interpreting an FOI Request.docx; RM Guide Managing Minister s Office Records - APPROVED 2017-07-12 (3).DOCX; FOI requests with no responsive records.docx; Conducting and Documenting a Search for Records - AC edits.docx

From: Sexsmith, Melissa M FIN:EX
Sent: Thursday, August 3, 2017 5:55 PM
To: Curtis, David FIN:EX; Biggs, Jackie FIN:EX
Subject: Docs

The copies that were provided to you were out-of-date.

We located more current versions and also reviewed them further for errors. We have made minor adjustments to all the WORD docs, attached.

One of the PDFs (Privacy Glossary and Resources) contains an erroneous reference to the now-defunct IM111 course. I can contact Matt to get this corrected ASAP.

s.13

Melissa M. Sexsmith, Director, IM Legislation and Special Projects | Strategic Policy and Legislation Branch | Corporate Information and Records Management Office | 2nd Floor – 546 Yates Street, Victoria BC | 250 514 2173 |

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Friday, August 4, 2017 9:19 AM
To: Van El, Wendy M FIN:EX
Subject: Computer

Can you please bring my computer to the third floor boardroom QP for 9:30? If you can't make it for then no worries I am ok.

Sent from my iPhone

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Wednesday, August 9, 2017 9:15 AM
To: Van El, Wendy M FIN:EX
Subject: FW: Best Practices

And Susan please

From: Curtis, David FIN:EX
Sent: Wednesday, August 9, 2017 7:40 AM
To: Reed, Matt FIN:EX; Fairbairn, Joel FIN:EX; Tuck, John M JAG:EX
Subject: RE: Best Practices

Included another item.

From: Curtis, David FIN:EX
Sent: Wednesday, August 9, 2017 7:34 AM
To: Reed, Matt FIN:EX; Fairbairn, Joel FIN:EX; Tuck, John M JAG:EX
Subject: Best Practices

s.13,s.14

I will ask Wendy by way of this email to find a time for us to connect.

Regards,

David

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Wednesday, August 9, 2017 6:35 PM
To: Van El, Wendy M FIN:EX
Subject: FW: Minute

Can you please prep the consultation letters with the First Nations for signature and subsequent distribution first thing tomorrow? Feel free to contact Melissa for any additional info on the normal process.

Thanks again,

David

From: Sexsmith, Melissa M FIN:EX
Sent: Wednesday, August 9, 2017 3:47 PM
To: Curtis, David FIN:EX; Fairbairn, Joel FIN:EX
Subject: RE: Minute

Awesome. The standard process, as we outlined in our initial email, is to send these by courier so that the date of receipt is trackable (since there are legal obligations around # of days for response).

The "cc's" are by email.

From: Curtis, David FIN:EX
Sent: Wednesday, August 9, 2017 3:38 PM
To: Fairbairn, Joel FIN:EX; Sexsmith, Melissa M FIN:EX
Subject: Minute

s.12

Thanks again,

David

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Wednesday, August 9, 2017 6:34 PM
To: Van El, Wendy M FIN:EX
Cc: Biggs, Jackie FIN:EX
Subject: MO

Hi Wendy,

Many thanks for helping the MO out – they are aware of your limited availability s.22 .

They are keen for your assistance and Jennifer is hoping that you will be able to pop over to spend some time together Thurs and Fri morning. Jennifer happy to chat with you directly. Would you mind giving Jennifer a call at 250-387-9699 to discuss?

Thanks,

David

Biggs, Jackie CITZ:EX

From: Curtis, David FIN:EX
Sent: Friday, August 11, 2017 11:07 AM
To: Biggs, Jackie FIN:EX
Cc: Fairbairn, Joel FIN:EX; Van El, Wendy M FIN:EX
Subject: FW: CTZ Mandate Priorities bwv2.docx
Attachments: CTZ Mandate Priorities (JF edit).docx

Looks great! Jackie can you please forward to the DMO.

From: Fairbairn, Joel FIN:EX
Sent: Friday, August 11, 2017 11:04 AM
To: Curtis, David FIN:EX
Cc: Van El, Wendy M FIN:EX
Subject: RE: CTZ Mandate Priorities bwv2.docx

From: Curtis, David FIN:EX
Sent: Friday, August 11, 2017 9:58 AM
To: Fairbairn, Joel FIN:EX
Subject: CTZ Mandate Priorities bwv2.docx

From: [Armstrong, Ashley CITZ:EX](#)
To: [McEwan, Colin CITZ:EX](#)
Cc: [Darbyshire, Jessica CITZ:EX](#); [Elson, Jody CITZ:EX](#); [Bissonnette, Joy CITZ:EX](#)
Subject: RE: All Staff
Date: Tuesday, August 1, 2017 2:28:00 PM
Attachments: [Ministry All Staff - Aug 2, 2017.docx](#)

Hi Colin,
Draft agenda attached.
Thx
Ashley

From: McEwan, Colin MTIC:EX
Sent: Tuesday, August 1, 2017 1:14 PM
To: Armstrong, Ashley MTIC:EX
Cc: Darbyshire, Jessica MTIC:EX; Elson, Jody MTIC:EX
Subject: RE: All Staff

Hi Ashley, the Minister will be met at the front door here so no building plans necessary. Could you draft up a quick agenda from below for sending to the Minister's office. Perhaps with a little more official looking words than I had below.

Thanks,
Colin

From: [Armstrong, Ashley CITZ:EX](#)
To: [McEwan, Colin CITZ:EX](#)
Subject: FW: ramp up for Energy project
Date: Wednesday, August 2, 2017 1:04:00 PM

Just checking in if you wanted this meeting this week or further out – you don't have a lot of "free" time between now and Friday, but I can make something work if you'd like it before s.22 s.22

From: Twyford, Philip MTIC:EX
Sent: Wednesday, August 2, 2017 11:16 AM
To: Armstrong, Ashley MTIC:EX
Subject: FW: ramp up for Energy project
Hi, can you see if you can set up a meeting this week for me, Colin and Bernie Gaudet? thanks

From: Lorne DeLarge <Lorne.DeLarge@gov.bc.ca>
Date: Wednesday, August 2, 2017 at 11:12 AM
To: Philip Twyford <Philip.Twyford@gov.bc.ca>
Subject: RE: ramp up for Energy project

Bernie Gaudet

Might also need tsd as they are key to smart buildings.

From: Twyford, Philip MTIC:EX
Sent: Wednesday, August 2, 2017 11:11 AM
To: DeLarge, Lorne MTIC:EX
Subject: ramp up for Energy project
Colin and I would like to meet with you to start the discussion related to a ramp-up for the green/energy retrofit program. Do you want any of your team there?

From: [Armstrong, Ashley CITZ:EX](#)
To: [McEwan, Colin CITZ:EX](#)
Subject: FW: Records Storage Contracts mtg Friday
Date: Thursday, August 3, 2017 11:23:00 AM

We are expecting a PowerPoint sometime today. Also a call with David is scheduled for 430 this afternoon.

Ashley

From: Van El, Wendy M FIN:EX
Sent: Wednesday, August 2, 2017 3:03 PM
To: Armstrong, Ashley MTIC:EX
Subject: FW: Records Storage Contracts mtg Friday
Hi Ashley, as per below, Susan may have a ppt coming tomorrow. Thanks Wendy
Wendy Van El | Executive Administrative Assistant | to David Curtis, ADM | CIRMO Ministry of Citizens' Services
Ph: 250 356 6345 | PO Box 9406, Stn Prov Gov, Victoria BC V8W 9V1

From: Laidlaw, Susan FIN:EX
Sent: Wednesday, August 2, 2017 2:49 PM
To: Van El, Wendy M FIN:EX
Subject: RE: Records Storage Contracts mtg Friday
Hi Wendy,
Not at this time. There may be a powerpoint coming tomorrow morning.
Susan Laidlaw
t: 778-698-2900 c: 778-678-2097

From: Van El, Wendy M FIN:EX
Sent: Wednesday, August 2, 2017 1:52 PM
To: Laidlaw, Susan FIN:EX
Subject: FW: Records Storage Contracts mtg Friday
Hi Susan, Colin's office is asking if there any materials for Friday's meeting?

Thanks

Wendy

Wendy Van El | Executive Administrative Assistant | to David Curtis, ADM | CIRMO Ministry of Citizens' Services
Ph: 250 356 6345 | PO Box 9406, Stn Prov Gov, Victoria BC V8W 9V1

From: Armstrong, Ashley MTIC:EX
Sent: Wednesday, August 2, 2017 1:51 PM
To: Van El, Wendy M FIN:EX
Subject: Records Storage Contracts mtg Friday
Hi Wendy, do you have any background or materials on the above meeting scheduled for Friday morning?

Thanks!

Ashley Armstrong | Executive Administrative Assistant to Colin McEwan
Office of the Assistant Deputy Minister and EFO | Corporate Services
W137 – 4000 Seymour Place | Victoria, BC V8W 9V1
Ph: 250 952-7636 | M: 250 920-9158 e: ashley.armstrong@gov.bc.ca

From: Armstrong, Ashley MTIC:EX
Sent: Friday, August 4, 2017 11:50 AM
To: McEwan, Colin MTIC:EX; Darbyshire, Jessica MTIC:EX
Subject: FW: ADM DM meeting agenda template.docx
FYI

From: Taylor, Diane Ruth MTIC:EX
Sent: Friday, August 4, 2017 11:47 AM
To: Ferroux, Suzanne MTIC:EX; Furtado, Angelina MTIC:EX; Longtin, Lorraine MTIC:EX; Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Van El, Wendy M FIN:EX
Cc: Armstrong, Ashley MTIC:EX; Geary, Orla MTIC:EX; Wright, Sam MTIC:EX; Cook, Jeannette MTIC:EX
Subject: ADM DM meeting agenda template.docx

Good morning. I'll soon be sending out meeting notices for ½ hour bi-weekly touch base meetings with Jill and her direct reports.

Attached is the new agenda template we'll be using for those bi-weeklies. Pls ensure the agendas are received in the DMO the day before the meeting.

Diane R. Taylor

Assistant to:

Jill Kot, Deputy Minister

Ministry of Citizens' Services

and

Sarf Ahmed, Associate Deputy Minister

Ministry of Citizens' Services

From: [McEwan, Colin CITZ:EX](#)
To: [CITZ CSD SMT](#)
Subject: FW: FROM SARF AHMED, ASSOCIATE DM: ADM Real Property Division Announcement
Date: Thursday, August 17, 2017 3:47:25 PM
Attachments: [image004.jpg](#)
[image012.jpg](#)
[image001.jpg](#)

FYI

From: MTICS Associate DM-CITZ MTIC:EX

Sent: Wednesday, August 16, 2017 4:54 PM

To: Cook, Brenda MTIC:EX; Drummond, Kellee MTIC:EX; Evans, Michele MTIC:EX; Findlay, Jill MTIC:EX; Frisk, Melissa C MTIC:EX; Groves, Matthew L MTIC:EX; Hammond, John G MTIC:EX; Hartnell, Rori MTIC:EX; Hollingworth, Barb MTIC:EX; Kashman, Crystal MTIC:EX; Khatter, Himani MTIC:EX; Liu, Hongyan MTIC:EX; Low, Linda MTIC:EX; Makortoff, Patricia L MTIC:EX; Marsh, John MTIC:EX; Meeres, Tanya MTIC:EX; Morgan, Brent MTIC:EX; Angell, Heather MTIC:EX; Chow, Janis MTIC:EX; Crowley, Paul MTIC:EX; Dollinger, Ruth MTIC:EX; Dring, Daneen J MTIC:EX; Ferland, JoAnne MTIC:EX; Heide, Judy MTIC:EX; Leong, John MTIC:EX; Lisson, Andrew MTIC:EX; Lloyd, Vanessa MTIC:EX; MacDonald, Chamray MTIC:EX; Macdonald, Katie E MTIC:EX; Macdonald, Robert MTIC:EX; McDonald, Michelle MTIC:EX; Rossato, Krista MTIC:EX; Seeger, Matthew M MTIC:EX; Treloar, Russell MTIC:EX; Muldoon, Ron MTIC:EX; Myhres, Shelley N MTIC:EX; Neilly, Maureen MTIC:EX; Quin, Janice J MTIC:EX; Sampson, Cheryl A MTIC:EX; Schimmel, Andy MTIC:EX; Sheppard, Maegen MTIC:EX; Tassell, Mark MTIC:EX; Whittall, Martine J MTIC:EX; Wood, Teresa MTIC:EX; Cooney, Tracy MTIC:EX; DeLarge, Lorne MTIC:EX; Geary, Orla MTIC:EX; Partington, Nicole MTIC:EX; Williams, Leslie J MTIC:EX; Andrews, Matthew MTIC:EX; Burbee, Jon MTIC:EX; Carrelli, John I MTIC:EX; Chan, Charles Y MTIC:EX; Cooper, Brian MTIC:EX; Deslauriers, Christy MTIC:EX; Du Bois, Catherine MTIC:EX; Gingras, Marcel MTIC:EX; Howard, Beth MTIC:EX; Jenns, Paul MTIC:EX; Jones, Stefanie MTIC:EX; Kawata, Nadine MTIC:EX; Lai, Renia MTIC:EX; Larsson, Ben MTIC:EX; Martin, Cate MTIC:EX; Berry, John J MTIC:EX; French, Christine MTIC:EX; Gaudet, Bernie B MTIC:EX; Jones, Stefanie MTIC:EX; Paz, Lilliana MTIC:EX; Woolliams, Jessica MTIC:EX; Ord, Marilyn C MTIC:EX; Otway, Sandra L MTIC:EX; Parker, Maggie S MTIC:EX; Purewal, Shirin MTIC:EX; Purewall, Dar MTIC:EX; Sykes, Graeme MTIC:EX; Aitchison, Tracy MTIC:EX; Bryant, Soji MTIC:EX; Doran, Alesha MTIC:EX; Gene, Verna MTIC:EX; Gill, Peter MTIC:EX; Guthrie, Rebecca MTIC:EX; Hamann, John MTIC:EX; Karras, Savannah MTIC:EX; Lanuza, Julia MTIC:EX; MacLean, Matthew MTIC:EX; Owusu-Nyamkye, Kwabena MTIC:EX; Reid, Brianna MTIC:EX; Souza, Luiza MTIC:EX; Stubbs, Jennifer MTIC:EX; Volik, Anastasia MTIC:EX; Yeh, Chia-Chia MTIC:EX; Donaldson, Lise MTIC:EX; Low, Vincent MTIC:EX; Lunan, Catherine L MTIC:EX; Marsh, Lori MTIC:EX; Obreck, Peggy MTIC:EX; Ojetola, Folakemi MTIC:EX; Papineau, Shannon M MTIC:EX; Taylor, Mark C MTIC:EX; Turner, Carol A MTIC:EX; van't Riet, Marion MTIC:EX; Webb, Keith K MTIC:EX; Yu, May H MTIC:EX; Awchoula, Elena MTIC:EX; Bandet, Remi MTIC:EX; Bell, Rod MTIC:EX; Chiddle, Anita MTIC:EX; Deglow, Stephen MTIC:EX; Dunn, Allison MTIC:EX; Eng, Emily MTIC:EX; Forgues-Rorvik, Aline MTIC:EX; Francis, Diane K MTIC:EX; Gullekson, Valerie MTIC:EX; Hoffman, Jennifer B MTIC:EX; La Barbera, Debbie MTIC:EX; Liversedge, Karen P MTIC:EX; Mulligan, Davy MTIC:EX; Murphy, Darrel MTIC:EX; Perich, Michael A MTIC:EX; Rego, Jason MTIC:EX; Simian, Doina MTIC:EX; Steel, Claire MTIC:EX; Taylor, Graham MTIC:EX; Walker, Jennifer MTIC:EX; Watt, Bruce MTIC:EX; Zimmerman, Jen MTIC:EX; Bandet, Remi MTIC:EX; Brown, Jennifer MTIC:EX; Evans, Todd MTIC:EX; Frias, Cristina N MTIC:EX; Howard, Beth MTIC:EX; Khoury, Christina MTIC:EX; Marguet, Stephen R MTIC:EX; McMillan, Lorraine M MTIC:EX; Nemeth, Susan MTIC:EX; Pearson, Kerri MTIC:EX; Poelking, Les J MTIC:EX; Richir, Karen A MTIC:EX; Seeger, Lisa Marie MTIC:EX; Tassell, Mark MTIC:EX; Wilkie, Matthew MTIC:EX; Daly, Quinn MTIC:EX; Deibert, Yvonne MTIC:EX; Francis, Diane K MTIC:EX; Gestwa, Tricia L MTIC:EX; Hoskins, Bruce MTIC:EX; Lawson, Elena MTIC:EX; Levesque, Robin MTIC:EX; Macnaughton, Jason MTIC:EX; McEneaney, Kevin MTIC:EX; Seltnerich, Chris MTIC:EX; Taylor, Jared MTIC:EX; Baydack, Don MTIC:EX; Bellows, David R MTIC:EX; Bova, Caterina MTIC:EX; Chou, Carrie MTIC:EX; Cockle, Kayla MTIC:EX; de Medeiros, Del MTIC:EX; Donaldson, Mark J MTIC:EX; Evoy, Clayton MTIC:EX; Field, Scott MTIC:EX; Goyal, Raj MTIC:EX; Halsall, Laura MTIC:EX; Hanley, Lisa MTIC:EX; Hennis, Sean MTIC:EX; Hugli, Kelly MTIC:EX; Hutchison, Jennie J MTIC:EX; Karras, Savannah MTIC:EX; Krossoy, Karen MTIC:EX; Lee, Gorman MTIC:EX; Liao, Tina MTIC:EX; Lien, Christopher MTIC:EX; Lim, Edwin MTIC:EX; Lima, Christopher A MTIC:EX; Masson, Michael MTIC:EX; Evoy, Clayton MTIC:EX; Liao, Tina MTIC:EX; Lien, Christopher MTIC:EX; Lim, Edwin MTIC:EX; Masson, Michael MTIC:EX; Muir, Mitchel MTIC:EX; Walter, Monica MTIC:EX; Wilkins, Russell J MTIC:EX; Bova, Caterina MTIC:EX; de Medeiros, Del MTIC:EX; Donaldson, Mark J MTIC:EX; Field, Scott MTIC:EX; Goyal, Raj MTIC:EX; Hennis, Sean MTIC:EX; Lee, Gorman MTIC:EX; Sutcliffe, Debbie MTIC:EX; Verjinschi, Scarlett MTIC:EX; Vowles, Lynn M MTIC:EX; Wharton, Karen S MTIC:EX; Baydack, Don MTIC:EX; Bellows, David R MTIC:EX; Hanley, Lisa MTIC:EX; Karras, Savannah MTIC:EX; Masson, Michael MTIC:EX; So, Kam MTIC:EX; St Hilair, Diane MTIC:EX; Verjinschi, Scarlett MTIC:EX; Chou, Carrie MTIC:EX; Cockle, Kayla MTIC:EX; Halsall, Laura MTIC:EX; Hanley, Lisa MTIC:EX; Hugli, Kelly MTIC:EX; Hutchison, Jennie J MTIC:EX; Krossoy, Karen MTIC:EX; Lima, Christopher A MTIC:EX; Phillips, Bronwyn G MTIC:EX; Selvig, Judy MTIC:EX; Sharma, Adi MTIC:EX; Tremblay, Jason MTIC:EX; Waters, Monique D MTIC:EX; Woods, Annette MTIC:EX; Muir, Mitchel MTIC:EX; Phillips, Bronwyn G MTIC:EX; Selvig, Judy MTIC:EX; Sharma, Adi MTIC:EX; So, Kam MTIC:EX; St Hilair, Diane MTIC:EX; Sutcliffe, Debbie MTIC:EX; Tremblay, Jason MTIC:EX; Verjinschi, Scarlett MTIC:EX; Vowles, Lynn M MTIC:EX; Walter, Monica MTIC:EX; Waters, Monique D MTIC:EX; Wharton, Karen S MTIC:EX; Wilkins, Russell J MTIC:EX; Woods, Annette MTIC:EX

Cc: MTIC Executive Members; Dhaliwal, Sunny EHS:EX

Subject: FROM SARF AHMED, ASSOCIATE DM: ADM Real Property Division Announcement

cid:image001.jpg@01D22AE1.B02F1710



Good afternoon,
I am pleased to advise that we have now concluded the competition for ADM of Real Property Division and are appointing Sunny Dhaliwal as the Assistant Deputy Minister, Real Property Division, CITZ, with effect from August 24, 2017. Sunny will report to me.



Sunny held senior leadership roles in the BC public sector and military for more than 27 years, and brings a wealth of knowledge and experience in leading large and complex portfolios. Most recently, Sunny served as the Executive Director, Provincial Programs, BC Emergency Health Service (BCEHS). In this role he was responsible for BCEHS Aviation, Fleet Operations, Emergency Management, Provincial Logistics, Facilities, Procurement & Contract Management, Critical Care, and Special Operations, and led these challenging and diverse province-wide programs through times of major transformation. Prior to joining the public sector, Sunny served in the Indian Military for more than 20 years and held a number

of prestigious command, staff and instructional appointments. After commanding two service battalions as a Colonel, Sunny obtained an early retirement from the military in 2010 to pursue a career with BCEHS.

Sunny holds a Master's Degree in Public Administration from the University of Victoria, a Master's Degree in Defence and Strategic Studies and a Master's Diploma in Business Administration. Sunny's strong leadership and operational background; and extensive experience in running large, complex operations, will be an asset for the Division.

Sunny is looking forward to working with the team and leading the Division in providing efficient, accessible, responsive and citizen-centric services.

I would like to take this opportunity to thank Lorne DeLarge for his hard work and dedication while acting as ADM of Real Property Division since November 2016. Lorne ensured that the division continued its focus on implementing key priorities for the division and supporting staff to meet the needs of our clients. The course that he set for the division during the last few months will continue under Sunny's leadership. Lorne remains a very valuable member of the management team for the division and the ministry. He will return to his base position on Sept 11 as Executive Director Accommodation Management

s.22



Sarf Ahmed
Associate Deputy Minister
Ministry of Citizens' Services

From: [Armstrong, Ashley CITZ:EX](#)
To: [McEwan, Colin CITZ:EX](#)
Cc: [Darbyshire, Jessica CITZ:EX](#)
Subject: FW: DM's schedule
Date: Tuesday, August 29, 2017 3:46:00 PM
Attachments: [image002.png](#)

Hi Colin, heads up and FYI. Jessica or I can circulate to SMT if necessary.

Thanks,

Ashley

From: Taylor, Diane Ruth MTIC:EX
Sent: Tuesday, August 29, 2017 3:33 PM
To: Armstrong, Ashley MTIC:EX; Geary, Orla MTIC:EX; Longtin, Lorraine MTIC:EX; Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Van El, Wendy M FIN:EX; Wright, Sam MTIC:EX; Spicer, Christina MTIC:EX
Subject: DM's schedule

A heads up re Jill's schedule. This week is totally jammed up; and she's away next week T/W/Th for Minister's meetings and the First Nations Cabinet meeting. She's back in the office on Friday, Sept. 08 where there is about one hour at the end of the day to add any meetings. Then, Jill will be s.22

s.22

So if you have anything critical that needs to get into Jill's schedule, let me know ASAP. FYI, Jill prefers early morning meetings to late afternoon/evening meetings so we have to work around that, too.

I think we should have a Game of Thrones type contest to see who gets the hour on Sept. 08!



From: McEwan, Colin CITZ:EX
To: Armstrong, Ashley CITZ:EX
Subject: RE: Stand up tomorrow
Date: Tuesday, August 29, 2017 4:38:15 PM

Let's cancel that one as the other meeting has bumped it. We can catch up in the afternoon.

From: Armstrong, Ashley MTIC:EX
Sent: Tuesday, August 29, 2017 4:35 PM
To: McEwan, Colin MTIC:EX
Subject: Stand up tomorrow

Are we cancelling given our weekly mtg that afternoon, or would you like it moved to 9am?

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 1, 2017 8:19 AM
To: Howes, Leanne MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: RE: time Tuesday with Ian D

Hi Leanne,

9am works for both of you. If you won't be in the office by then please let me know and I will look for another time.

Alli

From: Howes, Leanne MTIC:EX
Sent: Monday, July 31, 2017 5:06 PM
To: Malpass, Allison MTIC:EX
Subject: time Tuesday with Ian D

Hi Allison, is there any time with Ian. I need it for hosting operations.

30 min would be good.

Thanks,
Leanne

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 1, 2017 10:48 AM
To: Donaldson, Ian R MTIC:EX
Subject: FW: Mainframe Mitigation meeting this Thursday

FYI. It will remain in your calendar because the meeting notice came from you.

From: Howes, Leanne MTIC:EX
Sent: Tuesday, August 1, 2017 10:43 AM
To: Malpass, Allison MTIC:EX
Subject: RE: Mainframe Mitigation meeting this Thursday

Hi, no problem, we can proceed without him.

Leanne

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 1, 2017 10:28 AM
To: Howes, Leanne MTIC:EX
Subject: Mainframe Mitigation meeting this Thursday

Hi Leanne,

Is Ian required to attend the meeting this Thursday? He has a conflict and is wondering if you will be okay without him.

Thanks for confirming,

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 2, 2017 12:11 PM
To: Donaldson, Ian R MTIC:EX
Subject: SMT Agenda
Attachments: 08-03-2017_Agenda_SMT_DRAFT.docx

Hi Ian,

See attached Agenda. Okay to distribute?

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 8, 2017 11:39 AM
To: Donaldson, Ian R MTIC:EX
Subject: FW: Bi-weekly Mainframe meetings

FYI

From: Howes, Leanne MTIC:EX
Sent: Tuesday, August 8, 2017 11:31 AM
To: Malpass, Allison MTIC:EX
Subject: RE: Bi-weekly Mainframe meetings

No, he doesn't.

If we need him for a particular meeting, we can extend an invite to him.

Leanne

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 8, 2017 11:26 AM
To: Howes, Leanne MTIC:EX
Subject: Bi-weekly Mainframe meetings

Hi Leanne,

Is Ian still required to attend this series?

Thanks for confirming,

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 9, 2017 9:43 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Shah, Chantal MTIC:EX; Molyneux, Jennifer MTIC:EX
Subject: Friday

Hi Ian's: Chantal Shah will be covering for me this Friday. When you get a moment, please allow her access to your calendars.

Thank-you,

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 9, 2017 10:03 AM
To: Donaldson, Ian R MTIC:EX
Subject: FOI request in eApprovals

Hi Ian,

Just a friendly reminder of the FOI request sitting with you in eApprovals (3939). Once you've reviewed/approved, please send to Ian Bailey 😊

Thanks,

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 9, 2017 12:27 PM
To: Donaldson, Ian R MTIC:EX
Subject: FW: eApprovals Reminder to Ian

And another one to approve 😊

From: Koot, Sharon MTIC:EX
Sent: Wednesday, August 9, 2017 12:24 PM
To: Malpass, Allison MTIC:EX
Subject: eApprovals Reminder to Ian

Hi Alli – could you please remind Ian that I would like him to review all of the communications associated with eApprovals #4015 – Mobile Device Guidelines. Thanks so much.

Sharon

Sharon Koot | Director, Business Relationship Communications
Strategic Planning and Policy | Office of the Chief Information Officer
| Ministry of Citizens' Services | 4000 Seymour Place
Sharon.Koot@gov.bc.ca | phone #: 250.952.9562 |

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 9, 2017 3:44 PM
To: Donaldson, Ian R MTIC:EX
Subject: Ian Bailey is looking for you! Please come back :)

Importance: High

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Thursday, August 10, 2017 1:59 PM
To: Donaldson, Ian R MTIC:EX
Cc: Cameron, Dianna MTIC:EX
Subject: RE: Request for Carpet Cleaning in W200 at Seymour Pl.

Hi Ian,

Just a friendly reminder that Corporate Software branch is still waiting for your approval to get the carpets cleaned ☺

Thanks, Alli

From: Malpass, Allison MTIC:EX
Sent: Thursday, August 3, 2017 2:46 PM
To: Donaldson, Ian R MTIC:EX
Cc: Cameron, Dianna MTIC:EX
Subject: FW: Request for Carpet Cleaning in W200 at Seymour Pl.

Hi Ian,

Please see request below to have carpets cleaned. An "Approved" email back will suffice.

Thanks,
Alli

From: Cameron, Dianna MTIC:EX
Sent: Thursday, August 3, 2017 1:07 PM
To: Malpass, Allison MTIC:EX
Subject: FW: Request for Carpet Cleaning in W200 at Seymour Pl.

Hi Allison: Could you please have Ian Donaldson review our request below and if he approves, we just require an "approved" notation back from him via email.

Many thanks.
Dianna

From: Bacon, Stephanie J MTIC:EX
Sent: Thursday, August 3, 2017 11:31 AM
To: Cameron, Dianna MTIC:EX
Cc: Stein, Vicki MTIC:EX
Subject: RE: Request for Carpet Cleaning in W200 at Seymour Pl.

Yes please forward to Ian D for approval.

It is really noticeable in the morning and dissipates somewhat with the door open or the AC/ventilation on.

From: Cameron, Dianna MTIC:EX
Sent: Wednesday, August 2, 2017 2:32 PM
To: Bacon, Stephanie J MTIC:EX

Cc: Stein, Vicki MTIC:EX

Subject: FW: Request for Carpet Cleaning in W200 at Seymour Pl.

Hi Stephanie: Can I have your approval to forward this email string to Ian D. for approval per the response below?

Also, we will need to be left your key s.22 in the event the work can be done during the next few weeks.

Thank you.

Dianna

From: MTIC 4000 Seymour Facilities MTIC:EX

Sent: Wednesday, August 2, 2017 2:29 PM

To: Cameron, Dianna MTIC:EX

Cc: Bacon, Stephanie J MTIC:EX; Stein, Vicki MTIC:EX

Subject: RE: Request for Carpet Cleaning in W200 at Seymour Pl.

Good afternoon Dianna,

Thank you for your e-mail. I have conferred with Kurtis Rumenovich and he has advised that, due to the fact than an external vendor is required to perform the work to have the carpet in W200 deep-cleaned, it is classified as an MCR (Minor Client Request). All MCRs costing under \$1000 require program area ADM approval as the charge would be billed to the requesting program area.

If you can please forward us ADM approval as part of this e-mail string along with a preferred date for service (as far in the future as possible would be appreciated), we will be glad to place the call to WSI to have the appropriate vendor dispatched to perform the work. That will give us enough time to move the furniture from W200 to the loading dock. **Who would we see for the key to the room when we are going to move the furniture?**

Regards,

Stephen

Stephen Tarasoff | Shipper/Receiver

Financial and Administrative Services Branch | Corporate Services Division

t: 778 698-2455 | f: 250 387-8714 e: Stephen.Tarasoff@gov.bc.ca

a: W113, 4000 Seymour Place, Victoria BC V8X 4S8

From: Cameron, Dianna MTIC:EX

Sent: Wednesday, August 2, 2017 9:23 AM

To: MTIC 4000 Seymour Facilities MTIC:EX

Cc: Bacon, Stephanie J MTIC:EX; Stein, Vicki MTIC:EX

Subject: Request for Carpet Cleaning in W200 at Seymour Pl.

Good morning: There is a very unpleasant smell (smells like vomit or rotten dairy or food substance) in the W200 office space that has been there since Stephanie Bacon, Director, moved into this space a few months ago. The smell is present at all times and wouldn't be permeating from other areas in the building as far as we can tell.

