

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 7:45 PM  
**To:** MacDonald, Scott D EDUC:EX; Teng, Zita EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** Budget 2017 update - Draft Sub s.12  
**Attachments:** TB SUB - MoA DRAFT v2.docx; Summary - TB Sub

Please find attached draft Sub and summary for MO – will bring hard copies for MO.

This is one of the most complicated subs I've ever done... good first sub for new Minister!

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Monday, July 24, 2017 8:50 PM  
**To:** Turner, Julie EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX; Shea, Megan EDUC:EX  
**Subject:** correspondence

Julie – can you please:

1. Provide me status update on correspondence – volume, issues, any themes emerging
- s.13

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 8:41 AM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** DRAFT Terms of Reference Special Advisor July 21 KG  
**Attachments:** DRAFT Terms of Reference Special Advisor July 21 KG.docx

And 2 copies of this... just for me... with funding review tab

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Monday, July 31, 2017 3:45 PM  
**To:** Ma, Tiffany J EDUC:EX; Horn, Kim EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** Follow-up questions

Forgot another one... in no particular order...

1. How has Ministry (exec ops) budget changed over time - \$ and % of Ministry budget
2. FN reciprocal funding – how does the costing work? Per pupil? What amount, and how is it calculated?
3. Ask PSEC... where do average nurses salaries rank across Canada (i.e. to compare to our teacher salary slide)
4. If we had pre-2002 funding model, what would approximate funding levels be now?
5. Please provide description – 1 page – of Pay Equity grant

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 6:45 PM  
**To:** MacDonald, Scott D EDUC:EX; Teng, Zita EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** Funding Review deck  
**Attachments:** FM Review Scoping Deck -KG v2.pptx

Please find attached deck for briefing tomorrow. I'll bring hard copies for MO.

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 8:45 AM  
**To:** Horn, Kim EDUC:EX; Duerksen, Dave EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: BCSTA Resolutions update

Please action

---

**From:** Soares, Ramona EDUC:EX  
**Sent:** Friday, July 28, 2017 8:20 AM  
**To:** Godin, Keith EDUC:EX  
**Cc:** Teng, Zita EDUC:EX  
**Subject:** FW: BCSTA Resolutions update

Hi Keith,

We are looking to get responses to DM for review by Tuesday at the latest. See chart below for info we are awaiting from your Division.

Thanks for helping get this through. I recognize it is busy times for all. We had got a head start with Divisions at the end of April anticipating we would be crazy busy with transition.

Division	Resolutions Assigned	Status	Action(s)
Learning	8, 9, 10, 12, 14, 18, 19, 20, 23, 25, 26, 31, 32, 13	All responses completed and ADM approved, with the exception of resolution #13 (nighttime student safety)	Saved on LAN
Services & Technology	11, 22	Both responses completed and ADM approved	Saved on LAN
RMD	5, 21, 24, 29, 30, 33, 34, 35, 37	#29 is completed and ADM approved  All other responses are still outstanding	#29 saved on LAN  Paul emailed Kim Horn and Tiffany Ma June 28 to ask on status /ETA
GAD	6, 28, 38	All responses still outstanding	Paul emailed Dave Duerksen and Darlene Therrien June 28 to ask on status /ETA

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 9:21 AM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: CEF Operating Funding - IN July 13 CLEAN  
**Attachments:** CEF Operating Funding - IN July 13 CLEAN.docx

**Importance:** High

---

**From:** Horn, Kim EDUC:EX  
**Sent:** Thursday, July 13, 2017 2:49 PM  
**To:** Enemark, Gord FIN:EX  
**Cc:** Foweraker, Jonathan EDUC:EX; Aaron, Ian EDUC:EX; Godin, Keith EDUC:EX  
**Subject:** CEF Operating Funding - IN July 13 CLEAN  
**Importance:** High

Hi Gord,

As yesterday, here is our final IN on CEF, with the updated numbers that we reviewed with you yesterday. Not sure if you've had a chance to connect with Dave or Athana yet, but we are hoping to be able to communicate with the remaining school districts tomorrow at the latest, so any updates that you can provide tomorrow would be appreciated.

Thanks,  
Kim 250-896-3680

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 12:50 PM  
**To:** Teng, Zita EDUC:EX; Forman, Chelsea S EDUC:EX  
**Subject:** FW: DRAFT TB Sub s.12

Flagging for DM and MO calendar

---

**From:** Miller, Amy FIN:EX  
**Sent:** Friday, July 28, 2017 12:49 PM  
**To:** Horn, Kim EDUC:EX  
**Cc:** Ma, Tiffany J EDUC:EX; Foweraker, Jonathan EDUC:EX; Godin, Keith EDUC:EX; Rissley, Hayley EDUC:EX  
**Subject:** RE: DRAFT TB Sub s.12

Thanks Kim. I will review this afternoon and get back to you with any comments on Monday. We haven't confirmed a date but anticipate it will be the third week of august (aug 14-18), I will let you know as soon as I hear.

---

**From:** Horn, Kim EDUC:EX  
**Sent:** Friday, July 28, 2017 12:34 PM  
**To:** Miller, Amy FIN:EX  
**Cc:** Ma, Tiffany J EDUC:EX; Foweraker, Jonathan EDUC:EX; Godin, Keith EDUC:EX; Rissley, Hayley EDUC:EX  
**Subject:** DRAFT TB Sub s.12

Hi Amy,

Attached for your review/comment is the DRAFT TB Sub s.12 : pressures for Budget 2017 Update. Just so that you are aware, this draft is still subject to change, as MRF is going to be reviewing in greater detail over the next several days. We are aware of the Au 4th deadline, and intent to have the final signed version ready to in time.

Happy to discuss if you'd like. Please let me know as soon as you have further details RE: TB process and timelines.

Thanks, have a great weekend.

Kim

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 8:45 AM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: EDUC - Budget 2017 Instruction letter  
**Attachments:** EDUC - Budget 2017 Update Instructions.pdf

And this too please... 2 copies

---

**From:** Chipper, Tammy L FIN:EX On Behalf Of Enemark, Gord FIN:EX  
**Sent:** Friday, July 28, 2017 8:36 AM  
**To:** MacDonald, Scott D EDUC:EX; Godin, Keith EDUC:EX  
**Cc:** Miller, Amy FIN:EX  
**Subject:** EDUC - Budget 2017 Instruction letter

Please find attached a signed Budget 2017 Instruction letter and appendix A from the Chair of Treasury Board.  
A hard copy has been sent to your Minister's office.

Treasury Board Staff

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 3:44 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Cc:** Shea, Megan EDUC:EX  
**Subject:** Projects

I'm hoping you can take on some additional projects/accountabilities – please add to your personal business plan's key work goals.

1. Project: Review of last year's Estimates debate for key issues
2. Accountability: Proofread for me INs, materials etc
3. Accountability: Lead/support graphic design of materials – i.e. ppts
4. Project: Develop operational dashboard for division(s) – start with GAD, then build in RMCSD later (Megan may have started some of this...)

Thanks!

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 4:14 PM  
**To:** Teng, Zita EDUC:EX; Shea, Megan EDUC:EX  
**Cc:** Bertrand, Julie EDUC:EX; Sampson, Laura EDUC:EX; Forman, Chelsea S EDUC:EX  
**Subject:** RE: Confirmation: Cabinet Sept. 25 s.12

Got it - thanks

---

**From:** Teng, Zita EDUC:EX  
**Sent:** Friday, July 28, 2017 4:09 PM  
**To:** Godin, Keith EDUC:EX; Shea, Megan EDUC:EX  
**Cc:** Bertrand, Julie EDUC:EX; Sampson, Laura EDUC:EX  
**Subject:** Confirmation: Cabinet Sept. 25 s.12

Hi Keith,

We have been confirmed on the Sept. 25 Cabinet agenda s.12

Here is an excerpt from the

Cabinet Tracking doc (just getting it up and going on the Exec SP:

<https://educstaff.gov.bc.ca/dmo/SitePages/Executive%20SharePoint.aspx>). Flagging the standard DMO internal due dates for you now; however as we get closer and sub gets develop we can adjust the internal due dates as required.

Laura – please put a hold in the DMs calendar.

#	Date	Topic	Type	Cabinet Committee	Lead	Direction	Ref:
1.	Sept. 25	s.12	Sub	Cabinet - TBC	RMCS	s.12	TBC

Thanks, Zita

Zita Teng | Executive Director  
Strategic Planning & Executive Operations  
Deputy Minister's Office | Ministry of Education  
m: 778-679-4740 e: [Zita.Teng@gov.bc.ca](mailto:Zita.Teng@gov.bc.ca)

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 3:49 PM  
**To:** Shea, Megan EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** RE: FOR APPROVAL: Lean BC

Approved

---

**From:** Shea, Megan EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:25 PM  
**To:** Godin, Keith EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** FOR APPROVAL: Lean BC

Hi Keith,

Please see the attached Lean BC Annual Report – EDUC Content for Approval. Lean BC has made some minor revisions and now requires ministry approval.

Thanks,

*Megan Shea*

Executive Coordinator | Governance and Analytics Division | Ministry of Education  
3<sup>rd</sup> Floor, 620 Superior Street | PO Box 9146 Stn Prov Govt Victoria BC V8W 9H1  
250-896-5947 | [Megan.Shea@gov.bc.ca](mailto:Megan.Shea@gov.bc.ca)

---

**From:** Dillon-Davis, Shonan EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:06 PM  
**To:** Shea, Megan EDUC:EX  
**Cc:** Turner, Julie EDUC:EX; Forman, Chelsea S EDUC:EX  
**Subject:** RE: Lean BC

Hi Megan,

Thank-you .

As mentioned, the draft content was previously approved by Keith in June, and LeanBC has provided an edited version for approval, there have been no substantial changes. The DM should see this also, as the LeanBC Annual Report will be presented to DMC in approximately September.

Please find attached :

- *LeanBC Annual report - EDUC content for approval*
- *LeanBC Annual report - EDUC content – comparison to June 21 draft version previously approved (June 23 by K.G. with J. Turner)*
- *Ministry Lean Report Overview*

Regards,

Shonan

---

**From:** Shea, Megan EDUC:EX  
**Sent:** Thursday, July 27, 2017 8:14 AM  
**To:** Dillon-Davis, Shonan EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** Lean BC

Hi Shonan,

Can you provide me an electronic copy of the Lean BC draft with track changes? Keith likes to be as paperless as possible.

Thanks,

*Megan Shea*

Executive Coordinator | Governance and Analytics Division | Ministry of Education  
3<sup>rd</sup> Floor, 620 Superior Street | PO Box 9146 Stn Prov Govt Victoria BC V8W 9H1  
250-896-5947 | [Megan.Shea@gov.bc.ca](mailto:Megan.Shea@gov.bc.ca)

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Monday, July 24, 2017 8:27 PM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Shea, Megan EDUC:EX; Bertrand, Julie EDUC:EX; Forman, Chelsea S EDUC:EX  
**Subject:** RE: Friday's Minister briefing

As for agenda, suggest:

1. September Budget – Treasury Board Submission  
s.12
- 2.

Items for #2 I will have for Wednesday – the TB sub may be a walk-in or day before (we just got request this afternoon...)

---

**From:** Teng, Zita EDUC:EX  
**Sent:** Monday, July 24, 2017 7:57 PM  
**To:** Godin, Keith EDUC:EX  
**Cc:** Shea, Megan EDUC:EX; Bertrand, Julie EDUC:EX  
**Subject:** Friday's Minister briefing

Hi Keith,

As discussed in Executive today, can you please review the below agenda for Friday and make any required edits (don't think I captured the TB item correctly...)

If you can have all supporting material to DMO by end of day tomorrow (no later than noon on Wednesday) that would be appreciated. We will build briefing binders in DMO and provide you a copy.

Thanks, Zita

**Financial Priorities Briefing**  
**Friday July 28, 2017**  
**TIME – TBC**

**A G E N D A**

**Attendees:** Hon. Rob Fleming, Minister  
Liam Iliffe, Ministerial Assistant  
Scott MacDonald, Deputy Minister  
Keith Godin, ADM & A/EFO  
Zita Teng, ED

ITEM	DECISION REQUIRED	MATERIAL	TIME
------	----------------------	----------	------

---

1. s.12

2.

3.

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 3:45 PM  
**To:** Ma, Tiffany J EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX; Shea, Megan EDUC:EX  
**Subject:** RE: Q1 Forecast - Due August 10, 2017

Please action

---

**From:** Dube, Jonathan FIN:EX  
**Sent:** Thursday, July 27, 2017 3:28 PM  
**To:** Brewster, Kevin AVED:EX; Godin, Keith EDUC:EX; Sidhu, Manjit HLTH:EX; Bain, Nancy TRAN:EX; Campbell, Tracy CSCD:EX; Boyd, Wes CSNR:EX; Dohan, Trish CSNR:EX; Richards, Tara R FIN:EX; Bawa, Reg R MCF:EX; Lord, Michael SDSI:EX; Brouwer, Shauna JAG:EX; McEwan, Colin MTIC:EX  
**Cc:** Porter, Donna A AVED:EX; Ma, Tiffany J EDUC:EX; Marsh, Patricia A TRAN:EX; Mortimer, David JTST:EX; MacAulay, Jim CSCD:EX; Parmar, Ranbir S CSNR:EX; Fraser, Brian CSNR:EX; Jacobs, Murray CSNR:EX; Klak, Steve M FIN:EX; Oulton, Libby PSA:EX; Minnings, Anne C MCF:EX; Wright, Nicole SDSI:EX; Hoadley, David JAG:EX; Twyford, Philip MTIC:EX; FIN TBS Performance Budgeting Office  
**Subject:** Q1 Forecast - Due August 10, 2017

Dear Executive Financial Officers:

In preparation for the 2017/18 First Quarterly Report, please use **the attached template and instructions** to complete your ministry's full year operating forecast for the 2017/18 fiscal year. The forecast must be signed off by yourself and your Deputy Minister (or delegate if not available). Please send the completed report to your TB analyst and cc. me (Jonathan Dubé) by **4:00pm on August 10, 2017**.

Due to the recent re-organization of government, please work with your counterparts to align your ministry reports with finalized program and/or budget transfers and adjust ministry forecasts accordingly. TBS understands that some ministries may require more time to finalize the Q1 forecast report and we are happy to discuss any potential timing issues or related challenges with those ministries.

Please contact your TB analyst if you have any questions. Attached for your reference is a current list of TB analysts and their respective ministry/other assignments. Thank you.

Regards,

**Jonathan Dubé**

Executive Director

Treasury Board Staff

Ministry of Finance

Tel: 250-356-5900 | Mobile: 250-507-2327 | Fax: 250-356-7624

E-mail: [Jonathan.Dube@gov.bc.ca](mailto:Jonathan.Dube@gov.bc.ca)

*This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.*

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:41 PM  
**To:** Shea, Megan EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** RE: Approval of pro-d funding s.22 Community Leadership Development Program

Yes

---

**From:** Shea, Megan EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:38 PM  
**To:** Godin, Keith EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: Approval of pro-d funding s.22 Community Leadership Development Program

Hi Keith,

s.22 follow up regarding this leadership opportunity. **Are you supportive of this request?**

Chelsea -- I may need you to follow up with Kris Olson regarding the logistics while I am gone. I believe there is a budget for employee training and development available for this kind of thing (similar to the Pacific Leaders scholarship). I am sure there is a policy and a process, I just don't know the details.

Thanks,

*Megan Shea*

Executive Coordinator | Governance and Analytics Division | Ministry of Education  
3<sup>rd</sup> Floor, 620 Superior Street | PO Box 9146 Stn Prov Govt Victoria BC V8W 9H1  
250-896-5947 | [Megan.Shea@gov.bc.ca](mailto:Megan.Shea@gov.bc.ca)

---

**From:** Goodman, Dean EDUC:EX  
**Sent:** Friday, July 14, 2017 1:31 PM  
**To:** Godin, Keith EDUC:EX  
**Cc:** Wilmer, Brett D EDUC:EX; Shea, Megan EDUC:EX  
**Subject:** Approval of pro-d funding s.22 Community Leadership Development Program

Keith,

s.22

Thanks for considering this request.

Dean

**Dean Goodman**

Director for Accountability

BC Ministry of Education

250-508-4269 [Dean.Goodman@gov.bc.ca](mailto:Dean.Goodman@gov.bc.ca)

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 2:14 PM  
**To:** Forman, Chelsea S EDUC:EX; Teng, Zita EDUC:EX  
**Subject:** RMCSD deck for Monday  
**Attachments:** RMCSD\_OverviewDeck\_FINAL\_July28.pptx

Please find attached finance deck for Monday MO briefing

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Monday, July 24, 2017 8:44 PM  
**To:** Rissley, Hayley EDUC:EX; Horn, Kim EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX; Shea, Megan EDUC:EX  
**Subject:** Sub

Please send me draft as is at 3:30 tomorrow – have a short window to review/discuss.  
Structure and approach discussed today has been endorsed.

Kim – there's been a specific request to explain how we ensure strong accountability on new allocations - s.12  
s.12 - so please include.

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Tuesday, July 25, 2017 2:04 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Cc:** Shea, Megan EDUC:EX  
**Subject:** bilat

Item for the following week bilat: Correspondence unit – efficiency options (Julie Turner)

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 3:45 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: Draft TB Sub  
**Attachments:** TB SUB s.12

Please print

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:55 PM  
**To:** MacDonald, Scott D EDUC:EX  
**Subject:** Draft TB Sub

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 8:45 AM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: EDUC - Budget 2017 Instruction letter  
**Attachments:** EDUC - Budget 2017 Update Instructions.pdf

And this too please... 2 copies

---

**From:** Chipper, Tammy L FIN:EX On Behalf Of Enemark, Gord FIN:EX  
**Sent:** Friday, July 28, 2017 8:36 AM  
**To:** MacDonald, Scott D EDUC:EX; Godin, Keith EDUC:EX  
**Cc:** Miller, Amy FIN:EX  
**Subject:** EDUC - Budget 2017 Instruction letter

Please find attached a signed Budget 2017 Instruction letter and appendix A from the Chair of Treasury Board.  
A hard copy has been sent to your Minister's office.