Given this information, we would like to request that the carpet in this workspace be considered for cleaning and staff in the CSB would be happy to work with Facilities to move out the few furniture items temporarily to accommodate the work. Stephanie Bacon will be s.22 and if approved, and the work could be done during this timeframe it would be greatly appreciated.

Thank you for your consideration of this request and we look forward to your reply/input.

Dianna Cameron
Project Analyst, Corporate Software Branch
Ministry of Citizens' Services
4000 Seymour Pl., Victoria, BC
Cell: 250 216-9922

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Thursday, August 10, 2017 4:53 PM
To: Donaldson, Ian R MTIC:EX
Cc: Shah, Chantal MTIC:EX
Subject: FW: meeting

Hi Ian,

As discussed, I sent Rick an email to see if he was available for a meeting, but have yet to receive a response. The phone number provided is not his current number.

If you'd like Chantal to reach out to Rick again tomorrow, please let her know.
Thanks,

Alli

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 10, 2017 9:24 AM
To: Malpass, Allison MTIC:EX
Subject: meeting

Hi Allison,

Can you setup a 30 minute meeting in my office with Rick – contact details below?

11:30 or 2:30 tomorrow appear open. You may have to email/call him – not sure if he does calendar appts.

Thanks
Ian

s.22

Ian Donaldson
A/Assistant Deputy Minister
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
ian.donaldson@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Thursday, August 10, 2017 4:56 PM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Shah, Chantal MTIC:EX; Linkes, Tania MTIC:EX; Molyneux, Jennifer MTIC:EX; Cook, Jeannette MTIC:EX; Taylor, Diane Ruth MTIC:EX
Subject: Friday

Just a reminder that s.22
something comes up.

Work: 250-580-7684 or Personal: s.22

. I am reachable by either cell if

Thanks everyone,

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Monday, August 14, 2017 10:42 AM
To: Donaldson, Ian R MTIC:EX
Cc: Bailey, Ian D MTIC:EX
Subject: RE: OAG Notice of Planning for IDIR

Thanks Ian. I've put this in eApprovals and sent to Sophia's group to prepare the response.

Alli

From: Donaldson, Ian R MTIC:EX
Sent: Friday, August 11, 2017 3:31 PM
To: Malpass, Allison MTIC:EX
Cc: Bailey, Ian D MTIC:EX
Subject: FW: OAG Notice of Planning for IDIR

Hi Allison,

Can you draft a response similar to the one from Sarf on the attachment that identifies Sophia Howse as the primary contact?

(Ian – Normally these requests go to the Deputy who provides the response....)

Thanks
Ian

From: Bailey, Ian D MTIC:EX
Sent: Friday, August 11, 2017 12:11 PM
To: Donaldson, Ian R MTIC:EX
Cc: Howse, Sophia MTIC:EX; McEwan, Colin MTIC:EX
Subject: OAG Notice of Planning for IDIR

Ian, please have the contact person identified (Sophia?) and a response from me written up.

Thanks, Ian.

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Monday, August 14, 2017 1:02 PM
To: Donaldson, Ian R MTIC:EX
Subject: RE: Mainframe Decommissioning & JAG

Hi Ian,

This has been scheduled for September 1st.

Thanks,
Alli

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 10, 2017 3:07 PM
To: Whitney, Terry MTIC:EX; Howes, Leanne MTIC:EX
Cc: Roberts, Haleen L MTIC:EX; Malpass, Allison MTIC:EX
Subject: RE: Mainframe Decommissioning & JAG

Would be happy to join – Allison, can you setup? Please and thanks all.

Ian

From: Whitney, Terry MTIC:EX
Sent: Thursday, August 10, 2017 2:52 PM
To: Donaldson, Ian R MTIC:EX; Howes, Leanne MTIC:EX
Cc: Roberts, Haleen L MTIC:EX
Subject: Mainframe Decommissioning & JAG

Hi – some time ago Robert O'Neill had reached out asking us to set up a session with you (Ian – at the time) to discuss & understand the potential plans & impacts for Justice Sector following from our plans to decommission the mainframe. I think Craig Randle may have set up a meeting with you on this topic but am not certain as it was right around the time of post-election changes – do you recall?

We would like to set up the requested meeting – with Robert O'Neill, Craig Randle – one or both of you, and myself & possibly Haleen – for late Aug/early Sept - Thoughts?

Terry Whitney

Executive Director,

Service Management Branch (SMB)

Technology Solutions, Office of the Government Chief Information Officer

Ministry of Citizens' Services

Cell: 250 704-6209



Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 15, 2017 10:46 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Subject: FW: Meeting request for DM

Hi Ians,

Dm's office is looking for some advice on whether this meeting with Fujitsu should go ahead. If so, would it be appropriate for one of you to attend the meeting with Jill?

Thanks, Alli

From: Taylor, Diane Ruth MTIC:EX
Sent: Tuesday, August 15, 2017 10:43 AM
To: Malpass, Allison MTIC:EX
Subject: Meeting request for DM

Hi, can you pls run this past one of the Ians. Graham Robertson from Fujitsu is looking to meet with Jill next week – he says Jill knows him but all the vendors say that. Can you pls check and see if this can be booked; and if one of the Ians needs to attend with Jill. Thx,
d

Diane R. Taylor
Assistant to:

Jill Kot, Deputy Minister
Ministry of Citizens' Services
and
Sarf Ahmed, Associate Deputy Minister
Ministry of Citizens' Services

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 15, 2017 11:03 AM
To: Donaldson, Ian R MTIC:EX
Subject: FW: Approvals Reminder to Ian D

See friendly reminder below ☺

From: Koot, Sharon MTIC:EX
Sent: Tuesday, August 15, 2017 10:54 AM
To: Malpass, Allison MTIC:EX
Subject: Approvals Reminder to Ian D

Hi Alli – when you get a chance, could you remind Ian Donaldson that there are two items in eApprovals awaiting his review?

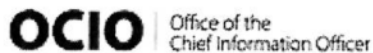
Item 4041 – BCDevExchange

Item 4070 – Unified Communications in iStore

Thanks so much.

Sharon

Sharon Koot | Director, Business Relationship Communications
Strategic Planning and Policy | Office of the Chief Information Officer
| Ministry of Citizens' Services | 4000 Seymour Place
Sharon.Koot@gov.bc.ca | *phone #:* 250.952.9562 |



Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 16, 2017 10:40 AM
To: Donaldson, Ian R MTIC:EX
Subject: Calendar Update for today

Hi Ian,

Ka Yee requested a meeting with you to discuss staffing. It's been scheduled from 12:30-1:30 today

Thanks

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 16, 2017 10:43 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Longtin, Lorraine MTIC:EX
Subject: s.22

Hi Ians: s.22

Lorraine will be here.

Thanks,

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 16, 2017 10:44 AM
To: Donaldson, Ian R MTIC:EX
Subject: Please Read: WSS MSA extension

Importance: High

See below.

From: Ehle, Dan MTIC:EX
Sent: Wednesday, August 16, 2017 10:43 AM
To: Malpass, Allison MTIC:EX
Subject: FW: WSS MSA extension
Importance: High

Hi.

Can you get Ian D's attention turned to this?

Thanks

s.13

From: Ehle, Dan MTIC:EX
Sent: Tuesday, August 15, 2017 11:53 AM
To: Donaldson, Ian R MTIC:EX
Subject: FW: WSS MSA extension

s.13

From: Ehle, Dan MTIC:EX
Sent: Wednesday, August 9, 2017 11:17 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Agerup, Pelle MTIC:EX; Criddle, Nadine MTIC:EX; McCaig, Kirsten MTIC:EX
Subject: WSS MSA extension

Good morning.

s.13

Thanks

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 16, 2017 11:54 AM
To: Donaldson, Ian R MTIC:EX
Subject: FW: One on One with Ian Donaldson

Hi Ian,

FYI: I've scheduled this 1:1 for Monday.

-Alli

From: Parkin, Theresa M MTIC:EX
Sent: Wednesday, August 16, 2017 11:44 AM
To: Malpass, Allison MTIC:EX
Subject: RE: One on One with Ian Donaldson

It is a one-on-one "to discuss current status and end dating of Knowledge transfer".

Sincerely,

Theresa Parkin | Enterprise Business Architect
Architecture Standards and Planning | Technology Solutions | Office of the Chief Information Officer |
Ministry of Citizens' Services | W248 4000 Seymour Place
250 704-9870 | Theresa.Parkin@gov.bc.ca | *Mailing Address:* PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1



Office of the
Chief Information Officer

Please consider the environment before printing this email

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 16, 2017 11:42 AM
To: Parkin, Theresa M MTIC:EX
Subject: RE: One on One with Ian Donaldson

Sounds good. What is the topic?

From: Parkin, Theresa M MTIC:EX
Sent: Wednesday, August 16, 2017 11:40 AM
To: Malpass, Allison MTIC:EX
Subject: RE: One on One with Ian Donaldson

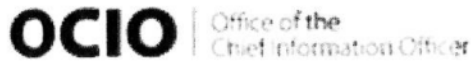
Allison,

I am available either of those times. Let's book for 9am and then move it if his schedule changes.

Thanks!! I very much appreciate your quick reply.

Sincerely,

Theresa Parkin | Enterprise Business Architect
Architecture Standards and Planning | Technology Solutions | Office of the Chief Information Officer |
Ministry of Citizens' Services | W248 4000 Seymour Place
250 704-9870 | Theresa.Parkin@gov.bc.ca | *Mailing Address:* PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1



Please consider the environment before printing this email

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 16, 2017 11:39 AM
To: Parkin, Theresa M MTIC:EX
Subject: RE: One on One with Ian Donaldson

Hi Theresa,

Ian is fully booked this week. How about Monday the 21st? He is available at 9 or 10:30

Alli

From: Parkin, Theresa M MTIC:EX
Sent: Wednesday, August 16, 2017 11:36 AM
To: Malpass, Allison MTIC:EX
Subject: One on One with Ian Donaldson

Good Morning Allison,

I was wondering if I can have half an hour of Ian's time. Today or tomorrow would be great but next week is also fine. I am S.22

If you can give me some time options that would be greatly appreciated. I start at 7am so if he is in early I will make myself available.

Thank you for your time.

Sincerely,

Theresa Parkin | Enterprise Business Architect
Architecture Standards and Planning | Technology Solutions | Office of the Chief Information Officer |
Ministry of Citizens' Services | W248 4000 Seymour Place
250 704-9870 | Theresa.Parkin@gov.bc.ca | *Mailing Address:* PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1



Please consider the environment before printing this email

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 16, 2017 1:49 PM
To: Donaldson, Ian R MTIC:EX
Subject: FW: Meeting for next Wed afternoon Aug 23rd

Hi Ian: I see you were sent this too. Let me know if you'd like me to arrange the meeting.

Alli

From: Boudhane, Nouria MTIC:EX
Sent: Wednesday, August 16, 2017 9:57 AM
To: Malpass, Allison MTIC:EX
Subject: FW: Meeting for next Wed afternoon Aug 23rd

FYI

From: Edmonds, Charles [<mailto:Charles.Edmonds@softwareag.com>]
Sent: Wednesday, August 16, 2017 9:57 AM
To: Donaldson, Ian R MTIC:EX; Boudhane, Nouria MTIC:EX
Subject: Meeting for next Wed afternoon Aug 23rd

Hi Ian,

Darren and I are in Victoria next Wednesday, I'd like to set up an hour time to discuss next steps, once this amendment has been executed with you.

Can we work time starting at 1pm thereafter?

Best regards
Charles Edmonds
+1 403.615.3264



<http://www.innovationtour2017.com>



Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 16, 2017 3:03 PM
To: Donaldson, Ian R MTIC:EX
Subject: Confirmed meeting with Rick Bourque

Thanks Ian. Rick is s.22 so have scheduled a 30 minute meeting on Monday the 21st.

Alli

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 16, 2017 8:20 AM
To: Malpass, Allison MTIC:EX
Subject: Are these the same contact details you have for Rick? Cell may be different here....

Cell: s.22
Email: s.22

Ian Donaldson
A/Assistant Deputy Minister
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
ian.donaldson@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Thursday, August 17, 2017 1:24 PM
To: Donaldson, Ian R MTIC:EX
Subject: RE: Lou

Hmm that's strange. There was never a lunch meeting in your calendar for this week with Lou (I checked!). I did reach out to his assistant to try and schedule something for next week, but haven't heard back. Will get in touch with her and schedule something.

Alli

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

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 17, 2017 1:05 PM
To: Malpass, Allison MTIC:EX
Subject: Lou

Hi

Lou thought I was meeting him for lunch today???

Ian

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Monday, August 21, 2017 12:54 PM
To: Donaldson, Ian R MTIC:EX
Subject: FW: Update: Surface Pros and Win 10

Hi Ian,

This has been scheduled for Thursday afternoon.

Thanks, Alli

From: Donaldson, Ian R MTIC:EX
Sent: Monday, August 21, 2017 8:49 AM
To: McCaig, Kirsten MTIC:EX
Cc: Gergel, Michael MTIC:EX; Malpass, Allison MTIC:EX; Bailey, Ian D MTIC:EX
Subject: RE: Update: Surface Pros and Win 10

Hi Kirsten/Michael,

Our install base of Surface Pros is largely the senior folks in government.

I am gauging that the level of frustration with these machines is high.

The issue has been ongoing without resolution for quite some time now.

This combination is having a negative impression on our Org.

I am requesting that this be treated as job #1 for Device Services.

Can you setup a meeting where IBM presents to lanx2 on the plan to resolve and demonstrate progress todate. Purpose really will be for the Ians to impress upon IBM that this must be fixed and we are not particularly satisfied with the current state.

30 minutes please. This week. IBM to lead presentation - device service to provide intro....

Ian

From: McCaig, Kirsten MTIC:EX
Sent: Tuesday, August 15, 2017 5:40 PM
To: Donaldson, Ian R MTIC:EX
Cc: Gergel, Michael MTIC:EX
Subject: Update: Surface Pros and Win 10

Hi Ian, as follow up to your request last Friday, here is a response to a number of your questions and also some background information that may be relevant to the current discussion. Your questions were:

- 1) Is there a recognition that there is an issue?
- 2) What is the plan to address?

- 3) When will we have the issue addressed by and what are the mitigation strategies.

Question #1

- Scope of devices potentially impacted – 957 which is approximately 3% of the device fleet.

Windows 10 and Windows 8 deployed workstations (June 2017 Monthly Operations Report)

	Windows 8	Windows 10
Laptop	447 (88% Surface devices – Surface Pro 2 or 3)	478 (70% Surface devices – Surface Pro 2, 3 or 4)
Desktop	0	32

- IBM and Device Services meet weekly to review problems and prioritize associated work.
- Yes there is recognition there is an issue. In February this year, a review was undertaken of Windows 10 performance based on Ziften System Experience scores which showed significant portion of Windows 10 users were having a “Poor Experience”. IBM Problem Management identified three issues:

Issue Identified	Analysis	Resolution
SkypeHost	Almost 98% of all application crashes were skypehost.exe. Digging deeper showed that the faulting module behind this application crash is “COM for Windows” and the file is “combase.dll”	Issue fix has been identified (script required to be applied to all Win 10 devices to set the a number of registry keys), and it is in the process of being packaged. Expected to be ready for deployment next week but will not be deployed until the RFC has been submitted with the schedule. Standard Change Management timelines would apply.
System Crashes (PR200483)	For Win7 systems, the average number of system crashes per 1,000 active usage minutes did not differ much for the different types of systems. For Win10 systems, tablets (Surface devices) were clearly crashing at a much higher rate than laptops.	Issue fix has been identified (Microsoft driver update for Surface Pro devices), and it is in the process of being packaged. Expected to be ready for deployment next week but will not be deployed until the RFC has been submitted with the schedule. Standard Change Management timelines would apply.
Average System Boot Time (PR TBD)	Average boot time Windows 10 (119 seconds) is slightly higher than average boot time Windows 7 (111 seconds)	System boot time increase is being investigated, and logging will need to be implemented to gain further insight to assist with troubleshooting.

Additional NOTE: Windows 7 is not an approved operating system for Surface devices:

- IBM has confirmed that there are no Surface Pro devices reporting to have a Windows 7 operating system installed. IBM also polled the Deskside teams - they all confirmed that they would only image a Surface device

to Windows 8 or Windows 10 as no Windows 7 is available for this device. So if we are getting info that Surface devices are being imaged with Win 7 ... IBM would like more specifics on users.

Question #2 and #3

- In addition to the planned resolution above
 - Device Services and IBM will continue to monitor the problem at their weekly team meetings.
 - There are two projects underway related to Windows 10:

Win10 Anniversary Core Image Update	<p>The core image package is complete (and available for re-images; new deployment). The level set package (to update deployed Windows 10 workstations) is complete and being tested.</p> <p>Deployment dates for the level set has not been confirmed; client communications (Service Bulletin; TIB) to be published once deployment dates confirmed.</p>
Windows 8 Transition to Windows 10	<p>Issue identified in PS1 (testing phase) - That first and only installation to date (a Surface Pro 3) has failed and the RDM and Imaging team are working with the client to troubleshoot and determine the root cause. It is our understanding from the Imaging team that this upgrade has been performed successfully 30-40 times in the development phase. And of those successes, approximately 20 times successful on a Surface Pro 3.</p> <p>Service Bulletin #932 – updated yesterday: <i>Update – August 14, 2017: The previously scheduled Windows 8 to Windows 10 upgrades have been postponed due to a Production Stage (PS1) workstation upgrade failure. This operating system upgrade will be re-scheduled once a root cause analysis is completed and appropriate measures taken to remediate identified issues.</i></p>

General Comments

If there are known users experiencing problems with either SkypeHost or SysCrash, who would like this updated completed sooner, IBM would be happy to update specific users ahead of the general deployment.

To provide additional context regarding the request for specific users names/workstations being impacted – IBM would not contact the users directly but would instead use the data analytics e.g. Ziften and would correlate it against ticket data, possible LOB application problems, etc. Knowing the names of specific users can help them focus behind the scenes to identify issues.

If you ever want to pass along the user's names – IBM is more than happy to work behind the scenes and not contact them.

Lastly, I will continue to work with IBM to get confirmed dates for the Windows 10 image upgrades and the other activities included in this email. To be transparent, I believe the split of staff between the procurement project and devices services operations (for both us and IBM) plus the focus on wildfire activities is impacting the timeliness / focus on this work. I have our JPO coming this Thursday and I will continue to raise the importance of this with the whole team. Unfortunately the overall device impact – 3% of fleet – is small, but the surface pros are used by Exec directors and up, making this a very visible issue.

I can continue to provide update via email – or I can set up a meeting with the team if you wish for more information.

Thanks to Michael Gergel for helping gather info together. Let me know if there is additional info that you would like to see.

k

Kirsten McCaig
a/Executive Director
Device Services Branch
OCIO

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 22, 2017 8:07 AM
To: Donaldson, Ian R MTIC:EX

s.22

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 22, 2017 8:28 AM
To: Donaldson, Ian R MTIC:EX
Subject: RE: meetings today

You bet!

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 22, 2017 6:16 AM
To: Malpass, Allison MTIC:EX
Subject: meetings today

Hi Alli,

Can you move the connectivity strategy meeting ahead - I would like to be in that meeting.

I am thinking I will be in tomorrow.

Ian

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 23, 2017 11:54 AM
To: Donaldson, Ian R MTIC:EX
Subject: Call for you

Hi Ian,

Bruce Cuthbert called for you, s.22

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Friday, August 25, 2017 11:09 AM
To: Donaldson, Ian R MTIC:EX
Subject: FW: Checking Approve: updated IN - ASD vendors and next generation network
Attachments: IN_ASD Vendors and Next Generation Network_23 Aug 17_V2.docx

Importance: High

Hi Ian – This is the latest issue's note that needs to be approved asap ☺

Thanks,
Alli

From: Whittier, Joanne GCPE:EX
Sent: Friday, August 25, 2017 11:07 AM
To: Malpass, Allison MTIC:EX
Subject: Checking Approve: updated IN - ASD vendors and next generation network

As discussed, checking on this one.

From: Wey, Melody GCPE:EX
Sent: Wednesday, August 23, 2017 9:41 AM
To: Donaldson, Ian R MTIC:EX
Cc: Whittier, Joanne GCPE:EX; Hauff, Chris R MTIC:EX
Subject: Approve: updated IN - ASD vendors and next generation network

Hi Ian- Please review/approve this updated IN on ASD vendors and the Next Generation Network today if possible. Approved by Chris Hauff. This is due to the MO on Monday, Aug. 28. We've been asked to review with the lens of providing forward looking response points.

Many thanks, Melody

Ministry of Citizens' Services
Government Communications and Public Engagement
Cell: 250 508-5030

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Friday, August 25, 2017 11:15 AM
To: Donaldson, Ian R MTIC:EX
Subject: FW: This version: Approve today: updated IN - OAG Workstation Support Services Onboarding
Attachments: IN_OAG Workstation Support Services Onboarding_24 Aug 17_V3.docx
Importance: High

This is the other one that needs to be approved.

Thanks – Alli

From: Wey, Melody GCPE:EX
Sent: Thursday, August 24, 2017 11:50 AM
To: Morel, David P MTIC:EX; Donaldson, Ian R MTIC:EX
Cc: Malpass, Allison MTIC:EX; Whittier, Joanne GCPE:EX
Subject: This version: Approve today: updated IN - OAG Workstation Support Services Onboarding

David, Ian – please review this version. I made changes, hopefully to make this more clear. Since the contract summaries will be posted this month, we may firstly get questions about this. In case the Minister is asked about the 2016 audit, I've added our previous lines back in.

From: Morel, David P MTIC:EX
Sent: Thursday, August 24, 2017 11:04 AM
To: Wey, Melody GCPE:EX; Donaldson, Ian R MTIC:EX
Cc: Malpass, Allison MTIC:EX; Whittier, Joanne GCPE:EX
Subject: RE: Approve today: updated IN - OAG Workstation Support Services Onboarding

I don't understand the approach to this note. If the issue is the AG workstation onboarding report, why is our answer about public reporting which I don't recall as one of the major recommendations of the report.

I think our approach should still be along the lines of what was deleted -- We have accepted all of the recommendations and are taking action to implement the recommendations

David

From: Wey, Melody GCPE:EX
Sent: Thursday, August 24, 2017 10:46 AM
To: Donaldson, Ian R MTIC:EX; Morel, David P MTIC:EX
Cc: Malpass, Allison MTIC:EX; Whittier, Joanne GCPE:EX
Subject: Approve today: updated IN - OAG Workstation Support Services Onboarding

Hi Ian, David – please approve this updated IN on the OAG report re workstation support services onboarding, today if possible. This is due to the MO on Monday, we've been asked to update all our INs with forward-looking messaging. Approved by Nadine Criddle and Shanna Wilson.

Many thanks, Melody

Ministry of Citizens' Services
Government Communications and Public Engagement
Cell: 250 508-5030

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Friday, August 25, 2017 12:03 PM
To: Donaldson, Ian R MTIC:EX
Cc: Sovka, David GCPE:EX
Subject: FW: Ian Donaldson signoff
Attachments: KM_Microsoft Emails_Apr 17_FINAL.docx; IN_Browser Encryption_14 Aug 2017_V2.docx; IN_Workplace Technology Services Procurement_14 Aug 17_V2.docx

Importance: High

Hi Ian: The attached also requires your approval.

David: Please note that Ian is a meeting all afternoon.

Thank-you,
Alli

From: Sovka, David GCPE:EX
Sent: Friday, August 25, 2017 11:45 AM
To: Malpass, Allison MTIC:EX
Cc: Whittier, Joanne GCPE:EX
Subject: Ian Donaldson signoff

Hello Allison,

I understand that Joanne W has sent you a few documents for Ian Donaldson's review. I also have a few that have been with him for a while and need his approval before they go on further in the approvals chain – with the end of date of having them in the minister's office on Monday. Would you be able to assist with the attached?

Kind regards,
David

David Sovka | Public Affairs Officer
Ministry of Citizens' Services
Government Communications and Public Engagement
Phone: 778 698-2573 | Mobile: 250 812-3723

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Monday, August 28, 2017 10:02 AM
To: Donaldson, Ian R MTIC:EX
Subject: FW: Technology Deal Alignment Meeting- Friday

FYI

From: Martin, Virginie MTIC:EX
Sent: Monday, August 28, 2017 9:49 AM
To: Malpass, Allison MTIC:EX
Cc: Redmond, Jackie M MTIC:EX; Cayzer, Stuart F MTIC:EX
Subject: RE: Technology Deal Alignment Meeting- Friday

I recommend we keep it since Jackie and Stuart will be presenting the current state to the group. ☺

Kind regards,
Virginie

Virginie Martin

Sr. Director
Strategic Partnerships Office
Ministry of Technology, Innovation and Citizens' Services
Victoria, BC | s.22



From: Malpass, Allison MTIC:EX
Sent: Monday, August 28, 2017 9:46 AM
To: Martin, Virginie MTIC:EX
Subject: Technology Deal Alignment Meeting- Friday

Hi Virginie,

Can you confirm that this Fridays meeting is required to going ahead? Given that it is a Friday going into the long weekend, perhaps it can get rescheduled?

Thanks for confirming,

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Monday, August 28, 2017 12:44 PM
To: Donaldson, Ian R MTIC:EX
Subject: RE: Carol Gore

250-387-0479

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

From: Donaldson, Ian R MTIC:EX
Sent: Monday, August 28, 2017 12:43 PM
To: Malpass, Allison MTIC:EX
Subject: Carol Gore

Can you send me Carols number?

Thx

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 29, 2017 9:36 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Molyneux, Jennifer MTIC:EX
Subject: Calendar

Hi Ian's:

Would you mind taking a moment to see who you've given calendar access to? If you could remove everyone except Jen and I that would be great.

Thanks,

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 29, 2017 9:37 AM
To: Donaldson, Ian R MTIC:EX
Subject: RE: eApproval 4122 - close off today please

I've pushed this along as I saw you approved it last night.

From: Sedmak, Niki M MTIC:EX
Sent: Tuesday, August 29, 2017 9:22 AM
To: Donaldson, Ian R MTIC:EX
Cc: Malpass, Allison MTIC:EX
Subject: eApproval 4122 - close off today please

Thanks – we need to get this up to the committee.

Niki Sedmak

Executive Director, Strategic Planning & Policy Branch
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
250 744-9193 | Niki.Sedmak@gov.bc.ca



BRITISH
COLUMBIA

OCIO

Office of the
Chief Information Officer

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 30, 2017 4:19 PM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Moreau, Denise MTIC:EX; Molyneux, Jennifer MTIC:EX
Subject: s.22

Hi Everyone,

Just a reminder that I am s.22

Jen will be covering for me.

Thanks and have a great long weekend!

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 1, 2017 10:06 AM
To: Malpass, Allison MTIC:EX
Subject: RE: Friday 4th/11th

Thanks for arranging this!

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 1, 2017 10:00 AM
To: Donaldson, Ian R MTIC:EX
Subject: RE: Friday 4th/11th

Thanks! s.22

From: Donaldson, Ian R MTIC:EX
Sent: Monday, July 31, 2017 4:41 PM
To: Malpass, Allison MTIC:EX
Subject: RE: Friday 4th/11th

By all means!

From: Malpass, Allison MTIC:EX
Sent: Monday, July 31, 2017 3:58 PM
To: Donaldson, Ian R MTIC:EX
Subject: Friday 4th/11th

Hi Ian,

s.22

Please let me know if you're okay with this.
Thanks, Alli

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 1, 2017 12:05 PM
To: Malpass, Allison MTIC:EX
Subject: RE: Engagement discussion

That works – thanks!

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 1, 2017 11:24 AM
To: Donaldson, Ian R MTIC:EX
Subject: RE: Engagement discussion

Hi Ian,

Scheduled for next Friday. If it needs to be sooner, let me know and I will move some things around

Alli ☺

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 1, 2017 10:11 AM
To: Malpass, Allison MTIC:EX
Cc: Rutherford, Derek MTIC:EX; Colangelo, Tony MTIC:EX
Subject: Engagement discussion

Hi Allison,

Can you setup a 60 minute discussion with Derek, Tony and myself about employee engagement?

Derek/Tony - We may not need the full 30 minutes....but in case we do.

Thanks,

Ian Donaldson
A/Assistant Deputy Minister
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
ian.donaldson@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 2, 2017 8:31 AM
To: Malpass, Allison MTIC:EX
Subject: Fwd: Stop by this aft if you have a moment...

Can you book Robin pls.thx.

Begin forwarded message:

From: "Dunn, Robin MTIC:EX" <Robin.Dunn@gov.bc.ca>
Date: August 2, 2017 at 8:30:45 AM PDT
To: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Subject: RE: Stop by this aft if you have a moment...

11:00 works well for me,

Thank you,

Robin

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 2, 2017 8:30 AM
To: Dunn, Robin MTIC:EX
Subject: Re: Stop by this aft if you have a moment...

I have time at 11 and at 2:30

On Aug 2, 2017, at 8:02 AM, Dunn, Robin MTIC:EX <Robin.Dunn@gov.bc.ca> wrote:

Will do

Thanks,

Robin

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Date: 2017-08-02 7:30 AM (GMT-08:00)
To: "Dunn, Robin MTIC:EX" <Robin.Dunn@gov.bc.ca>
Subject: Stop by this aft if you have a moment...

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 2, 2017 12:14 PM
To: Rutherford, Derek MTIC:EX
Cc: Malpass, Allison MTIC:EX
Subject: RE: OIPC Presentation - EOP and RoutingAug1.pptx Updates

Hi Derek – I am on the call ??? I can't hear you

From: Rutherford, Derek MTIC:EX
Sent: Wednesday, August 2, 2017 11:39 AM
To: Donaldson, Ian R MTIC:EX
Cc: Malpass, Allison MTIC:EX
Subject: Fwd: OIPC Presentation - EOP and RoutingAug1.pptx Updates

Ian
This is for our discussion at 12:00 today. I will be dialing in.

Thanks

Derek

Sent from my iPhone

Begin forwarded message:

From: "Parkin, Theresa M MTIC:EX" <Theresa.Parkin@gov.bc.ca>
To: "Wagner, Manfred MTIC:EX" <Manfred.Wagner@gov.bc.ca>, "Francis, Susanna MTIC:EX" <Susanna.Francis@gov.bc.ca>, "Holliston, Douglas JAG:EX" <Douglas.Holliston@gov.bc.ca>, "Currie, Stan A MTIC:EX" <Stan.Currie@gov.bc.ca>, "Leskiw, Aaron O MTIC:EX" <Aaron.Leskiw@gov.bc.ca>, "Prosser, Ken A MTIC:EX" <ken.prosser@gov.bc.ca>, "Rutherford, Derek MTIC:EX" <Derek.Rutherford@gov.bc.ca>, "Reed, Matt FIN:EX" <Matt.Reed@gov.bc.ca>
Cc: "Miwa, Ka Yee MTIC:EX" <KaYee.Miwa@gov.bc.ca>
Subject: RE: OIPC Presentation - EOP and RoutingAug1.pptx Updates

Good Morning,

Here is the latest copy with the updates/edits received to date.... If you have any further changes in the next few minutes, please let Susanna know so she can make them s.22
s.22

Sincerely,

Theresa Parkin
Enterprise Business Architect
Architecture, Standards and Planning
Office of the Chief Information Officer

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From: Wagner, Manfred MTIC:EX
Sent: Wednesday, August 2, 2017 10:56 AM
To: Francis, Susanna MTIC:EX; Holliston, Douglas JAG:EX; Currie, Stan A MTIC:EX; Leskiw, Aaron O MTIC:EX; Prosser, Ken A MTIC:EX; Rutherford, Derek MTIC:EX; Parkin, Theresa M MTIC:EX; Reed, Matt FIN:EX
Cc: Miwa, Ka Yee MTIC:EX
Subject: RE: OIPC Presentation - EOP and RoutingAug1.pptx

I have sent updates to Theresa for EOP, however since I missed the beginning of the session yesterday and after reviewing the slide deck to update, my suggestion is to have the EOP slide after Routing as it references and plays into the data in transit. From the big picture, EOP is just a component of O365.

Thanks,
Manfred

From: Francis, Susanna MTIC:EX
Sent: Tuesday, August 1, 2017 3:03 PM
To: Holliston, Douglas JAG:EX <Douglas.Holliston@gov.bc.ca>; Currie, Stan A MTIC:EX <Stan.Currie@gov.bc.ca>; Leskiw, Aaron O MTIC:EX <Aaron.Leskiw@gov.bc.ca>; Prosser, Ken A MTIC:EX <ken.prosser@gov.bc.ca>; Rutherford, Derek MTIC:EX <Derek.Rutherford@gov.bc.ca>; Wagner, Manfred MTIC:EX <Manfred.Wagner@gov.bc.ca>; Parkin, Theresa M MTIC:EX <Theresa.Parkin@gov.bc.ca>; Reed, Matt FIN:EX <Matt.Reed@gov.bc.ca>
Subject: OIPC Presentation - EOP and RoutingAug1.pptx

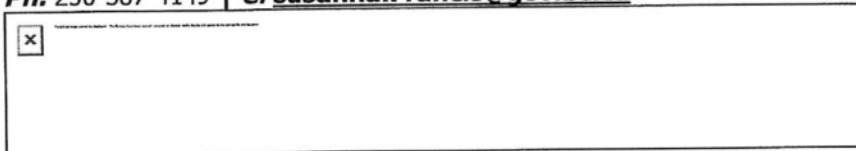
As agreed, all speakers will send updated slides to Theresa by Wednesday 1:00. Theresa will consolidate in preparation for Derek's briefing to Ian D.

Dress rehearsal Thursday morning 9:00 may include some changes from this briefing.

Susanna Francis

Project Manager
Architecture, Standards and Planning
Technology Solutions
Office of the Chief Information Officer
Ministry of Citizens' Services
Province Of British Columbia, Canada

Ph: 250-387-4149 | **e:** Susanna.Francis@gov.bc.ca



Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 3, 2017 3:35 PM
To: Malpass, Allison MTIC:EX
Subject: Re: Can you setup a 4pm mtg with Stephanie Bacon at 4pm - my office - topic "good news".

4:30 then for 10min

On Aug 3, 2017, at 3:14 PM, Malpass, Allison MTIC:EX <Allison.Malpass@gov.bc.ca> wrote:

And move your 1:1 with Dan to another time?

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 3, 2017 3:13 PM
To: Malpass, Allison MTIC:EX
Subject: Can you setup a 4pm mtg with Stephanie Bacon at 4pm - my office - topic "good news".

Thanks

Ian Donaldson
A/Assistant Deputy Minister
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
ian.donaldson@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Friday, August 4, 2017 12:43 PM
To: Moreau, Denise MTIC:EX
Cc: Malpass, Allison MTIC:EX
Subject: Fwd: Minister/DM Tour Data Centre visit Kamloops Aug 10

Fyi - I assume that travel for Ian B is being coordinated - I will stay back.

Begin forwarded message:

From: "Bailey, Ian D MTIC:EX" <Ian.Bailey@gov.bc.ca>
Date: August 4, 2017 at 11:21:01 AM PDT
To: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Subject: Re: Minister/DM Tour Data Centre visit Kamloops Aug 10

Yes agree probably best

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Date: 2017-08-04 9:29 AM (GMT-08:00)
To: "Bailey, Ian D MTIC:EX" <Ian.Bailey@gov.bc.ca>
Subject: Fwd: Minister/DM Tour Data Centre visit Kamloops Aug 10

Hi

For the tour - I am thinking that it is likely best that I stay behind so there is someone at 4000 Seymour - your thoughts?

Ian

Begin forwarded message:

From: "Moreau, Denise MTIC:EX" <Denise.Moreau@gov.bc.ca>
Date: August 4, 2017 at 9:10:18 AM PDT
To: "Cook, Jeannette MTIC:EX" <Jeannette.Cook@gov.bc.ca>, "Molyneux, Jennifer MTIC:EX" <Jennifer.Molyneux@gov.bc.ca>
Cc: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>, "D'Argis, Fiona MTIC:EX" <Fiona.DArgis@gov.bc.ca>, "Taylor, Diane Ruth MTIC:EX" <Diane.R.Taylor@gov.bc.ca>, "Malpass, Allison MTIC:EX" <Allison.Malpass@gov.bc.ca>
Subject: FW: Minister/DM Tour Data Centre visit Kamloops Aug 10

FYI – Ian Bailey will also go to Kamloops

From: Bailey, Ian D MTIC:EX
Sent: Thursday, August 3, 2017 8:48 PM
To: Moreau, Denise MTIC:EX
Subject: Re: Minister/DM Tour Data Centre visit Kamloops Aug 10

Yes please

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Moreau, Denise MTIC:EX" <Denise.Moreau@gov.bc.ca>
Date: 2017-08-03 2:08 PM (GMT-08:00)
To: "Bailey, Ian D MTIC:EX" <Ian.Bailey@gov.bc.ca>
Subject: Minister/DM Tour Data Centre visit Kamloops Aug 10

Hi Ian,

A visit to Kamloops is being planned for Minister and Jill for Aug 10th in Kamloops. This will include a tour of the data centre.

The plan is to fly in and out the same day.

Do you want to go? It's totally up to you – no pressure....but DMO wants to know for planning/logistics.

Thanks,

Denise

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 8, 2017 9:44 AM
To: Bailey, Ian D MTIC:EX; Malpass, Allison MTIC:EX
Cc: Molyneux, Jennifer MTIC:EX
Subject: RE: Next Thursday -- MJS

Telus yes.

Microsoft?

Not sure if this would be ok or not - there is the T&I that is not ours anymore however I anticipate that we will continue to partner with JTT on – as well MJS has the item in the mandate letter about supporting BC citizens/communities/business. There may be something to be gained if JTT was asked if MJS could better understand the work and visit the JTT office?

Ian

From: Bailey, Ian D MTIC:EX
Sent: Tuesday, August 8, 2017 9:36 AM
To: Malpass, Allison MTIC:EX; Donaldson, Ian R MTIC:EX
Cc: Molyneux, Jennifer MTIC:EX
Subject: RE: Next Thursday -- MJS

Telus comes to mind and this is Susan Stanford's file – her office may have put Darren Entwistle or other executive forward?

Ian any thoughts?

Ian Bailey

Assistant Deputy Minister and A/Government Chief Information Officer

Province of British Columbia

PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

Ian.Bailey@gov.bc.ca

250-387-8053



OCIO

Office of the
Chief Information Officer

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 8, 2017 9:24 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Molyneux, Jennifer MTIC:EX
Subject: FW: Next Thursday -- MJS
Importance: High

Hi Ians:

Please see Jill's request below. DMO would like ideas today.

Thanks, Alli

From: Cook, Jeannette MTIC:EX
Sent: Tuesday, August 8, 2017 9:06 AM
To: Biggs, Jackie FIN:EX; Darbyshire, Jessica MTIC:EX; Graboski, Anne MTIC:EX; McDonald, Seanna MTIC:EX; Moreau, Denise MTIC:EX; Williams, Leslie J MTIC:EX; Geary, Orla MTIC:EX; Malpass, Allison MTIC:EX
Subject: FW: Next Thursday -- MJS
Importance: High

Hi there – hope everyone had a fantastic long weekend.

Sharing Jill's request below. Sorry for the short turnaround but can you let me know today if your folks have any ideas?

Many thanks.
JC

From: Kot, Jill MTIC:EX
Sent: Friday, August 4, 2017 3:23 PM
To: MTIC Executive Members; MTIC Executive Assistants; Cook, Jeannette MTIC:EX
Subject: Next Thursday -- MJS

Hello All,
I talked to Brynn and MJS has decided not to go to Kamloops. Instead she would rather spend the day in the lower mainland (downtown Vancouver is ok) meeting with some stakeholders if possible. Can you advise (to Jeanette please), on ideas on what could be arranged? Ideally we'd set up 4 or 5 meetings for her.
Apologies for short notice.
Thanks,
Jill

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 8, 2017 3:34 PM
To: Malpass, Allison MTIC:EX
Subject: Re: Ian/Derek/Tony: Employee Engagement

Perfect!

On Aug 8, 2017, at 3:33 PM, Malpass, Allison MTIC:EX <Allison.Malpass@gov.bc.ca> wrote:

Thanks Ian. I actually chatted with Tony after he sent this note. We found a time on the 15th that works.

Alli

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 8, 2017 3:26 PM
To: Malpass, Allison MTIC:EX
Subject: FW: Ian/Derek/Tony: Employee Engagement

From: Colangelo, Tony MTIC:EX
Sent: Tuesday, August 1, 2017 2:08 PM
To: Donaldson, Ian R MTIC:EX
Subject: RE: Ian/Derek/Tony: Employee Engagement

Hi Allison, s.22

s.22 If Ian's OK with a telecom mtg, then that's great. If an in-person mtg is preferred, then Tues/Wed/Thur of the following week works great as well.

I look forward to hearing back from you!

Tony

-----Original Appointment-----

From: Malpass, Allison MTIC:EX **On Behalf Of** Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 1, 2017 11:16 AM
To: Rutherford, Derek MTIC:EX; Colangelo, Tony MTIC:EX
Subject: Ian/Derek/Tony: Employee Engagement
When: Friday, August 11, 2017 1:00 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Ian's Office

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 9, 2017 2:24 PM
To: Malpass, Allison MTIC:EX
Subject: RE: Chris H

thanks

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 9, 2017 1:41 PM
To: Donaldson, Ian R MTIC:EX
Subject: RE: Chris H

Scheduled for 3pm today!

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 9, 2017 1:27 PM
To: Malpass, Allison MTIC:EX
Subject: Chris H

Hi

Can you setup a 30min mtg with Chris H today? We may not need the full 30 min. Subject is Navigata.

Ian Donaldson
A/Assistant Deputy Minister
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
ian.donaldson@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 9, 2017 4:22 PM
To: 'Brian Murata'; Bailey, Ian D MTIC:EX; Whitney, Terry MTIC:EX
Cc: Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Adam Duckett
Subject: RE: Aug 28 - ServiceNow Exec connection

Either day works for me as well.

From: Brian Murata [<mailto:brian.murata@servicenow.com>]
Sent: Wednesday, August 9, 2017 4:03 PM
To: Bailey, Ian D MTIC:EX; Donaldson, Ian R MTIC:EX; Whitney, Terry MTIC:EX
Cc: Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Adam Duckett
Subject: Re: Aug 28 - ServiceNow Exec connection

Fantastic! Let's grab the Monday lunchtime slot.

Sorry you can't make the meeting Terry, but s.22

Ian, is there a location you prefer?

We could meet at 11:30 or noon, whichever is better for you.

Regards,

Brian

Brian Murata | Account Executive, Western Canada
servicenow | The Enterprise Cloud Company
(m) 604-516-9909
www.servicenow.com

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From: "Ian.Bailey@gov.bc.ca" <Ian.Bailey@gov.bc.ca>
Date: Wednesday, August 9, 2017 at 8:43 AM
To: Brian Murata <brian.murata@servicenow.com>, Ian Donaldson <Ian.Donaldson@gov.bc.ca>, Terry Whitney <Terry.Whitney@gov.bc.ca>
Cc: Allison Malpass <Allison.Malpass@gov.bc.ca>, "Molyneux, Jennifer MTIC:EX" <Jennifer.Molyneux@gov.bc.ca>
Subject: RE: Aug 28/29 - ServiceNow Exec connection

Both days work for me over the lunch hour

Ian Bailey
Assistant Deputy Minister and A/Government Chief Information Officer
Province of British Columbia
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Ian.Bailey@gov.bc.ca
250-387-8053

From: Brian Murata [<mailto:brian.murata@servicenow.com>]
Sent: Tuesday, August 8, 2017 5:16 PM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX; Whitney, Terry MTIC:EX
Subject: Aug 28/29 - ServiceNow Exec connection

Hi Ian, Ian and Terry,

The ServiceNow Executive who runs our North American business – Mike Rich – will be in BC August 28 & 29.

I'd love to use this opportunity to connect you with one of our leaders. For context, he's Adam Duckett's boss' boss' boss. 😊

He has a wealth of experience working with other customers, and a worthwhile connection to have in our organization.

We can come to Victoria either the 28th or 29th. Which works best for you?

Best regards,

Brian

Brian Murata | Account Executive, Western Canada
servicenow | *The Enterprise Cloud Company*
(m) 604-516-9909
www.servicenow.com

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Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 10, 2017 7:39 AM
To: Malpass, Allison MTIC:EX
Subject: Fwd: Meeting tomorrow

Can you please setup 30 min with Lou?

Thanks

Begin forwarded message:

From: "Vesprini, Lou ADSL:EX" <Lou.Vesprini@dxcas.com>
Date: August 9, 2017 at 6:20:20 PM PDT
To: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Subject: Meeting tomorrow

Ian

Thinking you and I should get together and talk, ideally before our team meeting Friday. Would you be available tomorrow evening for a beverage or dinner? Please let me know.

Thanks

Louis

Sent from my BlackBerry 10 smartphone.

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 10, 2017 3:05 PM
To: Malpass, Allison MTIC:EX
Cc: Perkins, Gary MTIC:EX; Cook, Jeannette MTIC:EX
Subject: FW: Photographer

Hi Allison,

Can you add to our calendars?

Thanks all,
Ian

From: Bailey, Ian D MTIC:EX
Sent: Thursday, August 10, 2017 2:56 PM
To: Donaldson, Ian R MTIC:EX; Perkins, Gary MTIC:EX
Subject: FW: Photographer

Recommend you two partake – thanks Ian.

Ian Bailey

Assistant Deputy Minister and A/Government Chief Information Officer
Province of British Columbia
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
ian.bailey@gov.bc.ca
250-387-8053



BRITISH
COLUMBIA

OCIO

Office of the
Chief Information Officer

From: Cook, Jeannette MTIC:EX
Sent: Thursday, August 10, 2017 2:35 PM
To: Ahmed, Sarf MTIC:EX; Bailey, Ian D MTIC:EX; Cook, Jeannette MTIC:EX; Curtis, David FIN:EX; DeLarge, Lorne MTIC:EX; Dicks, Beverly J MTIC:EX; Donaldson, Ian R MTIC:EX; McEwan, Colin MTIC:EX; Morel, David P MTIC:EX; Stanford, Susan MTIC:EX
Subject: Photographer

Hi there,

Jill has a photographer coming to take a professional picture of her on the morning of Aug 24. If anyone is interested in updating their picture let me know and we could schedule some time right after hers. I understand the cost is \$177.

Thanks.

JC

Jeannette Cook | Manager, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | **e:** jeannette.cook@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 10, 2017 3:12 PM
To: Malpass, Allison MTIC:EX; Bailey, Ian D MTIC:EX
Subject: RE: ATTENDENCE | MyGov DM Project Board bi-monthly meeting (Personalized Service)- Aug 11

I have a Service Now meeting I need to attend.....

From: Malpass, Allison MTIC:EX
Sent: Thursday, August 10, 2017 3:07 PM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Subject: FW: ATTENDENCE | MyGov DM Project Board bi-monthly meeting (Personalized Service)- Aug 11
Importance: High

Hi Ian's:

I've just been notified about this meeting that is happening tomorrow at 9am.

Ian B: Should you or Ian D be attending this meeting?

Thanks, Alli

From: Welgush, Lindsey GCPE:EX
Sent: Thursday, August 10, 2017 2:56 PM
To: Malpass, Allison MTIC:EX
Subject: RE: ATTENDENCE | MyGov DM Project Board bi-monthly meeting (Personalized Service)- Aug 11

Hi Alison,

My apologies for the late notice. I just started supporting David today. Here are the meeting details:

When: Friday, August 11, 2017 9:00 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: GCPE Boardroom 2 (Room N406), 4th Floor, 617 Government St., Victoria or Conference Call

Dial-in phone number (toll free): S.15,S.17

Participant Access Code: S.15,S.17

Regards,

Lindsey Welgush
Senior Executive Assistant
Government Communications and Public Engagement
Lindsey.Welgush@gov.bc.ca
(778) 698-4798

From: Malpass, Allison MTIC:EX
Sent: Thursday, August 10, 2017 2:47 PM
To: Welgush, Lindsey GCPE:EX
Subject: RE: ATTENDENCE | MyGov DM Project Board bi-monthly meeting (Personalized Service)- Aug 11

Hi Lindsey,

What time is this meeting? I don't show it in Ian's calendar.

Alli

From: Welgush, Lindsey GCPE:EX
Sent: Thursday, August 10, 2017 2:14 PM
To: Ferroux, Suzanne MTIC:EX; Albrecht, Christine SBRT:EX; Boudhane, Nouria MTIC:EX; Soares, Rita MTIC:EX
Subject: ATTENDENCE | MyGov DM Project Board bi-monthly meeting (Personalized Service)- Aug 11

Good afternoon, everyone:

Please confirm your Executive's participation in tomorrow's meeting at your earliest convenience.

Regards,

Lindsey Welgush

Senior Executive Assistant

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca

(778) 698-4798

From: Hume, David GCPE:EX
Sent: Thursday, August 10, 2017 1:58 PM
To: Moser, Walter GCPE:EX; Bailey, Ian D MTIC:EX; Dicks, Beverly J MTIC:EX; Little, Christine SBRT:EX; Donaldson, Ian R MTIC:EX
Cc: Welgush, Lindsey GCPE:EX
Subject: RE: MyGov DM Project Board bi-monthly meeting (Personalized Service)

Hi all—I don't know if this time is still in people's calendars.

If people are available, I'd be interested in an informal chat on changes, what our context looks like right now, and people's thoughts on how to move ahead.

One change to let you know about if you haven't heard, s.22
here at GCPE. It's a 3 month term at this point.

I'm now the Acting ADM for GDx

Please let me know if you're interested in connecting.

Lindsey—can you help me confirm?

Many thanks,

David

-----Original Appointment-----

From: Champion, Denise GCPE:EX

Sent: Monday, June 20, 2016 3:57 PM

To: Champion, Denise GCPE:EX; Fraser, John Paul GCPE:EX; Jacobson, John MTIC:EX; McEwan, Tim SBRT:EX; Hume, David GCPE:EX; Moser, Walter GCPE:EX; Bailey, Ian D MTIC:EX; Dicks, Beverly J MTIC:EX; Little, Christine SBRT:EX

Subject: MyGov DM Project Board bi-monthly meeting (Personalized Service)

When: Friday, August 11, 2017 9:00 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: GCPE Boardroom 2 (Room N406), 4th Floor, 617 Government St., Victoria

Location now in GCPE Boardroom #2

Dial-in phone number (toll free) s.15,s.17

Participant Access Code s.15,s.17

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Friday, August 11, 2017 3:31 PM
To: Malpass, Allison MTIC:EX
Cc: Bailey, Ian D MTIC:EX
Subject: FW: OAG Notice of Planning for IDIR
Attachments: Notice of Planning - IDIR Account Management.pdf; OAG - AssocDM response.pdf

Hi Allison,

Can you draft a response similar to the one from Sarf on the attachment that identifies Sophia Howse as the primary contact?

(Ian – Normally these requests go to the Deputy who provides the reponse....)

Thanks
Ian

From: Bailey, Ian D MTIC:EX
Sent: Friday, August 11, 2017 12:11 PM
To: Donaldson, Ian R MTIC:EX
Cc: Howse, Sophia MTIC:EX; McEwan, Colin MTIC:EX
Subject: OAG Notice of Planning for IDIR

Ian, please have the contact person identified (Sophia?) and a response from me written up.

Thanks, Ian.

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Friday, August 11, 2017 4:30 PM
To: Hauff, Chris R MTIC:EX
Cc: Malpass, Allison MTIC:EX; Coughlin, Colin W MTIC:EX
Subject: Re: 1st floor asset management work area

Agreed

On Aug 11, 2017, at 4:29 PM, Hauff, Chris R MTIC:EX <Chris.Hauff@gov.bc.ca> wrote:

Please include Colin as he has the full history of the situation and what was agreed to regarding the stockroom space.

Chris

From: Donaldson, Ian R MTIC:EX
Sent: August 11, 2017 4:22 PM
To: Hauff, Chris R MTIC:EX <Chris.Hauff@gov.bc.ca>; Malpass, Allison MTIC:EX <Allison.Malpass@gov.bc.ca>
Cc: Coughlin, Colin W MTIC:EX <Colin.Coughlin@gov.bc.ca>
Subject: Re: 1st floor asset management work area

Allison

Can you book 30 min with Philip - Chris and myself?

Ian

On Aug 11, 2017, at 4:14 PM, Hauff, Chris R MTIC:EX <Chris.Hauff@gov.bc.ca> wrote:

Hi Ian

Just for your awareness. I am not sure why this topic has come up again, but it has created unnecessary stress on our team. Not sure why Philip is insisting on reclaiming the stockroom space after a decision from exec was not to proceed and have people work full-time in the basement space.

Chris

From: Coughlin, Colin W MTIC:EX
Sent: August 11, 2017 4:03 PM
To: Hauff, Chris R MTIC:EX <Chris.Hauff@gov.bc.ca>
Subject: 1st floor asset management work area

As discussed it has been brought to my attention that facilities is once again making designs that include our loss of the first floor deployment staging area. We had agreed that we could relocate from room 115 and are open to discussion on the rest of our space but moving our staff to work full time in the basement was a non-starter. A few

months ago we received executive support from our 2 ADMs for our position. The note attached reflects that support but is based on a conversation I had with you rather than a note from executive. I cannot find any other notes that reflect Betty-Jo's directions.

Director Business Management
Network Communications and Collaboration Services
Technology Solutions
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Colin.Coughlin@gov.bc.ca
250-953-6207
<image002.jpg>

<mime-attachment>

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Monday, August 14, 2017 4:37 PM
To: Malpass, Allison MTIC:EX
Subject: FW: Mainframe FIN Update

I am not seeing this in my calendar – is this just with Corinne and Mfln?

From: Caldwell, Tom FIN:EX
Sent: Monday, August 14, 2017 1:55 PM
To: Gentleman, Cheryl M MTIC:EX; Carpenter, Michael FIN:EX; MacMillen, Kevin FIN:EX; Thibadeau, Ryan FIN:EX; Chen, Yongmei MTIC:EX; Timmermann, Corinne MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: RE: Mainframe FIN Update

Is there any chance we could move tomorrow's meeting to another time? We have the Minister of Finance coming in for a visit...

--

Regards,
Tom Caldwell,
Director, Information Systems Branch
Provincial Treasury, BC Ministry of Finance

-----Original Appointment-----

From: Gentleman, Cheryl M MTIC:EX
Sent: Friday, October 21, 2016 12:30 PM
To: Gentleman, Cheryl M MTIC:EX; Carpenter, Michael FIN:EX; MacMillen, Kevin FIN:EX; Thibadeau, Ryan FIN:EX; Caldwell, Tom FIN:EX; Chen, Yongmei MTIC:EX; Timmermann, Corinne MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: Canceled: Mainframe FIN Update
When: Tuesday, August 15, 2017 1:30 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Dial In s.15,s.17
Importance: High

Cancelling and updating – Aug 11, 2017

Cheryl Gentleman

Monthly update from Finance on migrating mainframe applications.

Dial-In s.15,s.17

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 15, 2017 12:36 PM
To: Bailey, Ian D MTIC:EX; Malpass, Allison MTIC:EX
Subject: RE: Meeting request for DM

Agreed! s.13

.they should be headed here...

From: Bailey, Ian D MTIC:EX
Sent: Tuesday, August 15, 2017 10:52 AM
To: Malpass, Allison MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: RE: Meeting request for DM

s.13

Jill can send him our way.

Ian Bailey

Assistant Deputy Minister and A/Government Chief Information Officer
Province of British Columbia
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Ian.Bailey@gov.bc.ca
250-387-8053



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From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 15, 2017 10:46 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Subject: FW: Meeting request for DM

Hi Ians,

Dm's office is looking for some advice on whether this meeting with Fujitsu should go ahead. If so, would it be appropriate for one of you to attend the meeting with Jill?

Thanks, Alli

From: Taylor, Diane Ruth MTIC:EX
Sent: Tuesday, August 15, 2017 10:43 AM
To: Malpass, Allison MTIC:EX
Subject: Meeting request for DM

Hi, can you pls run this past one of the Ians. Graham Robertson from Fujitsu is looking to meet with Jill next week – he says Jill knows him but all the vendors say that. Can you pls check and see if this can be booked; and if one of the Ians needs to attend with Jill. Thx,
d

Diane R. Taylor
Assistant to:

Jill Kot, Deputy Minister

Ministry of Citizens' Services
and
Sarf Ahmed, Associate Deputy Minister
Ministry of Citizens' Services

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 15, 2017 3:10 PM
To: Malpass, Allison MTIC:EX
Subject: RE: New laptop....

No rush.... ☺

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 15, 2017 2:16 PM
To: Donaldson, Ian R MTIC:EX
Subject: RE: New laptop....

Hi Ian,

You can leave this with me for now. I did hear they are on backorder due to wildfire, so will do some digging.

Alli

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 15, 2017 1:00 PM
To: Malpass, Allison MTIC:EX
Subject: New laptop....

Hi,

It is time for my laptop to be retired....how do I go about ordering a new one? My preference is to have a Carbon with a SSD.

Ian Donaldson
A/Assistant Deputy Minister
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
ian.donaldson@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 16, 2017 11:01 AM
To: Malpass, Allison MTIC:EX
Subject: Re: Cybersecurity Asset Management Audit meeting Friday August 12, 2017

Thanks

On Aug 16, 2017, at 11:00 AM, Malpass, Allison MTIC:EX <Allison.Malpass@gov.bc.ca> wrote:

Done!

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 16, 2017 10:59 AM
To: Malpass, Allison MTIC:EX
Subject: Fwd: Cybersecurity Asset Management Audit meeting Friday August 12, 2017

Begin forwarded message:

From: "Lau, David OAG:EX" <DLAU@bcauditor.com>
Date: August 16, 2017 at 10:52:53 AM PDT
To: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Subject: Cybersecurity Asset Management Audit meeting Friday August 12, 2017

Hi Ian, is it possible for me to dial in to join the meeting on Friday 11:00 pm? If so, that will be wonderful as I will be in Vancouver.

Thanks and regards

David K. Lau, CA, CPA, CISA
Director, IT Audit
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8W 1G1
T: 250.419.6118 | F: 250.387.1230
flast@bcauditor.com | www.bcauditor.com
[Twitter](#) | [Facebook](#) | [YouTube](#)

Attention: This message is intended only for the use of the individual(s) to which it is addressed and may contain confidential information. If you have received this message in error, please contact the sender immediately and delete the material from your computer. Thank you.

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 17, 2017 5:04 PM
To: Malpass, Allison MTIC:EX
Subject: RE: DM intro meeting with Deliotte

Not from myself

From: Malpass, Allison MTIC:EX
Sent: Thursday, August 17, 2017 10:53 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Subject: DM intro meeting with Deliotte

Hi Ian's:

Jill is having an intro meeting next week with Deloitte: Jamie Sawchuck, Saad Rafi and Michel Brazeau. Is there anything you'd like Jill to be aware of?

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Friday, August 18, 2017 4:00 PM
To: Malpass, Allison MTIC:EX; Ehle, Dan MTIC:EX
Subject: RE: Deck for Jill and MJS

thanks

From: Malpass, Allison MTIC:EX
Sent: Friday, August 18, 2017 3:47 PM
To: Donaldson, Ian R MTIC:EX; Ehle, Dan MTIC:EX
Subject: RE: Deck for Jill and MJS

Thanks Ian. I've scheduled this meeting with you and Nadine at 1:00pm on Monday.

From: Donaldson, Ian R MTIC:EX
Sent: Friday, August 18, 2017 3:33 PM
To: Ehle, Dan MTIC:EX
Cc: Malpass, Allison MTIC:EX
Subject: Re: Deck for Jill and MJS

Ok - let's meet with Nadine then...

On Aug 18, 2017, at 2:46 PM, Ehle, Dan MTIC:EX <Dan.Ehle@gov.bc.ca> wrote:

Nadine is s.22
We are tag teaming...

From: Ian.Donaldson@gov.bc.ca
Sent: August 18, 2017 2:43 PM
To: Dan.Ehle@gov.bc.ca
Cc: Allison.Malpass@gov.bc.ca
Subject: Re: Deck for Jill and MJS

Are you and Nadine away?

> On Aug 18, 2017, at 1:56 PM, Ehle, Dan MTIC:EX <Dan.Ehle@gov.bc.ca> wrote:
>
> I'm s.22 . What's the topic and I'll nominate a delegate. Thanks
>
> -----Original Message-----
> From: Donaldson, Ian R MTIC:EX
> Sent: Friday, August 18, 2017 1:44 PM
> To: Ehle, Dan MTIC:EX; Malpass, Allison MTIC:EX
> Subject: Deck for Jill and MJS
>
> Allison can you book a mtg for Monday - 1.5hrs with Dan on this topic?
>
> Thanks

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Monday, August 21, 2017 8:51 AM
To: Koot, Sharon MTIC:EX
Cc: Sedmak, Niki M MTIC:EX; Malpass, Allison MTIC:EX
Subject: RE: PSA Approvals - Workplace Technology Sat. Survey

Not need for further detail...just wanting to ensure the connections were there. Thanks

From: Koot, Sharon MTIC:EX
Sent: Thursday, August 17, 2017 3:38 PM
To: Donaldson, Ian R MTIC:EX
Cc: Sedmak, Niki M MTIC:EX; Malpass, Allison MTIC:EX
Subject: PSA Approvals - Workplace Technology Sat. Survey

Hi Ian – thank you for approving the communications for the Workplace Technology Satisfaction Survey.

I noted your comment/question in eApprovals. The Device Services team engaged with the PSA in April of this year to discuss the purpose and scope of the survey. At that time, the PSA approved the OCIO and BC Stats to move forward with the survey. In addition, BC Stats has been integral in ensuring our survey does not overlap with the WES.

If you would like more information re: their discussions with the PSA, I can ask Device Services to provide that to you. Thanks.

Sharon

Sharon Koot | Director, Business Relationship Communications
Strategic Planning and Policy | Office of the Chief Information Officer
| Ministry of Citizens' Services | 4000 Seymour Place
Sharon.Koot@gov.bc.ca | phone #: 250.952.9562 |



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Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Monday, August 21, 2017 11:23 AM
To: Malpass, Allison MTIC:EX
Subject: RE: Meetings with Sue Arthur

I will not need my own meeting then.....so just having these in my calendar is good. Thanks for the follow up!