Treasury Board Staff

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:45 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: Revised/new Vote descriptions

Please add to next bilat with Tiffany

---

**From:** Skillings, Chris FIN:EX  
**Sent:** Thursday, July 27, 2017 11:57 AM  
**To:** Bawa, Reg R MCF:EX; Richards, Tara R FIN:EX; Brewster, Kevin AVED:EX; Boyd, Wes CSNR:EX; Brouwer, Shauna JAG:EX; McEwan, Colin MTIC:EX; Godin, Keith EDUC:EX; Dohan, Trish CSNR:EX; Sidhu, Manjit HLTH:EX; Campbell, Tracy CSCD:EX; Lord, Michael SDSI:EX; Bain, Nancy TRAN:EX  
**Cc:** Foster, Doug FIN:EX; DeVries, Jennifer FIN:EX; Galbraith, David J FIN:EX; Enemark, Gord FIN:EX; Chandler, Alex FIN:EX; Dube, Jonathan FIN:EX; Hill, Heather K FIN:EX  
**Subject:** Revised/new Vote descriptions

EFOs,

In relation to the recent government re-organization and budget transfer work well underway, we will require updated/new Vote descriptions for inclusion in the new Estimates. We expect many of you have already begun this review. Vote description changes should be reviewed by your legal services representatives to ensure agreement with the new structure. Please provide draft descriptions (preferably in redline) to your TBS analyst for review **by Friday, August 11<sup>th</sup>**.

Thank you,

**Chris Skillings** CPA CGA

Executive Director | Fiscal Planning and Estimates | Treasury Board Staff | Ministry of Finance  
phone 250-356-5300 | cell 250-216-1403 | [chris.skillings@gov.bc.ca](mailto:chris.skillings@gov.bc.ca)

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:41 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: Speaking Notes s.12  
**Attachments:** Speaking Notes s.12 July 27.docx

For daybook

---

**From:** Teng, Zita EDUC:EX  
**Sent:** Thursday, July 27, 2017 12:49 PM  
**To:** Iliffe, Liam PREM:EX  
**Cc:** Bertrand, Julie EDUC:EX; Sampson, Laura EDUC:EX; Shea, Megan EDUC:EX; Godin, Keith EDUC:EX; Gibbs, Lisa EDUC:EX  
**Subject:** Speaking Notes: s.12

Hi Liam,

s.12

Attached please find speaking notes prepared for Minister Fleming for Cabinet on Aug 2, 2017. The attached material has been approved by Deputy Minister Scott MacDonald and has also been provided to Cabinet Operations.

As discussed, I will confirm DMs attendance with Cab Ops.

Thank you,  
Zita

Zita Teng | Executive Director  
Strategic Planning & Executive Operations  
Deputy Minister's Office | Ministry of Education  
m: 778-679-4740 e: [Zita.Teng@gov.bc.ca](mailto:Zita.Teng@gov.bc.ca)

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Monday, July 24, 2017 12:15 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** FW: Unspent Capital Bylaw Draws

FYI  
Pre-brief with staff before mtg with Shanna

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 24, 2017 12:08 PM  
**To:** Williams, Eve EDUC:EX  
**Cc:** Godin, Keith EDUC:EX  
**Subject:** FW: Unspent Capital Bylaw Draws

Can you please find some time this week for Keith and I to discuss this? Maybe 30 minutes?

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Monday, July 24, 2017 12:01 PM  
**To:** Mason, Shanna EDUC:EX  
**Subject:** RE: Unspent Capital Bylaw Draws

Sure thing

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 24, 2017 11:38 AM  
**To:** Godin, Keith EDUC:EX  
**Subject:** FW: Unspent Capital Bylaw Draws

Can we get together to discuss?

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 24, 2017 11:37 AM  
**To:** Aaron, Ian EDUC:EX; Spillett, Ryan Y EDUC:EX  
**Cc:** Ma, Tiffany J EDUC:EX; Rissley, Hayley EDUC:EX; Horn, Kim EDUC:EX; Seabrook, Linda EDUC:EX  
**Subject:** RE: Unspent Capital Bylaw Draws

Hi Ian,

Thanks for bringing this forward. Perhaps a meeting to discuss would be an appropriate first step.

I'll touch base with Keith and see when we can all get together.

---

**From:** Aaron, Ian EDUC:EX  
**Sent:** Monday, July 24, 2017 11:34 AM  
**To:** Mason, Shanna EDUC:EX; Spillett, Ryan Y EDUC:EX  
**Cc:** Ma, Tiffany J EDUC:EX; Rissley, Hayley EDUC:EX; Horn, Kim EDUC:EX; Seabrook, Linda EDUC:EX  
**Subject:** Unspent Capital Bylaw Draws  
**Importance:** High

Good morning.

s.13,s.17

Thanks, Ian.

Ian Aaron, CPA, CA, MBA  
Director, School District Financial Reporting & Compliance  
Resource Management and Corporate Services Division  
Ministry of Education  
Phone: (250) 415-1073  
Fax: (250) 953-4985  
<mailto:Ian.Aaron@gov.bc.ca>

This email and any attachments is intended only for the use of the individual(s) to whom it is addressed and may be confidential or legally privileged. Unauthorized use or disclosure is prohibited. This message may have been altered without your or our knowledge and the sender does not accept any liability for any errors or omissions in the message. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing disclosing or using any information contained herein. Please inform us of the erroneous delivery by return e-mail. Thank you for your cooperation.

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Wednesday, July 26, 2017 7:51 AM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** Fwd: Bargaining academy

Begin forwarded message:

**From:** "Olson, Alisha PSEC:EX" <[Alisha.Olson@gov.bc.ca](mailto:Alisha.Olson@gov.bc.ca)>  
**Date:** July 26, 2017 at 7:44:06 AM PDT  
**To:** "Godin, Keith EDUC:EX" <[Keith.Godin@gov.bc.ca](mailto:Keith.Godin@gov.bc.ca)>  
**Subject:** Re: Bargaining academy

Hi Keith, yes that's correct. s.15 / at 1pm.

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

**From:** "Godin, Keith EDUC:EX" <[Keith.Godin@gov.bc.ca](mailto:Keith.Godin@gov.bc.ca)>  
**Date:** 2017-07-26 7:05 AM (GMT-08:00)  
**To:** "Olson, Alisha PSEC:EX" <[Alisha.Olson@gov.bc.ca](mailto:Alisha.Olson@gov.bc.ca)>  
**Subject:** Bargaining academy

Hi Alisha - just confirming academy today is at s.15 and not UBC Robson?

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 6:37 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** Fwd: BCSSA Summer Academy Deck  
**Attachments:** BCSSA Summer Academy 2017 deck - DRAFT.pptx; ATT00001.htm

Please coordinate edits from Kim and Sohee

Begin forwarded message:

**From:** "Soares, Ramona EDUC:EX" <Ramona.Soares@gov.bc.ca>  
**To:** "Mason, Shanna EDUC:EX" <Shanna.Mason@gov.bc.ca>, "Godin, Keith EDUC:EX" <Keith.Godin@gov.bc.ca>, "Hoffman, Suzanne EDUC:EX" <Suzanne.Hoffman@gov.bc.ca>, "Liddy, Eleanor EDUC:EX" <Eleanor.Liddy@gov.bc.ca>  
**Subject:** FW: BCSSA Summer Academy Deck

As a follow-up to the email sent on July 13, please find attached an updated deck for the upcoming BCSSA Summer Academy event.

The BCSSA has specifically requested that the presentation focus on the following:

- DM Update
- Learning Modernization Project Update
- MOA Implementation Update
- Capital Update

My staff are working on the DM Update piece and have populated your portions of the deck with content from the DM Transition Deck and the BCASBO AGM. Please have a look and provide your input/edits to Trevor Paul.

Regards

*Ramona Soares*

Assistant Deputy Minister

Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

*Ramona Soares*

Assistant Deputy Minister

Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

**From:** Soares, Ramona EDUC:EX

**Sent:** Thursday, July 13, 2017 6:52 AM

**To:** Kot, Jill EDUC:EX; Hoffman, Suzanne EDUC:EX; Mason, Shanna EDUC:EX; Godin, Keith EDUC:EX

**Cc:** McCrear, Jennifer EDUC:EX; Silver, Matt EDUC:EX; Teng, Zita EDUC:EX

**Subject:** FW: BCSSA Summer Leadership Academy - Ministry Presentation - Aug 18

Hi Jill, Suzanne, Keith and Shanna,

Attached is a draft deck for BCSSA Summer Academy.

The slides in the deck were prepared for BCASBO and therefore contain most recent information from you.

The topics for BCSSA have been discussed with them and represent their interest.

The first slide provides you with time allocation for your segment.  
Kindly update the slides with the info you would like to present and return them to Matt Silver.  
Time allocation for your presentations is noted on slide 2 of this deck.  
If you have any questions, please let me know.  
Kindly return the info by Friday July 28<sup>th</sup> or earlier.  
You can focus on content. Polishing of the deck/formatting etc will be done post your updates.  
Jennifer, keeping you in the loop as part of Exec.

Thanks

*Ramona Soares*

Assistant Deputy Minister

Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

**From:** Soares, Ramona EDUC:EX

**Sent:** Tuesday, July 4, 2017 6:28 PM

**To:** Mason, Shanna EDUC:EX; Godin, Keith EDUC:EX; Kot, Jill EDUC:EX; McCrea, Jennifer EDUC:EX; Hoffman, Suzanne EDUC:EX

**Cc:** Teng, Zita EDUC:EX

**Subject:** BCSSA Summer Leadership Academy, Aug. 16-18 - Registration and list of staff attending :  
Action required

Colleagues,

The BC School Superintendents Association's (BCSSA) Summer Leadership Academy is fast approaching, August 16-18 at the Delta Grand Okanagan in Kelowna.

Important details for your review and action noted below:

1. Ministry Presentation

The Ministry's presentation is scheduled for Friday, August 18 from 8:30 a.m. to 10 a.m.

I will provide an overview of our presentation format and content in the next few weeks. BCSSA has specifically requested that the presentation focus on the following:

Update from by DM

Learning Modernization project update (Jill and Suzanne) Capital program update (specifically focusing on plan for increased enrolment in Sept)

Q&As for DM

The full agenda for Summer Leadership Academy is attached and available at:

<https://bcssa.org/bcssa-summer-leadership-academy-2017/>

2. Staff Attendance and hotel reservations:

Please be advised **that each division is responsible for booking hotel rooms for its staff to attend.**

As hotel rooms at the Delta Grand Okanagan have sold out, BCSSA has held rooms for Ministry staff at **s.15**

Booking details for **s.15**

- **s.15** . Ask for in-house reservations and quote BCSSA Group Block or **s.15**
- Central Reservations: **s.15** . Ask for Kelowna and quote BCSSA Group Block of **s.15**
- Online booking **s.15** Click on "Have a Special Code?" select arrival and departure dates and input **s.15** in the "Group" box.

Please book ASAP and once you've done so, please confirm your attendance and staff you have approved to attend from your Division.

Info can be sent to Sheila Hamilton at [Sheila.Hamilton@gov.bc.ca](mailto:Sheila.Hamilton@gov.bc.ca)

If you have any questions, please let me know.

At our next Exec, I will provide you a list of Ministry staff approved to attend by their respective ADMs so we have a full picture of Ministry attendance.

*Ramona Soares*

Assistant Deputy Minister

Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Wednesday, July 26, 2017 4:32 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** Fwd: Partner Liaison Meeting - Oct 25 - Information Requested

To discuss

Begin forwarded message:

**From:** "Soares, Ramona EDUC:EX" <[Ramona.Soares@gov.bc.ca](mailto:Ramona.Soares@gov.bc.ca)>  
**Date:** July 26, 2017 at 1:42:31 PM PDT  
**To:** "Mason, Shanna EDUC:EX" <[Shanna.Mason@gov.bc.ca](mailto:Shanna.Mason@gov.bc.ca)>, "Godin, Keith EDUC:EX" <[Keith.Godin@gov.bc.ca](mailto:Keith.Godin@gov.bc.ca)>, "McCrea, Jennifer EDUC:EX" <[Jennifer.McCrea@gov.bc.ca](mailto:Jennifer.McCrea@gov.bc.ca)>, "Hoffman, Suzanne EDUC:EX" <[Suzanne.Hoffman@gov.bc.ca](mailto:Suzanne.Hoffman@gov.bc.ca)>, "Liddy, Eleanor EDUC:EX" <[Eleanor.Liddy@gov.bc.ca](mailto:Eleanor.Liddy@gov.bc.ca)>  
**Cc:** "Teng, Zita EDUC:EX" <[Zita.Teng@gov.bc.ca](mailto:Zita.Teng@gov.bc.ca)>, "Paul, Trevor EDUC:EX" <[Trevor.Paul@gov.bc.ca](mailto:Trevor.Paul@gov.bc.ca)>, "Gajdics, Peter EDUC:EX" <[Peter.Gajdics@gov.bc.ca](mailto:Peter.Gajdics@gov.bc.ca)>  
**Subject:** Partner Liaison Meeting - Oct 25 - Information Requested

Colleagues,

A few details for the 3<sup>rd</sup> Annual Partner Liaison Meeting scheduled for Wednesday, October 25, 2017.

**Partner attendance**

3 representatives from each school district have been invited to attend (Board Chair, Superintendent and Secretary-Treasurer) along with 8 executive members from the BCSTA, 1 from the BCSSA, and 1 from BCASBO.

Thus far we have 163 participants registered from the 60 school districts and these partner groups.

**Ministry Executive attendance**

The Deputy Minister and all ADMs have been registered for the meeting and their hotel rooms have been reserved.

**Ministry staff attendance - Action required**

We have allocated space for 2 staff (Executive Director/Director) per division. As we did last year, these individuals will be asked to act as facilitators at a table and to assist with the overall flow of the day based on agenda items. As there are senior representatives from the Education Partners who will be in attendance, we are looking for representation from the Ministry at an ED or Director level.

*Please forward the names of 2 staff from your Division you can support to attend the meeting.*

*Please send names to Trevor Paul ([trevor.paul@gov.bc.ca](mailto:trevor.paul@gov.bc.ca)) by Monday, July 31<sup>st</sup> so we can register them and book hotel rooms.*

I will provide you further updates on the agenda and your participation over the coming weeks.

Thanks,

*Ramona Soares*

Assistant Deputy Minister

Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:42 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** next DM bilat

Please add "Data Governance" – materials from Darlene

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 2:15 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** RE: ADM signoff | EDU-2017-72265 - NRR | Due August 2, 2017

Approved

---

**From:** Forman, Chelsea S EDUC:EX  
**Sent:** Friday, July 28, 2017 2:13 PM  
**To:** Godin, Keith EDUC:EX  
**Subject:** FW: ADM signoff | EDU-2017-72265 - NRR | Due August 2, 2017

Please see attached and approve **by August 2<sup>nd</sup>**.

---

**From:** EDUC FOI EDUC:EX  
**Sent:** Friday, July 28, 2017 1:39 PM  
**To:** EDUC Governance and Analytics EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** ADM signoff | EDU-2017-72265 - NRR | Due August 2, 2017

Hi

Please see the attached for ADM signoff. Return back to this email address by August 2, 2017.

If you have any questions, please let me know.

Thx.  
Carrie P.

**Carrie Prezioso**  
FOI Coordinator | CLIFF Administrator  
Resource Management and Corporate Services Division | Ministry of Education  
Tel: (250) 889-7356 | Email: [Carrie.Prezioso@gov.bc.ca](mailto:Carrie.Prezioso@gov.bc.ca)

FOI Inquiries: [Educ.FOI@gov.bc.ca](mailto:Educ.FOI@gov.bc.ca)  
CLIFF Requests: [Educ.Correspondence@gov.bc.ca](mailto:Educ.Correspondence@gov.bc.ca)

---

**From:** Vause, Marilyn FIN:EX  
**Sent:** Friday, July 28, 2017 12:10 PM  
**To:** EDUC FOI EDUC:EX  
**Subject:** Sign Off EDU-2017-72265 - NRR

Hi,

Please see attached draft response letter and sign form for NRR.

Sign off due: **August 8, 2017**

Thanks,

**Marilyn Vause** | FOI Analyst | Information Access Operations | Ministry of Finance

**Ph:** 250-356-1629 | **e:** [marilyn.vause@gov.bc.ca](mailto:marilyn.vause@gov.bc.ca) | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



*Please consider the environment before printing this e-mail*

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 4:16 PM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** RE: Admin Task List

Any recommendations for changes or additions to you?

---

**From:** Forman, Chelsea S EDUC:EX  
**Sent:** Friday, July 28, 2017 3:54 PM  
**To:** Godin, Keith EDUC:EX  
**Subject:** Admin Task List

### Chelsea Forman

Executive Administrative Assistant | Governance and Analytics Division | Ministry of Education  
3<sup>rd</sup> Floor, 620 Superior Street | PO Box 9146 Stn Prov Govt Victoria BC V8W 9H1  
778-678-3234 | [chelsea.forman@gov.bc.ca](mailto:chelsea.forman@gov.bc.ca)

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Monday, July 31, 2017 8:38 AM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** RE: RMCSD deck for Monday

Same as Friday... one copy for me in binder, and one full-slide back-up copy. Thanks

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Friday, July 28, 2017 2:14 PM  
**To:** Forman, Chelsea S EDUC:EX; Teng, Zita EDUC:EX  
**Subject:** RMCSD deck for Monday

Please find attached finance deck for Monday MO briefing

## Shea, Megan EDUC:EX

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Wednesday, July 26, 2017 11:19 AM  
**To:** Forman, Chelsea S EDUC:EX  
**Subject:** Re: Teacher relationship Backgrounder

Yes

On Jul 26, 2017, at 11:09 AM, Forman, Chelsea S EDUC:EX <[Chelsea.Forman@gov.bc.ca](mailto:Chelsea.Forman@gov.bc.ca)> wrote:

Hi Keith – can you see attached. Is this what you mean?

---

**From:** Godin, Keith EDUC:EX  
**Sent:** Wednesday, July 26, 2017 9:54 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Forman, Chelsea S EDUC:EX  
**Subject:** RE: Teacher relationship Backgrounder  
Chelsea – please send the note to Eleanor.  
Eleanor – please note confidentiality of this note – not for further distribution.

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 9:53 AM  
**To:** Godin, Keith EDUC:EX  
**Subject:** Teacher relationship Backgrounder

Hi Keith

Noted that this was on our ExCom agenda for Monday, but we didn't get to it. I know it is for use today, but would appreciate having a look at it.

Thanks

E



Mon, Jul 24, 8:36 AM

Hi Jenn! I can come by your office when you're ready to meet this morning

Want to pop over?

Mon, Jul 24, 1:27 PM

Pls let Tim know I'll be there as soon as I can - just waiting for the bill

Wed, Jul 26, 9:40 AM

s.22

Thx!

Fri, Jul 28, 2:57 PM

Hey I'm just heading to FSB for a meeting if you need anything!



iMessage













## Cutler, Rosa EDUC:EX

**From:** Mason, Shanna EDUC:EX  
**Sent:** Wednesday, July 19, 2017 2:55 PM  
**To:** Walker, Brenda MK EDUC:EX

### My Organization

Find |  |  1-18 of 18

Summary Job Details Contact Compensation Auxiliaries 				
Name	Empl ID	Position Number	Years in Job	Classification
 Vacant Position				Strategic Leadership
Brenda Walker	s.22	00089497	s.22	Executive Administrative Asst
Eve Williams		00006116		Band 1
 Michael Nyikes		00110716		Band 4
Vacant Position				Administrative Officer R14
Vacant Position				Administrative Officer R14
 Vacant Position				Administrative Officer R27
Raouldy Hottua	s.22	00113616		Administrative Officer R24
Vacant Position				Coop Education Train Progm Lv1
Vacant Position				Business Leadership
Rosa S Cutler	s.22	00034109		Administrative Officer R18
 Ryan Spillett		00090728		Band 5
 Vacant Position				Band 3
John Woycheshin	s.22	00034240		Band 3
 Ken R Frith		00093617		Administrative Officer R27
 Lesley Elizabeth Ballman		00103200		Band 3
 Mora Cunningham		00103200		Band 3
 Rachelle M Ray		00098997		Band 3

Return

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 24, 2017 10:26 AM  
**To:** Miller, Amy FIN:EX; Hill, Heather K FIN:EX  
**Cc:** Spillett, Ryan Y EDUC:EX; Ballman, Lesley EDUC:EX; Williams, Eve EDUC:EX; Walker, Brenda MK EDUC:EX  
**Subject:** s.12 TB Submission 2017July20  
**Attachments:** TB Submission 2017July20.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Heather and Amy,

s.12

Here is the revised draft

s.12,s.13

Let's discuss at the next meeting. Happy to have your feedback in tracked changes on the sub.

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 24, 2017 10:26 AM  
**To:** Williams, Eve EDUC:EX  
**Subject:** s.12 TB Submission 2017July20  
**Attachments:** s.12 TB Submission 2017July20.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Please add this to my next bi-lateral with Scott.

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 24, 2017 10:26 AM  
**To:** Miller, Amy FIN:EX; Hill, Heather K FIN:EX  
**Cc:** Spillett, Ryan Y EDUC:EX; Ballman, Lesley EDUC:EX; Williams, Eve EDUC:EX; Walker, Brenda MK EDUC:EX  
**Subject:** s.12 TB Submission 2017July20

Hi Heather and Amy,

Here is the revised draft s.12 TB sub.

s.12,s.13

Let's discuss at the next meeting. Happy to have your feedback in tracked changes on the sub.

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 24, 2017 11:03 AM  
**To:** Walker, Brenda MK EDUC:EX  
**Subject:** FW: EDUC – Signed Decision Letter  
**Attachments:** s.12

Can you please print this as well?

Thanks.

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

From: Mason, Shanna EDUC:EX  
Sent: Friday, July 7, 2017 12:39 PM  
To: Spillett, Ryan Y EDUC:EX; Ray, Rachelle EDUC:EX  
Subject: FW: EDUC – Signed Decision Letter

Hi Ryan and Rachelle,

s.13,s.17

Good work you guys.

Shanna Mason  
Assistant Deputy Minister  
Planning & Major Projects Division  
Ministry of Education

---

From: Rempel, Lindsay FIN:EX on behalf of Enemark, Gord FIN:EX  
Sent: Friday, July 07, 2017 10:49 AM  
To: Byng, Dave A EDUC:EX; Mason, Shanna EDUC:EX; Godin, Keith EDUC:EX  
Cc: Hill, Heather K FIN:EX; Enemark, Gord FIN:EX; Miller, Amy FIN:EX  
Subject: EDUC – Signed Decision Letter

Please find attached a signed decision letter from the Secretary to Treasury Board.

Treasury Board Staff

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 24, 2017 3:16 PM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Williams, Eve EDUC:EX  
**Subject:** Capital Items for Friday

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Zita,

Can you please describe capital as:

- 1 Hour Overall
- 1.Capital PowerPoint
- 2.Current Situation re: Portable Usage
- 3.Up-coming Major Project Approvals
- 4.Child Care Impacts of MoA
- 5.Old Masset Feasibility Study

Sent from my iPad

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Tuesday, July 25, 2017 8:22 AM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Williams, Eve EDUC:EX; Turner, Julie MMHA:EX  
**Subject:** FW: Capital Briefing on Friday

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please see the revised agenda below and please work with Eve to get the materials organized.

Please also make these materials the subject of my bi-lateral with Scott on Thursday.

---

**From:** Teng, Zita EDUC:EX  
**Sent:** Monday, July 24, 2017 7:44 PM  
**To:** Mason, Shanna EDUC:EX  
**Cc:** Williams, Eve EDUC:EX; Walker, Brenda MK EDUC:EX; Bertrand, Julie EDUC:EX  
**Subject:** Capital Briefing on Friday

Hi Shanna,

Can you please review the below agenda and let me know if you have any updates (did you want playgrounds as a standalone item?).

DMO will compile the briefing binders and will provide you a copy.

Thanks, Zita

**Capital Briefing**  
**Friday July 28, 2017**  
**TIME – TBC – 1 hour**

**A G E N D A**

**Attendees:** Hon. Rob Fleming, Minister  
Liam Iliffe, Ministerial Assistant  
Scott MacDonald, Deputy Minister  
Shanna Mason, ADM  
Zita Teng, ED

ITEM	DECISION REQUIRED	MATERIAL	TIME
1. Capital Overview	N	PPT	15
2. Up-coming Major Project Approvals	N	Capital Program IN and attachments	10
s.12			
3. Treasury Board		Draft TB sub	10
Sub			



## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Tuesday, July 25, 2017 3:51 PM  
**To:** Walker, Brenda MK EDUC:EX  
**Subject:** s.22  
**Attachments:** BCPSA7 Quick Reference Guide.docx; Application to the Rehab Committee P7.pdf

Hi Brenda,

Can you please set this up?

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Tuesday, July 25, 2017 2:57 PM  
**To:** Spillet, Ryan Y EDUC:EX; Bennett, Emma EDUC:EX  
**Subject:** s.22

Hi There,

Can we touch base to ensure this gets done?

Thanks.

---

**From:** Petrie, Darlene PSA:EX  
**Sent:** Tuesday, July 25, 2017 11:29 AM  
**To:** Mason, Shanna EDUC:EX  
**Cc:** Spillet, Ryan Y EDUC:EX; Bennett, Emma EDUC:EX  
**Subject:** s.22

Good Morning Everyone,

s.22

Darlene

Be sure to check out the [Early Intervention and Return to Work eLearning Series](#) to find out how you can support employees with an illness or injury to stay at work, or return to work, as soon as possible.

Darlene Petrie, Early Intervention & Return to Work Specialist  
Workplace Health and Safety | BC Public Service Agency  
167 Lorne Street | Kamloops, BC | V2C 1V9 | 250.371-4340 |  
[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work



---

**From:** Bal, Rita PSA:EX  
**Sent:** Tuesday, July 18, 2017 3:43 PM  
**To:** Petrie, Darlene PSA:EX  
**Cc:** 'TSS-Payroll Accounting/Disability Benefits' ([TSS.Pay.AcctDisBen@telus.com](mailto:TSS.Pay.AcctDisBen@telus.com)); Tobo, Joyce PSA:EX  
**Subject:** s.22

s.22

Thanks.

Rita Bal, Disability Claims Analyst  
Workplace Health and Safety | BC Public Service Agency  
2nd Floor - 810 Blanshard Street | Victoria, BC | V8W 2H6 | 250-387-8233 Office  
or AskMyHR @ [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work



## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Tuesday, July 25, 2017 4:00 PM  
**To:** Williams, Eve EDUC:EX  
**Subject:** FW: Capital Items for Friday

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Here is what I sent yesterday.

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

From: Mason, Shanna EDUC:EX  
Sent: Monday, July 24, 2017 3:16 PM  
To: Teng, Zita EDUC:EX  
Cc: Williams, Eve EDUC:EX  
Subject: Capital Items for Friday

Hi Zita,

Can you please describe capital as:

- 1 Hour Overall
- 1.Capital PowerPoint
- 2.Current Situation re: Portable Usage
- 3.Up-coming Major Project Approvals
- 4.Child Care Impacts of MoA
- 5.Old Masset Feasibility Study

Sent from my iPad

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Wednesday, July 26, 2017 11:28 AM  
**To:** Spillett, Ryan Y EDUC:EX; Frith, Ken R EDUC:EX; Cutler, Rosa EDUC:EX  
**Cc:** Walker, Brenda MK EDUC:EX  
**Subject:** CNCP 2017 ADM  
**Attachments:** CNCP 2017 ADM.docx

Please use this updated CNCP Estimates Note.

Ken, it needs you to fill in the highlighted facts please.

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:12 PM  
**To:** Williams, Eve EDUC:EX  
**Cc:** Walker, Brenda MK EDUC:EX; Teng, Zita EDUC:EX; Bertrand, Julie EDUC:EX; Sampson, Laura EDUC:EX  
**Subject:** DM Briefing Materials

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Eve,

Based on Scott's feedback, I am going to update some of the documents for the Minister's briefing. Can you please send me all the documents?

Zita, I will provide them to you tonight.

Thanks.

*Shanna Mason*

Assistant Deputy Minister  
Capital Delivery  
Ministry of Education  
[Shanna.mason@gov.bc.ca](mailto:Shanna.mason@gov.bc.ca)  
250-356-6750



Where ideas work

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Thursday, July 27, 2017 4:25 PM  
**To:** Ballman, Lesley EDUC:EX; Spillet, Ryan Y EDUC:EX; Williams, Eve EDUC:EX; Walker, Brenda MK EDUC:EX  
**Subject:** FW: Tbsub for s.12  
**Attachments:** s.12 TB Submission 2017July20.docx

Please use this version going forward as the old version was addressed the our previous minister and had the old TB sub number on it.

---

**From:** Walker, Brenda MK EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:24 PM  
**To:** Mason, Shanna EDUC:EX  
**Cc:** Williams, Eve EDUC:EX  
**Subject:** Tbsub s.12

Here is a copy of the new TB note<sup>s.12</sup>  
Minister from Bernier to Fleming.

I have applied a new number to it and also changed the

Thanks Brenda

**Brenda Walker | Executive Admin. Assistant**  
**Assistant Deputy Minister Shanna Mason |Capital |**  
**Ministry of Education**  
**Phone: (250) 356-2588 | Cell: (250) 896-9230**



## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Thursday, July 27, 2017 4:27 PM  
**To:** Williams, Eve EDUC:EX  
**Subject:** FW: Materials for Minister Briefing Tomorrow  
**Attachments:** 1\_Capital Transition\_2017 - Final.pptx; 2b\_Portable reduction Analysis.xlsx; 4\_child care facilities.docx; 2a\_Capital\_Surrey Capital Investment\_portables.docx; 3a\_capital program.docx; 3b\_10 Yr Capital Option 2(+) - FINAL APPROVED - ADJUSTED TO MATCH CPS Q4....xlsx; 3c\_17 18 Major Capital Project Approvals Timeline.xlsx; 028 17 s.12 - TB Submission 2017July20.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Please print these all off for me.

Thanks.

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Thursday, July 27, 2017 4:24 PM  
**To:** Teng, Zita EDUC:EX; Bertrand, Julie EDUC:EX; Sampson, Laura EDUC:EX  
**Cc:** Williams, Eve EDUC:EX  
**Subject:** Materials for Minister Briefing Tomorrow

Goo Evening Zita et al,

Can you please provide these to the MO for tomorrow's briefing.

1. Capital power point
- 2a. Surrey Capital Investment (portables)
- 2b. Portable Reduction Analysis
- 3a. Capital Program
- 3b. 10 Yr Capital Program
- 3c. 17 18 Major Capital Approvals Timeline
- 3d. s.12 TB Submission
4. Child Care Facilities
- 5b. Chief Matthews Feasibility Study - verbal update

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Friday, July 28, 2017 12:29 PM  
**To:** Williams, Eve EDUC:EX  
**Subject:** CAPITAL PROGRAM FACT SHEET JULY 19 2017  
**Attachments:** CAPITAL PROGRAM FACT SHEET JULY 19 2017.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Please print 5 copies

## Cutler, Rosa EDUC:EX

---

**From:** Mason, Shanna EDUC:EX  
**Sent:** Monday, July 31, 2017 12:05 PM  
**To:** Fillion, Corinna GCPE:EX; Teng, Zita EDUC:EX; Leslie, Sean GCPE:EX  
**Cc:** Spillett, Ryan Y EDUC:EX; Williams, Eve EDUC:EX  
**Subject:** Capital Announceables  
**Attachments:** Potential Upcoming Announceables July 2017.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good Afternoon Ladies,

Attached is the Potential Announcements hand-out I provided the Minister on Friday; for your records.

*Shanna Mason*

Assistant Deputy Minister  
Capital Delivery  
Ministry of Education  
[Shanna.mason@gov.bc.ca](mailto:Shanna.mason@gov.bc.ca)  
250-356-6750



Where ideas work

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 4:42 PM  
**To:** Moir, Lindsay EDUC:EX; Hall, Kevena EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Powell, Janet EDUC:EX  
**Subject:** Re: CALL FOR AGENDA ITEMS - Monthly Director/Managers Meeting

Hi  
It is for the larger group -  
Executive Update  
Budget Letters received  
s.22  
Round Table?

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Monday, July 31, 2017 at 1:08 PM  
**To:** Kevena Bamford <Kevena.Bamford@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Lindsay Moir <lindsay.moir@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, "Powell, Janet EDUC:EX" <Janet.Powell@gov.bc.ca>  
**Subject:** CALL FOR AGENDA ITEMS - Monthly Director/Managers Meeting

Does anyone have any items for Leadership tomorrow?

~ **Lindsay Moir**, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 1:16 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field

Sorry, yes please send.  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Monday, July 31, 2017 at 9:52 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field

Am I ok to send back to Ramona's group or do you still need more time for additions?

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 9:42 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field  
Thanks

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Monday, July 31, 2017 at 8:35 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field  
Edits made as requested

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 8:16 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field  
**Importance:** High

Hi Lindsay

We don't need to add every thing that went months ago so can you remove what Celine added that is dated prior to June 1?  
Also, we need a DN approved by the Minister before we release any of the numeracy letters, so those dates need to be delayed a week.

Thanks

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Friday, July 28, 2017 at 5:00 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field

Attached for your review prior to Monday's 9am deadline – See notes below:

Celine (obo LMP) – Did up most of this

Emilie – added one line item

HB – nothing to add

James – sent an email (I think it means he has nothing to add...I was a little confused). I've attached his email in case you want to add anything from it to the attached.

Eleanor – I'm not sure if there is anything for MyEd that you want to add

That covers us all...let me know your thoughts and I can submit on Monday. Thanks!!

~ Lindsay Moir

---

**From:** Hamilton, Sheila EDUC:EX

**Sent:** Tuesday, July 25, 2017 3:49 PM

**To:** Cutler, Rosa EDUC:EX; Kubisheski, Carlee EDUC:EX; Sampson, Laura EDUC:EX; Forman, Chelsea S EDUC:EX; Isaac, Chrysstena D EDUC:EX; Martin, Mari EDUC:EX; Ford, Rebekah R EDUC:EX; Mercer, Sally EDUC:EX; Gibbs, Lisa EDUC:EX; Forman, Chelsea S EDUC:EX; Moir, Lindsay EDUC:EX

**Cc:** Cover, Dwayne EDUC:EX; Paul, Trevor EDUC:EX; Squires, Paul E EDUC:EX; Sheppard, Grant EDUC:EX

**Subject:** Inventory of Requests and Communications to the Field

If you are adding a NEW entry, please highlight the entire row in YELLOW. You can do this by going into the DESIGN Tab, select Shading and choosing YELLOW.

If you are changing an entry, please highlight the entire row in BLUE. You can do this by going into the DESIGN Tab, select Shading and choosing BLUE.

I will need this info returned to me by July 31<sup>st</sup> at 9am. If you have any questions, please let me know.

Thank you.

*Sheila Hamilton*

Program Coordinator

Partner and Intergovernmental Relations

Ministry of Education

Phone: 250-356-1083

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 12:24 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017

All good – thanks

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Monday, July 31, 2017 at 12:15 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017

You're good if I send them all over to Heather now?

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 12:09 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017  
Got it  
Thanks

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Monday, July 31, 2017 at 12:07 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017  
See attached – you'll note they are both in the grey "not eligible box."

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 12:06 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017  
All approved. Need to follow up with a few - not sure why some are not included.. s.22  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Monday, July 31, 2017 at 10:21 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017

If you review/approve I will apply your e-signature and send them back to Heather. I will then print hard copies for you to hand out to staff once we're give the ok from Heather.