From: Malpass, Allison MTIC:EX
Sent: Monday, August 21, 2017 11:08 AM
To: Donaldson, Ian R MTIC:EX
Subject: Meetings with Sue Arthur

Hi Ian,

Ian B would like you to be part of the meetings with Sue – I have forwarded them to you and are in your calendar.

Tues, August 29th @ 3:30 (4000 Seymour) – Ian/Ian/Sue
Thurs, August 31st @ 9:00 (563 Superior) – Ian/Ian/Jill/Sue

Pease let me know if you'd like to know the exact dates that Sue will be in town and I will find out for you!

Alli Malpass

Executive Administrative Assistant to Ian Donaldson as A/ADM
Technology Solutions, Office of the Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 250-387-4779; Email: Allison.malpass@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 23, 2017 8:49 AM
To: Malpass, Allison MTIC:EX; Bailey, Ian D MTIC:EX
Subject: RE: Intel

I do!

s.22

I can get more intel if needed.

Ian

From: Malpass, Allison MTIC:EX
Sent: Wednesday, August 23, 2017 8:16 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Subject: FW: Intel

Good Morning, Ian's:

Do either of you know ^{s.22} ? He works for JTT now and would like to meet with Jill. She doesn't know him and would like to get some background on him prior to their meeting.

Thanks,
Alli

From: Taylor, Diane Ruth MTIC:EX
Sent: Tuesday, August 22, 2017 3:42 PM
To: Malpass, Allison MTIC:EX
Subject: Intel

Hi, can you check with the Ians and see if the name ^{s.22} means anything to them in terms of him working in this ministry at one point. He works for JTST now but wants to come and see Jill. She doesn't know him and I'd like her to have an idea of what's going on before he talks to her next week. Thx, d

Diane R. Taylor
Assistant to:

Jill Kot, Deputy Minister
Ministry of Citizens' Services
and
Sarf Ahmed, Associate Deputy Minister

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 24, 2017 6:52 AM
To: Malpass, Allison MTIC:EX
Subject: Fwd: Coffee?

Can you setup an hour for this? I can travel if that makes it easier.
Ian

Begin forwarded message:

From: "Erickson, Carol JAG:EX" <Carol.Erickson@gov.bc.ca>
Date: August 22, 2017 at 5:07:37 PM PDT
To: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Subject: Coffee?

s.22

Carol

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 24, 2017 7:01 AM
To: Malpass, Allison MTIC:EX
Cc: Elderfield, Andrew HLTH:EX
Subject: Fwd: SIEM Service at MOH

Alli,

Can you setup a one hour mtg - I will travel to MoH.

Thanks
Ian

Begin forwarded message:

From: "Elderfield, Andrew HLTH:EX" <Andrew.Elderfield@gov.bc.ca>
Date: August 21, 2017 at 4:26:02 PM PDT
To: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Subject: SIEM Service at MOH

Hi Ian, following up on our brief call, here are a few bullets representing my attempt to summarize the situation.

s.17

Andrew
Mobile: 250.415.7088

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Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX on behalf of Donaldson, Ian R MTIC:EX
Sent: Thursday, August 24, 2017 2:42 PM
To: Soares, Rita MTIC:EX
Subject: RE: 1:1 Ian D/Terry

Hi Rita,

Happy to move this meeting, however, I notice that on November 10/11 Terry's day is blocked off for Workstation Procurement. Is it still okay to move the meeting to one of those days or should I look at a different one?

-----Original Appointment-----

From: Soares, Rita MTIC:EX **On Behalf Of** Whitney, Terry MTIC:EX
Sent: Thursday, August 24, 2017 12:28 PM
To: Longtin, Lorraine MTIC:EX; Malpass, Allison MTIC:EX; Lockhart, Jennifer E MTIC:EX
Subject: New Time Proposed: 1:1 Ian D/Terry
When: Friday, November 3, 2017 1:00 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Ian's Office

Good afternoon,

Proposing a new date for this one occurrence due to s.22
requesting the following Friday for November's 1:1.

. This takes place the first Friday of the month so

Thank you, Rita☺

Rita Soares

Administrative Professional,
Service Management Branch (SMB) for ED/Terry Whitney
Technology Solutions, Office of the Chief Information Officer
Ministry of Citizens' Services
Office: 250 387-9458

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 24, 2017 3:22 PM
To: Bailey, Ian D MTIC:EX; Malpass, Allison MTIC:EX
Subject: RE: Sierra Systems meeting - August 30

Add to that the Service Management work they have performed in the past couple years totaling about \$8m (+/-)..

Sierra may query the recent decision to split up the new Service Management procurement related to the Service Now tool implementation into many small contracts....or some variant of that question. s.13

Ian

From: Bailey, Ian D MTIC:EX
Sent: Thursday, August 24, 2017 3:10 PM
To: Malpass, Allison MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: RE: Sierra Systems meeting - August 30

Sierra systems is a major supplier on the Identity Management services – not sure of the total but I think in excess of 10M over the years.

Ian Bailey

Assistant Deputy Minister and A/Government Chief Information Officer
Province of British Columbia
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Ian.Bailey@gov.bc.ca
250-387-8053



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From: Malpass, Allison MTIC:EX
Sent: Thursday, August 24, 2017 2:36 PM
To: Bailey, Ian D MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: FW: Sierra Systems meeting - August 30

Hi Ian's:

Jill is meeting with Bill Thompson of Sierra Systems on August 30th. Anything she should be made aware of?

Alli

From: Taylor, Diane Ruth MTIC:EX
Sent: Thursday, August 24, 2017 12:44 PM
To: Malpass, Allison MTIC:EX
Subject: Sierra Systems meeting - August 30

Hi, at Bill Thomson's, Sierra Systems, request, he is meeting with Jill on August 30 for a touch base. Is there anything Jill should know prior to meeting with him? Thx, d

Diane R. Taylor

Assistant to:

Jill Kot, Deputy Minister

Ministry of Citizens' Services

and

Sarf Ahmed, Associate Deputy Minister

Ministry of Citizens' Services

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Thursday, August 24, 2017 3:46 PM
To: Malpass, Allison MTIC:EX
Subject: FW: PWI Meeting Prep

From: Hauff, Chris R MTIC:EX
Sent: Thursday, August 24, 2017 1:28 PM
To: Donaldson, Ian R MTIC:EX
Subject: FW: PWI Meeting Prep

Ian - s.14

Haven't heard back as to whether or not you are available to meet with Andrew tomorrow – please let me know either way so I can get back to Andrew.

Thanks
Chris

s.14

Judi Porter, PMP, CRM
Procurement Administrator
Business Management
Network, Communications & Collaboration Services
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Judi.Porter@gov.bc.ca
250-952-9586

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Friday, August 25, 2017 11:26 AM
To: Whittier, Joanne GCPE:EX; Bailey, Ian D MTIC:EX
Cc: Wey, Melody GCPE:EX; Malpass, Allison MTIC:EX
Subject: RE: Resending For approval updated issues note re: BC Services Card

I am good with this...

From: Whittier, Joanne GCPE:EX
Sent: Friday, August 25, 2017 11:23 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Wey, Melody GCPE:EX; Malpass, Allison MTIC:EX
Subject: RE: Resending For approval updated issues note re: BC Services Card

So sorry, resending as I missed one edit. Thx - Jo

From: Whittier, Joanne GCPE:EX
Sent: Friday, August 25, 2017 11:21 AM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Wey, Melody GCPE:EX; Malpass, Allison MTIC:EX
Subject: For approval updated issues note re: BC Services Card

Hi Ian and Ian: sending this one to you both at the same time. Reflects updates that have been reviewed up to Sophia. Aiming to get this to the DM asap today as all of our updated issues notes are due to the MO on Monday.

Thank you in advance! Jo

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Monday, August 28, 2017 5:22 PM
To: Randle, Craig JAG:EX; Whitney, Terry MTIC:EX
Cc: Malpass, Allison MTIC:EX
Subject: RE: Mainframe decommissioning meeting

It is your meeting so we will defer to your schedule. I have cc'd Alli who can assist with scheduling..

From: Randle, Craig JAG:EX
Sent: Monday, August 28, 2017 3:29 PM
To: Donaldson, Ian R MTIC:EX; Whitney, Terry MTIC:EX
Subject: Mainframe decommissioning meeting

Hi Ian and Terry –

Not seeing an agenda for this coming meeting on Friday and Robert and I aren't certain if we need a meeting or if we can defer a few weeks. We still have a few people on holidays and depending on what we want to discuss we may want to be inviting others to the meeting.

Craig Randle
Executive Director and Chief Technology Officer
Information Systems Branch
Attorney General and Public Safety Sector
Cell: 250.217.3460

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Monday, August 28, 2017 5:35 PM
To: Bailey, Ian D MTIC:EX; Whittier, Joanne GCPE:EX
Cc: Malpass, Allison MTIC:EX; Wey, Melody GCPE:EX
Subject: RE: For review - new issues note re BC Services Card and Gender Designation

Fine with me as well

From: Bailey, Ian D MTIC:EX
Sent: Monday, August 28, 2017 11:30 AM
To: Whittier, Joanne GCPE:EX; Donaldson, Ian R MTIC:EX
Cc: Malpass, Allison MTIC:EX; Wey, Melody GCPE:EX
Subject: RE: For review - new issues note re BC Services Card and Gender Designation

Ok with me.

Ian Bailey

Assistant Deputy Minister and A/Government Chief Information Officer
Province of British Columbia
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Ian.Bailey@gov.bc.ca
250-387-8053



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From: Whittier, Joanne GCPE:EX
Sent: Friday, August 25, 2017 4:09 PM
To: Donaldson, Ian R MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Malpass, Allison MTIC:EX; Wey, Melody GCPE:EX
Subject: For review - new issues note re BC Services Card and Gender Designation

Hi Ian and Ian: this one has been reviewed up to Sophia H. I have highlighted on para at the very end that I need to check with Health on. Other than that, can you let me know if this is ok with you? Working to get to the DM and MO by end of day Monday.

Thx in advance! Jo

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 29, 2017 8:57 AM
To: Criddle, Nadine MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Ehle, Dan MTIC:EX
Subject: RE: Project Board Sept. 6th

We are likely to meet with mjs on the 6th – can we push out the project board 1 week into the future?

From: Criddle, Nadine MTIC:EX
Sent: Tuesday, August 29, 2017 8:44 AM
To: Bailey, Ian D MTIC:EX
Cc: Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Ehle, Dan MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: Project Board Sept. 6th

Ian, our next project board is scheduled for Sept. 6th and there is currently nothing on the agenda other than any potential update that may come out of the minister's briefing meeting. Would you like me to hold the spot until Tuesday next week in case of an update or would you like to go ahead and cancel?

s.13,s.17

Nadine Criddle | Executive Director WSS Procurement | Device Services
Office of the Government Chief Information Officer
Ph: 250-356-1328 | **e:** Nadine.Criddle@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1



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Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 29, 2017 8:57 AM
To: Bailey, Ian D MTIC:EX; Criddle, Nadine MTIC:EX
Cc: Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Ehle, Dan MTIC:EX
Subject: RE: Project Board Sept. 6th

Lets go with this answer - ☺

From: Bailey, Ian D MTIC:EX
Sent: Tuesday, August 29, 2017 8:51 AM
To: Criddle, Nadine MTIC:EX
Cc: Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Ehle, Dan MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: RE: Project Board Sept. 6th

Hold for now.

Ian Bailey

Assistant Deputy Minister and A/Government Chief Information Officer
Province of British Columbia
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Ian.Bailey@gov.bc.ca
250-387-8053



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From: Criddle, Nadine MTIC:EX
Sent: Tuesday, August 29, 2017 8:44 AM
To: Bailey, Ian D MTIC:EX
Cc: Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Ehle, Dan MTIC:EX; Donaldson, Ian R MTIC:EX
Subject: Project Board Sept. 6th

Ian, our next project board is scheduled for Sept. 6th and there is currently nothing on the agenda other than any potential update that may come out of the minister's briefing meeting. Would you like me to hold the spot until Tuesday next week in case of an update or would you like to go ahead and cancel?

s.13,s.17

Nadine Criddle | Executive Director WSS Procurement | Device Services
Office of the Government Chief Information Officer

Ph: 250-356-1328 | **e:** Nadine.Criddle@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1



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Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 29, 2017 10:59 AM
To: Malpass, Allison MTIC:EX
Cc: Howes, Leanne MTIC:EX; Wong, Edward MTIC:EX
Subject: RE: mtg

I have no concerns with Lou dialing in.

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 29, 2017 9:26 AM
To: Donaldson, Ian R MTIC:EX
Cc: Howes, Leanne MTIC:EX; Wong, Edward MTIC:EX
Subject: RE: mtg

Hi Ian,

Lou is in Edmonton next week, but can dial-in. If you would prefer in person the week of the 11th will work. Please let me know our preference.

Alli

From: Donaldson, Ian R MTIC:EX
Sent: Monday, August 28, 2017 5:55 PM
To: Malpass, Allison MTIC:EX
Subject: mtg

2:30 Wednesday

Can I have a mtg setup with ESIT (Lou and whomever he wishes to join) and Leanne & Edward to discuss the MoH SIEM?

I am looking to hear from ESIT about the MoH SIEM – their perspective, a go forward plan, compensation.

Thanks

Ian Donaldson
A/Assistant Deputy Minister
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
ian.donaldson@gov.bc.ca

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 29, 2017 11:33 AM
To: Malpass, Allison MTIC:EX
Subject: RE: Sept 6th meeting with Gary Perkisn and Ian Donaldson

thanks

From: Malpass, Allison MTIC:EX
Sent: Tuesday, August 29, 2017 11:17 AM
To: Donaldson, Ian R MTIC:EX; Perkins, Gary MTIC:EX
Subject: FW: Sept 6th meeting with Gary Perkisn and Ian Donaldson

FYI: This has been scheduled for September 6th.

Thanks, Alli

From: Fortin, Joji [<mailto:jfortin@bcauditor.com>]
Sent: Monday, August 28, 2017 2:24 PM
To: Malpass, Allison MTIC:EX
Subject: Sept 6th meeting with Gary Perkisn and Ian Donaldson

Hi Alli,
Thanks again for your help.

Here are some details for the meeting invite:

- Expected attendees – Gary Perkins and Ian Donaldson from the Office of the GCIO, and David Lau and Joji Fortin from the OAG. You can add Cornell Dover from the OAG as optional attendee.
- Subject: Cybersecurity Asset Management Audit
- Purpose of the meeting: To obtain feedback on the draft questionnaire for ministries to complete and discuss other items relevant to the project. Joji will send the questionnaire in a separate email.

Thank you. ☺

Regards,
Joji

Joji Fortin, BBA, CPA, CA, CISA
Manager, IT Audit
Office of the Auditor General of British Columbia
623 Fort Street Victoria, BC V8W 1G1
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jfortin@bcauditor.com | www.bcauditor.com
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Attention: This message is intended only for the use of the individual(s) to which it is addressed and may contain confidential information. If you have received this message in error, please contact the sender immediately and delete the material from your computer. Thank you.

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Tuesday, August 29, 2017 5:24 PM
To: Molyneux, Jennifer MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Malpass, Allison MTIC:EX
Subject: RE: Request for Meeting

Hi Ian,

The solutions offered are for workers in the field and emergency response, asset protection.

This is likely better directed towards a ministry that has staff in the field. Transportation comes to mind as they have commercial vehicle inspectors etc, they have folks that attend job sites and they have the EMBC role. There is potentially other ministries such as Forests/Env that also have a similar need.

I see little need we would have for the products other than assistance in the "technology".

I would have no issue chatting with him to see if that is what he is after and then offering to have his request sent to another ministry if that is appropriate.

Ian

From: Molyneux, Jennifer MTIC:EX
Sent: Tuesday, August 29, 2017 3:57 PM
To: Bailey, Ian D MTIC:EX; Donaldson, Ian R MTIC:EX
Cc: Malpass, Allison MTIC:EX
Subject: FW: Request for Meeting

Hi Ian's:

The MO received this email back in early August from Rory Gattens, Account Executive from BC Safety Link. He is requesting a meeting with the Minister.

I've taken a look at their website and this company provides responsive monitoring solutions. They say their Monitor Center helps organizations keep their people safer, manage their assets better and run their operations with greater efficiency.

The DMO is asking if this would fall to our area for preparing a response. As per the note below, Mr. Gatten hasn't provided the reason he'd like to meet with the Minister. I'm assuming it would be a sales pitch or something. Should the Minister meet with them and should this be assigned to a branch within the OCIO to prepare a response?

Thanks.

Jennifer Molyneux
Sr. Executive Administrative Assistant
Assistant Deputy Minister's Office
Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

Jennifer.Molyneux@gov.bc.ca
250-387-0401

From: Wright, Sam MTIC:EX
Sent: Tuesday, August 29, 2017 3:46 PM
To: Molyneux, Jennifer MTIC:EX
Subject: FW: Request for Meeting

Hi Jenn,

I am just wondering if this would fall under your department. Please click on the link in the original email.

Thanks,

Sam

From: Cook, Jeannette MTIC:EX
Sent: Tuesday, August 29, 2017 3:31 PM
To: Wright, Sam MTIC:EX
Subject: FW: Request for Meeting

From: Minister, CITZ CITZ:EX
Sent: Friday, August 4, 2017 11:54 AM
To: Bourke, Brynn PREM:EX; Cook, Jeannette MTIC:EX; Wright, Sam MTIC:EX
Subject: FW: Request for Meeting

This one is requesting a meeting.

From: Rory Gattens [<mailto:rory@bcsafetylink.com>]
Sent: Friday, August 4, 2017 10:18 AM
To: Minister, CITZ CITZ:EX
Subject: Request for Meeting

Honourable Jinny Sims,

Congratulations on the election win and your appointment as Minister.

I am reaching out as I would like to schedule a meeting. Please let me know when the best time/date would be at your earliest convenience.

Thank you and have a great weekend,

Rory Gattens
Account Executive



Phone: (604)760-2237
www.BCSafetyLink.com

Malpass, Allison CITZ:EX

From: Malpass, Allison MTIC:EX on behalf of Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 30, 2017 12:08 PM
To: Whitney, Terry MTIC:EX
Subject: RE: Mainframe Decommissioning

Hi Terry,

That time will not work for Ian. I sent Craig an email yesterday to try and reschedule, but I haven't heard back. I think what I'll do is cancel the meeting, so it's out of the calendar and look to reschedule to mid-September.

Thanks,
Alli

-----Original Appointment-----

From: Whitney, Terry MTIC:EX
Sent: Wednesday, August 30, 2017 11:13 AM
To: Malpass, Allison MTIC:EX
Subject: New Time Proposed: Mainframe Decommissioning
When: Friday, September 1, 2017 10:30 AM-11:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: 4000 Seymour Place, Exec R E209M MTIC:EX

Alli – could this time work for Ian? The client has asked us to move this out to mid-Sept...could you please see what may work for all parties? Thanks!

Malpass, Allison CITZ:EX

From: Donaldson, Ian R MTIC:EX
Sent: Wednesday, August 30, 2017 7:10 AM
To: Malpass, Allison MTIC:EX
Subject: Fwd: SIEM

Can you arrange?

Begin forwarded message:

From: "Vesprini, Lou ADSL:EX" <Lou.Vesprini@dxcas.com>
Date: August 29, 2017 at 8:06:04 PM PDT
To: "Donaldson, Ian R MTIC:EX" <Ian.Donaldson@gov.bc.ca>
Cc: "Wong, Edward MTIC:EX" <Edward.Wong@gov.bc.ca>, "Howes, Leanne MTIC:EX" <Leanne.Howes@gov.bc.ca>, "Patterson, David ADSL:EX" <David.Patterson@dxcas.com>
Subject: SIEM

Ian

Given that it looks like we are moving the Dev/ops meeting tomorrow, would you like to use the time to talk about MoH at that time? That way we could do it in person and I would invite Dave Patterson as well.

Please advise thanks

Louis

Sent from my BlackBerry 10 smartphone.

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: 1718_plus_Sales_Summary_Report-28-Aug-2017.xlsx
Date: Monday, August 28, 2017 6:27:00 PM
Attachments: [1718_plus_Sales_Summary_Report-28-Aug-2017.xlsx](#)
[Bi-Weekly SRES Agenda -August 28 2017.docx](#)

Typically how would the previous ADMs carry these materials for these meetings?

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Levesque, Robin MTIC:EX
Sent: Monday, August 28, 2017 3:03 PM
To: Ahmed, Sarf MTIC:EX
Cc: Dhaliwal, Sunny MTIC:EX
Subject: 1718_plus_Sales_Summary_Report-28-Aug-2017.xlsx
Please see attached Agenda and Sales Summary for our Bi-weekly tomorrow.
Thank you,
Robin

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Additional information for CIB meeting
Date: Tuesday, August 29, 2017 6:27:00 PM
Attachments: [Capital Spend History for CIB.pdf](#)
[Minor Capital - Investment List - August 30 2017 - Ministry CIB.pdf](#)
[IMITCI Branch - CIB - Aug 30 17\[2\].pptx](#)

Print outs please

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Twyford, Philip MTIC:EX
Sent: Tuesday, August 29, 2017 4:29 PM
To: Kot, Jill MTIC:EX; Ahmed, Sarf MTIC:EX; McEwan, Colin MTIC:EX; Bailey, Ian D MTIC:EX
Cc: Donaldson, Ian R MTIC:EX; Dhaliwal, Sunny MTIC:EX
Subject: Additional information for CIB meeting
Attached is some additional information for tomorrow's meeting.

1. We have included three charts to show the current year capital expenditure compared to an average of the previous two fiscal years
 - a. Historically, we have experienced underspends in RPD capital which have been used to fund additional expenditure in TSD and the IM/IT capital envelope (through TB approval).
 - b. We are now under-performing in all three capital areas relative to prior year trends. For IM/IT capital and TSD capital, this appears to be a timing issue.
 - c. TBS have advised that any future requests to re-allocate capital will need to be done as part of the Q3 forecast process.
2. Attached is a list of all the minor IM/IT capital investment projects in C55 (IM/IT capital investment information system) that are underway or approved to start and the planned year of the start. Also included is a summary of the project and cash-flow information.
3. Two summary slides are also included that outline the IM/IT capital investment branch approach to managing IM/IT capital projects and the overall envelope.
 - a. Key message is that the funds are managed based on ranked and prioritized strategic projects, constraints (HR and operating funds) have been identified.
 - b. The second slide shows the distribution of projects by ministry, noting the OCIO has achieved considerable balance across ministries.

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: RE: Oops for this morning...
Date: Thursday, August 24, 2017 10:18:07 AM

Hi Orla,
Can I get a copy of this presentation just for my awareness?
Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Cell 250-380-8311

From: Geary, Orla MTIC:EX
Sent: Thursday, August 24, 2017 10:12 AM
To: Dhaliwal, Sunny MTIC:EX
Subject: FW: Oops for this morning...

FYI

From: Taylor, Diane Ruth MTIC:EX
Sent: Thursday, August 24, 2017 9:50 AM
To: Geary, Orla MTIC:EX
Subject: Oops for this morning...

Sunny should have been at a Minister's briefing this morning with Sarf and Jill on the MST Nations. I had sent it to his old email address thinking his assistant would transfer it over when his MTIC IDIR became active. That didn't happen. My fault entirely. Just in case it gets mentioned. d

Diane R. Taylor
Assistant to:

Jill Kot, Deputy Minister
Ministry of Citizens' Services
and
Sarf Ahmed, Associate Deputy Minister
Ministry of Citizens' Services

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Agenda: Capital Investment Board
Date: Friday, August 25, 2017 4:52:00 PM
Attachments: [Capital Investment Board Agenda.docx](#)
[1. CIB TOR Fiscal 13-14.docx](#)
[CITZ Capital Update - Sept Update 6.pptx](#)

Hi

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Twyford, Philip MTIC:EX
Sent: Friday, August 25, 2017 4:27 PM
To: Dhaliwal, Sunny MTIC:EX; Curtis, David FIN:EX; Donaldson, Ian R MTIC:EX; Yu, May H MTIC:EX; Lucoe, Belinda MTIC:EX; Mendez, Shelley MTIC:EX; Lucoe, Belinda MTIC:EX; Carruthers, Jillian MTIC:EX
Cc: Dierick, Tony MTIC:EX; McEwan, Colin MTIC:EX; Bailey, Ian D MTIC:EX
Subject: Agenda: Capital Investment Board

Attached please find the agenda for next week's Capital Investment Board (board). The board is focused on ensuring full and effective utilization of the ministry's allocated capital budget and planning for future ministry capital requirements.

For your reference, the board's terms of reference are included. Also attached is a capital presentation provided to the Deputy Minister earlier this week which will be used as a reference at next week's meeting.

The meeting will review the current forecast, and the status of the budget and related expenditure plans for both the OCIO and RPD. We are expecting that each Division will have 10 minutes to review their plans, forecast and mitigation strategies to ensure full budget utilization for the year. Any projected underspends should be advised now, even if the exact amount cannot be quantified, to provide the board with an opportunity to consider the implications and mitigating action. Any pressures on capital budgets should also be identified so that these can be incorporated into plans early (hosting, workstations, networks, etc). In addition, the board will also take 10-15 minutes to review the proposed new projects for the ministry that are currently in development (CIRMO, IMB), and 5-10 minutes to hear from staff on planning and requirements for the new initiative related to accelerating energy retrofit and smart buildings (RPD)

While additional information is not required, if you would like to provide any additional information please forward it to me by 4pm Tuesday August 29th for distribution.

Please contact me if you have any questions or would like additional information.

Regards,

Philip

Philip Twyford, CPA, CMA, C. Dir, MBA
Executive Director and Chief Financial Officer
Financial and Administrative Services Branch | Corporate Services Division
Ministry of Citizens' Services
Mobile 250.516.0268

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From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Appointment
Date: Thursday, August 31, 2017 9:54:00 AM

Plz schedule a meeting with him when he is back.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Michael Houle [<mailto:Michael.Houle@partnershipsbc.ca>]
Sent: Thursday, August 31, 2017 9:24 AM
To: Dhaliwal, Sunny MTIC:EX
Subject: Appointment

Sunny,

A quick note of congratulations on your appointment. Our organizations have worked together on a number of MTICS projects . In light of recent changes I thought it be helpful for us to meet to discuss our current projects and where we may be able to support you in the future.

I am away on project work until the week of the 11th and would be happy to work within your schedule to find a time that works.

Again, congratulations and looking forward to meeting soon.

Regards,

M.R. (Mike) Houle, MBA, MA
Vice President, Client and Market Engagement
Cell: 250-818-7950

Sent from my handheld device.

Turner, Judy CITZ:EX

From: Geary, Orla FLNR:EX
Sent: Monday, August 28, 2017 2:22 PM
To: Dhaliwal, Sunny CITZ:EX
Subject: Child Care meeting tomorrow: (Materials from Robin)
Attachments: DRAFT_Minister of Citizens Services_2017_Aug17.pptx

Sunny:

Attached please find the Child Care & Properties materials. I've advised Robin that you may be in touch if you have further questions/concerns.

I will print out for you as well.

Thanks,
O.

From: Levesque, Robin MTIC:EX
Sent: Monday, August 28, 2017 2:08 PM
To: Geary, Orla MTIC:EX
Subject: RE: Child Care and Smart Buildings meetings tomorrow

This is the material we have used so far to communicate with our Ministers.

Robin

From: Geary, Orla MTIC:EX
Sent: Monday, August 28, 2017 2:04 PM
To: Levesque, Robin MTIC:EX
Subject: FW: Child Care and Smart Buildings meetings tomorrow
Importance: High

Robin:

Further to my Lync message...

Can you please send me the materials for the Child Care & Properties presentation?

From: Dhaliwal, Sunny MTIC:EX
Sent: Monday, August 28, 2017 1:50 PM
To: Geary, Orla MTIC:EX
Subject: FW: Child Care and Smart Buildings meetings tomorrow

Any previous materials? I have material from the Smarter building ppt, but anything on the other one?
Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Ahmed, Sarf MTIC:EX
Sent: Monday, August 28, 2017 1:49 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: RE: Child Care and Smart Buildings meetings tomorrow

This is a debrief from an earlier meeting. Orla or Leslie should have the materials from that meeting.

From: Dhaliwal, Sunny MTIC:EX
Sent: Monday, August 28, 2017 1:47 PM
To: Ahmed, Sarf MTIC:EX
Subject: Child Care and Smart Buildings meetings tomorrow

Hi Sarf,

Is there anything that is required from RPD about the Child Care and Properties, and the Smart Buildings meetings tomorrow?

For example, for the Smart Buildings meetings, do we need any details of the projects currently underway, or some kind of a summary of these projects? What I have been told is that out of the \$55m that we are planning to spend this year on our routine capital projects, approx. \$20m are related to projects which have some linkages to energy retrofits.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: District Energy System Overview
Date: Monday, August 28, 2017 6:22:00 PM
Attachments: [DES Leg Precinct One Pager.docx](#)
[District Energy System Project Update - 25 April.pptx](#)
[Victoria Central Heating Plant PSR - August 2017.docx](#)

Print out please.

Also arrange to set my printer, so that I don't keep bothering you with this.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Burbee, Jon MTIC:EX
Sent: Monday, August 28, 2017 5:39 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: District Energy System Overview

Good day Sunny,

As a follow-on from our Capital Investment Board pre-meeting, please find enclosed some additional information on the project. Based on our timeline today, it may be worth signalling in the capital discussions that we could be in a position to bring the project forward as early as May 2018.

Regards,

Jon Burbee | Executive Director | Asset Management Branch
Real Property Division | Ministry of Citizens' Services
Ph: 250 213-7439 | **e:** Jon.Burbee@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: DMC call this morning
Date: Monday, August 28, 2017 9:26:00 AM

Hi Orla,

What is this for?

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Cook, Jeannette MTIC:EX
Sent: Monday, August 28, 2017 8:32 AM
To: MTIC Executive Members
Cc: Taylor, Diane Ruth MTIC:EX
Subject: DMC call this morning

Hi there – we can't get in using the moderator code. We'll use Sarf's conf call info:

Moderator Conference ID: s.15,s.17

Participant Conference ID:

Dial-in Phone Numbers:

s.15,s.17

Jeannette Cook | Manager, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | **e:** jeannette.cook@gov.bc.ca

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: For EXCOMM discussion- Holdback Report V4
Date: Tuesday, August 29, 2017 6:26:00 PM
Attachments: [Holdbacks Report_201709 v.04.xlsx](#)

Print out please

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: McEwan, Colin MTIC:EX
Sent: Tuesday, August 29, 2017 4:48 PM
To: MTIC Executive Members
Cc: Brulot, Marion MTIC:EX
Subject: For EXCOMM discussion- Holdback Report V4

Good afternoon,

Attached is the list of potential holdback items for our discussion at EXCOMM tomorrow. We have inserted some questions in the document and have taken some editorial license on some. There are several to choose from in addition the mandate specific items. As there were additional generic mandate items in all the Minister's letters, we tried to align our additional suggestions to those. They may or may not work.

Thanks,

Colin

Colin McEwan

ADM, Corporate Services and EFO

Ministry of Citizens' Services

Ph: (250) 952-7635

Cell: (778) 677-6416

Colin.McEwan@gov.bc.ca

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Link to Sharepoint Site for Capital Investment Board Materials
Date: Wednesday, August 30, 2017 5:31:00 PM

Do I have a permanent access to these or would be on as required basis?