~ Lindsay Moir

---

**From:** Beaton, Heather A EDUC:EX  
**Sent:** Monday, July 31, 2017 10:06 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX; Beaton, Heather A EDUC:EX  
**Subject:** CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017  
**Importance:** High

Hi Eleanor -

Please find attached the in-range adjustment letters for your division. **Instructions are listed below.**

PWI is required to submit ministry letters in one batch to the PSA, alongside a required spreadsheet prepared for payroll.

Once letters are signed, please return your division letters to me.

When all ADM signed letters have been received, I will inform ADMs to ensure letters are provided to employees in a coordinated and timely manner.

If you have any questions please do not hesitate to contact me.

Thank you for your support in completing this process as quickly as possible this week.

**Instructions:**

1. Please sign each employee letter where indicated
2. **Scan and email signed copies of letters to me**
3. PWI is required to provide scanned copies of letters and a summary spreadsheet to MyHR for processing
4. I will inform ADMs when all of the scanned copies have been received
5. Employee letters can be provided to employees for their records
6. The increase should appear on employee pay in approximately 3 pay periods (6 weeks) following receipt of the MyHR service request
7. The retroactive amount (to July 1, 2017) may take up to an additional 3 pay periods (6 weeks) for processing

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 6:45 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: Meeting Forward Notification: Leadership Team Meeting

---

**From:** <MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@Victoria1.gov.bc.ca> on behalf of "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>  
**Date:** Friday, July 28, 2017 at 4:07 PM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** Meeting Forward Notification: Leadership Team Meeting

### Your meeting was forwarded

Hillier, Emilie A EDUC:EX has forwarded your meeting request to additional recipients.

#### Meeting

Leadership Team Meeting

#### Meeting Time

August-08-17 9:00 AM-10:30 AM.

#### Recipients

Kelly, Erin EDUC:EX

All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)

---

Sent by Microsoft Exchange Server 2013

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 2:51 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Delegates

Hi  
s.22 . so will need someone at that meeting for LMP. Can you follow up with Zita??  
e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 28, 2017 at 2:33 PM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** RE: Delegates

Did you get a response from Zita on this? I'm thinking we're sending HB, if Suz can handle the LMP pieces?

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 4:51 PM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX  
**Subject:** Delegates

Hi Zita  
s.22 . I have asked HB Teo to act on the Services and Technology file, and Kim Lacharite on the  
LMP file. Just wondering about both coming to exec? I think that if Suzanne is attending Ex Comm she can speak to any LMP  
issues, but would ask that HB be included.  
e

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 2:38 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Delegates

Have not heard back s.22

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Friday, July 28, 2017 at 2:33 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: Delegates

Did you get a response from Zita on this? I'm thinking we're sending HB, if Suz can handle the LMP pieces?

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 4:51 PM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX  
**Subject:** Delegates

Hi Zita

s.22

I have asked HB Teo to act on the Services and Technology file, and Kim Lacharite on the LMP file. Just wondering about both coming to exec? I think that if Suzanne is attending Ex Comm she can speak to any LMP issues, but would ask that HB be included.

e

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 12:19 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: A few important items

Sure

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 28, 2017 at 12:18 PM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** FW: A few important items

Kim is looking for 30min with you RE: Curriculum Support Strategy. Thinking if we keep your handover time on Thursday to an hour, you could cover both?  
Thoughts?

~Lindsay Moir

---

**From:** Lacharite, Kim A EDUC:EX  
**Sent:** Thursday, July 27, 2017 4:53 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Quine, Karen EDUC:EX; Moir, Lindsay EDUC:EX  
**Subject:** A few important items

Hi Eleanor – a few quick things:

1. Until I hear confirmation from you that you've spoken s.22 .I'm holding back a message to the LMP team advising we're combining Classroom Assessment and Reporting, s.22  
s.22 . I can advise the team next Thursday, at the Status Mtg.
2. Curriculum Support Strategy – I'd like to talk to you about this strategy and how we advance it. I have some thoughts but requires a conversation. I'll ask Lindsay to schedule us a few minutes of time (Lindsay – 30 min please).
3. If you can, send me a few bullets on how your mtg with the DM went – AND – if there are any actions I need to take following your discussion with him.
4. Feel free to text me if you need me.

**Kim Lacharite**  
Executive Director  
Learning Transformation Initiative  
Ministry of Education  
620 Superior Street, Victoria BC  
Phone 250-588-1700

Page 065 to/à Page 067

Withheld pursuant to/removed as

s.22

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 11:01 AM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Lacharite, Kim A EDUC:EX; Olsen, Jessica EDUC:EX  
**Subject:** s.13

Yup, result of our conversation last night. I don't need anything additional to support this  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Friday, July 28, 2017 at 10:07 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Cc:** Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>  
**Subject:** s.13

FYI – I just noted in eApprovals that the DM is asking Zita to add this to the list of ExComm agenda items for discussion. I haven't seen the agenda yet, but just wanted to give you the heads up.

– **Lindsay Moir**, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 10:59 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Meeting Conflicts

Suggest we shorten the 1:1 with Andrew to 30 minutes and book the team meeting right after Melanie..Thanks

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Friday, July 28, 2017 at 10:08 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** FW: Meeting Conflicts

Do you need to see the MyEd team before you go?

~ Lindsay Moir

---

**From:** Farrell, Casey I EDUC:EX  
**Sent:** Friday, July 28, 2017 10:01 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** RE: Meeting Conflicts

Oh! Ha! I just rescheduled to Thursday. It's a weekly team meeting .... So, it's really up to Eleanor if she thinks she needs to see us.

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 9:44 AM  
**To:** Farrell, Casey I EDUC:EX; Marshall, Lisa EDUC:EX  
**Subject:** Meeting Conflicts

Hi both,

s.22

I sent you declines for two meetings that were supposed to be next Tuesday, suggesting Thursday  
s.22

However – as things go, Thursday afternoon is now no longer available.

Can you let me know if your meetings require Eleanor to be in attendance, and then we can work to find a mutually convenient time s.22

Let me know!!

~ Lindsay Moir, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 8:55 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Next week

Is Kim back on Thursday? I think she'd probably prefer a post Minister meeting if possible. And I would like 30 min with HB as well.

Thanks

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Friday, July 28, 2017 at 8:34 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: Next week

Will see what I can do – shouldn't be a problem.

The handover meeting with Kim is in the morning on Thursday (via phone) – it doesn't look like I can put it after the Minister's meeting, is that ok or do you want me to make it work so it can go afterward?

I don't have a formal handover meeting with HB scheduled, would you like one?

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 8:24 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Next week

Hi there  
s.22

s.22                      Makes more sense to talk to Kim and HB for handover after that meeting anyway. Can you shift my Tues pm meetings to Thursday after 2:30? s.22

Thanks

e

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 8:17 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Partner Liaison Meeting - Oct 25 - Information Requested

I actually sent a message – thought you were in the loop .. Kim and Kevena are going, Emilie is our back up Spoke to her yesterday  
E

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 28, 2017 at 8:12 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** RE: Partner Liaison Meeting - Oct 25 - Information Requested

We should chat about which one of the three will stay behind...

~ Lindsay Moir

---

**From:** Hamilton, Sheila EDUC:EX  
**Sent:** Friday, July 28, 2017 8:02 AM  
**To:** Paul, Trevor EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** Liddy, Eleanor EDUC:EX; Lacharite, Kim A EDUC:EX; Hillier, Emilie A EDUC:EX; Bamford, Kevena EDUC:EX; Sherman, Mike EDUC:EX  
**Subject:** RE: Partner Liaison Meeting - Oct 25 - Information Requested  
Hi Lindsay,  
I think we still have space available at s.15 under our hotel block. Here is the booking link.  
s.15

Can you let me know who you register in the hotel and which two names you have selected to attend for now and I will update their event registration status so they are on the official list?  
Thanks.  
Sheila

---

**From:** Paul, Trevor EDUC:EX  
**Sent:** Thursday, July 27, 2017 4:57 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Liddy, Eleanor EDUC:EX; Lacharite, Kim A EDUC:EX; Hillier, Emilie A EDUC:EX; Bamford, Kevena EDUC:EX; Sherman, Mike EDUC:EX; Hamilton, Sheila EDUC:EX  
**Subject:** RE: Partner Liaison Meeting - Oct 25 - Information Requested  
Hi Lindsay,  
Thank you for the email. I understand why it makes sense to send three people but we are at or very near the conference room capacity for this event which is why there is a limit of 2 staff per Division. Please select 2 people for now and we will hopefully be able to expand attendance to 3 per Division once we get a better idea of Partner participation.  
We will register the two people you select for the event. In regards to hotel, we have room blocks reserved and Sheila will follow-up with booking information for you to manage on their behalf.  
Thanks again and let me know if you have any questions.  
Trevor

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Thursday, July 27, 2017 9:24 AM  
**To:** Paul, Trevor EDUC:EX  
**Cc:** Liddy, Eleanor EDUC:EX; Lacharite, Kim A EDUC:EX; Hillier, Emilie A EDUC:EX; Bamford, Kevena EDUC:EX  
**Subject:** FW: Partner Liaison Meeting - Oct 25 - Information Requested

Trevor,

Eleanor Liddy is requesting that we bring three EDs as our division is so broad. Could you please add Kim Lacharite, Kevena Bamford and Emilie Hillier to the list?

Please also confirm that you'll be registering them, and if we need to book their hotels or if someone from your group will be doing that (Ramona's note was a little unclear to me).

~ Lindsay Moir, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

---

**From:** "Soares, Ramona EDUC:EX" <[Ramona.Soares@gov.bc.ca](mailto:Ramona.Soares@gov.bc.ca)>  
**Date:** Wednesday, July 26, 2017 at 1:42 PM  
**To:** "Mason, Shanna EDUC:EX" <[Shanna.Mason@gov.bc.ca](mailto:Shanna.Mason@gov.bc.ca)>, "Godin, Keith EDUC:EX" <[Keith.Godin@gov.bc.ca](mailto:Keith.Godin@gov.bc.ca)>, "McCrea, Jennifer EDUC:EX" <[Jennifer.McCrea@gov.bc.ca](mailto:Jennifer.McCrea@gov.bc.ca)>, Suzanne Hoffman <[Suzanne.Hoffman@gov.bc.ca](mailto:Suzanne.Hoffman@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Cc:** "Teng, Zita EDUC:EX" <[Zita.Teng@gov.bc.ca](mailto:Zita.Teng@gov.bc.ca)>, "Paul, Trevor EDUC:EX" <[Trevor.Paul@gov.bc.ca](mailto:Trevor.Paul@gov.bc.ca)>, "Gajdics, Peter EDUC:EX" <[Peter.Gajdics@gov.bc.ca](mailto:Peter.Gajdics@gov.bc.ca)>  
**Subject:** Partner Liaison Meeting - Oct 25 - Information Requested

Colleagues,

A few details for the 3<sup>rd</sup> Annual Partner Liaison Meeting scheduled for Wednesday, October 25, 2017.

**Partner attendance**

3 representatives from each school district have been invited to attend (Board Chair, Superintendent and Secretary-Treasurer) along with 8 executive members from the BCSTA, 1 from the BCSSA, and 1 from BCASBO. Thus far we have 163 participants registered from the 60 school districts and these partner groups.

**Ministry Executive attendance**

The Deputy Minister and all ADMs have been registered for the meeting and their hotel rooms have been reserved.

**Ministry staff attendance - Action required**

We have allocated space for 2 staff (Executive Director/Director) per division. As we did last year, these individuals will be asked to act as facilitators at a table and to assist with the overall flow of the day based on agenda items. As there are senior representatives from the Education Partners who will be in attendance, we are looking for representation from the Ministry at an ED or Director level.

**Please forward the names of 2 staff from your Division you can support to attend the meeting.**

**Please send names to Trevor Paul ([trevor.paul@gov.bc.ca](mailto:trevor.paul@gov.bc.ca)) by Monday, July 31<sup>st</sup> so we can register them and book hotel rooms.**

I will provide you further updates on the agenda and your participation over the coming weeks.

Thanks,

*Ramona Soares*

Assistant Deputy Minister  
Ministry of Education  
International Education | Independent Schools | Partner Relations  
C: 604-396-6132

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 8:16 AM  
**To:** Paul, Trevor EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** Lacharite, Kim A EDUC:EX; Hillier, Emilie A EDUC:EX; Hall, Kevena EDUC:EX; Sherman, Mike MAH:EX; Hamilton, Sheila EDUC:EX  
**Subject:** Re: Partner Liaison Meeting - Oct 25 - Information Requested

In that case please register Kim Lacharite and Kevena Bamford. I would very much like Emile to be our #3 if possible.  
Thanks  
Eleanor

---

**From:** "Paul, Trevor EDUC:EX" <Trevor.Paul@gov.bc.ca>  
**Date:** Thursday, July 27, 2017 at 4:57 PM  
**To:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Cc:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Mike Sherman <Mike.Sherman@gov.bc.ca>, "Hamilton, Sheila EDUC:EX" <Sheila.Hamilton@gov.bc.ca>  
**Subject:** RE: Partner Liaison Meeting - Oct 25 - Information Requested

Hi Lindsay,  
Thank you for the email. I understand why it makes sense to send three people but we are at or very near the conference room capacity for this event which is why there is a limit of 2 staff per Division. Please select 2 people for now and we will hopefully be able to expand attendance to 3 per Division once we get a better idea of Partner participation.  
We will register the two people you select for the event. In regards to hotel, we have room blocks reserved and Sheila will follow-up with booking information for you to manage on their behalf.  
Thanks again and let me know if you have any questions.  
Trevor

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Thursday, July 27, 2017 9:24 AM  
**To:** Paul, Trevor EDUC:EX  
**Cc:** Liddy, Eleanor EDUC:EX; Lacharite, Kim A EDUC:EX; Hillier, Emilie A EDUC:EX; Bamford, Kevena EDUC:EX  
**Subject:** FW: Partner Liaison Meeting - Oct 25 - Information Requested

Trevor,  
Eleanor Liddy is requesting that we bring three EDs as our division is so broad. Could you please add Kim Lacharite, Kevena Bamford and Emilie Hillier to the list?  
Please also confirm that you'll be registering them, and if we need to book their hotels or if someone from your group will be doing that (Ramona's note was a little unclear to me).

~ Lindsay Moir, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

---

**From:** "Soares, Ramona EDUC:EX" <Ramona.Soares@gov.bc.ca>

**Date:** Wednesday, July 26, 2017 at 1:42 PM

**To:** "Mason, Shanna EDUC:EX" <Shanna.Mason@gov.bc.ca>, "Godin, Keith EDUC:EX" <Keith.Godin@gov.bc.ca>, "McCrea, Jennifer EDUC:EX" <Jennifer.McCrea@gov.bc.ca>, Suzanne Hoffman <Suzanne.Hoffman@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>

**Cc:** "Teng, Zita EDUC:EX" <Zita.Teng@gov.bc.ca>, "Paul, Trevor EDUC:EX" <Trevor.Paul@gov.bc.ca>, "Gajdics, Peter EDUC:EX" <Peter.Gajdics@gov.bc.ca>

**Subject:** Partner Liaison Meeting - Oct 25 - Information Requested

Colleagues,

A few details for the 3<sup>rd</sup> Annual Partner Liaison Meeting scheduled for Wednesday, October 25, 2017.

**Partner attendance**

3 representatives from each school district have been invited to attend (Board Chair, Superintendent and Secretary-Treasurer) along with 8 executive members from the BCSTA, 1 from the BCSSA, and 1 from BCASBO.

Thus far we have 163 participants registered from the 60 school districts and these partner groups.

**Ministry Executive attendance**

The Deputy Minister and all ADMs have been registered for the meeting and their hotel rooms have been reserved.

**Ministry staff attendance - Action required**

We have allocated space for 2 staff (Executive Director/Director) per division. As we did last year, these individuals will be asked to act as facilitators at a table and to assist with the overall flow of the day based on agenda items. As there are senior representatives from the Education Partners who will be in attendance, we are looking for representation from the Ministry at an ED or Director level.

***Please forward the names of 2 staff from your Division you can support to attend the meeting.***

***Please send names to Trevor Paul ([trevor.paul@gov.bc.ca](mailto:trevor.paul@gov.bc.ca)) by Monday, July 31<sup>st</sup> so we can register them and book hotel rooms.***

I will provide you further updates on the agenda and your participation over the coming weeks.

Thanks,

*Ramona Soares*

Assistant Deputy Minister

Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 27, 2017 5:08 PM  
**To:** Moir, Lindsay EDUC:EX; EDUC DL ST Full Division  
**Subject:** Re: Lunch hour construction noise July 28 to Aug 3

I'll grab a supply of ear plugs from Harbour AirŠ sorry folks!

On 7/27/17, 2:44 PM, "Moir, Lindsay EDUC:EX" <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)> wrote:

>Hi all,  
>  
>Please see note below from Emma Bennett - I've looked at all our major  
>boardrooms and there doesn't appear to be any big meetings going on  
>over the lunch hour tomorrow or early next week.  
>  
>Let me know if you foresee any issues or have any concerns and I will  
>pass them along to Emma  
>  
>- Lindsay Moir  
>  
>-----Original Message-----  
>From: Bennett, Emma EDUC:EX  
>  
>Good afternoon,  
>  
>Shared Services BC has advised me that they would like to complete work  
>on the space enhancement project that may cause resonating noise during  
>the lunch hour (12pm to 1pm) tomorrow and next week until August 3rd.  
>  
>This will result in some noise disruption to employees similar to what  
>was experienced today.  
>  
>Please can you let me know if there is any program activity or meetings  
>that would be impacted due to this noise or if there are any concerns.  
>  
>I appreciate that the construction noise was fairly loud today between  
>12 to 12:15pm. I did contact the project lead about the difficulties  
>this provided and they will inform us in advance of resonating noise in future.  
>  
>Thanks, Emma  
>  
>  
>  
>

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 27, 2017 5:07 PM  
**To:** Parkinson, Margaret EDUC:EX; Moir, Lindsay EDUC:EX  
**Subject:** Re: FYI: Contract Procurement and Approval Process Document

Agreed

---

**From:** "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>  
**Date:** Thursday, July 27, 2017 at 1:17 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Subject:** RE: FYI: Contract Procurement and Approval Process Document

K – but I would still suggest inviting all the managers. They're the ones who need to know the process. We can invite Krista, Shannon and Amanda as well.