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Wright, Sam MTIC:EX

Sent: Wednesday, August 30, 2017 1:13 PM

To: Ahmed, Sarf MTIC:EX; McEwan, Colin MTIC:EX; Twyford, Philip MTIC:EX; Bailey, Ian D MTIC:EX; Dhaliwal, Sunny MTIC:EX; Donaldson, Ian R MTIC:EX; Kot, Jill MTIC:EX

Subject: Link to Sharepoint Site for Capital Investment Board Materials

Hi everyone,

Below is the link for the Sharepoint site.

[https://citzexcom.gov.bc.ca/Capital%20Investment%20Board%20Materials/Forms/AllItems.aspx?](https://citzexcom.gov.bc.ca/Capital%20Investment%20Board%20Materials/Forms/AllItems.aspx?RootFolder=%2FCapital%20Investment%20Board%20Materials%2FAugust%2030%2C%202017&FolderCTID=0x0120007613D34E8831F143A0DC60931CD07429&View={72253331-98DF-4DFA-8D06-DBDB25551E5C})

[RootFolder=%2FCapital%20Investment%20Board%20Materials%2FAugust%2030%2C%202017&FolderCTID=0x0120007613D34E8831F143A0DC60931CD07429&View={72253331-98DF-4DFA-8D06-DBDB25551E5C}](https://citzexcom.gov.bc.ca/Capital%20Investment%20Board%20Materials/Forms/AllItems.aspx?RootFolder=%2FCapital%20Investment%20Board%20Materials%2FAugust%2030%2C%202017&FolderCTID=0x0120007613D34E8831F143A0DC60931CD07429&View={72253331-98DF-4DFA-8D06-DBDB25551E5C})

Thanks,

Sam Wright

Administrative Coordinator
Deputy Minister's Office
Ministry of Citizens' Services

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: RE: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests
Date: Monday, August 28, 2017 3:34:28 PM

Can you please forward me the attachment Susan was referring to ?

From: Dhaliwal, Sunny MTIC:EX
Sent: Monday, August 28, 2017 3:27 PM
To: Geary, Orla MTIC:EX
Subject: FW: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests
I'll discuss.

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Dhaliwal, Sunny MTIC:EX
Sent: Saturday, August 26, 2017 5:48 PM
To: Stanford, Susan MTIC:EX
Cc: Levesque, Robin MTIC:EX; Fuccenecco, Maria MTIC:EX; Ahmed, Sarf MTIC:EX
Subject: Re: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests
Hi Susan,

I see no reason why we won't be able to use this format or combine the info with your file.
I'll discuss with Robin, and get back to you/Maria on Monday.
Look forward to meeting you soon!
Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: [778-698-5807](tel:778-698-5807) | Mob: [250-380-8311](tel:250-380-8311)
e-mail: Sunny.Dhaliwal@gov.bc.ca

On Aug 26, 2017, at 5:28 PM, Stanford, Susan MTIC:EX <Susan.Stanford@gov.bc.ca> wrote:

Good afternoon Sunny,
Welcome to the Ministry!
I'm Susan Stanford, the Executive Lead for the TELUS deal and the Connectivity file.
I'm reaching out for your assistance to complete an overview of First Nations notes for the Minister to have 'back pocket' on September 6th and 7th at the Leaders Gathering in Vancouver. Background materials on the gathering are also attached to this email.
Currently, the Minister has one meeting request on an RPD issue (see attached email).
I've been designated as the "scribe" and will accompany the Minister and our Deputy to the gathering to take notes. Typically connectivity is an issue raised by First Nations Leaders.
The attached file is in early draft, but provides a framework we to organize First Nations information in a quick summary for the Minister. Per my original note below to Lorne, we are looking for your feedback:

- Would RPD be able to use this format to capture your division's information?
- Would it be possible to combine our information into one file?

- Would you like to see changes to the format to better suit RPD information?

We are targeting to have the information consolidated by Thursday of this coming week. I will be traveling Monday through Wednesday, but Maria Fuccenecco, cc'd to the this email, will be continuing to work on our content and can make modifications to the format as needed.

I'll be checking email regularly.

Thank you, and welcome again,

Susan

Susan Stanford MBA MAL

Executive Lead

Telecommunications Office

Ministry of Citizens' Services

Victoria, BC | T 250.580.7459

www.cio.gov.bc.ca

From: Susan Stanford <susan.stanford@gov.bc.ca>

Date: Saturday, August 26, 2017 at 10:52 AM

To: "DeLarge, Lorne MTIC:EX" <Lorne.DeLarge@gov.bc.ca>

Subject: FW: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests

Hi Lorne,

Per the last EXCOM we've started to build a quick reference for FNs issues and connectivity to have handy for the Minister at the Leaders Gathering.

The attached is not near complete, but I wanted to share with you early so that we could create a consistent approach / reference for the Minister.

Would be happy for your thoughts on the attached and understanding what might work best for RPD.

Cheers,

Susan

Susan Stanford MBA MAL

Executive Lead

Telecommunications Office

Ministry of Citizens' Services

Victoria, BC | T 250.580.7459

www.cio.gov.bc.ca

From: Maria Fuccenecco <Maria.Fuccenecco@gov.bc.ca>

Date: Friday, August 25, 2017 at 1:51 PM

To: Susan Stanford <susan.stanford@gov.bc.ca>, Howard Randell <Howard.Randell@gov.bc.ca>

Subject: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests

FYI. This is a draft framework that I'm working on. I have more to add to the detailed table.

I'm wondering if this is what you had in mind?

Maria

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: FW: Preparation for the Shared Services BC Treasury Board Report-back 2017
Date: Sunday, August 27, 2017 7:54:00 PM
Attachments: [2017 18 Shared Service Report Back - Overview 2.xlsx](#)
[Framework RPD SSBC Report Back 2017.docx](#)

Hi Orla,

Can you please provide me a printout of these documents?

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Thursday, August 24, 2017 9:19 AM
To: Dhaliwal, Sunny MTIC:EX
Subject: FW: Preparation for the Shared Services BC Treasury Board Report-back 2017
Hi Sunny:

This is from May Yu.

We'll figure out how you would like to receive this type of information in the future. I just want to ensure you receive it.

Thanks,

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Yu, May H MTIC:EX
Sent: Wednesday, August 23, 2017 4:48 PM
To: Geary, Orla MTIC:EX
Subject: FW: Preparation for the Shared Services BC Treasury Board Report-back 2017
Orla, can you give this to Sunny as part of the transition materials.
I think Lorne will be giving him an update on this. Thanks.

From: Yu, May H MTIC:EX
Sent: Monday, August 21, 2017 2:46 PM
To: Twyford, Philip MTIC:EX; McEwan, Colin MTIC:EX; Dierick, Tony MTIC:EX
Cc: DeLarge, Lorne MTIC:EX; Low, Vincent MTIC:EX
Subject: FW: Preparation for the Shared Services BC Treasury Board Report-back 2017
Hi, please see the attached materials for meeting this week Wednesday. Meeting has been moved to this week as Lorne is on holidays from Friday onwards. Thanks.

From: Dierick, Tony MTIC:EX
Sent: Friday, August 11, 2017 5:09 PM
To: Bailey, Ian D MTIC:EX; Morel, David P MTIC:EX; DeLarge, Lorne MTIC:EX; Donaldson, Ian R MTIC:EX
Cc: Turcotte, Wendy MTIC:EX; Yu, May H MTIC:EX; Lucoe, Belinda MTIC:EX; McEwan, Colin MTIC:EX; Twyford, Philip MTIC:EX
Subject: RE: Preparation for the Shared Services BC Treasury Board Report-back 2017
Update: Early next week you will be receiving a meeting invite for the week of Aug 28 to have a discussion on the below request. Please provide the requested materials to Colin, Philip and myself the week of Aug 21 to allow us to review in preparation for our meeting with each of you divisions.
Many thanks,

Tony

From: Twyford, Philip MTIC:EX

Sent: Friday, June 9, 2017 11:10 AM

To: Bailey, Ian D MTIC:EX; Morel, David P MTIC:EX; DeLarge, Lorne MTIC:EX; Donaldson, Ian R MTIC:EX

Cc: Turcotte, Wendy MTIC:EX; Yu, May H MTIC:EX; Lucoe, Belinda MTIC:EX; Dierick, Tony MTIC:EX; McEwan, Colin MTIC:EX

Subject: Preparation for the Shared Services BC Treasury Board Report-back 2017

Good afternoon;

s.12

Philip Twyford, CPA, CMA, MBA

Executive Director and Chief Financial Officer

Financial and Administrative Services Branch | Corporate Services Division

Ministry of Technology, Innovation and Citizens' Services

Mobile 250.516.0268

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From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Questions for direct reports
Date: Sunday, August 27, 2017 7:50:00 PM
Attachments: [Questions-Direct reports.docx](#)

Hi Orla,

As requested.

This should not be sent as one complete document to all.

Cut and paste for specific branches when are sending meeting invites to the EDs or A/EDs.

I have also discussed most of the Lorne questions with him, so that is not required to be forwarded to him.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Sunny Dhaliwal s.22
Sent: Wednesday, August 23, 2017 8:59 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Questions for direct reports

--

Sunny Dhaliwal

M: [250-380-8311](tel:250-380-8311) Home: s.22 E-mail: s.22

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: FW: Real Property Division Briefing 2017 08 30.pptx
Date: Thursday, August 31, 2017 8:54:00 AM

Can you please arrange a call with Sarf? 15-20 minutes should be enough.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Ahmed, Sarf MTIC:EX
Sent: Wednesday, August 30, 2017 9:50 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Re: Real Property Division Briefing 2017 08 30.pptx
Very nice. Risk, challenges and opportunities require some discussion/ changes. Let's talk in the morning please

Sent from my iPhone

On Aug 30, 2017, at 6:41 PM, Dhaliwal, Sunny MTIC:EX <Sunny.Dhaliwal@gov.bc.ca> wrote:

Hi Sarf,
Draft presentation on RPD for Jill is enclosed
I have hidden a few slides, but can be used if required. For the Priority Capital Projects, we have a separate slide, so I have hidden the current year capital budget slide (I thought the DM would be more interested in knowing the complete value of a priority capital project instead of just the current year budget), but we can show both slides if required.
We will edit some of the slides related to Opportunities and Challenges, but wanted to make sure we run this by you ahead of time and get your inputs on this.
Also wanted to check if I should be presenting, or are we ok with Stephen presenting?
Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Marguet, Stephen R MTIC:EX
Sent: Wednesday, August 30, 2017 2:45 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Real Property Division Briefing 2017 08 30.pptx
Hi Sunny.

As requested, most recent version with speaking notes and changes discussed this afternoon.

Sincerely,
Stephen Marguet, B.Com., R.I. (B.C.) | Executive Director | Real Estate Business Services | Real Property Division
Ph: 250 889-7876 | e: Stephen.Marguet@gov.bc.ca | m: PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: FW: RPD issue notes
Date: Tuesday, August 29, 2017 9:01:00 AM
Attachments: [IN Application Management and Consulting Services Procurement 24 August 17 FINAL.docx](#)
[IN Asbestos Inventory 14 Aug 17 V4.docx](#)
[IN BC Bid Replacement 14 Aug 2017 V4.docx](#)
[IN Gov't Building Seismic Upgrades 14 Aug April V3.docx](#)
[IN OIPC OCC 14 Aug 24 V4.docx](#)
[IN Radon Testing 14 Aug 17 V4.docx](#)
[IN RSO Entryway Project 14 Aug 17 V5.docx](#)
[IN Sale of Surplus Assets 24 Aug 17 FINAL.docx](#)
[IN Victoria Courthouse Site Playground 14 Aug 2017 V4.docx](#)
[IN 28 Bastion Square 14 Aug 17 V4.docx](#)
[KM Procurement 14 Aug 17 V4.doc](#)

Print outs please.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Sovka, David GCPE:EX
Sent: Tuesday, August 29, 2017 8:57 AM
To: Dhaliwal, Sunny MTIC:EX
Cc: Geary, Orla MTIC:EX
Subject: RPD issue notes

Hello Sunny,

Attached please find the RPD issue notes. Please note that a number of them are still before the DM for approval (they are labelled "DRAFT" in the date section at the top of each IN).

Kind regards,

David

David Sovka | Public Affairs Officer
Ministry of Citizens' Services
Government Communications and Public Engagement
Phone: 778 698-2573 | Mobile: 250 812-3723

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: FW: Secure Document Area access for the Annual Meeting of Federal, Provincial, Territorial Deputy Heads of Public Works
Date: Wednesday, August 30, 2017 9:12:00 AM
Importance: High

Print outs please

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Info@scics.gc.ca [mailto:Info@scics.gc.ca]

Sent: Wednesday, August 30, 2017 6:19 AM

To: Dhaliwal, Sunny MTIC:EX

Subject: Secure Document Area access for the Annual Meeting of Federal, Provincial, Territorial Deputy Heads of Public Works

Importance: High

Mr. Sunny Dhaliwal,

This email is to provide you with access to the secure document area of the Annual Meeting of Federal, Provincial, Territorial Deputy Heads of Public Works conference. To login go to <https://www.scicsonline.ca/english/login.asp>

Your user name **s.15,s.16**

Your password:

Thank you.

If you have any problem to login please contact celine.lecordier@scics.ca.

Canadian Intergovernmental Conference Secretariat

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: SRES Update Meeting Follow Up
Date: Friday, August 25, 2017 3:50:00 PM
Attachments: [Axor Decision Note.pdf](#)
[SRES FN Consultation Backgrounder.docx](#)

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Deibert, Yvonne MTIC:EX
Sent: Friday, August 25, 2017 3:27 PM
To: Dhaliwal, Sunny MTIC:EX
Cc: Levesque, Robin MTIC:EX
Subject: SRES Update Meeting Follow Up

Hi Sunny, further to our meeting this afternoon, please find attached the following:

1. Most recent Briefing Note regarding Axor; and
2. A brief outline of First Nation Consultation and how it relates to SRES and the RAEG program

Please let me know if you require anything further.

Thank you

Yvonne Deibert, Director, Real Estate and First Nation Engagement
Strategic Real Estate Services, Real Property Division, Ministry of Citizens' Services
m: PO Box 9412, 4000 Seymour Place, W109 Victoria BC V8W 9V1 Ph: 250 387-6348

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Updated CITZ Minister Planning Calendar
Date: Monday, August 28, 2017 4:45:00 PM
Attachments: [20170828 Ministerial Planning Calendar v1.1.pdf](#)

Printout please.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Elson, Jody MTIC:EX
Sent: Monday, August 28, 2017 4:32 PM
To: MTIC Executive Members
Cc: McEwan, Colin MTIC:EX
Subject: RE: Updated CITZ Minister Planning Calendar
Version 1.1 Attached.

Apologies for the error in assigning Bev the Shared Services Report Back; but you can't blame Colin for trying.

Regards,

Jody

From: Elson, Jody MTIC:EX
Sent: Monday, August 28, 2017 12:43 PM
To: MTIC Executive Members
Cc: McEwan, Colin MTIC:EX
Subject: Updated CITZ Minister Planning Calendar
Good Afternoon.

Attached is the consolidated CITZ Ministerial Planning Calendar for discussion at the upcoming ExComm. We are sending out for a final review to ensure we have captured all of your information correctly.

Please let me know if you require any further revisions prior to your Wednesday meeting.

Note: A Gantt chart will also be available on Wednesday to provide a visual view of the activities required.

Regards,

Jody

Jody Elson

Executive Director – Planning, Performance & Communications
Ministry of Citizens' Services
W137D - 4000 Seymour Place | Victoria, BC | p.250.507.0239 | jody.elson@gov.bc.ca

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Updated RPD Capital Summary
Date: Monday, August 28, 2017 7:23:00 PM
Attachments: [Revised RPD Capital Forecast as at August 18 \(17\).xlsx](#)

Please use this one. Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Taylor, Mark C MTIC:EX
Sent: Monday, August 28, 2017 5:04 PM
To: Dhaliwal, Sunny MTIC:EX
Cc: Yu, May H MTIC:EX; Low, Vincent MTIC:EX
Subject: RE: Updated RPD Capital Summary

Hi again, my apologies - further to my note from a few minutes ago – please replace earlier version with this attachment. Project descriptions on two projects were reversed – now corrected.

Thanks,

Mark C. Taylor, CPA, CGA
Senior Financial Analyst
Financial Planning and Reporting
Real Property Division
Ministry of Citizens' Services

Phone: 778-698-2609 Fax: 250 387-9651
Mailing Address: W400-Q 4000 Seymour Place, Victoria BC
PO BOX 9412 STN PROV GOV V8W 9V1
Email: mark.c.taylor@gov.bc.ca

 Please consider the environment before printing this email.

From: Taylor, Mark C MTIC:EX
Sent: Monday, August 28, 2017 4:50 PM
To: Dhaliwal, Sunny MTIC:EX
Cc: Yu, May H MTIC:EX; Low, Vincent MTIC:EX
Subject: Updated RPD Capital Summary

Hi Sunny,

Attached is a more detailed spreadsheet of the RPD Capital forecast. Hopefully it captures the level of detail you are looking for. I've included a version of the summary sheet as well (first tab). The detailed tab is the second of two tabs. It's a fair bit of detail, so likely easier to read if you print off on 11 x 17 paper.

Additional information included: brief project descriptions, overall total project budgets, comparison to original Q1 forecast and some additional notations about status of the project. I've provided a breakdown of the various Routine Capital funding components and noted the over-allocation as a line item. If you would like further detail added on routine capital (from routine capital slide deck), please let me know.

Tony Dierick (Budget Director) has received the summary sheet and he will have forwarded onto Philip for his information.

For further discussion tomorrow, as needed.

Thanks,

Mark C. Taylor, CPA, CGA

Senior Financial Analyst
Financial Planning and Reporting
Real Property Division
Ministry of Citizens' Services

Phone: 778-698-2609 Fax: 250 387-9651

Mailing Address: W400-Q 4000 Seymour Place, Victoria BC
PO BOX 9412 STN PROV GOV V8W 9V1

Email: mark.c.taylor@gov.bc.ca



Please consider the environment before printing this email.

From: Dhaliwal, Sunny CITZ:EX on behalf of DeLarge, Lorne CITZ:EX
To: Geary, Orla FLNR:EX; Williams, Leslie J MTIC:EX; Dhaliwal, Sunny MTIC:EX; Burbee, Jon MTIC:EX; Guthrie, Rebecca MTIC:EX; Marguet, Stephen R MTIC:EX; Mitrou, Shirley MTIC:EX; Schimmel, Andy MTIC:EX; Taylor, Graham MTIC:EX; Verjinschi, Scarlett MTIC:EX; Yu, May H MTIC:EX; Macdonald, Robert MTIC:EX; Levesque, Robin MTIC:EX
Subject: FW: Weekly RPD SMT Strategic Meeting

This meeting invite needs to be updated. There are people listed on this invite that are no longer with the SMT.
Also, I have to be at Sarf's office immediately after this meeting, so this time will not work.
Please discuss.
Thanks

-----Original Appointment-----

From: DeLarge, Lorne MTIC:EX
Sent: Wednesday, August 23, 2017 3:24 PM
To: DeLarge, Lorne MTIC:EX; Dhaliwal, Sunny MTIC:EX; Burbee, Jon MTIC:EX; Geary, Orla MTIC:EX; Guthrie, Rebecca MTIC:EX; Marguet, Stephen R MTIC:EX; Mitrou, Shirley MTIC:EX; Schimmel, Andy MTIC:EX; Taylor, Graham MTIC:EX; Verjinschi, Scarlett MTIC:EX; Williams, Leslie J MTIC:EX; Yu, May H MTIC:EX; Macdonald, Robert MTIC:EX; Levesque, Robin MTIC:EX
Subject: FW: Weekly RPD SMT Strategic Meeting
When: Monday, August 28, 2017 8:30 AM-9:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: MTIC R 4000 Seymour W105, 20 persons MTIC:EX

-----Original Appointment-----

From: DeLarge, Lorne MTIC:EX
Sent: Thursday, November 10, 2016 1:45 PM
To: DeLarge, Lorne MTIC:EX; Burbee, Jon MTIC:EX; Geary, Orla MTIC:EX; Guthrie, Rebecca MTIC:EX; Marguet, Stephen R MTIC:EX; Mitrou, Shirley MTIC:EX; Schimmel, Andy MTIC:EX; Taylor, Graham MTIC:EX; Verjinschi, Scarlett MTIC:EX; Williams, Leslie J MTIC:EX; Yu, May H MTIC:EX; Macdonald, Robert MTIC:EX; Levesque, Robin MTIC:EX; Dhaliwal, Sunny MTIC:EX
Subject: Weekly RPD SMT Strategic Meeting (** You are A/ADM leading this one)
When: Monday, August 28, 2017 8:30 AM-9:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: MTIC R 4000 Seymour W105, 20 persons MTIC:EX

Lorne's Conference Call information:

Toll Free: **s.15,s.17**
Participant ID:

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Welcome to Exchange Unified Messaging
Date: Sunday, August 27, 2017 7:44:00 PM

Hi Orla,

As discussed, please set up my voice messages so that it automatically comes to you if I don't pick up my office landline phone and someone leaves a message, so that you can retrieve the same and let me know accordingly.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Microsoft Outlook
Sent: Wednesday, August 23, 2017 3:49 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Welcome to Exchange Unified Messaging
Welcome to Exchange Unified Messaging

To use your phone to access your email, calendar, and contacts, call your Outlook Voice Access number and enter your PIN at the prompt.

Your access numbers: s.15,s.22

Your number:

Your PIN:

To change your voice mail settings:

- In Outlook Web App, go to Options.
- In the navigation bar, select Phone.
- Make your changes on the Voice Mail page.

Welcome to Unified Communications (UC)

Please read and follow the Getting Started with UC guide to start your journey. You can find it, and much more information about UC at our [UC Site](#).

Some key things you need to know:

- 5-digit dialing is no longer supported (except for 7-7000)
- 10-digit dialing is required e.g.: 250-387-2727
- You now have Dial In Conferencing for Lync meetings.

If you have any problems, contact the Service Desk online, by email at 77000@gov.bc.ca or call 250 387-7000.

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: FW: Welcome to Exchange Unified Messaging
Date: Thursday, August 24, 2017 7:11:58 PM

Over to you.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Microsoft Outlook
Sent: Wednesday, August 23, 2017 3:49 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Welcome to Exchange Unified Messaging
Welcome to Exchange Unified Messaging

To use your phone to access your email, calendar, and contacts, call your Outlook Voice Access number and enter your PIN at the prompt.

Your access numbers: **s.15,s.22**

Your number:

Your PIN:

To change your voice mail settings:

- In Outlook Web App, go to Options.
- In the navigation bar, select Phone.
- Make your changes on the Voice Mail page.

Welcome to Unified Communications (UC)

Please read and follow the Getting Started with UC guide to start your journey. You can find it, and much more information about UC at our [UC Site](#).

Some key things you need to know:

- 5-digit dialing is no longer supported (except for 7-7000)
- 10-digit dialing is required e.g.: 250-387-2727
- You now have Dial In Conferencing for Lync meetings.

If you have any problems, contact the Service Desk online, by email at 77000@gov.bc.ca or call 250 387-7000.

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: FW: WO1474427 Deliver and Install Laptop
Date: Wednesday, August 30, 2017 9:58:00 AM
Attachments: [ATT00001.png](#)
[ATT00003.png](#)
[ATT00004.png](#)
[ATT00005.png](#)
[ATT00006.png](#)

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Reuben Mathew [mailto:reubenm@ca.ibm.com]

Sent: Wednesday, August 30, 2017 9:45 AM

To: Dhaliwal, Sunny MTIC:EX

Subject: WO1474427 Deliver and Install Laptop

Hello Sunny,

We have received your service request and have attempted to call you however was unable to reach you .

I have left a message on your voicemail

Please call me back to arrange for a technician to service your request onsite.

My contact is 1-778-327-7893 .

This ticket is on hold until we receive a response from you.



Reuben Mathew

Deskside Dispatch, Deskside Services

Direct: 778.327.7893

reubenm@ca.ibm.com

ISM Canada - An IBM Company

Production Way, Burnaby, BC

Follow us on:



ismcanada.com

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: RE: Follow-up: Tent City Victoria
Date: Monday, August 28, 2017 12:34:00 PM

Thanks Orla

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Monday, August 28, 2017 10:42 AM
To: Dhaliwal, Sunny MTIC:EX; Burbee, Jon MTIC:EX
Subject: RE: Follow-up: Tent City Victoria
Set for today at 2:30 pm.

Thanks,
O.

From: Dhaliwal, Sunny MTIC:EX
Sent: Sunday, August 27, 2017 8:11 PM
To: Geary, Orla MTIC:EX
Subject: FW: Follow-up: Tent City Victoria
Hi Orla,

Can you please arrange Jon to brief me on this- preferably Monday or Tuesday.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Burbee, Jon MTIC:EX
Sent: Friday, August 25, 2017 4:40 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Re: Follow-up: Tent City Victoria
Happy to do so.

Jon

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Dhaliwal, Sunny MTIC:EX
Sent: Friday, August 25, 2017 16:09
To: Burbee, Jon MTIC:EX
Cc: Geary, Orla MTIC:EX
Subject: RE: Follow-up: Tent City Victoria

Thanks Jon.

I see this has the potential of escalating. Either you, or someone else you propose can brief me on the previous tent city situation.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Burbee, Jon MTIC:EX
Sent: Friday, August 25, 2017 3:31 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Follow-up: Tent City Victoria

INFORMATION ONLY

Good day Sunny,

For your information, we've had our security contractor increase their presence in this location. GCPE (Joanne Whittier) also contacted me to share additional information and she is current with our response.

Regards,

Jon Burbee | Executive Director | Asset Management Branch

Real Property Division | Ministry of Citizens' Services

Ph: 250 213-7439 | **e:** Jon.Burbee@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: Rego, Jason MTIC:EX

Sent: Friday, August 25, 2017 3:06 PM

To: Sykes, Graeme MTIC:EX

Cc: Burbee, Jon MTIC:EX; Larsson, Ben MTIC:EX; Andrews, Matthew MTIC:EX; Taylor, Graham MTIC:EX

Subject: Re: Tent City Victoria

Hello

I have spoken with WSI and they confirmed that Paladin Security is on board to provide additional services over this weekend. Following the weekend we will get feedback from Paladin on the observed activity and determine next steps if required.

Regards,

Jason

Sent from my iPhone

On Aug 25, 2017, at 3:02 PM, Sykes, Graeme MTIC:EX <Graeme.Sykes@gov.bc.ca> wrote:

Hi guys

Jason is connecting with WSI to ensure that additional security patrols are added to the downtown circuit starting this weekend. Properties in the vicinity include both owned and leased; patrols cover both types. Let's hope it's an uneventful weekend!

Thanks, Graeme

From: Burbee, Jon MTIC:EX

Sent: Friday, August 25, 2017 2:05 PM

To: Sykes, Graeme MTIC:EX

Cc: Larsson, Ben MTIC:EX; Andrews, Matthew MTIC:EX; Taylor, Graham MTIC:EX

Subject: FW: Tent City Victoria

Hey Graeme,

In Ben's absence, could you please engage Paladin through WSI to increase patrols here? I also got a note from GCPE about another site on Pandora Block.

Vic PD advise that they have received word that s.22, a vocal camper during

the tent city at the courthouse, is planning a 2nd tent city on the Pandora Block outside the Interior Health facility starting Sunday evening. That is very close to 844 Johnson, the location former courthouse campers were moved to after courthouse tent city was dismantled. Vic PD believe this latest move is in regards to a lack of services and resources for youth. s.22 is, in fact, currently holding a vigil at the legislature about lack of youth resources. Vic PD will update as they know more.

Jon Burbee | Executive Director | Asset Management Branch

Real Property Division | Ministry of Citizens' Services

Ph: 250 213-7439 | **e:** Jon.Burbee@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: Ahmed, Sarf MTIC:EX
Sent: Friday, August 25, 2017 12:47 PM
To: Burbee, Jon MTIC:EX; Dhaliwal, Sunny MTIC:EX
Subject: Fwd: Tent City Victoria
FYI. Maybe beef up security patrol around St. Anne and any other prominent location as a precaution.

Sent from my iPhone

Begin forwarded message:

From: "Steves, Gregory OHCS:EX" <Gregory.Steves@gov.bc.ca>
Date: August 25, 2017 at 12:35:26 PM PDT
To: "Ahmed, Sarf MTIC:EX" <Sarf.Ahmed@gov.bc.ca>
Subject: Fwd: Tent City Victoria

FYI below regarding location.

Sent from my iPhone

Begin forwarded message:

From: "Holden, Virginia OHCS:EX"
<Virginia.Holden@gov.bc.ca>
Date: August 25, 2017 at 12:30:21 PM PDT
To: 'Jonathan Tinney' <JTinney@victoria.ca>, "jjohnson@victoria.ca" <jjohnson@victoria.ca>
Cc: "Steves, Gregory OHCS:EX" <Gregory.Steves@gov.bc.ca>, Heidi Hartman <hhartman@bchousing.org>
Subject: FW: Tent City Victoria

Hi Jon and Jason,
I just left you a quick message Jon, but I wanted to let you both know that we have received the following information from the VicPD about the establishment of a further tent city on Pandora Block outside the IH facility. I met with s.22 two days ago regarding some of her concerns related to the Johnson St facility. We are working with BCH and PHS on some of her concerns voiced during the meeting.
That is the information I have at this time. Give me a call if you have any questions. I will keep you updated if I know more. We have alerted MTICS as it relates to provincial land as well.
Ginnie
Virginia Holden, MCIP RPP

Indigenous Social Policy, Ministry of Indigenous Relations and
Reconciliation
Email : Virginia.holden@gov.bc.ca
Phone : 250.889.3521

From: Heidi Hartman [<mailto:hhartman@bchousing.org>]
Sent: Friday, August 25, 2017 11:49 AM
To: Steves, Gregory OHCS:EX; Holden, Virginia OHCS:EX
Cc: XT:HLTH Ramsay, Shayne; XT:Crawford, Craig HLTH:IN;
Dominic Flanagan
Subject: RE: Tent City Victoria
Below is the information we have received from Vic PD – Vic
PD heard the issue is Youth Services/Resources. Vic PD
understand it the tent city will be outside of IH facilities on
Pandora.

=====

Scott from Vic PD let me know that they have received word
that s.22 is planning a 2nd tent city on the Pandora Block
outside the IH facility starting Sunday evening. s.22
is a part of this as well. Apparently they were considering
returning to Super 8 site where they were on the 13th but
have decided to focus outside of IH Pandora facility instead.
The tent city is in regards to the lack of services/resources
for youth.
She is currently holding a vigil at the legislature about lack
of youth resources.
Vic PD will update as they know more.

From: Steves, Gregory OHCS:EX
[<mailto:Gregory.Steves@gov.bc.ca>]
Sent: August-25-17 11:46 AM
To: Holden, Virginia OHCS:EX
Cc: Heidi Hartman
Subject: FW: Tent City Victoria
Ginnie,

s.22 is indicating she will be starting a new tent city
over the weekend. I will need responses to the Minister's
questions ASAP. I will also reach out to MTICs to advise
them of the threat.

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: Fwd: Follow-up: Tent City Victoria
Date: Saturday, August 26, 2017 9:36:58 AM

Hi Orla,

I may copy you on mails such as these. It means that please arrange a meeting with this person on this topic.

Since there may be many such mails and you may not be able to arrange all these meetings at once, one good way is to immediately take a print out and keep it in a separate file. This then becomes a kind of task list for you and then you can keep working on that.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister

Real Property Division | Ministry of Citizens' Services

Ph: [778-698-5807](tel:778-698-5807) | Mob: [250-380-8311](tel:250-380-8311)

e-mail: Sunny.Dhaliwal@gov.bc.ca

Begin forwarded message:

From: "Burbee, Jon MTIC:EX" <Jon.Burbee@gov.bc.ca>
Date: August 25, 2017 at 4:39:47 PM PDT
To: "Dhaliwal, Sunny MTIC:EX" <Sunny.Dhaliwal@gov.bc.ca>
Subject: Re: Follow-up: Tent City Victoria

Happy to do so.

Jon

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Dhaliwal, Sunny MTIC:EX
Sent: Friday, August 25, 2017 16:09
To: Burbee, Jon MTIC:EX
Cc: Geary, Orla MTIC:EX
Subject: RE: Follow-up: Tent City Victoria

Thanks Jon.

I see this has the potential of escalating. Either you, or someone else you propose can brief me on the previous tent city situation.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: [778-698-5807](tel:778-698-5807) | Mob: [250-380-8311](tel:250-380-8311) | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Burbee, Jon MTIC:EX

Sent: Friday, August 25, 2017 3:31 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Follow-up: Tent City Victoria

INFORMATION ONLY

Good day Sunny,

For your information, we've had our security contractor increase their presence in this location. GCPE (Joanne Whittier) also contacted me to share additional information and she is current with our response.

Regards,

Jon Burbee | Executive Director | Asset Management Branch
Real Property Division | Ministry of Citizens' Services
Ph: 250 213-7439 | **e:** Jon.Burbee@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria
BC V8W 9V1

From: Rego, Jason MTIC:EX
Sent: Friday, August 25, 2017 3:06 PM
To: Sykes, Graeme MTIC:EX
Cc: Burbee, Jon MTIC:EX; Larsson, Ben MTIC:EX; Andrews, Matthew MTIC:EX; Taylor, Graham MTIC:EX
Subject: Re: Tent City Victoria

Hello

I have spoken with WSI and they confirmed that Paladin Security is on board to provide additional services over this weekend. Following the weekend we will get feedback from Paladin on the observed activity and determine next steps if required.

Regards,
Jason

Sent from my iPhone

On Aug 25, 2017, at 3:02 PM, Sykes, Graeme MTIC:EX <Graeme.Sykes@gov.bc.ca> wrote:

Hi guys

Jason is connecting with WSI to ensure that additional security patrols are added to the downtown circuit starting this weekend. Properties in the vicinity include both owned and leased; patrols cover both types.

Let's hope it's an uneventful weekend!

Thanks, Graeme

From: Burbee, Jon MTIC:EX
Sent: Friday, August 25, 2017 2:05 PM
To: Sykes, Graeme MTIC:EX
Cc: Larsson, Ben MTIC:EX; Andrews, Matthew MTIC:EX; Taylor, Graham MTIC:EX
Subject: FW: Tent City Victoria

Hey Graeme,

In Ben's absence, could you please engage Paladin through WSI to increase patrols here? I also got a note from GCPE about another site on Pandora Block.

Vic PD advise that they have received word that s.22 a vocal camper during the tent city at the courthouse, is planning a 2nd tent city on the Pandora Block outside the Interior Health facility starting Sunday evening. That is very close to 844 Johnson, the location former courthouse campers were moved to after courthouse tent city was dismantle. Vic PD believe this latest move is in regards to a lack of services and resources for youth - s.22 is, in fact, currently holding a vigil at the legislature about lack of youth resources. Vic PD will update as they know more.

Jon Burbee | Executive Director | Asset Management Branch
Real Property Division | Ministry of Citizens' Services
Ph: 250 213-7439 | **e:** Jon.Burbee@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: Ahmed, Sarf MTIC:EX
Sent: Friday, August 25, 2017 12:47 PM
To: Burbee, Jon MTIC:EX; Dhaliwal, Sunny MTIC:EX
Subject: Fwd: Tent City Victoria

FYI. Maybe beef up security patrol around St. Anne and any other prominent location as a precaution.

Sent from my iPhone

Begin forwarded message:

From: "Steves, Gregory OHCS:EX"
<Gregory.Steves@gov.bc.ca>
Date: August 25, 2017 at 12:35:26 PM PDT
To: "Ahmed, Sarf MTIC:EX" <Sarf.Ahmed@gov.bc.ca>
Subject: Fwd: Tent City Victoria

FYI below regarding location.

Sent from my iPhone

Begin forwarded message:

From: "Holden, Virginia OHCS:EX"
<Virginia.Holden@gov.bc.ca>
Date: August 25, 2017 at 12:30:21 PM PDT
To: 'Jonathan Tinney' <JTinney@victoria.ca>, "jjohnson@victoria.ca" <jjohnson@victoria.ca>
Cc: "Steves, Gregory OHCS:EX" <Gregory.Steves@gov.bc.ca>, Heidi Hartman <hhartman@bchousing.org>
Subject: FW: Tent City Victoria

Hi Jon and Jason,

I just left you a quick message Jon, but I wanted to let you both know that we have received the following information from the VicPD about the establishment of a further tent city on Pandora Block outside the IH facility. I met with s.22 two days ago regarding some of her concerns related to the Johnson St facility. We are working with BCH and PHS on some of her concerns voiced during the meeting.

That is the information I have at this time. Give me a call if you have any questions. I will keep you updated if I know more. We have alerted MTICS as it relates to provincial land as well.

Ginnie

Virginia Holden, MCIP RPP

Indigenous Social Policy, Ministry of Indigenous Relations and Reconciliation

Email : Virginia.holden@gov.bc.ca

Phone : 250.889.3521

From: Heidi Hartman
[<mailto:hhartman@bchousing.org>]
Sent: Friday, August 25, 2017 11:49 AM
To: Steves, Gregory OHCS:EX; Holden, Virginia OHCS:EX
Cc: XT:HLTH Ramsay, Shayne; XT:Crawford, Craig HLTH:IN; Dominic Flanagan
Subject: RE: Tent City Victoria

Below is the information we have received from Vic PD – Vic PD heard the issue is Youth Services/Resources. Vic PD understand it the tent city will be outside of IH facilities on Pandora.

=====

Scott from Vic PD let me know that they have received word that S.22 is planning a 2nd tent city on the Pandora Block outside the IH facility starting Sunday evening. S.22 is a part of this as well. Apparently they were considering returning to Super 8 site where they were on the 13th but have decided to focus outside of IH Pandora facility instead. The tent city is in regards to the lack of services/resources for youth.

She is currently holding a vigil at the legislature about lack of youth resources.

Vic PD will update as they know more.

From: Steves, Gregory OHCS:EX
[<mailto:Gregory.Steves@gov.bc.ca>]
Sent: August-25-17 11:46 AM
To: Holden, Virginia OHCS:EX
Cc: Heidi Hartman
Subject: FW: Tent City Victoria

Ginnie,

s.22

is indicating she will be starting a new tent city over the weekend. I will need responses to the Minister's questions ASAP. I will also reach out to MTICs to advise them of the threat.

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: Fwd: FOR YOUR ATTENTION: LIVELINK USER TRAINING
Date: Saturday, August 26, 2017 9:32:36 AM
Attachments: [image002.jpg](#)

Hi Orla,
What is this training for?

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: [778-698-5807](tel:778-698-5807) | Mob: [250-380-8311](tel:250-380-8311)
e-mail: Sunny.Dhaliwal@gov.bc.ca

Begin forwarded message:

From: "Seeger, Lisa Marie MTIC:EX" <LisaMarie.Seeger@gov.bc.ca>
Date: August 25, 2017 at 4:48:35 PM PDT
To: MTIC RPD All Staff <IWPSLSTF@Victoria1.gov.bc.ca>
Cc: "Nemeth, Susan MTIC:EX" <Susan.Nemeth@gov.bc.ca>, "Khoury, Christina MTIC:EX" <Christina.Khoury@gov.bc.ca>, "Evans, Todd MTIC:EX" <Todd.Evans@gov.bc.ca>
Subject: **FOR YOUR ATTENTION: LIVELINK USER TRAINING**

Thank you for Interest in Livelink User Training.

If you are one of the many RPD staff who requested either full or refresh Livelink user training, this email is for you.

***If you have not requested either full or refresh Livelink user training, this email is to remind you that we have on-going training sessions and it is never too late to get involved. (Contact Lisa Marie Seeger for more information)*

Very shortly, meeting invites will be sent out for Livelink User Training Sessions (new and new users) and Livelink Refresh sessions.

All initial training sessions will be held in September 2017 and attendance is highly encouraged.

Prior to your training session, you will receive a reminder email that will include some informative links for your perusal and a **TINY** bit of pre-requisite reading (*again – highly encouraged!)



Please note there is no need to bring your laptop to the Training session.

We will provide a demonstration of several key elements as part of the training.

session.

We look forward to seeing you at your training session.

Cheers,

Lisa Marie Seeger | Business Application Analyst | Real Estate Services Branch

Real Property Division | Ministry of Citizens' Services

Ph: 778 679-9690 | **e:** lisamarie.seeger@gov.bc.ca | **m:** 4000 Seymour Place, Victoria BC PO Box 9412, Stn
Prov Gov, Victoria BC V8W 9V1



*Please consider the environment before printing this email or attachments**

Cc: Sue Nemeth, Christina Khoury, Todd Evans

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: S.14
Date: Friday, August 25, 2017 8:06:01 AM

SRES UPDATE at 1:30 pm

From: Dhaliwal, Sunny MTIC:EX
Sent: Thursday, August 24, 2017 7:00 PM
To: Geary, Orla MTIC:EX
Subject: S.14

Hi Orla,

I don't see this in my calendar.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Thursday, August 24, 2017 2:33 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: S.14

Hi Sunny:

Yvonne and Robin were going to debrief you on this tomorrow at 1:30 pm.

Thanks,

O.

From: Deibert, Yvonne MTIC:EX
Sent: Thursday, August 24, 2017 2:17 PM
To: Geary, Orla MTIC:EX; Levesque, Robin MTIC:EX
Subject: S.14

Hi Orla, our intention was to debrief Sunny at our bi-weekly tomorrow at 1:30. If Sunny would like a separate time to do this please let us know.

Thank you

Yvonne Deibert, Director, Real Estate and First Nation Engagement
Strategic Real Estate Services, Real Property Division, Ministry of Citizens' Services
m: PO Box 9412, 4000 Seymour Place, W109 Victoria BC V8W 9V1 Ph: 250 387-6348

From: Geary, Orla MTIC:EX
Sent: Thursday, August 24, 2017 1:59 PM
To: Levesque, Robin MTIC:EX; Deibert, Yvonne MTIC:EX
Subject: S.14

Importance: High

Hi Robin/Yvonne:

Sunny would like a briefing on this.

Can you let me know when you could do this?

Thanks!

Orla.

From: Dhaliwal, Sunny MTIC:EX
Sent: Thursday, August 24, 2017 1:15 PM
To: Geary, Orla MTIC:EX
Subject: S.14

Hi Orla,
Could you plz arrange to have Robin and Yvonne brief me on this?
Thanks

Sent from my iPhone

Begin forwarded message:

From: "DeLarge, Lorne MTIC:EX" <Lorne.DeLarge@gov.bc.ca>
Date: August 24, 2017 at 12:23:22 PM PDT
To: "Dhaliwal, Sunny MTIC:EX" <Sunny.Dhaliwal@gov.bc.ca>
Cc: "Levesque, Robin MTIC:EX" <Robin.Levesque@gov.bc.ca>
Subject S.14

Another key issue – Robin – you and Yvonne need to brief Sunny asap on this. Also –
action as below. Keep Sarf informed.

s.14

Page 045

Withheld pursuant to/removed as

s.14

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: Fwd: Material for ADM
Date: Thursday, August 24, 2017 2:46:51 PM

Plz follow up with them in case we don't get anything by Monday.
Also, Lorne told me ROD also has a number of "transition notes" similar to issue notes. If so, can you please provide me copies of that as well?
Thanks

Sent from my iPhone

Begin forwarded message:

From: "Sovka, David GCPE:EX" <David.Sovka@gov.bc.ca>
Date: August 24, 2017 at 10:46:31 AM PDT
To: "DeLarge, Lorne MTIC:EX" <Lorne.DeLarge@gov.bc.ca>
Cc: "Dhaliwal, Sunny MTIC:EX" <Sunny.Dhaliwal@gov.bc.ca>, "Williams, Leslie J MTIC:EX" <Leslie.Williams@gov.bc.ca>, "Geary, Orla MTIC:EX" <Orla.Geary@gov.bc.ca>, "Whittier, Joanne GCPE:EX" <Joanne.Whittier@gov.bc.ca>
Subject: RE: Material for ADM

Hi Lorne,
Yes, we're finalizing all of our issue notes with a view to having them ready to send over tomorrow. I hope that will work for the RPD team.
Welcome, Sunny.
Kind regards,
Dave S
David Sovka | Public Affairs Officer
Ministry of Citizens' Services
Government Communications and Public Engagement
Phone: 778 698-2573 | Mobile: 250 812-3723

From: DeLarge, Lorne MTIC:EX
Sent: Thursday, August 24, 2017 10:34 AM
To: Sovka, David GCPE:EX
Cc: Dhaliwal, Sunny MTIC:EX; Williams, Leslie J MTIC:EX; Geary, Orla MTIC:EX
Subject: Material for ADM
Hi David – can you send us all the INs and TNs for the new ADM so he can get up to spend.
Tx
Lorne DeLarge | Executive Director | Real Property Division
| Ministry of Citizens' Services
| c: 250.508.8709 e: lorne.delarge@gov.bc.ca
m: PO Box 9412, Stn Prov Govt, Victoria BC V8W 9V1

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: Fwd: Successful GAL Information and/or Security Profile Update
Date: Thursday, August 24, 2017 2:36:04 PM

I presume you would have taken care of this?
Thx

Sent from my iPhone

Begin forwarded message:

From: 7-7000 Service Desk <77000@gov.bc.ca>
Date: August 24, 2017 at 1:59:25 PM PDT
To: <Sunny.Dhaliwal@gov.bc.ca>
Subject: Successful GAL Information and/or Security Profile Update

Sunny Dhaliwal, thank you for updating your GAL information online.

7-7000 Service Desk.
<https://ssbc-client.gov.bc.ca/help/>

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: RE: Meeting with Phil
Date: Thursday, August 31, 2017 9:29:59 AM

Hi S – in Philip's office now (E317A)

From: Dhaliwal, Sunny MTIC:EX
Sent: Wednesday, August 30, 2017 7:00 PM
To: Geary, Orla MTIC:EX
Subject: Meeting with Phil

Hi Orla,

For meetings that I am requesting, it is better that I go to their offices. So would be better that I go to Phil's office tomorrow.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Cc: [Verjinschi, Scarlett CITZ:EX](#)
Subject: RE: Capital Park - urgent communication to Clients
Date: Wednesday, August 30, 2017 8:40:00 AM

Hi Orla,

Can you please check about the BN in e-approvals? I don't see it.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Verjinschi, Scarlett MTIC:EX
Sent: Tuesday, August 29, 2017 8:38 PM
To: Dhaliwal, Sunny MTIC:EX
Cc: Geary, Orla MTIC:EX
Subject: Capital Park - urgent communication to Clients
Importance: High

Hi, Sunny:

Sorry to send you an urgent e-mail this late in the evening. Late this afternoon it came to my attention that the move into Capital Park will have to be delayed by one week, from September 7th to September 14th – the BN in eApproval provides further details.

WDS will communicate the delay to the consultant that organizes the move, however, a communication of this delay needs to occur at executive level – ADM to ADM. That is the main reason I am writing, and also, to let you know that the item re: Capital Park which is now in eApproval requires your urgent attention – sorry about this.

We need your help to communicate, as soon as you can, to Reg Bawa, ADM Children and Families and Jim Standen, ADM Environment, that their staff move will need to be delayed to September 14th – the main reason is that City inspections for Occupancy Permit can be completed, at the earliest, on September 7th. If the inspection identifies items the builder needs to remedy, the Occupancy Permit will not be issued that day. Without an Occupancy Permit, this building remains a construction site, and is inaccessible to the public. There are further details in the BN, but I can brief you tomorrow, as soon as you are available.

Again, sorry about the unexpected emergency – please let me know if you require further clarification.

Thank you, Sunny,

Regards,

Scarlette Verjinschi | Executive Director

Workplace Development Services | Real Property Division | Ministry of Citizens' Services

Phone: 250-387-6055 | **e:** Scarlette.Verjinschi@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Cc: [Williams, Leslie J MTIC:EX](#)
Subject: RE: Corrections Capital PEB
Date: Monday, August 28, 2017 12:34:00 PM

Yes, saw the material later.

It was more around the process going forward, and lets discuss later today.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Monday, August 28, 2017 11:28 AM
To: Dhaliwal, Sunny MTIC:EX
Cc: Williams, Leslie J MTIC:EX
Subject: RE: Corrections Capital PEB
Hi Sunny:

I believe these were printed for you last week? Please let me know and I'll reprint if required.
Leslie is s.22 – so perhaps we can touch base tomorrow on how to strategize.
Thanks!
O.

From: Dhaliwal, Sunny MTIC:EX
Sent: Saturday, August 26, 2017 7:40 PM
To: Geary, Orla MTIC:EX
Cc: Williams, Leslie J MTIC:EX
Subject: RE: Corrections Capital PEB
Hi Orla,

Please provide print-outs and discuss this Monday (Leslie and you please).
Unless these are either in the calendar or in our shared drive with a link in the calendar, it may be difficult to review this type of a material.
You will have to schedule this as prep time, and also ensure there are no pending action items for me or for RPD. If there are pending action items from anyone from RPD, then please reach out to them ahead of time and provide inputs to me.
Would be also good to devise a method to capture action items after some of these meetings, rather than waiting for the minutes to arrive.
Lets discuss to devise a strategy.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Thursday, August 24, 2017 10:47 AM
To: Dhaliwal, Sunny MTIC:EX
Subject: FW: Corrections Capital PEB
Sunny:

FYI

Meeting information/prep work for Corrections Capital Project Exec Board meetings.

Thanks,

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Duncan, Nikki PSSG:EX

Sent: Thursday, August 24, 2017 9:32 AM

To: Geary, Orla MTIC:EX

Subject: Corrections Capital PEB

Hi Orla,

As promised, here is the Membership for the Corrections Capital PEB.

PEB Membership:

- Deputy Solicitor General, MPSSG – Chair (Mark Sieben)
- Deputy Minister or Associate Deputy Minister, MTICs (Sarf Ahmed)
- Vice President, Partnerships BC (Mike Houle)
- Assistant Deputy Minister, BC Corrections, MPSSG (Elenore Arend)
- Assistant Deputy Minister, Corporate Management Services, MPSSG/MoJ (Shauna Brouwer)
- Treasury Board Staff Executive Director – ex officio (Jonathon Dube)

Support to the PEB:

- David Friesen, Deputy Provincial Director-Adult Custody, BC Corrections, MPSSG

I have attached all the materials that have come so far, and the past agenda and minutes to give Sunny an idea of what's been discussed so far. Please let me know if you have any questions.

Thank you

Nikki

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: RE: Executive Steering Committee Meeting: Government House - this Friday?
Date: Tuesday, August 29, 2017 6:31:00 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.png](#)

Thanks Orla

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Tuesday, August 29, 2017 1:32 PM
To: Dhaliwal, Sunny MTIC:EX
Cc: Burbee, Jon MTIC:EX; Larsson, Ben MTIC:EX
Subject: RE: Executive Steering Committee Meeting: Government House - this Friday?
Hi Sunny:

Jon thinks it should be a priority for you to attend the Government House meeting that is *potentially* going to be held on Friday, September 1/17 (to be confirmed).
I have set a PREP appointment for tomorrow (Aug 30) for Jon and Ben to prep you at 1:30 pm on all things Government House. Ben Larsson is **s.22**
(Jon – sorry this cuts into 15 mins to your meeting with Tony C. Hope that's ok).

Thanks,
O.

From: Geary, Orla MTIC:EX
Sent: Tuesday, August 29, 2017 1:12 PM
To: Burbee, Jon MTIC:EX
Cc: Dhaliwal, Sunny MTIC:EX
Subject: FW: Executive Steering Committee Meeting: Government House - this Friday?
Importance: High
Hi Jon:

I received this meeting invite for Sunny. Jerymy and Doug want to have an Executive Steering Committee Meeting to discuss the Service Level Agreement for **Government House**.

- a) Has Sunny been briefed on Government House?
- b) Do you need time to debrief Sunny prior to Friday, and can you provide any background material for Sunny's review?
- c) Should Sunny take this meeting?

Kindly advise.

Thanks,
Orla.

From: Fortin, Chantelle FIN:EX
Sent: Tuesday, August 29, 2017 1:00 PM
To: Geary, Orla MTIC:EX; Nicholson, Riley FIN:EX
Subject: RE: Executive Steering Committee Meeting
Hello Riley and Orla,
Jerymy and Doug said they would like to have an Executive Steering Committee Meeting to

discuss the Service Level Agreement for Government House this week. Could you advise if they are available for an hour on Friday, between 8:30 and 11:00am? Let me know and I'll send out an invitation.

Thank you,
Chantelle

From: Geary, Orla MTIC:EX

Sent: Tuesday, August 22, 2017 11:55 AM

To: Fortin, Chantelle FIN:EX; Nicholson, Riley FIN:EX

Subject: RE: Executive Steering Committee Meeting

Hi Chantelle:

Sunny Dhaliwal is the new ADM for RPD . He starts August 24/17. We are in the process of getting his IDIR set up. I'll know more next week.

Thanks!

Orla.

From: Fortin, Chantelle FIN:EX

Sent: Tuesday, August 22, 2017 11:51 AM

To: Geary, Orla MTIC:EX; Nicholson, Riley FIN:EX

Subject: Executive Steering Committee Meeting

Hello Riley and Orla,

Jerymy has asked me to schedule the next Executive Steering Committee Meeting to discuss the Service Level Agreement for Government House (GH). Please let me know if Doug and Lorne are available for a meeting at GH on Wednesday, September 20 from 3:30 to 4:30pm. Please advise and I will send an invitation.

Thanks,

Chantelle

Chantelle Fortin

Executive Administrative Assistant

Office of the Lieutenant Governor

Government House

1401 Rockland Ave

Victoria BC V8S 1V9

Telephone: 250 387-2081

Facsimile: 250 387-2078



From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: RE: FOR SUNNY's SIGNATURE PLEASE - Modification Agreement #2 -
Date: Friday, August 25, 2017 4:12:00 PM

Print out please

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Friday, August 25, 2017 4:04 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: FW: FOR SUNNY's SIGNATURE PLEASE - Modification Agreement #2 -
Sunny:

Karen Liversedge would like your signature on P3 Advisors – Modification Agreement #2. (attached above).

Please see her explanation email below. The P3 Advisors – Modification Agreement #1 is attached for your information to show you how this was completed before.

If you have any questions, please don't hesitate to ask.

Thanks,
Orla.

From: Liversedge, Karen P MTIC:EX
Sent: Friday, August 25, 2017 3:32 PM
To: Geary, Orla MTIC:EX; Forgues-Rorvik, Aline MTIC:EX; Taylor, Graham MTIC:EX
Subject: RE: FOR SUNNY's SIGNATURE PLEASE - Modification Agreement #2 -
Hi Orla.

This is a routine amendment to the existing contract with P3 Advisors, s.17
s.17

The only change is in the list of staff available to us under the contract. P3 is adding the name of one junior staff member to the list as staff members have changed.

No change to cost or duration. I believe it has to go to Sunny just because of the high overall value of the contract.

Given this description, do you think he'll need more? There was another name added about 4 months ago, and we just provided the same information verbally to Lorne.

Karen Liversedge, Project Director
Facilities Management Services | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 778-698-2660 | Cell 250-480-9148

From: Geary, Orla MTIC:EX
Sent: Friday, August 25, 2017 3:11 PM
To: Forgues-Rorvik, Aline MTIC:EX; Liversedge, Karen P MTIC:EX; Taylor, Graham MTIC:EX
Subject: RE: FOR SUNNY's SIGNATURE PLEASE - Modification Agreement #2 -
Hi:

Can someone please provide more information/background for me to brief Sunny on this?

I'm assuming he would require all supporting documents as well.

Thanks,
Orla

From: Forgues-Rorvik, Aline MTIC:EX
Sent: Tuesday, August 22, 2017 3:34 PM
To: Geary, Orla MTIC:EX
Subject: FOR SUNNY's SIGNATURE PLEASE - Modification Agreement #2 -
Orla

Under P3 Advisors Inc contract, they have added a new employee and we need to have the Modification Agreement #2 signed. The same kind of Modification Agreement was done when they added Robb Gillis to their contract and at that time the "Modification Agreement #1" was signed by Lorne

Can Sunny signed the Modification Agreement No 2 for Geoff Capelle? I have attached the one from Robb Gillis as a sample.

Also, do you / Sunny need the actual contract before he signed the Modification Agreement #2 ?
Maybe it would help for background as I'm not certain how much he was briefed with the P3 Advisors contracts.

Let me know

P.S. Once Sunny has signed it, I can go get it at your desk and I will do the scanning

Aline Rorvik, Project Administrator
Facilities Management Services| Real Property Division| Ministry of Citizens' Services
PO Box 9412, Stn Prov Gov | Victoria BC V8W 9V1 | Cell: 250-208-9763 | Aline.Rorvik@gov.bc.ca

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: RE: Health and Safety Hazards Registry and Prioritization Presentation (please extend to your directors)
Date: Friday, August 25, 2017 4:11:00 PM

Thanks Orla

Sunny Dhaliwal, Assistant Deputy Minister

Real Property Division | Ministry of Citizens' Services

Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca

PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Friday, August 25, 2017 3:14 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: FW: Health and Safety Hazards Registry and Prioritization Presentation (please extend to your directors)

Hi Sunny:

FYI

From: Gaudet, Bernie B MTIC:EX
Sent: Tuesday, August 22, 2017 5:00 PM
To: Burbee, Jon MTIC:EX; Andrews, Matthew MTIC:EX; Cooper, Brian MTIC:EX; Carrelli, John I MTIC:EX; Levesque, Robin MTIC:EX; Verjinschi, Scarlett MTIC:EX; Yu, May H MTIC:EX; Marguet, Stephen R MTIC:EX; DeLarge, Lorne MTIC:EX; Hammond, John G MTIC:EX; Macdonald, Robert MTIC:EX; Guthrie, Rebecca MTIC:EX; Williams, Leslie J MTIC:EX; Geary, Orla MTIC:EX; Ryan Lay (Ryan.Lay@bgis.com); Mary Lou Sinclair (MaryLou.Sinclair@bgis.com); Wray White s.22

s.22 McMillan, Lorraine M MTIC:EX; Marsh, John MTIC:EX; Lisson, Andrew MTIC:EX; Taylor, Mark C MTIC:EX; Baydack, Don MTIC:EX; Bellows, David R MTIC:EX; Hanley, Lisa MTIC:EX; Karras, Savannah MTIC:EX; Masson, Michael MTIC:EX; So, Kam MTIC:EX; St Hilair, Diane MTIC:EX; Hanley, Lisa MTIC:EX; Karras, Savannah MTIC:EX; Gene, Verna MTIC:EX; Hamann, John MTIC:EX; MacLean, Matthew MTIC:EX; Owusu-Nyamekye, Kwabena MTIC:EX; Stubbs, Jennifer MTIC:EX; Crowley, Paul MTIC:EX; Taylor, Jared MTIC:EX; Berry, John J MTIC:EX; French, Christine MTIC:EX; Woolliams, Jessica MTIC:EX; Paz, Lilliana MTIC:EX; Jones, Stefanie MTIC:EX; Kawata, Nadine MTIC:EX; Rego, Jason MTIC:EX; Lawrence, Joanne MTIC:IN; Taylor, Graham MTIC:EX; Hoffman, Jennifer B MTIC:EX; Steel, Claire MTIC:EX; Taylor, Mark C MTIC:EX; Baydack, Don MTIC:EX; Bellows, David R MTIC:EX
Subject: RE: Health and Safety Hazards Registry and Prioritization Presentation (please extend to your directors)

I'm looking forward to the presentation scheduled on Thursday morning about the Health and Safety Hazards registry work that has been underway for the last few months. The Registry is a critical component of our Health and Safety Management System that is currently under development. Lots of great input was provided by the representatives who contributed from across the division.

Please go to [this link](#) (should available to all RPD staff) to preview the presentation and the

final Registry. Brookfield will be walking us briefly through the process of development, and focusing most on the findings before summarizing suggested next steps. Let me know if you have difficulty access these materials. To avoid waste, we won't be printing copies of these materials. The relevant information will be projected for broad viewing. Please print if you prefer to have a hard copy.

Thanks

Bernie

-----Original Appointment-----

From: Burbee, Jon MTIC:EX

Subject: Health and Safety Hazards Registry and Prioritization Presentation (please extend to your directors)

When: Thursday, August 24, 2017 9:00 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: MTIC R 4000 Seymour E155, 60 persons MTIC:EX

Requested by Bernie Gaudet.

[Join online meeting](#)

s.15,s.17

Join by Phone

Local - Victoria: **s.15,s.17**

Local - Vancouver: **s.15,s.17**

Toll-Free: **s.15,s.17**

[Find a local number](#)

Conference ID: **s.15,s.17**

[Forgot your dial-in PIN?](#) | [First online meeting?](#)

Please extend to your Directors

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: RE: Materials for SAC
Date: Thursday, August 24, 2017 3:08:27 PM

No problem!

From: Dhaliwal, Sunny MTIC:EX
Sent: Thursday, August 24, 2017 2:44 PM
To: Geary, Orla MTIC:EX
Subject: Re: Materials for SAC

Hi Orla,

Could you print these for me plz? Initially I may request more printouts than usual for reading at my own time.

Thx

Sent from my iPhone

On Aug 24, 2017, at 11:41 AM, Geary, Orla MTIC:EX <Orla.Geary@gov.bc.ca> wrote:

Hi Sunny:

FYI

Attached please find some reading materials from Karen for your SAC meeting this afternoon. This is just information for you to read either before or after the meeting.

Cheers,

Orla

From: Liversedge, Karen P MTIC:EX
Sent: Thursday, August 24, 2017 11:05 AM
To: Geary, Orla MTIC:EX
Subject: more materials for SAC

Orla,

Normally I give a project update verbally, but as this is Sunny's first exposure to the project, I decided to provide a more indepth update, and have prepared the attached ppt. I won't touch on all the slides at the meeting, but include them for Sunny's reading pleasure.

I've also included the status report as he may not have access to the SP yet.