Lindsay, were you planning on inviting me?????

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 27, 2017 1:01 PM  
**To:** Moir, Lindsay EDUC:EX; Parkinson, Margaret EDUC:EX  
**Subject:** Re: FYI: Contract Procurement and Approval Process Document  
Would prefer a dedicated meeting thanks

e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Thursday, July 27, 2017 at 12:59 PM  
**To:** "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>  
**Cc:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: FYI: Contract Procurement and Approval Process Document  
I'm just worried about that information getting transferred down to those who really need it (like Andrew, John and Krista – all who I've invited to this meeting on the 24<sup>th</sup>)...

~ Lindsay Moir

---

**From:** Parkinson, Margaret EDUC:EX  
**Sent:** Thursday, July 27, 2017 12:55 PM  
**To:** Moir, Lindsay EDUC:EX; Liddy, Eleanor EDUC:EX  
**Subject:** RE: FYI: Contract Procurement and Approval Process Document  
Why don't we just do it at a managers and directors meeting. All of them should know the process and very few of them don't have contracts

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Thursday, July 27, 2017 12:49 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Parkinson, Margaret EDUC:EX  
**Subject:** RE: FYI: Contract Procurement and Approval Process Document  
Scheduled for Aug 24<sup>th</sup> – Margaret, you and Nelson may have a better idea of anyone else who may need to attend, feel free to forward to the invite on.

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 24, 2017 11:00 AM  
**To:** Moir, Lindsay EDUC:EX

**Cc:** Parkinson, Margaret EDUC:EX

**Subject:** Re: FYI: Contract Procurement and Approval Process Document

Hi Lindsay

Can you set up a meeting with Andrew, John Anderson and anyone else that is running contracts? I'd like Margaret to walk through this process with her Div hat on and tell us what she needs?

Thanks

e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>

**Date:** Friday, July 14, 2017 at 10:25 AM

**To:** "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, Jill Kot <jill.kot@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>

**Cc:** "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Gent, Judy J EDUC:EX" <Judy.Gent@gov.bc.ca>

**Subject:** FYI: Contract Procurement and Approval Process Document

As discussed yesterday, this is what Finance currently has available but as noted below they are working on getting formal process maps created, complete with timelines.

~ Lindsay Moir

---

**From:** Friesen, Avalon EDUC:EX

**Sent:** Thursday, July 13, 2017 4:51 PM

**To:** Moir, Lindsay EDUC:EX

**Subject:** RE: Contract Procurement and Approval Process Document

Hey –here is a summary of the approval process in table format that you can use for the time-being. We would like to put a process map together too, so that is in the works. Timelines will be subject to DM/EFO input and response times, but yes, it is something that we'd like to get out in the next week or so (subject to approval).

Type	Approvals Required	Process
Business Decision to contract	<ul style="list-style-type: none"><li>EA</li><li>CFO, EFO and DM (as required)</li></ul>	<ul style="list-style-type: none"><li>Send Decision Note via e-approval to CFO</li></ul>
All New Contracts and Amendments (any value)	<ul style="list-style-type: none"><li>Draft procurement documents that will be posted to BC Bid (e.g. RFP, RFQ, NOI, etc.) are required to be approved by the EA and reviewed by the Director of Policy, Procurement and Governance (PPG)</li></ul>	<ul style="list-style-type: none"><li>Send draft procurement documents via e-approval</li></ul>
	<ul style="list-style-type: none"><li>Draft contract required to be reviewed by Director, PPG</li></ul>	<ul style="list-style-type: none"><li>Send draft contract via e-approval</li></ul>
Government Transfers (STOB 77, 79 and 80)	<ul style="list-style-type: none"><li>EA</li><li>CFO</li></ul>	<ul style="list-style-type: none"><li>Send Government Transfer Request (GTR) form, Decision Note, or other documentation to CFO via e-approval</li></ul>

**Avalon Friesen**

Branch Administrator

Financial Service Branch

Ministry of Education

Mobile: (778) 676-0763

---

**From:** Moir, Lindsay EDUC:EX

**Sent:** Thursday, July 13, 2017 3:11 PM

**To:** Friesen, Avalon EDUC:EX

**Subject:** Contract Procurement and Approval Process Document

Wondering if you guys have a document (or will you have a document) that outlines the above process? My management team are looking for the start to finish process (including obtaining DM approval) with timelines built in, if possible.....

~Lindsay Moir, BEd

Executive Coordinator | Jill Kot, ADM

Services and Technology Division

And Learning Modernization Project

Ministry of Education

3<sup>rd</sup> Floor – 620 Superior Street

Mailing Address: PO Box 9886 STN PROV GOVT

Victoria BC V8W 9T6

Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)

Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 27, 2017 5:04 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: IS.22

Never heard of that, but oh well

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Thursday, July 27, 2017 at 12:45 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** s.22

s.22

~ Lindsay Moir, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 27, 2017 11:00 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: Your registration information for the Ministry of Education-BCSTA Partner Liaison Meeting has been updated

Can you correct this to say Acting...  
ta

---

**From:** Ministry of Education <[educ.stakeholder.engagement@gov.bc.ca](mailto:educ.stakeholder.engagement@gov.bc.ca)>  
**Reply-To:** "EDUC Stakeholder Engagement EDUC:EX" <[EDUC.Stakeholder.Engagement@gov.bc.ca](mailto:EDUC.Stakeholder.Engagement@gov.bc.ca)>  
**Date:** Thursday, July 27, 2017 at 10:11 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** Your registration information for the Ministry of Education-BCSTA Partner Liaison Meeting has been updated

Dear Eleanor,  
Your registration for the Ministry of Education-BC School Trustees Association Partner Liaison Meeting on October 25, 2017 at the s.15,s.22 has been updated. Your registration details are now as follows:  
**Registration Information for Eleanor Liddy**

---

Work Email	<a href="mailto:eleanor.liddy@gov.bc.ca">eleanor.liddy@gov.bc.ca</a>
Position	Assistant Deputy Minister
Organization	Ministry of Education
School District	None

Special Dietary Requirements

Need to change your registration again or cancel it? Click [here](#) and select the appropriate icons.

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 27, 2017 10:54 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: s.22

Thanks... and apparently Heather is working on something for me for this period s.22  
s.22  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Thursday, July 27, 2017 at 9:16 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** FW s.22

FYI

~ Lindsay Moir

---

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** Thursday, July 27, 2017 9:05 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** s.22  
Hello Lindsay,

s.22

Should you wish to speak with us, please call 1-877-277-0772, press option 2 and quote your reference number (170719-000480).

Thank you and have a great day!  
Keshia Heinz  
HR Admin Coordinator

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 27, 2017 10:34 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Partner Liaison Meeting - Oct 25 - Information Requested

Thanks

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Thursday, July 27, 2017 at 9:21 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** RE: Partner Liaison Meeting - Oct 25 - Information Requested

Sounds good, I can reply back to Trevor for you and see what comes of it.

– Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 6:23 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: Partner Liaison Meeting - Oct 25 - Information Requested  
I think I'd like to bring 3 as we have the biggest division – Emilie, Kim and Kevena ...

---

**From:** "Soares, Ramona EDUC:EX" <Ramona.Soares@gov.bc.ca>  
**Date:** Wednesday, July 26, 2017 at 1:42 PM  
**To:** "Mason, Shanna EDUC:EX" <Shanna.Mason@gov.bc.ca>, "Godin, Keith EDUC:EX" <Keith.Godin@gov.bc.ca>, "McCrea, Jennifer EDUC:EX" <Jennifer.McCrea@gov.bc.ca>, Suzanne Hoffman <Suzanne.Hoffman@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Cc:** "Teng, Zita EDUC:EX" <Zita.Teng@gov.bc.ca>, "Paul, Trevor EDUC:EX" <Trevor.Paul@gov.bc.ca>, "Gajdics, Peter EDUC:EX" <Peter.Gajdics@gov.bc.ca>  
**Subject:** Partner Liaison Meeting - Oct 25 - Information Requested

Colleagues,

A few details for the 3<sup>rd</sup> Annual Partner Liaison Meeting scheduled for Wednesday, October 25, 2017.

### **Partner attendance**

3 representatives from each school district have been invited to attend (Board Chair, Superintendent and Secretary-Treasurer) along with 8 executive members from the BCSTA, 1 from the BCSSA, and 1 from BCASBO.

Thus far we have 163 participants registered from the 60 school districts and these partner groups.

### **Ministry Executive attendance**

The Deputy Minister and all ADMs have been registered for the meeting and their hotel rooms have been reserved.

### **Ministry staff attendance - Action required**

We have allocated space for 2 staff (Executive Director/Director) per division. As we did last year, these individuals will be asked to act as facilitators at a table and to assist with the overall flow of the day based on agenda items. As there are senior representatives from the Education Partners who will be in attendance, we are looking for representation from the Ministry at an ED or Director level.

**Please forward the names of 2 staff from your Division you can support to attend the meeting.**

**Please send names to Trevor Paul ([trevor.paul@gov.bc.ca](mailto:trevor.paul@gov.bc.ca)) by Monday, July 31<sup>st</sup> so we can register them and book hotel rooms.**

I will provide you further updates on the agenda and your participation over the coming weeks.

Thanks,

*Ramona Soares*

Assistant Deputy Minister

## Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 5:47 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Bertrand, Julie EDUC:EX; Sampson, Laura EDUC:EX  
**Subject:** Agenda for call with DM  
**Attachments:** s.13

Hi Julie and Lindsay – Lindsay was going to make this look more official ... can you work together to provide to the DM asap.  
Sorry I'm late with this

Thanks

E

Here are the items for discussion tomorrow, and the supporting material.

s.13

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 2:29 PM  
**To:** Moir, Lindsay EDUC:EX; Macauley, Andrew EDUC:EX  
**Cc:** Huggett, Melanie R EDUC:EX  
**Subject:** Re: BEA

Will leave Andrew to sort out..

e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Wednesday, July 26, 2017 at 2:27 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, "Macauley, Andrew EDUC:EX" <[Andrew.Macauley@gov.bc.ca](mailto:Andrew.Macauley@gov.bc.ca)>  
**Cc:** "Huggett, Melanie R EDUC:EX" <[Melanie.Huggett@gov.bc.ca](mailto:Melanie.Huggett@gov.bc.ca)>  
**Subject:** RE: BEA

Let me know how they want it paid – perhaps we can just put it on Shannon's credit card? OR if they invoice us, that can be submitted to accounts (but they wont get paid by tomorrow).

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 2:26 PM  
**To:** Moir, Lindsay EDUC:EX; Macauley, Andrew EDUC:EX  
**Subject:** Re: BEA  
So how do we pay for it?

e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Wednesday, July 26, 2017 at 2:22 PM  
**To:** "Macauley, Andrew EDUC:EX" <[Andrew.Macauley@gov.bc.ca](mailto:Andrew.Macauley@gov.bc.ca)>  
**Cc:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** FW: BEA

FYI – you're good to go on booking the MyEd venue. I will send you a copy of the BEA as soon as I receive it.

~ Lindsay Moir

---

**From:** Bertrand, Julie EDUC:EX  
**Sent:** Wednesday, July 26, 2017 1:25 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** BEA

Hi Lindsay,

Confirming with you that the BEA is approved. I just need to apply the e-sig

**Julie Bertrand | Documents Coordinator**

Deputy Minister's Office | Ministry of Education

Phone: (250) 356-1234

Email: [Julie.Bertrand@gov.bc.ca](mailto:Julie.Bertrand@gov.bc.ca)

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 2:17 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Hall, Kevena EDUC:EX  
**Subject:** FW: 1:1 Kevena/Eleanor

Can you make this happen.. We can meet in 3019 or Kev's office

---

**From:** Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>  
**Date:** Wednesday, July 26, 2017 at 2:14 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** Re: 1:1 Kevena/Eleanor

Yes

Sent from my iPhone

On Jul 26, 2017, at 2:08 PM, Liddy, Eleanor EDUC:EX <[Eleanor.Liddy@gov.bc.ca](mailto:Eleanor.Liddy@gov.bc.ca)> wrote:

Can we bump this up to 3:30?

---

**From:** [Eleanor.Liddy@gov.bc.ca](mailto:Eleanor.Liddy@gov.bc.ca)  
**When:** 4:00 PM - 4:30 PM July 31, 2017  
**Subject:** 1:1 Kevena/Eleanor  
**Location:** Room 319

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 1:33 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: MyEd BC Video  
**Attachments:** image001.png; image002.png

Have a look ;)  
e

---

**From:** "Follett, Britten" <[bfollett@follett.com](mailto:bfollett@follett.com)>  
**Date:** Tuesday, July 25, 2017 at 7:35 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, "Huggett, Melanie R EDUC:EX" <[Melanie.Huggett@gov.bc.ca](mailto:Melanie.Huggett@gov.bc.ca)>  
**Cc:** "Coster, Frank" <[FCoster@follett.com](mailto:FCoster@follett.com)>, "Schneider, Kimberly" <[kschneider@follett.com](mailto:kschneider@follett.com)>, "Thompson, Sheri" <[SThompson@follett.com](mailto:SThompson@follett.com)>, "Story, Lori" <[lstory@follett.com](mailto:lstory@follett.com)>  
**Subject:** MyEd BC Video

Good morning Ellen and Melanie,

The long awaited Aspen/BC video is here. Please take a look and let me know if you have any questions, concerns, or suggested edits.

s.13

Thanks and let us know what you think!  
Britten

*P.S. Librarians are in a perfect position to lead digital citizenship. Get started with our [Project Connect microcredential courses!](#)*

**Britten Follett**

Vice President, Marketing



Tel: +1.708.884.3504 | Mobile: +1.815.271.2675

Skype: brittenfollett

Follett School Solutions

1340 Ridgeview Dr.

McHenry, IL 60050 USA

[bfollett@follett.com](mailto:bfollett@follett.com) [www.follett.com](http://www.follett.com)



JOIN OUR  
TALENT COMMUNITY

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 11:57 AM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Macauley, Andrew EDUC:EX  
**Subject:** Deposit for Academey

I've signed the bEA, and we need to get the \$\$ over by tomorrow to confirm our space. Do you know where this one is ?<sup>s.22</sup>  
s.22  
e

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 9:10 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** MRF briefing

Also, can you confirm that Fridays's is 20 minutes?

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Wednesday, July 26, 2017 at 9:04 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** RE: Director/Manager Monthly Leadership Team Meeting

That was good advice!! The meetings are not 100% set in stone yet, we're supposed to be getting confirmation sometime this morning. I will make sure you have lots of travel time!

~Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 9:01 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Director/Manager Monthly Leadership Team Meeting  
Lindsay – I am going to leave at 10 from this so I have time to get over to the Minister's office, and not be late....Jill told me to always be 15 min early ;)  
e

---

**From:** [Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)  
**When:** 9:00 AM - 10:30 AM August 1, 2017  
**Subject:** Director/Manager Monthly Leadership Team Meeting  
**Location:** Room 536

If you are going to be away on vacation, please forward invite to whomever will be attending on your behalf (or let me know and I can invite them).

~LM

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Tuesday, July 25, 2017 7:38 PM  
**To:** Hall, Kevena EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** EDUC DL ST Leadership Team; Lacharite, Kim A EDUC:EX; Calleberg, Angie EDUC:EX  
**Subject:** Re: Info Request - Ministry Partner Events Tracking Document

Think we should put the Think Tank sessions in, and those that are formally organized with AVED. But keep this week's out  
e

---

**From:** Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>  
**Date:** Tuesday, July 25, 2017 at 3:46 PM  
**To:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Cc:** EDUC DL ST Leadership Team <[LTEAM2@Victoria1.gov.bc.ca](mailto:LTEAM2@Victoria1.gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, "Calleberg, Angie EDUC:EX" <[Angie.Calleberg@gov.bc.ca](mailto:Angie.Calleberg@gov.bc.ca)>  
**Subject:** Re: Info Request - Ministry Partner Events Tracking Document

Thanks !

Suggest we hold on the psi thing till get a sense of priority level w DM and if formalized as "partner work "

Sent from my iPhone

On Jul 25, 2017, at 3:34 PM, Moir, Lindsay EDUC:EX <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)> wrote:

Further to the note I sent this morning with the copy of the tracking document that went to exec, this is the email I receive every two weeks to update it.

As mentioned earlier, if there are things you think should be included, please let me know. My understanding was it was just for ADM mtgs (or mtgs where staff attend obo ADM) so I generally have a pretty good sense of what goes in here.

Kevena – I had discussed with Rebekah whether or not we should include the PSI meetings, I haven't received a definite answer. Perhaps I'll have Eleanor ask Ramona....

~ Lindsay Moir

---

**From:** Hamilton, Sheila EDUC:EX  
**Sent:** Tuesday, July 25, 2017 3:30 PM  
**To:** Forman, Chelsea S EDUC:EX; Gibbs, Lisa EDUC:EX; Isaac, Chrysstena D EDUC:EX; Kubisheski, Carlee EDUC:EX; Martin, Mari EDUC:EX; Mason, Shanna EDUC:EX; McGeachy, Denise EDUC:EX; Mercer, Sally EDUC:EX; Moir, Lindsay EDUC:EX; Sampson, Laura EDUC:EX; Schroeder, Alan EDUC:EX  
**Cc:** Gajdics, Peter EDUC:EX; Henneberry, Leah EDUC:EX; Jonker, Brian EDUC:EX; Cover, Dwayne EDUC:EX; Malczewska, Sophia EDUC:EX; Paul, Trevor EDUC:EX; Sheppard, Grant EDUC:EX; Squires, Paul E EDUC:EX; Sures, Lauren EDUC:EX; Teng, Zita EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX; Ford, Rebekah R EDUC:EX  
**Subject:** Info Request - Ministry Partner Events Tracking Document

Hi Everyone,

It's time to update our Ministry's **CURRENT Education Partner Events Tracking Document**.