Please would you provide him these materials to read before or after the SAC meeting, and feel free to pass this note along with them.

thanks

Karen Liversedge, Project Director

Facilities Management Services | Real Property Division | Ministry of Citizens' Services

PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 778-698-2660 | Cell 250-480-9148

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Cc: [Williams, Leslie J MTIC:EX](#)
Subject: RE: PREBRIEF for Surrey Courthouse (Lorne/Michael/Raj)
Date: Sunday, August 27, 2017 6:48:00 PM

Please change the meeting invites where I will be the organizer now.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister

Real Property Division | Ministry of Citizens' Services

Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca

PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

-----Original Appointment-----

From: DeLarge, Lorne MTIC:EX
Sent: Wednesday, August 23, 2017 4:03 PM
To: DeLarge, Lorne MTIC:EX; Dhaliwal, Sunny MTIC:EX; Goyal, Raj MTIC:EX; Masson, Michael MTIC:EX
Subject: PREBRIEF for Surrey Courthouse (Lorne/Michael/Raj)
When: Monday, August 28, 2017 4:00 PM-4:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Sunny's Office

-----Original Appointment-----

From: Geary, Orla MTIC:EX **On Behalf Of** DeLarge, Lorne MTIC:EX
Sent: Thursday, November 10, 2016 4:19 PM
To: DeLarge, Lorne MTIC:EX; Goyal, Raj MTIC:EX; Masson, Michael MTIC:EX
Subject: PREBRIEF for Surrey Courthouse (Lorne/Michael/Raj)
When: Occurs the last Monday of every 1 month effective 2016-11-28 until 2017-08-28 from 4:00 PM to 4:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Sunny's Office

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#); [Burbee, Jon CITZ:EX](#)
Subject: RE: RFP for Streamlining Asset Investment Program
Date: Monday, August 28, 2017 12:32:00 PM

Should be ok. Thanks Orla

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Monday, August 28, 2017 12:25 PM
To: Dhaliwal, Sunny MTIC:EX; Burbee, Jon MTIC:EX
Subject: RE: RFP for Streamlining Asset Investment Program
Sunny/Jon:

I have scheduled this meeting for this Friday (Sept 1) at 11:30 am.
Monday is a stat holiday, and Tuesday is looking like full day for both of you.
If you require this meeting later next week, kindly advise.

Thanks,
Orla.

From: Dhaliwal, Sunny MTIC:EX
Sent: Saturday, August 26, 2017 7:14 PM
To: Burbee, Jon MTIC:EX
Cc: Geary, Orla MTIC:EX
Subject: RFP for Streamlining Asset Investment Program
Hi Jon,

I have reviewed the draft RFP for Streamlining Asset Investment Program and would like to post this ASAP.

Some of my initial thoughts/questions are:

- Do you think the "service requirements" section of the RFP adequately captures our intent, and what we want to see as the deliverables?
- Do we need to elaborate more on the approach and methodology that will be used by the successful proponent?
- Under the proposed service requirements, 4.2.1 Outputs, 1 (a), we have mentioned that the contractor will be required to "work in cooperation with the project team....." However, we have not specified whether this would be in person or remotely. I think there would be immense value in the proponent being able to meet our project team and leaders in person and we may need to provide some more clarity around that.
- Appendix A of the Infrastructure Ontario RFP provides a great degree of detail, especially as regards the scope and deliverables. Do you think something as exhaustive like this will be better as compared to what has been specified currently in our draft?
- Do we have an estimate on how much this is likely to cost? If so, do we have budget for this? What kind of an approval is required for this, or this would be within my scope?
- s.13,s.14

s.13,s.14

May I request that you or someone from your team follow up on

this?

We should meet sometime early next week to discuss this, so that we can review this and post it at the earliest.

Please feel free to bring along anyone else from your team or someone from Procurement who was involved in this draft.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister

Real Property Division | Ministry of Citizens' Services

Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca

PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: RE: Surrey Courthouse Project Governance Board materials (September 7, 2017)
Date: Saturday, August 26, 2017 7:31:40 PM

Hi Orla,

Thanks for the documents.

Please put these in the calendar, if the material is not confidential. If confidential, you can provide a link in the calendar and documents can be in ADMO (I presume anybody other than three of us does not have access to this). If the meeting is off-site, please provide print-outs for now.

Once I have the iPad, then I can use iPad for the materials.

Also discuss tour to this facility as mentioned in the minutes of the previous meeting.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX

Sent: Friday, August 25, 2017 1:32 PM

To: Dhaliwal, Sunny MTIC:EX; Bowman, Deborah TRAN:EX; Anderson, Kim PSBC:EX; Masson, Michael MTIC:EX; Cavanaugh, Lynda A JAG:EX; Brouwer, Shauna JAG:EX; Verjinschi, Scarlett MTIC:EX; Chen-Mack, Betty JAG:EX; Bowman, Deborah TRAN:EX

Cc: Goyal, Raj MTIC:EX; McMeekin, Laurie D JAG:EX

Subject: Surrey Courthouse Project Governance Board materials (September 7, 2017)

Good Afternoon:

RE: Surrey Courthouse PGB Meeting

Attached hereto, please find the Minutes from the August 3, 2017 meeting and the agenda/materials for the upcoming meeting on **September 7, 2017**.

If you require any additional information, please do not hesitate to contact me.

Yours kindly,

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: RE: UPDATE on your Meeting Requests
Date: Thursday, August 31, 2017 6:27:00 PM

Yes to your question about Lorne.

Meeting with David Morel- P2

Thanks

Sunny Dhaliwal, Assistant Deputy Minister

Real Property Division | Ministry of Citizens' Services

Ph: 778-698-5807 | Mob: 250-380-8311 |

e-mail: Sunny.Dhaliwal@gov.bc.ca

From: Geary, Orla MTIC:EX

Sent: Thursday, August 31, 2017 4:50 PM

To: Dhaliwal, Sunny MTIC:EX

Subject: UPDATE on your Meeting Requests

Hi Sunny:

I have set the following meetings for you as per your request:

Name:	Date:	Topic	Comments:
Taylor, Graham (ED)(FMS)	Aug 29/17	Branch Presentation	
Verjinschi, Scarlett (ED) (WDS)	Aug 29/17	Branch Presentation	
Levesque, Robin (ED) (SRES)	Sept 1/17	Branch Presentation	
Burbee, Jon (ED) (AM)	Sept 6/17	Branch Presentation	
Marguet, Stephen (ED) (REBS)	Sept 6/17	Branch Presentation	
Yu, May (DIR)(FPR)	Sept 6/17	Branch Presentation	
Guthrie, Rebecca (ED)(CS)	Sept 7/17	Branch Presentation	
DeLarge, Lorne (ED) (AcM)	Sept 15/17	Branch Presentation	**You mentioned you spoke with him already. Do you still need this appt (and I will send him your questions) – or is this meeting unnecessary. Kindly advise. Thanks.
Twyford, Philip (ED/CFO CSD)	Aug 31/17	Meet & Greet	
Brewster, Kevin (ADM/EFO) AVED	Sept 5/17	Meet & Greet	
Brouwer, Shauna (ADM) Min of Justice	Sept 5/17	Meet & Greet	
Lawrence, Joanne, Managing Director	Sept 7/17	Meet & Greet/Update: BGIS Workplace	

Greidanus, Mike, President		Solutions Inc	
STILL TO SET:			
Bailey, Ian (ADM)			In process
Blaschuk, Mike (Previous RPD ADM)			
Campbell, Tracy (ADM)			In process
Contract Performance Officers (Prince George) x3 and (Vancouver x3)			
Curtis, David (ADM)			
Dicks, Bev (ADM)			
Dohan, Trish (ADM)			In process
Donaldson, Ian (A/ADM)			
Houle, Michael (VP Partnerships BC)			
Jorssen, Robert (RCMP Head)			
McEwan, Colin (ADM)			
Morel, David (ADM)			
Richards, Tara (Financial Analyst who does the TB Submissions)			
Royal BC Museum COO (Angela Williams?)			
Stanford, Susan (Exec Lead)			
Wes Boyd, ADM			

Thanks!

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: RE: Update Sunny on FMS and BGIS/WSI - Mike Greidanus / Joanne Lawrence / Sunny Dhaliwal
Date: Monday, August 28, 2017 6:43:00 PM

Thank Orla

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Monday, August 28, 2017 2:02 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Update Sunny on FMS and BGIS/WSI - Mike Greidanus / Joanne Lawrence / Sunny Dhaliwal
Sunny:

The update meeting has now been set with **BGIS/WSI** (Mike Greidanus, President, is in Victoria that day).

September 7/17 (11:00 am – noon).

Mike Greidanus
Joanne Lawrence
Graham Taylor.

Cheers,

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Dhaliwal, Sunny CITZ:EX
To: Geary, Orla FLNR:EX
Subject: RE s.13
Date: Thursday, August 31, 2017 11:56:00 AM

yes

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Thursday, August 31, 2017 10:20 AM
To: Dhaliwal, Sunny MTIC:EX
Cc: Williams, Leslie MTIC:EX
Subject: FW: s.13
Importance: High

Sunny: Is this the information that you are working on currently with Vince Low and Philip Twford?

From: Cook, Jeannette MTIC:EX
Sent: Thursday, August 31, 2017 10:17 AM
To: MTIC Managers of Divisional Operations; MTIC Executive Assistants
Subject: FW: s.13
Importance: High
FYI

From: Twyford, Philip MTIC:EX
Sent: Thursday, August 31, 2017 9:56 AM
To: Bailey, Ian D MTIC:EX; Curtis, David FIN:EX; Morel, David P MTIC:EX; Dhaliwal, Sunny MTIC:EX; Dicks, Beverly J MTIC:EX; Stanford, Susan MTIC:EX
Cc: Donaldson, Ian R MTIC:EX; Lucoe, Belinda MTIC:EX; Low, Vincent MTIC:EX; Turcotte, Wendy MTIC:EX; Day, Ryan MTIC:EX; Ahmed, Sarf MTIC:EX; Cook, Jeannette MTIC:EX; McEwan, Colin MTIC:EX
Subject: s.13
Importance: High

Regrets on the short notice, but we have been asked by the Premier's Office to gather information

s.13

Regrets on the short notice. Please send me the information and we will compile the information and respond to the Premier's Office through the DMO.

Regards,

Philip

From: Yuma Morisho, Okenge PREM:EX
Sent: Wednesday, August 30, 2017 5:34 PM
To: FIN OCG FRAS CFO

Cc: ADMCS Committee; Maranda, Pierrette IGRS:EX; Brubacher, Kelly IGRS:EX

Subject: s.13

Importance: High

Dear colleagues:

s.13

Many thanks in advance,

oym

Okenge Yuma Morisho

Deputy Minister

Intergovernmental Relations Secretariat

Office of the Premier

From: [Dhaliwal, Sunny CITZ:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: RE: s.22
Date: Wednesday, August 30, 2017 3:35:00 PM

Sure. Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Geary, Orla MTIC:EX
Sent: Wednesday, August 30, 2017 1:11 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: FW: s.22
Hi Sunny:

s.22

Thanks,
O.

From: Burbee, Jon MTIC:EX
Sent: Wednesday, August 30, 2017 12:50 PM
To: Geary, Orla MTIC:EX
Subject: Re: s.22

Bernie

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Geary, Orla MTIC:EX
Sent: Wednesday, August 30, 2017 12:47
To: Burbee, Jon MTIC:EX
Subject: RE s.22

Sure jon!

s.22

From: Burbee, Jon MTIC:EX
Sent: Wednesday, August 30, 2017 12:35 PM
To: Geary, Orla MTIC:EX
Subject: s.22

Orla,

s.22

Jon

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: [Geary, Orla FLNR:EX](#)
To: [Levesque, Robin CITZ:EX](#); [Deibert, Yvonne CITZ:EX](#)
Cc: [Francis, Diane K CITZ:EX](#); [Dhaliwal, Sunny CITZ:EX](#)
Subject: 2nd one: Rush eApproval #4177- FNLG request - DUE to DMO by Wed so back to Sunny tomorrow pls!
Date: Monday, August 28, 2017 1:14:53 PM
Importance: High

eApproval #2 – due to Sunny tomorrow!

Yvonne: I have added you as a watcher to Robin's eApprovals so you will get notifications of these eApprovals and can access them.

Thanks!

Orla.

P.S. Sunny this is FYI – they should be coming your way via eApprovals tomorrow.

From: Geary, Orla MTIC:EX
Sent: Monday, August 28, 2017 12:59 PM
To: Levesque, Robin MTIC:EX; Deibert, Yvonne MTIC:EX
Cc: Francis, Diane K MTIC:EX
Subject: Rush eApproval #4176 - FNLG request - DUE to DMO by Wed so back to Sunny tomorrow pls!
Importance: High

Hi Robin:

I'm sending a rush eApproval your way – due to DMO by Aug 30 so Sunny needs this back tomorrow.

Thanks,

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Geary, Orla FLNR:EX
To: Burbee, Jon CITZ:EX
Cc: Dhaliwal, Sunny CITZ:EX; Howard, Beth CITZ:EX
Subject: AM - Branch Presentation to Sunny (Wednesday, Sept 6/17 - 11:00 am - noon): QUESTIONS
Date: Wednesday, August 30, 2017 11:36:47 AM
Importance: High

Hi Jon:

I just send you a meeting invite for your 1 hour presentation (PowerPoint if your branch has one) with Sunny set for next Wednesday (Sept 6) at 11:00 am.

At the beginning of the meeting, Sunny would like to go through the following questions with you:

Asset Management

• **General Questions**

- Are there any immediate challenges that RPD or the Branch is facing? Or will face in the future? Why?
 - Mitigation plans
 - Prepared?
- What do you think are key priorities for RPD and for the branch?
 - Immediately
 - Next 1-3 months
 - Next 6 month
- Are there promising/unexploited opportunities for:
 - RPD
 - Branch
- Is there anything that is holding you or the branch back? Any barriers?
 - Cultural?
 - Political?
 - Technical?
 - Resources?
- Culture
 - Elements that need to be
 - Changed?
 - Preserved?
- Prevailing climate in the Division and the branch?
- Do you think there is enough cohesion and collaboration between all branches:
 - Between the leaders?
 - Between the supervisory staff?
 - Between all teams?
- What is your impression of the staff at:
 - RPD
 - Your branch?
- How do our clients perceive us?
 - As the Division?
 - As the Branch?
- How are we seen within the government and the BPS?
- What are your expectations of me?
 - In the immediate future
 - For decision making
 - For supporting you and your team
 - For additional resources

- For changes or change management
- If you were me, what would you focus your attention on?
- Any advice or suggestions?
- How is the LWS working for you and your teams?
- Do you think there are areas within your workspace that can be improved?
 - Offices
 - Layout
 - Mobile spaces
 - Tools
- Do you think we as the Division/branch are responsive and efficient?
 - Are important processes streamlined and lend themselves to expeditious results?
 - If not, what are the processes that need to be changed?
 - Why has this change not happened?
 - Is the Division/branch/branches ready for this change?
- Is your workload manageable?
 - If not, details?
 - Do most of the employees of your branch feel they have a good work-life balance?
- How are important decisions made?
 - Directions from above
 - You make the decisions
 - It's a collaborative decision making process within your team
 - A mix of all of the above?
- Do you think the time we spend on our meetings is productive?
 - Do we need to reduce time for meetings?
 - Do we need to change any meeting format?
 - Suggestions for efficient meetings?

• **Specific to branch**

- More than \$60m capital budget for retrofitting old buildings (not sure if your branch deals with this or WDS)
 - Plan?
 - PMs?
 - How do we identify projects?
 - Process of staying on track?
 - Ensure targets met?
- Govt mandate of reducing carbon footprint and retrofitting old buildings
 - How do we prioritize/identify these building?
 - Is it part of an ongoing process?
 - Do we have the identified?
 - Next steps for greening existing buildings?
- Process for property tax assessment appeals
- Any re-zoning applications in process?
- Briefing on major projects
 - Separate for each project
 - Process from conceptualization to completion
 - Current state and specifics for each project
 - Process for staying on track
 - Time
 - Budget

- Suggestions for changes/improvements to the process
 - FLNR consolidation?
 - Courthouse Asset Management Plan
 - Corporate sustainability plan (other than just behavioral)
 - Barrier Free BC- Goals, targets and enabling plans
 - Emergency preparedness plans
 - Property tax assessment appeal process, and cost-benefit analysis of the same

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: [Geary, Orla FLNR:EX](#)
To: [Francis, Diane K CITZ:EX](#); [Levesque, Robin CITZ:EX](#)
Cc: [Dhaliwal, Sunny CITZ:EX](#)
Subject: August 31: Buidling on Strengths Workshop
Date: Monday, August 28, 2017 1:40:24 PM
Importance: High

Robin – please see message below from Sarf. When you decide when Sarf needs to be at the conference, please let me know, as Sunny will want to coordinate his timing to coincide with Sarf. Kindly send meeting invites to Sarf & Sunny with the specific time required and what their roles will be.

Thanks,
Orla.

From: Taylor, Diane Ruth MTIC:EX
Sent: Monday, August 28, 2017 12:55 PM
To: Geary, Orla MTIC:EX
Subject: FW: August 31
Can we narrow this down for Sarf. Thanks, d

From: Ahmed, Sarf MTIC:EX
Sent: Monday, August 28, 2017 12:53 PM
To: Taylor, Diane Ruth MTIC:EX
Subject: August 31

I wont be attending the 9am meeting in full. If Robin wants me to attend a portion of it then he should send an invite for that portion specifying what my role would be.

Thanks

Sarf Ahmed

Associate Deputy Minister

Ministry of Citizens' Services

Tel: 250-387-0315

From: Geary, Orla FLNR:EX
To: Guthrie, Rebecca CITZ:EX; Owusu-Nyamekye, Kwabena CITZ:EX
Cc: Dhaliwal, Sunny CITZ:EX
Subject: CS - Branch Presentation to Sunny (Thursday, Sept 7/17 - 1:00 pm): QUESTIONS
Date: Thursday, August 31, 2017 4:03:15 PM

Hi Rebecca:

I just send you a meeting invite for your 1 hour presentation (PowerPoint if your branch has one) with Sunny set for next Thursday (Sept 7) at 1:00 pm.

At the beginning of the meeting, Sunny would like to go through the following questions with you:

Client Services

• **General Questions**

- Are there any immediate challenges that RPD or the Branch is facing? Or will face in the future? Why?
 - Mitigation plans
 - Prepared?
- What do you think are key priorities for RPD and for the branch?
 - Immediately
 - Next 1-3 months
 - Next 6 month
- Are there promising/unexploited opportunities for:
 - RPD
 - Branch
- Is there anything that is holding you or the branch back? Any barriers?
 - Cultural?
 - Political?
 - Technical?
 - Resources?
- Culture
 - Elements that need to be
 - Changed?
 - Preserved?
- Prevailing climate in the Division and the branch?
- Do you think there is enough cohesion and collaboration between all branches:
 - Between the leaders?
 - Between the supervisory staff?
 - Between all teams?
- What is your impression of the staff at:
 - RPD
 - Your branch?
- How do our clients perceive us?
 - As the Division?
 - As the Branch?
- How are we seen within the government and the BPS?
- What are your expectations of me?
 - In the immediate future
 - For decision making
 - For supporting you and your team
 - For additional resources
 - For changes or change management

- If you were me, what would you focus your attention on?
- Any advice or suggestions?
- How is the LWS working for you and your teams?
- Do you think there are areas within your workspace that can be improved?
 - Offices
 - Layout
 - Mobile spaces
 - Tools
- Do you think we as the Division/branch are responsive and efficient?
 - Are important processes streamlined and lend themselves to expeditious results?
 - If not, what are the processes that need to be changed?
 - Why has this change not happened?
 - Is the Division/branch/branches ready for this change?
- Is your workload manageable?
 - If not, details?
 - Do most of the employees of your branch feel they have a good work-life balance?
- How are important decisions made?
 - Directions from above
 - You make the decisions
 - It's a collaborative decision making process within your team
 - A mix of all of the above?
- Do you think the time we spend on our meetings is productive?
 - Do we need to reduce time for meetings?
 - Do we need to change any meeting format?
 - Suggestions for efficient meetings?
- **Specific to Branch**
 - Recent organizational/structure changes at Client Services
 - Key Account Mgt initiative
 - What is working or not working?
 - Branch engagement scores
 - How do we measure our customer satisfaction level?
 - BCPS
 - Broader public sector
 - Others

Thanks,

Orla

Orla Geary, Executive Administrative Assistant
 Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
 PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: DMC meetings in calendar
Date: Monday, August 28, 2017 3:10:03 PM
Attachments: [image001.png](#)

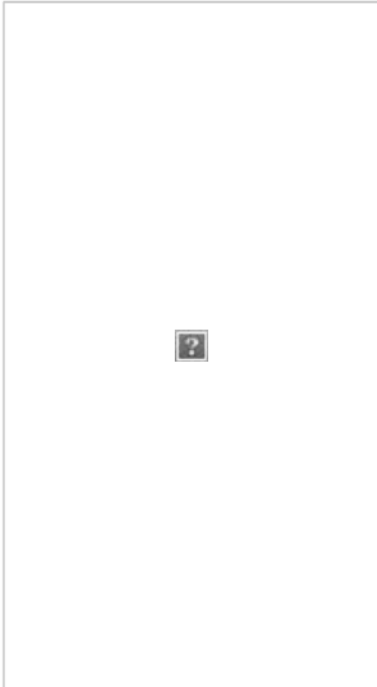
Hi Sunny:

RE: DEPUTY MINISTER'S COUNCIL meeting ("DMC")

Diane (Sarf's office) has now forwarded me these invites to your calendar. I have accepted them.

This is a debrief call for ADM's and Sarf.

The meeting participants are:



From: Dhaliwal, Sunny MTIC:EX
Sent: Monday, August 28, 2017 9:27 AM
To: Geary, Orla MTIC:EX
Subject: FW: DMC call this morning

Hi Orla,

What is this for?

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Cook, Jeannette MTIC:EX
Sent: Monday, August 28, 2017 8:32 AM
To: MTIC Executive Members
Cc: Taylor, Diane Ruth MTIC:EX
Subject: DMC call this morning

Hi there – we can't get in using the moderator code. We'll use Sarf's conf call info:

Moderator Conference ID: s.15,s.17

Participant Conference ID: s.15,s.17

Dial-in Phone Numbers:

s.15,s.17

Jeannette Cook | Manager, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | **e:** jeannette.cook@gov.bc.ca

From: Geary, Orla FLNR:EX
To: Yu, May H CITZ:EX
Cc: Dhaliwal, Sunny CITZ:EX
Subject: FPR - Branch Presentation to Sunny (Wednesday, Sept 6/17 - 9:00 am): QUESTIONS
Date: Thursday, August 31, 2017 4:12:05 PM

Hi May:

I just send you a meeting invite for your 1 hour presentation (PowerPoint if your branch has one) with Sunny set for next Wednesday (Sept 6) at 9:00 am

At the beginning of the meeting, Sunny would like to go through the following questions with you:

Financial Planning and reporting

• **General Questions**

- Are there any immediate challenges that RPD or the Branch is facing in terms of financial mgt? Or will face in the future? Why?
 - Mitigation plans
 - Prepared?
- What do you think are key priorities for RPD and for the branch for financial mgt?
 - Immediately
 - Next 1-3 months
 - Next 6 month
- Are there promising/unexploited financial opportunities for:
 - RPD
 - Branch
- Culture
 - Elements that need to be
 - Changed?
 - Preserved?
- Prevailing climate in the Division and the branch?
- Do you think there is enough cohesion and collaboration between all branches:
 - Between the leaders?
 - Between the supervisory staff?
 - Between all teams?
- What is your impression of the staff at:
 - RPD
 - Your branch?
- Are we perceived as efficient and able to deliver on targets for our financial results?
- What are your expectations of me?
 - In the immediate future
 - For decision making
 - For supporting you and your team
 - For additional resources
 - For changes or change management
- If you were me, what would you focus your attention on?
- Any advice or suggestions?
- How is the LWS working for you and your teams?
- Do you think there are areas within your workspace that can be improved?
 - Offices
 - Layout
 - Mobile spaces
 - Tools

- Do you think we as the Division/branch are responsive and efficient?
 - Are important processes streamlined and lend themselves to expeditious results?
 - If not, what are the processes that need to be changed?
 - Why has this change not happened?
 - Is the Division/branch/branches ready for this change?
- Is your workload manageable?
 - If not, details?
 - Do most of the employees of your branch feel they have a good work-life balance?
- Do you think the time we spend on our meetings is productive?
 - Do we need to reduce time for meetings?
 - Do we need to change any meeting format?
 - Suggestions for efficient meetings?

• **Specific to Branch**

- Do you feel adequately supported from other leaders in the organization?
- Do you think your branch is supporting them enough?
- What kind of forecast/other reports that we need to provide to:
 - CITZ
 - Treasury Board
 - FIN?
- Current state of capital and operating budget
- Year-to-date spend, vs budget
- Anticipated cost pressures
- Mitigation strategies for potential cost pressures
- Identification of future projects/issues that could lead to cost pressures
- Contingencies
- Historical trends
- Fiscal year objectives and targets
- Process for continued monitoring and reporting of budget, including processes within each branch
- Tools/systems available for monitoring/dashboards
- Review Treasury Board approval process, including identifying alliances with key players in the Treasury Board Secretariat

Orla

Orla Geary, Executive Administrative Assistant
 Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
 PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Geary, Orla FLNR:EX
To: Dhaliwal, Sunny CITZ:EX; Williams, Leslie J MTIC:EX
Subject: FW: CANCELLED: ADMCEM Meeting - Sept 5
Date: Tuesday, August 29, 2017 3:06:31 PM

FYI

From: Karger, Kristina TRAN:EX
Sent: Tuesday, August 29, 2017 2:16 PM
To: Carnegie, Lynn HLTH:EX; Geary, Orla MTIC:EX; Jupp, Sandra FLNR:EX; Kerr, Christie SDSI:EX; Malpass, Allison MTIC:EX; Miller, Mary ENV:EX; Molyneux, Jennifer MTIC:EX; Schiarizza, Megan TRAN:EX; Fenton, Chrystal TRAN:EX
Cc: Bailey, Ian D MTIC:EX; DeLarge, Lorne MTIC:EX; Maloughney, Mary Sue FLNR:EX; McGuire, Jennifer ENV:EX; Paton, Arlene HLTH:EX; Richter, Kevin J TRAN:EX; Upton, Debi L SDSI:EX; Tanaka, Sandra TRAN:EX; Turner, Robert TRAN:EX; Gordon, Matt GCPE:EX
Subject: CANCELLED: ADMCEM Meeting - Sept 5

Good afternoon,

Thank you for sending your availability. The ADMCEM September meeting has been cancelled.

The next meeting will be on Tuesday, October 3rd.

Thank you.

Kristie Karger | Executive Coordinator
Office of the Assistant Deputy Minister
Emergency Management BC
Ministry of Public Safety and Solicitor General

From: Karger, Kristina TRAN:EX
Sent: Thursday, August 24, 2017 14:44
To: Carnegie, Lynn HLTH:EX; Geary, Orla MTIC:EX; Jupp, Sandra FLNR:EX; Kerr, Christie SDSI:EX; Malpass, Allison MTIC:EX; Miller, Mary ENV:EX; Molyneux, Jennifer MTIC:EX; Schiarizza, Megan TRAN:EX
Cc: Bailey, Ian D MTIC:EX; DeLarge, Lorne MTIC:EX; Maloughney, Mary Sue FLNR:EX; McGuire, Jennifer ENV:EX; Paton, Arlene HLTH:EX; Richter, Kevin J TRAN:EX; Upton, Debi L SDSI:EX; Tanaka, Sandra TRAN:EX
Subject: RE: ADMCEM Meeting - Sept 5

Good afternoon,

We are now looking at moving this meeting to Wednesday, Sept 13th from 2:00pm – 3:30pm.

Please let me know if your ADM or delegate is available.

Thank you.

Kristie Karger | Executive Coordinator
Office of the Assistant Deputy Minister
Emergency Management BC
Ministry of Public Safety and Solicitor General

From: Karger, Kristina TRAN:EX
Sent: Wednesday, August 16, 2017 16:16
To: Bailey, Ian D MTIC:EX; DeLarge, Lorne MTIC:EX; Maloughney, Mary Sue FLNR:EX; McGuire, Jennifer ENV:EX; Paton, Arlene HLTH:EX; Richter, Kevin J TRAN:EX; Upton, Debi L SDSI:EX
Cc: Tanaka, Sandra TRAN:EX; Carnegie, Lynn HLTH:EX; Geary, Orla MTIC:EX; Jupp, Sandra FLNR:EX; Kerr, Christie SDSI:EX; Malpass, Allison MTIC:EX; Miller, Mary ENV:EX; Molyneux, Jennifer MTIC:EX; Schiarizza, Megan TRAN:EX
Subject: ADMCEM Meeting - Sept 5

Good afternoon,

The ADMCEM meeting scheduled for September 5th needs to be moved to the week prior.

Please let me know if Tuesday, August 29th from 2:00pm – 3:30pm works for you.

Thank you.

Kristie Karger | Executive Coordinator
Office of the Assistant Deputy Minister
Emergency Management BC
Ministry of Public Safety and Solicitor General
Block A, Suite 200 – 2261 Keating X Road
Saanichton, B.C. CANADA V8M 2A5
Ph: 250-952-5013 Cell: **s.17**
24 Hour Emergency Reporting: 1-800-663-3456
Follow us on Twitter [@EmergencyInfoBC](#) and [@PreparedBC](#)

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Cc: [Williams, Leslie J MTIC:EX](#)
Subject: FW: DM's schedule
Date: Tuesday, August 29, 2017 3:34:46 PM
Attachments: [image002.png](#)

FYI ☺

From: Taylor, Diane Ruth MTIC:EX
Sent: Tuesday, August 29, 2017 3:33 PM
To: Armstrong, Ashley MTIC:EX; Geary, Orla MTIC:EX; Longtin, Lorraine MTIC:EX; Malpass, Allison MTIC:EX; Molyneux, Jennifer MTIC:EX; Van El, Wendy M FIN:EX; Wright, Sam MTIC:EX; Spicer, Christina MTIC:EX
Subject: DM's schedule

A heads up re Jill's schedule. This week is totally jammed up; and she's away next week T/W/Th for Minister's meetings and the First Nations Cabinet meeting. She's back in the office on Friday, Sept. 08 where there is about one hour at the end of the day to add any meetings. Then, Jill will be s.22

s.22

So if you have anything critical that needs to get into Jill's schedule, let me know ASAP. FYI, Jill prefers early morning meetings to late afternoon/evening meetings so we have to work around that, too.

I think we should have a Game of Thrones type contest to see who gets the hour on Sept. 08!



From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: FW: Excom Link for materials
Date: Wednesday, August 30, 2017 9:01:26 AM

From: Cook, Jeannette MTIC:EX
Sent: Wednesday, August 30, 2017 9:01 AM
To: Geary, Orla MTIC:EX
Subject: Excom Link for materials

Executive Sharepoint site:

<https://citzexcom.gov.bc.ca/2017%20Meeting%20Materials/Forms/AllItems.aspx>

Thx.

JC

Jeannette Cook | Director, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | **e:** jeannette.cook@gov.bc.ca

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: FW: Material for ADM - Transition Notes
Date: Tuesday, August 29, 2017 8:48:33 AM

Sorry – forgot to cc: you on this one.

From: Geary, Orla MTIC:EX
Sent: Tuesday, August 29, 2017 8:48 AM
To: Sovka, David GCPE:EX
Subject: FW: Material for ADM - Transition Notes
Hi David:

Just following up on the transition notes. Have you had a chance to forward those to Sunny?