Here is the [link](#).

***If you are adding a NEW meeting or event to the document, please highlight the entire row in YELLOW.***

Ensure your Division tab as well as the Awareness and Celebratory Events tab are accurate and up-to-date. Instructions are located on the first tab of the spreadsheet. If at all possible, please ensure meeting and event information is filled in up to **July 31<sup>st</sup>, 2018**. Once updated, please email me to let me know that it has been done.

***The deadline for changes is Friday, July 21<sup>th</sup> at 9:00am.***

If you have any questions, please email or call me at 250-356-1083.

*Sheila Hamilton*

Program Coordinator

Partner and Intergovernmental Relations

Ministry of Education

Phone: 250-356-1083

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Tuesday, July 25, 2017 2:35 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Macauley, Andrew EDUC:EX  
**Subject:** JEC meeting

Hi Lindsay

We need to have a MyEd BC JEC meeting. Wondering if you can schedule for sometime the week of Aug 21-25?

Thank you

E

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Tuesday, July 25, 2017 2:32 PM  
**To:** Bartz, Janet EDUC:EX; Brewer, Monique EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** Patterson, Farrah EDUC:EX  
**Subject:** s.22

Hi there  
s.22

E

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Tuesday, July 25, 2017 1:02 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Meeting with DM - Thursday

**Importance:** High

Will do....  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Tuesday, July 25, 2017 at 12:59 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** Meeting with DM - Thursday

DM is in Vancouver tomorrow and Thursday – DMO has arranged a call for you at 3:30pm on Thursday.  
Can you let me know your agenda items and if there will be materials and I'll pull everything together?

~Lindsay Moir, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Tuesday, July 25, 2017 1:02 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Gillespie, Emma EDUC:EX  
**Subject:** ST Leadership

Hi there Lindsay

Can you include Emma on the invite to ST Leadership? Emma, you would be welcome to stay for all or part of the meetings but good to have the update from PWI. Later in August would be great to have a quick review of the hiring process for excluded staff.

Thanks

e

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Tuesday, July 25, 2017 12:39 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: transition note - TRC  
**Attachments:** Learning\_TRC Calls for Action (2017\_07\_05) ADM.docx

Hi Lindsay  
Can you pop a copy of this note into our briefing binder?  
Thanks

---

**From:** "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>  
**Date:** Tuesday, July 25, 2017 at 10:31 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, "Calleberg, Angie EDUC:EX" <Angie.Calleberg@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>  
**Cc:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Subject:** FW: transition note - TRC

Please see attached. Rob shared their transition note on the Truth and Reconciliation Commission.

Emilie

**Emilie Hillier**, Executive Director, Strategic Initiatives and Student Certification

BC Ministry of Education | PO Box 9886 Stn Prov Govt, Victoria, BC V8W 9T6 | ' 250-886-4844

[www.bced.gov.bc.ca/graduation/](http://www.bced.gov.bc.ca/graduation/) | [www.bced.gov.bc.ca/transcript/](http://www.bced.gov.bc.ca/transcript/) | [www.bced.gov.bc.ca/exams/](http://www.bced.gov.bc.ca/exams/) | [BC Training and Education Savings Grant](#) | [www.curriculum.gov.bc.ca/](http://www.curriculum.gov.bc.ca/)

*This e-mail message may contain privileged or confidential information. You may not disclose, use, distribute, or copy this message or attachment in any way without permission from the sender. If you received this e-mail message in error, please delete the e-mail and any attachments.*

---

**From:** Barber, Alex EDUC:EX  
**Sent:** Tuesday, July 25, 2017 10:26 AM  
**To:** Hillier, Emilie A EDUC:EX  
**Cc:** Hicks, Rob EDUC:EX  
**Subject:** transition note - TRC

Hi Emilie:

Attached is the transition note you requested.

Cheers,

Alex

Alex Barber

Policy Analyst

Aboriginal Education, Learning Division

BC Ministry of Education

250-514-0738

<http://www.bced.gov.bc.ca/abed/>

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 24, 2017 5:17 PM  
**To:** Moir, Lindsay EDUC:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Hall, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX  
**Subject:** Re: Estimates Prep Starting

Thanks – this will be on our leadership agenda for tomorrow.  
e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Monday, July 24, 2017 at 11:08 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>, "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>  
**Subject:** RE: Estimates Prep Starting

Just confirming that our notes will be based off the upcoming September budget (NDP's budget).

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 4:02 PM  
**To:** Moir, Lindsay EDUC:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Bamford, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX  
**Subject:** Re: Estimates Prep Starting  
Thanks for setting us straight Lindsay!!  
s.13

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Thursday, July 20, 2017 at 3:46 PM  
**To:** "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Lindsay Moir <lindsay.moir@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>  
**Subject:** FW: Estimates Prep Starting

Hi all,

As I believed, we did not create 2017 Estimates notes – we didn't have an estimates due to the Election. Some may be thinking of the transition material we started creating back then in anticipation of a new Minister after the May election.

Below (same as the attached), and what I have saved on the LAN, are the notes we provided for 2016. Please confirm any additions or deletions.

1. Shared Services

2. MyEd BC
3. Next Gen Network
4. Training and Education Savings Program
5. Scholarships
6. Data Breach

~ Lindsay Moir

---

**From:** Turner, Julie EDUC:EX

**Sent:** Thursday, July 20, 2017 11:38 AM

**To:** Godin, Keith EDUC:EX; Mason, Shanna EDUC:EX; McCrea, Jennifer EDUC:EX; Soares, Ramona EDUC:EX

**Cc:** Teng, Zita EDUC:EX; Rowan, Glenn EDUC:EX; Dillon-Davis, Shonan EDUC:EX; Ma, Tiffany J EDUC:EX; Gajdics, Peter EDUC:EX; Gibbs, Lisa EDUC:EX; Moir, Lindsay EDUC:EX; Shea, Megan EDUC:EX; Sures, Lauren EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX

**Subject:** Estimates Prep Starting

Good morning – work is now beginning with respect to Estimates prep, and Corporate Services will be the lead in coordinating the materials. Actual dates for the Debate are still uncertain, but we are starting the process in anticipation of the Debate.

**As a first step, can you please provide me with a preliminary list of the top 5-7 issues from your division by end of day Tuesday, July 25.** These items will form the Table of Contents for the Minister and DM binders only – any additional division notes and in-depth division information will be in your own binders. I've attached last years' ToC as reference for you.

Once we receive this preliminary list, I will send out a further email with next steps and the template for notes, SharePoint information, and timelines for approvals. Any questions, please let me know.

Thanks very much.

**Julie Turner**

Director, Corporate Services and Initiatives  
Resource Management and Corporate Services Division  
Ministry of Education  
Cell: 250-889-4643

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 24, 2017 4:22 PM  
**To:** Shypitka, James M EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** Teo, HB EDUC:EX  
**Subject:** Re: CCIO Meetings

Thanks James... appreciate this.  
e

---

**From:** "Shypitka, James M EDUC:EX" <[James.Shypitka@gov.bc.ca](mailto:James.Shypitka@gov.bc.ca)>  
**Date:** Monday, July 24, 2017 at 2:30 PM  
**To:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Cc:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>  
**Subject:** RE: CCIO Meetings

Yes thanks.

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 24, 2017 2:30 PM  
**To:** Shypitka, James M EDUC:EX  
**Cc:** Liddy, Eleanor EDUC:EX; Teo, HB EDUC:EX  
**Subject:** CCIO Meetings

James,

FYI – Eleanor has asked that I put the CCIO meetings in her calendar but that you will hopefully be agreeable to attend on the Ministry's behalf until we have a new ADM/CIO.

I will connect with the organizers to get the dates, and ask that you be invited. If any meetings conflict, let me know and I'll see if perhaps HB can attend.

Let me know if you foresee any issue.

~ Lindsay Moir, BEd

Executive Coordinator | Eleanor Liddy, A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 24, 2017 1:20 PM  
**To:** Moir, Lindsay EDUC:EX; Christbason, Talya EDUC:EX  
**Subject:** Re: clippings

Not an issue but wondering why?

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Monday, July 24, 2017 at 12:27 PM  
**To:** "Christbason, Mtic:Ex" <Talya.Christbason@gov.bc.ca>  
**Cc:** "Hamel, Sandra FIN:EX" <Sandra.Hamel@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** RE: clippings

As there is a cost associated, I need ADM approval.  
CC'ing Eleanor for that approval.

---

**From:** Christbason, Talya EDUC:EX  
**Sent:** Monday, July 24, 2017 12:27 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Hamel, Sandra FIN:EX  
**Subject:** clippings

Hi Lindsay,

Apologies If I asked already and gapped – can we add Sandra to the daily news clippings from GCPE?

Thanks!

**Talya Christbason** | Director, Sector Strategic Initiatives

Learning Modernization, Services and Technology Division | Ministry of Education

Mobile: 250-507-4395

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 5:28 PM  
**To:** Moir, Lindsay EDUC:EX; Lacharite, Kim A EDUC:EX; Walt, Nancy J EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Hall, Kevena EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX  
**Subject:** Re: challenges and opportunities - consolidation  
**Attachments:** Services and Technology Division - Positives and Opportunites.docx

Thank you all for your contributions. Attached is the final cull – down from 6 pages to 2. The audience for this is the Minister, so kept things at a very high level, and threw in a few other bits and pieces. Our DM is going to take what each division has provided and further reduce – as I think the final doc will be 2 pages. Looking over what we've done, it is quite a list of accomplishments – going to keep the original for my back pocket.

Hope everyone has a great weekend, and thanks for all your support this week. Going to be leaning on you all as we move forward – and I couldn't ask for a stronger group.

Yours exhaustedly  
elenaor

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 21, 2017 at 10:38 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>  
**Subject:** RE: challenges and opportunities - consolidation

If I can get everything before noon, that would be great. I'm going to work from home this afternoon but I'll pull everything together and get to Eleanor by 1pm so she can review and we can meet Zita's end of day deadline.  
Thanks all,

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 10:28 AM  
**To:** Lacharite, Kim A EDUC:EX; Walt, Nancy J EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Bamford, Kevena EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX  
**Subject:** Re: challenges and opportunities - consolidation  
Thanks for the offer Kim – at this point I'd like to keep the process through Lindsay, as she has some of them already.  
Cheers  
e

---

**From:** Kim Lacharite <kim.lacharite@gov.bc.ca>  
**Date:** Friday, July 21, 2017 at 10:18 AM  
**To:** Nancy Walt <Nancy.Walt@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Cc:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Subject:** challenges and opportunities - consolidation  
Hi folks – just an offer – if you want to send me your lists, I can consolidate them and send them through for LMP (to Lindsay).  
Kim Lacharite

Executive Director  
Learning Transformation Initiative  
Ministry of Education  
620 Superior Street, Victoria BC  
Phone 250-588-1700

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 3:21 PM  
**To:** Lacharite, Kim A EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** Hillier, Emilie A EDUC:EX  
**Subject:** Re: LMP Decisions Required (30,60,90)

**Importance:** High

Was just discussing with Emilie whether this needed Minister approval/decision. Will flag on list – if DM is comfortable giving approval, will take that route.

e

---

**From:** Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>  
**Date:** Friday, July 21, 2017 at 3:06 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Subject:** RE: LMP Decisions Required (30,60,90)

Further to my our earlier conversation, Eleanor, there are few items here that the DM could decide on his own – and we wouldn't have to put forward to the Minister. They are (feel free to call me if you wish to discuss):

s.13

**From:** Lacharite, Kim A EDUC:EX  
**Sent:** Friday, July 21, 2017 1:28 PM  
**To:** Liddy, Eleanor EDUC:EX; Moir, Lindsay EDUC:EX  
**Subject:** LMP Decisions Required (30,60,90)

Eleanor – here's how I suggest we tee up the 30,60,90 day decisions. Please call me with any questions – I'll be at an appointment from 2-3, and then working from home.

Lindsay – rather than track changes to Zita's template, presented it this way so Eleanor could review and edit before we mess with the template.

Kim

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 1:52 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** Re: Correction needed to FN Curriculum Transition Note

Please thank them on our behalf...

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Friday, July 21, 2017 at 1:46 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Cc:** "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>  
**Subject:** RE: Correction needed to FN Curriculum Transition Note

Confirmed the DMO will work to update the note in all binders for Minister and DM

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 1:28 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** Correction needed to FN Curriculum Transition Note  
**Importance:** High

We need to remove this bullet from the transition note. There was some miscommunication with LD – I confirmed with them yesterday that they have not formally been working on this. This bullet was added at some point, by them we thought, but now clarified. I know the binders have been sent over, so not sure of what can be done at this point.

e

s.13

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 1:52 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** Re: Correction needed to FN Curriculum Transition Note

Thanks for trying Lindsay – long story.  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Friday, July 21, 2017 at 1:33 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Cc:** "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>  
**Subject:** RE: Correction needed to FN Curriculum Transition Note

I've sent an updated version of the Transition Note to the DMO – not sure if it's possible to update but we'll try.  
We can print a new copy of the note for your binder just in case they can change it.

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 1:28 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** Correction needed to FN Curriculum Transition Note  
**Importance:** High

We need to remove this bullet from the transition note. There was some miscommunication with LD – I confirmed with them yesterday that they have not formally been working on this. This bullet was added at some point, by them we thought, but now clarified. I know the binders have been sent over, so not sure of what can be done at this point.

e  
s.13

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 11:13 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: TO DO: EDUC\_Priority Issues and Items for Decision - got it!!

Most of it was LMP anyway..  
e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 21, 2017 at 11:07 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>, "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>  
**Subject:** RE: TO DO: EDUC\_Priority Issues and Items for Decision - got it!!

Most excellent!

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 11:07 AM  
**To:** Moir, Lindsay EDUC:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Bamford, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX  
**Subject:** Re: TO DO: EDUC\_Priority Issues and Items for Decision - got it!!  
**Importance:** High  
Stand down on this – Kim and I have it under control...

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 21, 2017 at 11:03 AM  
**To:** "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Lindsay Moir <lindsay.moir@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>  
**Subject:** TO DO: EDUC\_Priority Issues and Items for Decision  
Apologies all, another document that needs to be completed by end of day today. Please let me know if you'll be providing edits and I can compile for the division.

~ Lindsay Moir

---

**From:** Teng, Zita EDUC:EX  
**Sent:** Thursday, July 20, 2017 6:27 PM  
**To:** Godin, Keith EDUC:EX; Liddy, Eleanor EDUC:EX; Mason, Shanna EDUC:EX; McCrea, Jennifer EDUC:EX; Soares, Ramona EDUC:EX  
**Cc:** Shea, Megan EDUC:EX; Moir, Lindsay EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX; Silletta, Janie EDUC:EX; Sures, Lauren EDUC:EX; Gajdics, Peter EDUC:EX  
**Subject:** For Review: EDUC\_Priority Issues and Items for Decision  
Hi All,

Looking for your review and input on the attached 30-60-90 document for the Minister. During my initial discussion with Scott he mentioned creating a running 30-60-90 document for items we require Minister decision on. I pulled the document together from the issues notes in our transition binder, however, I am also looking to include all regular more

operational decisions, such as the use of his esig on the Adult certificates (S&T lead), and upcoming capital potential announcements (although these may be routed through GCPE in the future). Anything that may need to come forward in the next 30-60-90 days for his decision should be on the list. I did leave some out and they are listed at the bottom of the document as I felt direction may be required prior to us moving forward to seek a decision.

If you can please review and add any items by end of day tomorrow that would be appreciate. We may review at Executive on Monday (ill confirm with Scott tomorrow).

(Sorry Shanna – another tracking/30-60-90 document/template!!! 😊)

Zita

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 10:13 PM  
**To:** Walt, Nancy J EDUC:EX; Moir, Lindsay EDUC:EX  
**Subject:** Re: What's working, what are gaps or opportunities

Thanks Nancy – think we can use some of this for sure.  
e

---

**From:** Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>  
**Date:** Thursday, July 20, 2017 at 10:00 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Subject:** What's working, what are gaps or opportunities

This may not be quite what you are looking for, but was compiled and reflects sentiments of my group.  
s.12,s.13

Nancy Walt  
Executive Director  
Curriculum and Assessment  
Learning Modernization Project  
Ministry of Education  
Curriculum Redesign: [www.curriculum.gov.bc.ca](http://www.curriculum.gov.bc.ca)

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 7:20 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Minister briefings

Thanks Lindsay – if there is any way at all to ask for mine to be before end Aug 3 I would so appreciate it. s.22  
s.22  
e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Thursday, July 20, 2017 at 3:30 PM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** FW: Minister briefings

FYI – I've put a hold in your calendar for Friday and will make note for the following week

~ Lindsay Moir

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Thursday, July 20, 2017 3:30 PM  
**To:** Williams, Eve EDUC:EX; Shea, Megan EDUC:EX; Moir, Lindsay EDUC:EX; Gajdics, Peter EDUC:EX; Silletta, Janie EDUC:EX  
**Cc:** Gibbs, Lisa EDUC:EX; Teng, Zita EDUC:EX; Bertrand, Julie EDUC:EX  
**Subject:** RE: Minister briefings

Hello again,

I've received an update that the Minister briefings will begin Friday July 28<sup>th</sup>, and will continue into the next week. Please update the holds in your executive's calendars accordingly.

Thanks,

Laura

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Thursday, July 20, 2017 12:19 PM  
**To:** Williams, Eve EDUC:EX; Shea, Megan EDUC:EX; Moir, Lindsay EDUC:EX; Gajdics, Peter EDUC:EX; Silletta, Janie EDUC:EX  
**Cc:** Gibbs, Lisa EDUC:EX  
**Subject:** Minister briefings

Hi Everyone,

We anticipate that briefings with Minister Fleming will occur on Thursday and Friday of next week. Although the exact times are yet to be determined, please hold these days in your executive's calendars (or at least be prepared to move whatever you have going on for those days).

Thanks,

Laura Sampson |Senior Executive Assistant  
Deputy Minister's Office | Ministry of Education  
Ph: 250-387-2026 E: [laura.sampson@gov.bc.ca](mailto:laura.sampson@gov.bc.ca)

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 7:17 PM  
**To:** Moir, Lindsay EDUC:EX; Walt, Nancy J EDUC:EX; Lacharite, Kim A EDUC:EX; Bradford, Melanie EDUC:EX  
**Cc:** Munro, Brent D EDUC:EX; Unwin, Jan EDUC:EX  
**Subject:** Re: BCSSA

OK if all cancelled leave as is. Nancy you're off the hook this time – however I think we might want to look at their fall/winter meeting as well.

e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Thursday, July 20, 2017 at 2:40 PM  
**To:** Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, "Bradford, Melanie EDUC:EX" <[Melanie.Bradford@gov.bc.ca](mailto:Melanie.Bradford@gov.bc.ca)>  
**Cc:** "Munro, Brent D EDUC:EX" <[Brent.D.Munro@gov.bc.ca](mailto:Brent.D.Munro@gov.bc.ca)>, "Unwin, Jan EDUC:EX" <[Jan.Unwin@gov.bc.ca](mailto:Jan.Unwin@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: BCSSA

I believe we've cancelled everything – let me see if we can re-book...

~ Lindsay Moir

---

**From:** Walt, Nancy J EDUC:EX  
**Sent:** Thursday, July 20, 2017 2:07 PM  
**To:** Lacharite, Kim A EDUC:EX; Bradford, Melanie EDUC:EX  
**Cc:** Munro, Brent D EDUC:EX; Unwin, Jan EDUC:EX; Moir, Lindsay EDUC:EX; Liddy, Eleanor EDUC:EX  
**Subject:** RE: BCSSA

I can make it work I think. Lindsay/Eleanor – should/could I take Jill's spot? Nancy

---

**From:** Lacharite, Kim A EDUC:EX  
**Sent:** Thursday, July 20, 2017 11:49 AM  
**To:** Bradford, Melanie EDUC:EX  
**Cc:** Walt, Nancy J EDUC:EX; Munro, Brent D EDUC:EX; Unwin, Jan EDUC:EX  
**Subject:** RE: BCSSA

Thanks, Melanie. Nancy – we were thinking it would be good to have a rep from the curriculum team at this event. Is there anyone from your team that may be able to attend? (they could potentially take Jill's reservation)

---

**From:** Bradford, Melanie EDUC:EX  
**Sent:** Thursday, July 20, 2017 11:20 AM  
**To:** Lacharite, Kim A EDUC:EX  
**Cc:** Walt, Nancy J EDUC:EX; Munro, Brent D EDUC:EX; Unwin, Jan EDUC:EX  
**Subject:** BCSSA

Hi Kim,

As a follow up to the LMP meeting today, Nancy and Brent are not planning on attending the BCSSA academy in August. Please let me know if you need additional information.

Thanks,

Mel

**Melanie Bradford**

Curriculum Coordinator

Learning Modernization Project | Ministry of Education

Cell: 250-886-2819

[www.curriculum.gov.bc.ca](http://www.curriculum.gov.bc.ca)

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 7:06 PM  
**To:** Hillier, Emilie A EDUC:EX; Moir, Lindsay EDUC:EX; Baines, Susan A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Hall, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX  
**Subject:** Re: Estimates Prep Starting

Thanks Emilie

---

**From:** "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>  
**Date:** Thursday, July 20, 2017 at 6:10 PM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Lindsay Moir <lindsay.moir@gov.bc.ca>, "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>  
**Subject:** RE: Estimates Prep Starting

We will start on the note for BCTESG. No others specific to SCB. s.13

s.13

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 4:02 PM  
**To:** Moir, Lindsay EDUC:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Bamford, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX  
**Subject:** Re: Estimates Prep Starting  
Thanks for setting us straight Lindsay!!  
s.13

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Thursday, July 20, 2017 at 3:46 PM  
**To:** "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Lindsay Moir <lindsay.moir@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>  
**Subject:** FW: Estimates Prep Starting  
Hi all,

As I believed, we did not create 2017 Estimates notes – we didn't have an estimates due to the Election. Some may be thinking of the transition material we started creating back then in anticipation of a new Minister after the May election.

Below (same as the attached), and what I have saved on the LAN, are the notes we provided for 2016. Please confirm any additions or deletions.

1. Shared Services

2. MyEd BC
3. Next Gen Network
4. Training and Education Savings Program
5. Scholarships
6. Data Breach

~ Lindsay Moir

---

**From:** Turner, Julie EDUC:EX

**Sent:** Thursday, July 20, 2017 11:38 AM

**To:** Godin, Keith EDUC:EX; Mason, Shanna EDUC:EX; McCrea, Jennifer EDUC:EX; Soares, Ramona EDUC:EX

**Cc:** Teng, Zita EDUC:EX; Rowan, Glenn EDUC:EX; Dillon-Davis, Shonan EDUC:EX; Ma, Tiffany J EDUC:EX; Gajdics, Peter EDUC:EX; Gibbs, Lisa EDUC:EX; Moir, Lindsay EDUC:EX; Shea, Megan EDUC:EX; Sures, Lauren EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX

**Subject:** Estimates Prep Starting

Good morning – work is now beginning with respect to Estimates prep, and Corporate Services will be the lead in coordinating the materials. Actual dates for the Debate are still uncertain, but we are starting the process in anticipation of the Debate.

**As a first step, can you please provide me with a preliminary list of the top 5-7 issues from your division by end of day Tuesday, July 25.** These items will form the Table of Contents for the Minister and DM binders only – any additional division notes and in-depth division information will be in your own binders. I've attached last years' ToC as reference for you.

Once we receive this preliminary list, I will send out a further email with next steps and the template for notes, SharePoint information, and timelines for approvals. Any questions, please let me know.

Thanks very much.

**Julie Turner**

Director, Corporate Services and Initiatives

Resource Management and Corporate Services Division

Ministry of Education

Cell: 250-889-4643

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 12:12 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: outstanding leave for approval

Please do!!

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Thursday, July 20, 2017 at 11:59 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** FW: outstanding leave for approval

You ok if I approve?

~Lindsay Moir

---

**From:** Specht, Cheryl EDUC:EX  
**Sent:** Thursday, July 20, 2017 11:30 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: outstanding leave for approval  
Over to you

---

**From:** Bolton, Elda M EDUC:EX  
**Sent:** Thursday, July 20, 2017 11:30 AM  
**To:** Specht, Cheryl EDUC:EX  
**Subject:** RE: outstanding leave for approval  
I have approved s.22  
Elda Marie Bolton  
Manager, Division Operations  
Learning Division, Ministry of Education  
250 216-6038

---

**From:** Specht, Cheryl EDUC:EX  
**Sent:** Thursday, July 20, 2017 11:17 AM  
**To:** Bolton, Elda M EDUC:EX  
**Subject:** outstanding leave for approval

---

s.22

**Cheryl Specht**  
BMO Credit Card Coordinator / Systems Security Administrator  
Ministry of Education  
Financial Services Branch  
250-896-4718

*Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.*

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 12:07 PM  
**To:** Moir, Lindsay EDUC:EX; Teo, HB EDUC:EX  
**Subject:** Re: Data Governance Meeting - Monday

**Importance:** High

I would like to meet with HB pls... thanks  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Thursday, July 20, 2017 at 11:12 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>  
**Subject:** Data Governance Meeting - Monday

Hi both,

Keith has requested to chat with you both about the attached. Eleanor, to give you some background – Keith sent this to the DM for approval, the DM did not approve and asked that Keith have Jill review/approve and then bring to the Exec table.

Jill asked HB to review and to then discuss with her. While the attached was sent to HB for review, he did not get a chance to discuss it with Jill. As such, the whole package has been sent back to Keith, who is now requesting this meeting.

The meeting is currently scheduled in the middle of your OMC mtg, Eleanor, so I'm going to try and move it. Either way, let me know if you'd like to meet with HB to discuss before Monday.

~ Lindsay Moir, BEd

Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 9:52 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: ST Division and LMP - Minister Briefing PowerPoints

Of course it is...;)  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Thursday, July 20, 2017 at 8:28 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: ST Division and LMP - Minister Briefing PowerPoints

Already done and in your binder – the LMP deck doesn't have contact info in it so only the ST Division deck has been updated.

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 8:02 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: ST Division and LMP - Minister Briefing PowerPoints  
Hi Lindsay

Just realized that we need to update the contact on both of these decks, for now should be my name.  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Tuesday, July 18, 2017 at 12:15 PM  
**To:** "Hillier, Emilie A EDUC:EX" <[Emilie.Hillier@gov.bc.ca](mailto:Emilie.Hillier@gov.bc.ca)>, Jill Kot <[jill.kot@gov.bc.ca](mailto:jill.kot@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>, "Shypitka, James M EDUC:EX" <[James.Shypitka@gov.bc.ca](mailto:James.Shypitka@gov.bc.ca)>, "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>, Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>, Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>  
**Cc:** "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>  
**Subject:** ST Division and LMP - Minister Briefing PowerPoints

Hi all,

Please find attached the updated PPT's with Eddie's "look and feel" added.

~ Lindsay Moir, BEd

Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

**Baines, Susan A EDUC:EX**

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 4:34 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: Transition Note Edit  
**Attachments:** ST\_New curriculum support\_final.docx

**Importance:** High

Hi Lindsay  
Can we make sure this corrected note gets into both binders please.  
Eleanor

---

**From:** Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 2:19 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** FW: Transition Note Edit

FYI the attached

---

**From:** Duerksen, Dave EDUC:EX  
**Sent:** Friday, June 30, 2017 11:17 AM  
**To:** Lacharite, Kim A EDUC:EX  
**Cc:** Champion, Jennifer EDUC:EX; Loughran, Karen EDUC:EX  
**Subject:** FW: Transition Note Edit  
**Importance:** High  
Hi Kim, please see the attached. Karen has reviewed and made some suggested changes (thanks Karen!)  
- Dave D.

---

**From:** Loughran, Karen EDUC:EX  
**Sent:** Friday, June 30, 2017 11:11 AM  
**To:** Duerksen, Dave EDUC:EX  
**Cc:** Champion, Jennifer EDUC:EX  
**Subject:** FW: Transition Note Edit  
**Importance:** High  
Hi Dave – I've included some suggested edits in track changes – please let me know if you'd like to discuss.

---

**From:** Duerksen, Dave EDUC:EX  
**Sent:** Friday, June 30, 2017 9:53 AM  
**To:** Loughran, Karen EDUC:EX  
**Cc:** Champion, Jennifer EDUC:EX  
**Subject:** FW: Transition Note Edit  
**Importance:** High  
Hi Karen, can you please review this draft note this morning? Please use track changes to show any changes you suggest,  
Thanks, Dave

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 4:17 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Sangster, Shannon EDUC:EX  
**Subject:** Re: RUSH: DMO looking for a bio  
  
**Importance:** High

s.22

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 3:36 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Cc:** Shannon Sangster <[Shannon.Sangster@gov.bc.ca](mailto:Shannon.Sangster@gov.bc.ca)>  
**Subject:** RUSH: DMO looking for a bio

I've sent them a picture but they want to include your bio in the binder for the Minister....are you able to send ASAP>?

~ Lindsay Moir, BEd

Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 2:02 PM  
**To:** Moir, Lindsay EDUC:EX; Hall, Kevena EDUC:EX; Walt, Nancy J EDUC:EX  
**Subject:** Re: Memo for review

All good on my side. Would be great to share the slide decks used ( and the questions that arise).  
e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Wednesday, July 19, 2017 at 1:40 PM  
**To:** Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** FW: Memo for review

Carlee has only heard back from Jan (who said this was good) – looking for your review/approval.  
Please let me know, asap.

~ Lindsay Moir

---

**From:** Kubisheski, Carlee EDUC:EX  
**Sent:** Tuesday, July 18, 2017 8:35 AM  
**To:** Hoffman, Suzanne EDUC:EX; Unwin, Jan EDUC:EX; Kot, Jill EDUC:EX; Bamford, Kevena EDUC:EX; Walt, Nancy J EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX  
**Subject:** Memo for review

Good morning,  
Please see attached a memo regarding Webinar Series addressed to Kevin Reimer.  
I will be sending this to Kevin with a cc to all, after each have reviewed.  
Thank you,  
**Carlee Kubisheski, Office Administrator**  
*To Suzanne Hoffman, Chief Educator*  
*Ministry Of Education*  
*Phone: 250 893-4545*

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 2:00 PM  
**To:** Moir, Lindsay EDUC:EX; Hoffman, Suzanne EDUC:EX  
**Cc:** Kubisheski, Carlee EDUC:EX  
**Subject:** Re: BCSSA Summer Leadership Academy - Ministry Presentation - Aug 18

I would also imagine that our new DM will have some input into this?

e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 1:36 PM  
**To:** Suzanne Hoffman <[Suzanne.Hoffman@gov.bc.ca](mailto:Suzanne.Hoffman@gov.bc.ca)>  
**Cc:** "Kubisheski, Carlee EDUC:EX" <[Carlee.Kubisheski@gov.bc.ca](mailto:Carlee.Kubisheski@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** FW: BCSSA Summer Leadership Academy - Ministry Presentation - Aug 18

Suz,  
I know you've been working on this with Jill – Eleanor will be at BCSSA as well, not sure if she'll join you for the presentation or how you guys would like to proceed but please let me know if you want to connect with her to discuss. I haven't seen a recent version of your slides, wondering if there is something to share with Eleanor?

~Lindsay Moir

---

**From:** Kot, Jill EDUC:EX  
**Sent:** Thursday, July 13, 2017 6:55 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Fwd: BCSSA Summer Leadership Academy - Ministry Presentation - Aug 18

Sent from my iPhone

Begin forwarded message:

**From:** "Soares, Ramona EDUC:EX" <[Ramona.Soares@gov.bc.ca](mailto:Ramona.Soares@gov.bc.ca)>  
**To:** "Kot, Jill EDUC:EX" <[Jill.Kot@gov.bc.ca](mailto:Jill.Kot@gov.bc.ca)>, "Hoffman, Suzanne EDUC:EX" <[Suzanne.Hoffman@gov.bc.ca](mailto:Suzanne.Hoffman@gov.bc.ca)>, "Mason, Shanna EDUC:EX" <[Shanna.Mason@gov.bc.ca](mailto:Shanna.Mason@gov.bc.ca)>, "Godin, Keith EDUC:EX" <[Keith.Godin@gov.bc.ca](mailto:Keith.Godin@gov.bc.ca)>  
**Cc:** "McCrea, Jennifer EDUC:EX" <[Jennifer.McCrea@gov.bc.ca](mailto:Jennifer.McCrea@gov.bc.ca)>, "Silver, Matt EDUC:EX" <[Matt.Silver@gov.bc.ca](mailto:Matt.Silver@gov.bc.ca)>, "Teng, Zita EDUC:EX" <[Zita.Teng@gov.bc.ca](mailto:Zita.Teng@gov.bc.ca)>  
**Subject:** FW: BCSSA Summer Leadership Academy - Ministry Presentation - Aug 18

Hi Jill, Suzanne, Keith and Shanna,  
Attached is a draft deck for BCSSA Summer Academy.  
The slides in the deck were prepared for BCASBO and therefore contain most recent information from you.  
The topics for BCSSA have been discussed with them and represent their interest.  
The first slide provides you with time allocation for your segment.  
Kindly update the slides with the info you would like to present and return them to Matt Silver.  
Time allocation for your presentations is noted on slide 2 of this deck.  
If you have any questions, please let me know.

Kindly return the info by Friday July 28<sup>th</sup> or earlier.

You can focus on content. Polishing of the deck/formatting etc will be done post your updates.

Jennifer, keeping you in the loop as part of Exec.

Thanks

*Ramona Soares*

Assistant Deputy Minister

Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 11:11 AM  
**To:** Moir, Lindsay EDUC:EX; Slee, Ray EDUC:EX  
**Cc:** Teo, HB EDUC:EX  
**Subject:** Re: ST/LMP Acting ADM - Eleanor Liddy

Thanks Ray – we will likely be finished by 11:45 ;)  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 11:07 AM  
**To:** Ray Slee <[Ray.Slee@gov.bc.ca](mailto:Ray.Slee@gov.bc.ca)>  
**Cc:** "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** RE: ST/LMP Acting ADM - Eleanor Liddy

Thanks for the note Ray

~Lindsay Moir

---

**From:** Slee, Ray EDUC:EX  
**Sent:** Wednesday, July 19, 2017 11:07 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** RE: ST/LMP Acting ADM - Eleanor Liddy

Hi Lindsay,

Just FYI – there is a Leadership Team meeting being held by Ramona between 11:15 and 11:45am. The TRB IT team will dial in as usual but I will not joining the standup until about 11:45am myself.

Cheers

Ray

---

### Ray Slee

Director of Information Technology  
Ministry Of Education  
Suite 400-2025 West Broadway  
Vancouver, BC V6J 1Z6  
p: 604-775-4838  
f: 604-732-0915

This email may contain confidential information which may be privileged and is intended for the exclusive use of the addressee. Any other person is strictly prohibited from disclosing, distributing or reproducing it. If the addressee cannot be reached or is unknown to you, please inform us immediately by telephone or email.

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 11:04 AM  
**To:** EDUC DL ST Full Division; EDUC DL Learning Modernization Project  
**Subject:** ST/LMP Acting ADM - Eleanor Liddy

Hi all,

Eleanor asked that I send a quick note that until further notice she will be A/ADM for ST Division and the Learning Modernization Project. Please continue to work through me for anything that may require ADM review/approval. We will continue to have stand-up today, hope to see you all there.