Kindly advise when you get a chance.

Thanks,

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

Begin forwarded message:

From: "Sovka, David GCPE:EX" <David.Sovka@gov.bc.ca>
Date: August 24, 2017 at 10:46:31 AM PDT
To: "DeLarge, Lorne MTIC:EX" <Lorne.DeLarge@gov.bc.ca>
Cc: "Dhaliwal, Sunny MTIC:EX" <Sunny.Dhaliwal@gov.bc.ca>, "Williams, Leslie J MTIC:EX" <Leslie.Williams@gov.bc.ca>, "Geary, Orla MTIC:EX" <Orla.Geary@gov.bc.ca>, "Whittier, Joanne GCPE:EX" <Joanne.Whittier@gov.bc.ca>
Subject: RE: Material for ADM

Hi Lorne,

Yes, we're finalizing all of our issue notes with a view to having them ready to send over tomorrow. I hope that will work for the RPD team.

Welcome, Sunny.

Kind regards,

Dave S

David Sovka | Public Affairs Officer
Ministry of Citizens' Services
Government Communications and Public Engagement
Phone: 778 698-2573 | Mobile: 250 812-3723

From: DeLarge, Lorne MTIC:EX
Sent: Thursday, August 24, 2017 10:34 AM
To: Sovka, David GCPE:EX
Cc: Dhaliwal, Sunny MTIC:EX; Williams, Leslie J MTIC:EX; Geary, Orla MTIC:EX
Subject: Material for ADM

Hi David – can you send us all the INs and TNs for the new ADM so he can get up to spend.

Tx

Lorne DeLarge | Executive Director | Real Property Division
| Ministry of Citizens' Services
| **c:** 250.508.8709 **e:** lorne.delarge@gov.bc.ca |
m: PO Box 9412, Stn Prov Govt, Victoria BC V8W 9V1

From: Geary, Orla FLNR:EX
To: Dhaliwal, Sunny CITZ:EX
Subject: FW: New OICS
Date: Friday, August 25, 2017 11:29:25 AM

This may be useful for you.

Thanks,

O.

From: DeLarge, Lorne MTIC:EX
Sent: Friday, August 11, 2017 10:58 AM
To: MTIC RPD Senior Management Team
Subject: New OICS

A number of new ADMs appointed and some moved around. Important for CS to have a review.

http://www.bclaws.ca/civix/content/oic/oic_cur/578163762/607997383/399624788/?xsl=/templates/browse.xsl

Lorne DeLarge | Acting Assistant Deputy Minister | Real Property Division
| Ministry of Citizens' Services

p: 250.952.8778 | **c:** 250.508.8709 **e:** lorne.delarge@gov.bc.ca |

m: PO Box 9412, Stn Prov Govt, Victoria BC V8W 9V1

From: [Geary, Orla FLNR:EX](#)
To: [Gestwa, Tricia L CITZ:EX](#); [Dhaliwal, Sunny CITZ:EX](#)
Subject: FW: SRES Bi-Weekly Reporting
Date: Thursday, August 24, 2017 9:23:15 AM
Attachments: [1718 plus Sales Summary Report-28-Aug-2017.xlsx](#)
[Sector Sales Summary 28-Aug-2017.xlsx](#)

Hi Tricia:

Can you please ensure Sunny gets these in the future.

Kindly cc: me.

Thanks!

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Gestwa, Tricia L MTIC:EX
Sent: Wednesday, August 23, 2017 4:23 PM
To: DeLarge, Lorne MTIC:EX
Cc: Levesque, Robin MTIC:EX; Macnaughton, Jason MTIC:EX; Deibert, Yvonne MTIC:EX; Geary, Orla MTIC:EX
Subject: SRES Bi-Weekly Reporting

Hi Lorne,

The following reports are attached for your bi-weekly meeting with SRES tomorrow:

- 17/18+ Sales Summary (2 tabs)
- Sector Sales Summary

If you have any questions regarding this material, please let me know.

Thank you.

Trish Gestwa | Performance Measures and Reporting Lead
Strategic Real Estate Services | Real Property Division | Ministry of Citizens' Services
ph: 250-818-0120 | **e:** Tricia.Gestwa@gov.bc.ca | **m:** PO Box 9412, W109-4000 Seymour Place, Stn
Prov Gov, Victoria BC V8W 9V1

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Cc: Williams, Leslie J MTIC:EX
Subject: s.14,s.15,s.22
Date: Tuesday, August 29, 2017 10:09:25 AM
Importance: High

Sunny: FYI.

Should this meeting be set up?

From: Verjinschi, Scarlett MTIC:EX
Sent: Tuesday, August 29, 2017 8:49 AM
s.14,s.15,s.22

Regards,

Scarlette Verjinschi | Executive Director

Workplace Development Services | Real Property Division | Ministry of Citizens' Services

Phone: 250-387-6055 | **e:** Scarlette.Verjinschi@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: [Geary, Orla FLNR:EX](#)
To: [Burbee, Jon CITZ:EX](#); [Larsson, Ben CITZ:EX](#)
Cc: [Dhaliwal, Sunny CITZ:EX](#)
Subject: Government House: Exec Steering committee Meeting: document
Date: Tuesday, August 29, 2017 4:15:33 PM
Attachments: [170901-ExecSteeringCttee-ServiceLevelAgreement.docx](#)

Jon/Ben:

Attached please find the most up-to-date Service Level Agreement for Government House. Perhaps you would like to go through this with Sunny at your prep appointment tomorrow. Cheers!

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: Graham Taylor - Access to E242
Date: Friday, August 25, 2017 1:16:22 PM

Sunny:

FYI – you now can use your security pass to gain entry to Graham Taylor’s area (E242)... you don’t need to use the buzzer that is located outside the door.

Cheers,

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister’s Office | Real Property Division | Ministry of Citizens’ Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: Links for homepage
Date: Wednesday, August 23, 2017 2:53:49 PM

<https://citexec.gov.bc.ca/IWS/IWSSMT/SitePages/Home.aspx>

<https://citexec.gov.bc.ca/IWS/SitePages/Home.aspx>

<https://citexec.gov.bc.ca/IWS/2013%20Daily%20Briefing%20Materials/Forms/AllItems.aspx>

Orla

Orla Geary, Executive Administrative Assistant

Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services

PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Geary, Orla FLNR:EX
To: Dhaliwal, Sunny CITZ:EX
Subject: Main Government Webpage link
Date: Friday, August 25, 2017 10:50:31 AM

<https://gwww.gov.bc.ca/>

for you to save to your favorites.

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Geary, Orla FLNR:EX
To: Dhaliwal, Sunny CITZ:EX
Subject: Meeting set with Philip Twyford: Thursday Aug 31/17 (11 am)
Date: Tuesday, August 29, 2017 3:25:18 PM

Hi Sunny:

I have set a meeting for you and Philip Twyford on **Thursday, August 31, 2017 from 11:00 – 11:45 am**. This meeting was for your “general introduction” meeting. Would you like to discuss the Capital Investment Board issue during that meeting (I could make the meeting 1 hour?), or shall I schedule another time slot later next week for this Capital Investment Board meeting. Kindly advise.

Thanks,
O.

P.S. We should talk about the SRES conference taking place that day, and if you plan on showing up (and what approximate time). You now have a couple of meetings from 2pm on.

From: Dhaliwal, Sunny MTIC:EX
Sent: Saturday, August 26, 2017 12:34 PM
To: Twyford, Philip MTIC:EX
Cc: Geary, Orla MTIC:EX
Subject: RE: Agenda: Capital Investment Board

Yes, Sarf briefed me on this and I am making this one of my top priorities for the remaining months of this fiscal and going forward.

Will try and set some time aside to meet with you early next week.

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Twyford, Philip MTIC:EX
Sent: Saturday, August 26, 2017 12:18 PM
To: Dhaliwal, Sunny MTIC:EX
Subject: Re: Agenda: Capital Investment Board

Thank you Sunny and welcome aboard.

I would be happy to brief you and Scarlett or just you early next week so you have some background on RPD's capital. There has been a history of underspending in RPD's capital and this is of concern to Treasury Board staff (TBS) and to Jill.

One of the things I expect that Jill will be looking for from you, will be a plan to make sure that we fully spend our capital this year.

Sent from my iPhone

On Aug 25, 2017, at 4:53 PM, Dhaliwal, Sunny MTIC:EX <Sunny.Dhaliwal@gov.bc.ca> wrote:

Thanks Philip.

I look forward to meeting with you.

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services

From: Twyford, Philip MTIC:EX

Sent: Friday, August 25, 2017 4:27 PM

To: Dhaliwal, Sunny MTIC:EX; Curtis, David FIN:EX; Donaldson, Ian R MTIC:EX; Yu, May H MTIC:EX; Lucoe, Belinda MTIC:EX; Mendez, Shelley MTIC:EX; Lucoe, Belinda MTIC:EX; Carruthers, Jillian MTIC:EX

Cc: Dierick, Tony MTIC:EX; McEwan, Colin MTIC:EX; Bailey, Ian D MTIC:EX

Subject: Agenda: Capital Investment Board

Attached please find the agenda for next week's Capital Investment Board (board). The board is focused on ensuring full and effective utilization of the ministry's allocated capital budget and planning for future ministry capital requirements.

For your reference, the board's terms of reference are included. Also attached is a capital presentation provided to the Deputy Minister earlier this week which will be used as a reference at next week's meeting.

The meeting will review the current forecast, and the status of the budget and related expenditure plans for both the OCIO and RPD. We are expecting that each Division will have 10 minutes to review their plans, forecast and mitigation strategies to ensure full budget utilization for the year. Any projected underspends should be advised now, even if the exact amount cannot be quantified, to provide the board with an opportunity to consider the implications and mitigating action. Any pressures on capital budgets should also be identified so that these can be incorporated into plans early (hosting, workstations, networks, etc).

In addition, the board will also take 10-15 minutes to review the proposed new projects for the ministry that are currently in development (CIRMO, IMB), and 5-10 minutes to hear from staff on planning and requirements for the new initiative related to accelerating energy retrofit and smart buildings (RPD)

While additional information is not required, if you would like to provide any additional information please forward it to me by 4pm Tuesday August 29th for distribution.

Please contact me if you have any questions or would like additional information.

Regards,

Philip

Philip Twyford, CPA, CMA, C. Dir, MBA

Executive Director and Chief Financial Officer

Financial and Administrative Services Branch | Corporate Services Division

Ministry of Citizens' Services

Mobile 250.516.0268

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Turner, Judy CITZ:EX

From: Geary, Orla FLNR:EX
To: Dhaliwal, Sunny CITZ:EX
Sent: Monday, August 28, 2017 8:35 AM
Subject: Message Recall Success: s.14

Your message

To: Ahmed, Sarf MTIC:EX
Cc: Levesque, Robin MTIC:EX; Geary, Orla MTIC:EX
Subject: s.14
Sent: 2017-08-28 8:07 AM

was recalled successfully on 2017-08-28 8:35 AM.

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: MST First Nation: Meeting material (Aug 24/17)
Date: Thursday, August 24, 2017 10:27:16 AM
Attachments: [106179 - July 28 2017 MST Nations Information Note to Minister.docx](#)
[106179 - Incoming - Meeting request.pdf](#)
[eApp3992_MIN_LTR_FN_Meeting.docx](#)

Hi Sunny:

As per your request, here is the material from the meeting this morning.

Cheers,

Orla

From: MTIC Deputy Minister, MTIC:EX
Sent: Thursday, August 24, 2017 10:25 AM
To: Geary, Orla MTIC:EX
Subject: FW: eApps #3992 - MST First Nation

From: Wright, Sam MTIC:EX
Sent: Tuesday, August 22, 2017 12:00 PM
To: Taylor, Diane Ruth MTIC:EX
Subject: FW: eApps #3992 - MST First Nation

Hi Diane,

Attached are the items for the pre-brief for Sarf and Jill with the Minister on Aug 24th.

Sam

From: Cook, Jeannette MTIC:EX
Sent: Tuesday, August 22, 2017 11:52 AM
To: Wright, Sam MTIC:EX
Subject: eApps #3992 - MST First Nation

Sam – can you email Diane the material from the above eApproval for Sarf SP and Jill's folder for the pre-brief with Minister on Aug 24.

Thx.

JC

Jeannette Cook | Manager, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | **e:** jeannette.cook@gov.bc.ca

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: RE: 1718_plus_Sales_Summary_Report-28-Aug-2017.xlsx
Date: Tuesday, August 29, 2017 8:42:49 AM

I will print out for you. I believe Robin brings a hard copy to the meeting as well.

Thanks,

O.

From: Dhaliwal, Sunny MTIC:EX
Sent: Monday, August 28, 2017 6:28 PM
To: Geary, Orla MTIC:EX
Subject: FW: 1718_plus_Sales_Summary_Report-28-Aug-2017.xlsx
Typically how would the previous ADMs carry these materials for these meetings?

Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Levesque, Robin MTIC:EX
Sent: Monday, August 28, 2017 3:03 PM
To: Ahmed, Sarf MTIC:EX
Cc: Dhaliwal, Sunny MTIC:EX
Subject: 1718_plus_Sales_Summary_Report-28-Aug-2017.xlsx
Please see attached Agenda and Sales Summary for our Bi-weekly tomorrow.
Thank you,
Robin

From: [Geary, Orla FLNR:EX](#)
To: [Burbee, Jon CITZ:EX](#)
Cc: [Dhaliwal, Sunny CITZ:EX](#)
Subject: RE: Contract Renewal: TODAY at 3pm
Date: Friday, August 25, 2017 10:31:11 AM
Importance: High

Jon:

I have set up 30 mins with Sunny today at 3:00 pm.
Please let me know if you have any questions or concerns.

Thanks,
O.

From: Burbee, Jon MTIC:EX
Sent: Wednesday, August 23, 2017 10:00 AM
To: Geary, Orla MTIC:EX
Cc: Williams, Leslie J MTIC:EX; Andrews, Matthew MTIC:EX
Subject: FW: Contract Renewal

Orla,

I need 30 minutes please with Sunny as soon as possible to discuss the **s.14,s.17** . Matt
Andrews is to join me please.

Jon Burbee | Executive Director | Asset Management Branch
Real Property Division | Ministry of Citizens' Services

Ph: 250 213-7439 | **e:** Jon.Burbee@gov.bc.ca | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

s.14

Page 099 to/à Page 101

Withheld pursuant to/removed as

s.14

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Cc: [Levesque, Robin CITZ:EX](#)
Subject: RE: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests
Date: Monday, August 28, 2017 4:19:49 PM

Sunny:

I just spoke with Robin.

Robin has already submitted his materials to the DMO using the approved format directly from MIRR. They have been working on that for the past couple of weeks.

Susan Stanford's item of telecommunications is not "directly" related to our item. I'm not sure if you would like Robin to reach out to Susan Stanford directly?

Kindly advise.

Thanks,
O.

From: Dhaliwal, Sunny MTIC:EX
Sent: Monday, August 28, 2017 3:55 PM
To: Geary, Orla MTIC:EX
Subject: FW: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests
Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Stanford, Susan MTIC:EX
Sent: Saturday, August 26, 2017 5:29 PM
To: Dhaliwal, Sunny MTIC:EX; Levesque, Robin MTIC:EX; Fuccenecco, Maria MTIC:EX
Cc: Ahmed, Sarf MTIC:EX
Subject: FW: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests

Good afternoon Sunny,

Welcome to the Ministry!

I'm Susan Stanford, the Executive Lead for the TELUS deal and the Connectivity file.

I'm reaching out for your assistance to complete an overview of First Nations notes for the Minister to have 'back pocket' on September 6th and 7th at the Leaders Gathering in Vancouver. Background materials on the gathering are also attached to this email.

Currently, the Minister has one meeting request on an RPD issue (see attached email). I've been designated as the "scribe" and will accompany the Minister and our Deputy to the gathering to take notes. Typically connectivity is an issue raised by First Nations Leaders.

The attached file is in early draft, but provides a framework we to organize First Nations information in a quick summary for the Minister. Per my original note below to Lorne, we are looking for your feedback:

- Would RPD be able to use this format to capture your division's information?
- Would it be possible to combine our information into one file?
- Would you like to see changes to the format to better suit RPD information?

We are targeting to have the information consolidated by Thursday of this coming week. I will be traveling Monday through Wednesday, but Maria Fuccenecco, cc'd to the this email, will be continuing to work on our content and can make modifications to the format as needed.

I'll be checking email regularly.

Thank you, and welcome again,

Susan

Susan Stanford MBA MAL

Executive Lead

Telecommunications Office

Ministry of Citizens' Services

Victoria, BC | T 250.580.7459

www.cio.gov.bc.ca

From: Susan Stanford <susan.stanford@gov.bc.ca>

Date: Saturday, August 26, 2017 at 10:52 AM

To: "DeLarge, Lorne MTIC:EX" <Lorne.DeLarge@gov.bc.ca>

Subject: FW: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests

Hi Lorne,

Per the last EXCOM we've started to build a quick reference for FNs issues and connectivity to have handy for the Minister at the Leaders Gathering.

The attached is not near complete, but I wanted to share with you early so that we could create a consistent approach / reference for the Minister.

Would be happy for your thoughts on the attached and understanding what might work best for RPD.

Cheers,

Susan

Susan Stanford MBA MAL

Executive Lead

Telecommunications Office

Ministry of Citizens' Services

Victoria, BC | T 250.580.7459

www.cio.gov.bc.ca

From: Maria Fuccenecco <Maria.Fuccenecco@gov.bc.ca>

Date: Friday, August 25, 2017 at 1:51 PM

To: Susan Stanford <susan.stanford@gov.bc.ca>, Howard Randell <Howard.Randell@gov.bc.ca>

Subject: Network BC _ FN Leadership Gathering - Draft Key Messages and Connectivity Interests FYI. This is a draft framework that I'm working on. I have more to add to the detailed table.

I'm wondering if this is what you had in mind?

Maria

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: RE: UPDATED: FOR REVIEW / DISTRIBUTION: Surrey PGB 07-SEP-17 (Agenda, Minutes etc)
Date: Monday, August 28, 2017 9:55:40 AM

Yes – thank you.

I distributed them Friday afternoon.

Cheers,
O.

From: Dhaliwal, Sunny MTIC:EX
Sent: Sunday, August 27, 2017 8:25 PM
To: Geary, Orla MTIC:EX
Subject: RE: UPDATED: FOR REVIEW / DISTRIBUTION: Surrey PGB 07-SEP-17 (Agenda, Minutes etc)

Hi Orla,
Just wanted to make sure these have been distributed.
Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: DeLarge, Lorne MTIC:EX
Sent: Thursday, August 24, 2017 4:23 PM
To: Geary, Orla MTIC:EX
Cc: Dhaliwal, Sunny MTIC:EX
Subject: FW: UPDATED: FOR REVIEW / DISTRIBUTION: Surrey PGB 07-SEP-17 (Agenda, Minutes etc)

Sunny -as I chaired this meeting I reviewed these and they look good. They are good to go.
Michael and Raj are very knowledgeable and competent on this file.

From: Geary, Orla MTIC:EX
Sent: Tuesday, August 22, 2017 2:46 PM
To: DeLarge, Lorne MTIC:EX
Subject: FW: UPDATED: FOR REVIEW / DISTRIBUTION: Surrey PGB 07-SEP-17 (Agenda, Minutes etc)

For your final review before distribution.

Thanks,
O.

From: Karras, Savannah MTIC:EX
Sent: Tuesday, August 22, 2017 2:42 PM
To: Geary, Orla MTIC:EX
Cc: Goyal, Raj MTIC:EX
Subject: UPDATED: FOR REVIEW / DISTRIBUTION: Surrey PGB 07-SEP-17 (Agenda, Minutes etc)

See updated with correct logo – thank you! ☺

From: Geary, Orla MTIC:EX
Sent: Tuesday, August 22, 2017 2:33 PM
To: Karras, Savannah MTIC:EX
Subject: FW: FOR REVIEW / DISTRIBUTION: Surrey PGB 07-SEP-17 (Agenda, Minutes etc)

From: Karras, Savannah MTIC:EX
Sent: Tuesday, August 22, 2017 10:58 AM
To: Geary, Orla MTIC:EX
Cc: Goyal, Raj MTIC:EX
Subject: FOR REVIEW / DISTRIBUTION: Surrey PGB 07-SEP-17 (Agenda, Minutes etc)

Please see attached. Formatted and checked for grammar/spelling. Advise if anything needs changes.

Thank you!

Savannah Karras, Sr. Administrative Assistant to Scarlett Verjinski
Workplace Development Services | Ministry of Citizens' Services | Real Property Division
W341-4000 Seymour Pl | Victoria, BC | V8W 9V1 | 250 952-8470

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: RE: Updated RPD Capital Summary
Date: Tuesday, August 29, 2017 3:46:51 PM

Printed this copy and replaced in your folder.

From: Dhaliwal, Sunny MTIC:EX
Sent: Monday, August 28, 2017 7:23 PM
To: Geary, Orla MTIC:EX
Subject: FW: Updated RPD Capital Summary
Please use this one. Thanks

Sunny Dhaliwal, Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 | e-mail: Sunny.Dhaliwal@gov.bc.ca
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1

From: Taylor, Mark C MTIC:EX
Sent: Monday, August 28, 2017 5:04 PM
To: Dhaliwal, Sunny MTIC:EX
Cc: Yu, May H MTIC:EX; Low, Vincent MTIC:EX
Subject: RE: Updated RPD Capital Summary

Hi again, my apologies - further to my note from a few minutes ago – please replace earlier version with this attachment. Project descriptions on two projects were reversed – now corrected.

Thanks,

Mark C. Taylor, CPA, CGA

Senior Financial Analyst
Financial Planning and Reporting
Real Property Division
Ministry of Citizens' Services

Phone: 778-698-2609 Fax: 250 387-9651
Mailing Address: W400-Q 4000 Seymour Place, Victoria BC
PO BOX 9412 STN PROV GOV V8W 9V1
Email: mark.c.taylor@gov.bc.ca

 Please consider the environment before printing this email.

From: Taylor, Mark C MTIC:EX
Sent: Monday, August 28, 2017 4:50 PM
To: Dhaliwal, Sunny MTIC:EX
Cc: Yu, May H MTIC:EX; Low, Vincent MTIC:EX
Subject: Updated RPD Capital Summary
Hi Sunny,

Attached is a more detailed spreadsheet of the RPD Capital forecast. Hopefully it captures the level of detail you are looking for. I've included a version of the summary sheet as well (first tab). The detailed tab is the second of two tabs. It's a fair bit of detail, so likely easier to read if you print off on 11 x 17 paper.

Additional information included: brief project descriptions, overall total project budgets, comparison to original Q1 forecast and some additional notations about status of the project. I've provided a breakdown of the various Routine Capital funding components and noted the over-allocation as a line item. If you would like further detail added on routine capital (from routine capital slide deck), please let me know.

Tony Dierick (Budget Director) has received the summary sheet and he will have forwarded onto

Philip for his information.

For further discussion tomorrow, as needed.

Thanks,

Mark C. Taylor, CPA, CGA

Senior Financial Analyst

Financial Planning and Reporting

Real Property Division

Ministry of Citizens' Services

Phone: 778-698-2609 Fax: 250 387-9651

Mailing Address: W400-Q 4000 Seymour Place, Victoria BC

PO BOX 9412 STN PROV GOV V8W 9V1

Email: mark.c.taylor@gov.bc.ca



Please consider the environment before printing this email.

From: Geary, Orla FLNR:EX
To: Marguet, Stephen R CITZ:EX
Cc: Dhaliwal, Sunny CITZ:EX
Subject: REBS - Branch Presentation to Sunny (Wednesday, Sept 6/17 - 1:00 pm): QUESTIONS
Date: Thursday, August 31, 2017 3:11:38 PM

Hi Stephen

I just send you a meeting invite for your 1 hour presentation (PowerPoint if your branch has one) with Sunny set for next Wednesday (Sept 6) at 1:00 pm.

At the beginning of the meeting, Sunny would like to go through the following questions with you:

Real Estate Business Services

• **General Questions**

- Are there any immediate challenges that RPD or the Branch is facing? Or will face in the future? Why?
 - Mitigation plans
 - Prepared?
- What do you think are key priorities for RPD and for the branch?
 - Immediately
 - Next 1-3 months
 - Next 6 month
- Are there promising/unexploited opportunities for:
 - RPD
 - Branch
- Is there anything that is holding you or the branch back? Any barriers?
 - Cultural?
 - Political?
 - Technical?
 - Resources?
- Culture
 - Elements that need to be
 - Changed?
 - Preserved?
- Prevailing climate in the Division and the branch?
- Do you think there is enough cohesion and collaboration between all branches:
 - Between the leaders?
 - Between the supervisory staff?
 - Between all teams?
- What is your impression of the staff at:
 - RPD
 - Your branch?
- How do our clients perceive us?
 - As the Division?
 - As the Branch?
- How are we seen within the government and the BPS?
- What are your expectations of me?
 - In the immediate future
 - For decision making
 - For supporting you and your team
 - For additional resources
 - For changes or change management

- If you were me, what would you focus your attention on?
- Any advice or suggestions?
- How is the LWS working for you and your teams?
- Do you think there are areas within your workspace that can be improved?
 - Offices
 - Layout
 - Mobile spaces
 - Tools
- Do you think we as the Division/branch are responsive and efficient?
 - Are important processes streamlined and lend themselves to expeditious results?
 - If not, what are the processes that need to be changed?
 - Why has this change not happened?
 - Is the Division/branch/branches ready for this change?
- Is your workload manageable?
 - If not, details?
 - Do most of the employees of your branch feel they have a good work-life balance?
- How are important decisions made?
 - Directions from above
 - You make the decisions
 - It's a collaborative decision making process within your team
 - A mix of all of the above?
- Do you think the time we spend on our meetings is productive?
 - Do we need to reduce time for meetings?
 - Do we need to change any meeting format?
 - Suggestions for efficient meetings?

• **Specific to Branch**

- Historical context and evolution
- RPDs guiding business documents
- Process for developing policy/business documents for the Division
- RPD KPIs
 - Are they adequate?
 - Do KPIs present triple-bottom line reporting?
 - How is this information being used?
 - How do our indicators compare with best practices/industry benchmarks?
 - How do you report out/share results?
 - Are follow up actions in place to address issues where targets are not met?
 - Feedback on whether this is working well?
- Do you think we need an R&D function?
 - How do we know we are evolving and using best practices/technology/Real Property solutions?
 - How do we identify/imbibe industry best practices?
- Cross jurisdictional practices- identify? Adopt?
- Inventory services
 - Process for tracking space allocations
- @RealBC
 - Are we using this well?
 - Suggestions for improvement?

- Legacy system of latest?
- Community Space planning process
- High level over-view of the **process** used for:
 - Transfer of Riverview lands
 - Development of Single Inventory System for owned/leased property
 - Acquiring and implementing TRIRIGA and subsequent platform upgrades
 - Development /amendment of PAAA
 - Community space plans
- Role as part of:
 - Co-chair FPT Portfolio Mgt Committee
 - National Executive Forum on Public Property

Recommendations for ADM joining any professional organizations

Orla

Orla Geary, Executive Administrative Assistant
 Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
 PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: [Geary, Orla FLNR:EX](#)
To: [Dhaliwal, Sunny CITZ:EX](#)
Subject: Sarf: 1 on 1 meetings
Date: Wednesday, August 30, 2017 11:23:44 AM
Attachments: [SARF SUNNY Bi Weekly TEMPLATE.docx](#)

Hi Sunny:

You have a bi-weekly meeting series set up with Sarf for 1 hour. (these times tend to move around in the calendar – but they are called **“Sunny/Sarf: Touch Base”**).

Your first one is tomorrow (Sept 1) at 3:30 pm.

I see your next one is Sept 8 (2:30 pm)

Attached please find the template of the agenda that Sarf likes to use. We can talk about how best to manage this. Lorne used to periodically send me items to add to agenda. I would keep a running agenda and send to Lorne the day before the 1:1. Then he would approve, and I would forward to Diane T for Sarf. Sometimes Sarf would get back to us with his items, sometimes he wouldn't.

Cheers,

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: [Geary, Orla FLNR:EX](#)
To: [Levesque, Robin CITZ:EX](#)
Cc: [Dhaliwal, Sunny CITZ:EX](#)
Subject: SRES - Branch Presentation to Sunny (Friday, Sept 1/17: 3:30 - 4:30 pm): QUESTIONS
Date: Tuesday, August 29, 2017 3:04:26 PM
Importance: High

Hi Robin:

I just send you a meeting invite for your 1 hour presentation (PowerPoint if your branch has one) with Sunny set for [this Friday at 3:30 pm](#).

At the beginning of the meeting, Sunny would like to go through the following questions with you:

Strategic Real Estate Services

• **General Questions**

- Are there any immediate challenges that RPD or the Branch is facing? Or will face in the future? Why?
 - Mitigation plans
 - Prepared?
- What do you think are key priorities for RPD and for the branch?
 - Immediately
 - Next 1-3 months
 - Next 6 month
- Are there promising/unexploited opportunities for:
 - RPD
 - Branch
- Is there anything that is holding you or the branch back? Any barriers?
 - Cultural?
 - Political?
 - Technical?
 - Resources?
- Culture
 - Elements that need to be
 - Changed?
 - Preserved?
- Prevailing climate in the Division and the branch?
- Do you think there is enough cohesion and collaboration between all branches:
 - Between the leaders?
 - Between the supervisory staff?
 - Between all teams?
- What is your impression of the staff at:
 - RPD
 - Your branch?
- How do our clients perceive us?
 - As the Division?
 - As the Branch?
- How are we seen within the government and the BPS?
- What are your expectations of me?
 - In the immediate future
 - For decision making
 - For supporting you and your team
 - For additional resources

- For changes or change management
- If you were me, what would you focus your attention on?
- Any advice or suggestions?
- How is the LWS working for you and your teams?
- Do you think there are areas within your workspace that can be improved?
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 - Mobile spaces
 - Tools
- Do you think we as the Division/branch are responsive and efficient?
 - Are important processes streamlined and lend themselves to expeditious results?
 - If not, what are the processes that need to be changed?
 - Why has this change not happened?
 - Is the Division/branch/branches ready for this change?
- Is your workload manageable?
 - If not, details?
 - Do most of the employees of your branch feel they have a good work-life balance?
- How are important decisions made?
 - Directions from above
 - You make the decisions
 - It's a collaborative decision making process within your team
 - A mix of all of the above?
- Do you think the time we spend on our meetings is productive?
 - Do we need to reduce time for meetings?
 - Do we need to change any meeting format?
 - Suggestions for efficient meetings?
- **Specific to Branch**
 - Change from RAEG to SRES- what does it mean for you and your team? For RPD?
 - Branch roles and responsibilities?
 - How do you identify projects for disposal/acquisition/re-purposing?
 - Changes to business with the changed agenda of the government:
 - Have we made the required changes and are we aligned?
 - Implications?

Orla

Orla Geary, Executive Administrative Assistant
 Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
 PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |

From: Geary, Orla FLNR:EX
To: Dhaliwal, Sunny CITZ:EX
Subject: Test
Date: Wednesday, August 23, 2017 12:03:22 PM

TEST

Orla

Orla Geary, Executive Administrative Assistant
Assistant Deputy Minister's Office | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | Office 250-387-8280 |