~Lindsay Moir, BEd

Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project

Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

Page 123

Withheld pursuant to/removed as

s.22

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 10:17 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Transition Materials

Hey Lindsay

I noticed that Learning Modernization is not attached to Jill in the org chart for the ministry overall – is that due to just wanting to keep the chart manageable?

e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Wednesday, July 19, 2017 at 8:28 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Cc:** "Teng, Zita EDUC:EX" <Zita.Teng@gov.bc.ca>  
**Subject:** RE: Transition Materials

Eleanor,

Attached is the current e-binder – it's going to need updating but this is what we have for now.

You can find the Ministry overview materials in your divisional binder as well.

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 7:47 AM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Transition Materials

I just checked - note back is "access denied".

Thanks in advance for restoring for a little while.

e

---

**From:** "Teng, Zita EDUC:EX" <Zita.Teng@gov.bc.ca>  
**Date:** Wednesday, July 19, 2017 at 6:22 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Cc:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Subject:** RE: Transition Materials

Hi – yes, full e-binder is on the executive SP:

<https://educstaff.gov.bc.ca/dmo/All%20Chiefs%20meeting%20%20Sep%20810/Forms/AllItems.aspx?RootFolder=%2Fdmom%2Fall%20Chiefs%20meeting%20%20Sep%20810%2FTransition%202017&FolderCTID=0x012000759F52CE353F714F9CC320EAB0AA18D6&View={622534DA-0EB5-4166-ABDD-F7CF98286EE0}>

I'll check to make sure you have access.

Zita

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Tuesday, July 18, 2017 9:31 PM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX  
**Subject:** Transition Materials

Hi there

Is the Ministry briefing material on the sharepoint? I got the ST/LMP divisional material but have not seen the final version of the overall material.

E

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 10:07 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Meeting with DM today

3- 4 or 10:30 to 11:30  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 9:29 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** FW: Meeting with DM today

Anything this afternoon move-able?

~Lindsay Moir

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Wednesday, July 19, 2017 9:23 AM  
**To:** Moir, Lindsay EDUC:EX; Gajdics, Peter EDUC:EX; Silletta, Janie EDUC:EX; Shea, Megan EDUC:EX; Williams, Eve EDUC:EX  
**Subject:** Meeting with DM today

Hi Everyone,

Our new DM would like to meet with each ADM today for up to 60 mins. Please provide me with 3 time slots that your ADM can be made available and I will build a schedule accordingly.

Thank you,

Laura Sampson |Senior Executive Assistant  
Deputy Minister's Office | Ministry of Education  
Ph: 250-387-2026 E: [laura.sampson@gov.bc.ca](mailto:laura.sampson@gov.bc.ca)

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 10:04 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Canceled: LD/LMP Joint Meeting

**Importance:** High

Hi Lindsay,  
Can you send them from mine?  
Thanks  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)> on behalf of Jill Kot <[jill.kot@gov.bc.ca](mailto:jill.kot@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 10:01 AM  
**To:** Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>, "Beddall, Scott EDUC:EX" <[Scott.Beddall@gov.bc.ca](mailto:Scott.Beddall@gov.bc.ca)>, "Cadwallader, Ted EDUC:EX" <[Ted.Cadwallader@gov.bc.ca](mailto:Ted.Cadwallader@gov.bc.ca)>, "Kovacs, Patricia EDUC:EX" <[Patricia.Kovacs@gov.bc.ca](mailto:Patricia.Kovacs@gov.bc.ca)>, "Miniaci, Mario EDUC:EX" <[Mario.Miniaci@gov.bc.ca](mailto:Mario.Miniaci@gov.bc.ca)>, "Beddouche, Linda EDUC:EX" <[Linda.Beddouche@gov.bc.ca](mailto:Linda.Beddouche@gov.bc.ca)>, "McCrea, Jennifer EDUC:EX" <[Jennifer.McCrea@gov.bc.ca](mailto:Jennifer.McCrea@gov.bc.ca)>, "Hillier, Emilie A EDUC:EX" <[Emilie.Hillier@gov.bc.ca](mailto:Emilie.Hillier@gov.bc.ca)>, Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>, "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>, "Quine, Karen EDUC:EX" <[Karen.Quine@gov.bc.ca](mailto:Karen.Quine@gov.bc.ca)>, Shelaina Postings <[Shelaina.Postings@gov.bc.ca](mailto:Shelaina.Postings@gov.bc.ca)>  
**Subject:** Canceled: LD/LMP Joint Meeting

Will schedule meeting out of Kim Lacharite's calendar.

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 10:03 AM  
**To:** Kot, Jill CITZ:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Moir, Lindsay EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Lacharite, Kim A EDUC:EX; Walt, Nancy J EDUC:EX; Hall, Kevena EDUC:EX; Gillespie, Emma EDUC:EX  
**Cc:** Farrow, Jennifer EDUC:EX  
**Subject:** Re: Canceled: Leadership Team Meeting  
  
**Importance:** High

Thanks Lindsay. For the interim we will continue these meetings at the usual time.  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)> on behalf of Jill Kot <[jill.kot@gov.bc.ca](mailto:jill.kot@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 9:14 AM  
**To:** "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>, "Hillier, Emilie A EDUC:EX" <[Emilie.Hillier@gov.bc.ca](mailto:Emilie.Hillier@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>, "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>, "Shypitka, James M EDUC:EX" <[James.Shypitka@gov.bc.ca](mailto:James.Shypitka@gov.bc.ca)>, "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>, Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>, "Gillespie, Emma EDUC:EX" <[Emma.Gillespie@gov.bc.ca](mailto:Emma.Gillespie@gov.bc.ca)>  
**Cc:** "Farrow, Jennifer EDUC:EX" <[Jennifer.Farrow@gov.bc.ca](mailto:Jennifer.Farrow@gov.bc.ca)>  
**Subject:** Canceled: Leadership Team Meeting

Cancelling this series out of Jill's calendar. I will send a hold for this time from my calendar until a new ADM is appointed.

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 7:33 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Meeting with new DM tomorrow (Wed)

I got the note from Scott last night, so cleared the deck for that hour.

Ta  
e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Wednesday, July 19, 2017 at 7:09 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** Fwd: Meeting with new DM tomorrow (Wed)

FYI - mtg with new DM at 9am this morning. Let me know if you have any issue with that timing.

Sent from my iPhone

Begin forwarded message:

**From:** "Sampson, Laura EDUC:EX" <Laura.Sampson@gov.bc.ca>  
**Date:** July 18, 2017 at 9:53:15 PM PDT  
**To:** "Gajdics, Peter EDUC:EX" <Peter.Gajdics@gov.bc.ca>, "Moir, Lindsay EDUC:EX" <Lindsay.Moir@gov.bc.ca>, "Shea, Megan EDUC:EX" <Megan.Shea@gov.bc.ca>, "Sures, Lauren EDUC:EX" <Lauren.Sures@gov.bc.ca>, "Williams, Eve EDUC:EX" <Eve.Williams@gov.bc.ca>  
**Cc:** "Hamilton, Sheila EDUC:EX" <Sheila.Hamilton@gov.bc.ca>, "Piper, Darren EDUC:EX" <Darren.Piper@gov.bc.ca>  
**Subject:** Meeting with new DM tomorrow (Wed)

Hi everyone,

As I currently don't have a calendar from which to send invitations, I'll have to stick with emails for now.

Wednesday July 19th (tomorrow) at 9:00am the new DM would like to meet with all of exec. Please arrange for your executive to be available at this time for 1 hr.

Thanks,  
Laura

## **Moir, Lindsay EDUC:EX**

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Tuesday, July 18, 2017 2:58 PM  
**To:** Kot, Jill EDUC:EX  
**Subject:** Bio

s.22

~ **Lindsay Moir**, BEd

Executive Coordinator | Jill Kot, ADM

Services and Technology Division

And Learning Modernization Project

Ministry of Education

3<sup>rd</sup> Floor – 620 Superior Street

Mailing Address: PO Box 9886 STN PROV GOVT

Victoria BC V8W 9T6

Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)

Cell: (250) 886-6620

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Tuesday, July 18, 2017 3:12 PM  
**To:** Kot, Jill EDUC:EX  
**Subject:** Fwd: Canceled: Tracey Peever/Jill Kot - Touch Base

FYI - thought you'd like this

Sent from my iPhone

Begin forwarded message:

**From:** "Peever, Tracey EDUC:EX" <[Tracey.Peever@gov.bc.ca](mailto:Tracey.Peever@gov.bc.ca)>  
**Date:** July 18, 2017 at 3:09:37 PM PDT  
**To:** "Moir, Lindsay EDUC:EX" <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)>  
**Subject:** Re: Canceled: Tracey Peever/Jill Kot - Touch Base

s.22

Tracey

---

**From:** "Moir, Lindsay EDUC:EX" <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)> on behalf of "Kot, Jill EDUC:EX" <[Jill.Kot@gov.bc.ca](mailto:Jill.Kot@gov.bc.ca)>  
**Date:** Monday, July 17, 2017 at 3:09 PM  
**To:** Tracey Peever <[tracey.peever@gov.bc.ca](mailto:tracey.peever@gov.bc.ca)>  
**Subject:** Canceled: Tracey Peever/Jill Kot - Touch Base

Tracey,

Unfortunately something has come up for Jill and I'll need to reschedule. With the upcoming transition meetings to be determined after tomorrow's swearing in, Jill's schedule is a bit unknown right now. I will reschedule as soon as I have a better idea of what her next couple weeks look like.

~LM

Page 132

Withheld pursuant to/removed as

s.22

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 7:10 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** Fwd: Meeting with new DM tomorrow (Wed)

FYI - mtg with new DM at 9am this morning. Let me know if you have any issue with that timing.

Sent from my iPhone

Begin forwarded message:

**From:** "Sampson, Laura EDUC:EX" <[Laura.Sampson@gov.bc.ca](mailto:Laura.Sampson@gov.bc.ca)>  
**Date:** July 18, 2017 at 9:53:15 PM PDT  
**To:** "Gajdics, Peter EDUC:EX" <[Peter.Gajdics@gov.bc.ca](mailto:Peter.Gajdics@gov.bc.ca)>, "Moir, Lindsay EDUC:EX" <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)>, "Shea, Megan EDUC:EX" <[Megan.Shea@gov.bc.ca](mailto:Megan.Shea@gov.bc.ca)>, "Sures, Lauren EDUC:EX" <[Lauren.Sures@gov.bc.ca](mailto:Lauren.Sures@gov.bc.ca)>, "Williams, Eve EDUC:EX" <[Eve.Williams@gov.bc.ca](mailto:Eve.Williams@gov.bc.ca)>  
**Cc:** "Hamilton, Sheila EDUC:EX" <[Sheila.Hamilton@gov.bc.ca](mailto:Sheila.Hamilton@gov.bc.ca)>, "Piper, Darren EDUC:EX" <[Darren.Piper@gov.bc.ca](mailto:Darren.Piper@gov.bc.ca)>  
**Subject:** Meeting with new DM tomorrow (Wed)

Hi everyone,

As I currently don't have a calendar from which to send invitations, I'll have to stick with emails for now.

Wednesday July 19th (tomorrow) at 9:00am the new DM would like to meet with all of exec. Please arrange for your executive to be available at this time for 1 hr.

Thanks,  
Laura

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 9:30 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** FW: Meeting with DM today

Anything this afternoon move-able?

- Lindsay Moir

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Wednesday, July 19, 2017 9:23 AM  
**To:** Moir, Lindsay EDUC:EX; Gajdics, Peter EDUC:EX; Silletta, Janie EDUC:EX; Shea, Megan EDUC:EX; Williams, Eve EDUC:EX  
**Subject:** Meeting with DM today

Hi Everyone,

Our new DM would like to meet with each ADM today for up to 60 mins. Please provide me with 3 time slots that your ADM can be made available and I will build a schedule accordingly.

Thank you,

Laura Sampson | Senior Executive Assistant  
Deputy Minister's Office | Ministry of Education  
Ph: 250-387-2026 E: [laura.sampson@gov.bc.ca](mailto:laura.sampson@gov.bc.ca)

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 10:18 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** Re: Transition Materials

Hmm not sure, I just stepped out to get a tea I'll look as soon as I'm back

Sent from my iPhone

On Jul 19, 2017, at 10:16 AM, Liddy, Eleanor EDUC:EX <[Eleanor.Liddy@gov.bc.ca](mailto:Eleanor.Liddy@gov.bc.ca)> wrote:

Hey Lindsay

I noticed that Learning Modernization is not attached to Jill in the org chart for the ministry overall – is that due to just wanting to keep the chart manageable?

e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 8:28 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Cc:** "Teng, Zita EDUC:EX" <[Zita.Teng@gov.bc.ca](mailto:Zita.Teng@gov.bc.ca)>  
**Subject:** RE: Transition Materials

Eleanor,

Attached is the current e-binder – it's going to need updating but this is what we have for now.

You can find the Ministry overview materials in your divisional binder as well.

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 7:47 AM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Transition Materials

I just checked - note back is "access denied".

Thanks in advance for restoring for a little while.

e

---

**From:** "Teng, Zita EDUC:EX" <[Zita.Teng@gov.bc.ca](mailto:Zita.Teng@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 6:22 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Cc:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Subject:** RE: Transition Materials

Hi – yes, full e-binder is on the executive SP:

<https://educstaff.gov.bc.ca/dmo/All%20Chiefs%20meeting%20%20Sep%20810/Forms/AllItems.aspx?RootFolder=%2Fdm%2FAll%20Chiefs%20meeting%20%20Sep%20810%2FTransition%202017&FolderCTID=0x012000759F52CE353F714F9CC320EAB0AA18D6&View={622534DA-0EB5-4166-ABDD-F7CF98286EE0}>

I'll check to make sure you have access.

Zita

---

**From:** Liddy, Eleanor EDUC:EX

**Sent:** Tuesday, July 18, 2017 9:31 PM

**To:** Teng, Zita EDUC:EX

**Cc:** Moir, Lindsay EDUC:EX

**Subject:** Transition Materials

Hi there

Is the Ministry briefing material on the sharepoint? I got the ST/LMP divisional material but have not seen the final version of the overall material.

E

Page 137

Withheld pursuant to/removed as

s.22

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 12:11 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** Viewing Access to your calendar - Laura Sampson

Laura is hoping to get viewing access to your calendar

~ Lindsay Moir, BEd  
Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 12:29 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** FW: Developmental Assignment Letter - Signed  
**Attachments:** ELiddyJuly2017.pdf

FYI – I will save a copy in your HR folder

~ Lindsay Moir

---

**From:** Beaton, Heather A EDUC:EX  
**Sent:** Wednesday, July 19, 2017 12:20 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Farrow, Jennifer EDUC:EX  
**Subject:** FW: Developmental Assignment Letter - Signed

Here you go Lindsay...

Thanks

---

**From:** Gillespie, Emma EDUC:EX  
**Sent:** Wednesday, July 19, 2017 12:10 PM  
**To:** Beaton, Heather A EDUC:EX  
**Cc:** Farrow, Jennifer EDUC:EX  
**Subject:** Developmental Assignment Letter - Signed

Signed letter attached and save on the drive.

Thanks!

Emma

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 3:37 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Sangster, Shannon EDUC:EX  
**Subject:** RUSH: DMO looking for a bio  
  
**Importance:** High

I've sent them a picture but they want to include your bio in the binder for the Minister....are you able to send ASAP>?

~Lindsay Moir, BEd  
Executive Coordinator |Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 4:47 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: Transition Note Edit

I'll try – I was unaware this change was being made and I know DMO was walking the binder over at 4:45.

I've sent it to them

– Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 4:34 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: Transition Note Edit  
**Importance:** High

Hi Lindsay  
Can we make sure this corrected note gets into both binders please.  
Eleanor

---

**From:** Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 2:19 PM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** FW: Transition Note Edit

FYI the attached

---

**From:** Duerksen, Dave EDUC:EX  
**Sent:** Friday, June 30, 2017 11:17 AM  
**To:** Lacharite, Kim A EDUC:EX  
**Cc:** Champion, Jennifer EDUC:EX; Loughran, Karen EDUC:EX  
**Subject:** FW: Transition Note Edit  
**Importance:** High

Hi Kim, please see the attached. Karen has reviewed and made some suggested changes (thanks Karen!)

- Dave D.

---

**From:** Loughran, Karen EDUC:EX  
**Sent:** Friday, June 30, 2017 11:11 AM  
**To:** Duerksen, Dave EDUC:EX  
**Cc:** Champion, Jennifer EDUC:EX  
**Subject:** FW: Transition Note Edit  
**Importance:** High

Hi Dave – I've included some suggested edits in track changes – please let me know if you'd like to discuss.

---

**From:** Duerksen, Dave EDUC:EX  
**Sent:** Friday, June 30, 2017 9:53 AM  
**To:** Loughran, Karen EDUC:EX  
**Cc:** Champion, Jennifer EDUC:EX  
**Subject:** FW: Transition Note Edit  
**Importance:** High

Hi Karen, can you please review this draft note this morning? Please use track changes to show any changes you suggest,

Thanks, Dave

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Thursday, July 20, 2017 8:28 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: ST Division and LMP - Minister Briefing PowerPoints

Already done and in your binder – the LMP deck doesn't have contact info in it so only the ST Division deck has been updated.

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 8:02 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: ST Division and LMP - Minister Briefing PowerPoints

Hi Lindsay  
Just realized that we need to update the contact on both of these decks, for now should be my name.  
e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Tuesday, July 18, 2017 at 12:15 PM  
**To:** "Hillier, Emilie A EDUC:EX" <[Emilie.Hillier@gov.bc.ca](mailto:Emilie.Hillier@gov.bc.ca)>, Jill Kot <[jill.kot@gov.bc.ca](mailto:jill.kot@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>, "Shypitka, James M EDUC:EX" <[James.Shypitka@gov.bc.ca](mailto:James.Shypitka@gov.bc.ca)>, "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>, Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>, Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>  
**Cc:** "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>  
**Subject:** ST Division and LMP - Minister Briefing PowerPoints

Hi all,

Please find attached the updated PPT's with Eddie's "look and feel" added.

~ Lindsay Moir, BEd  
Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Thursday, July 20, 2017 12:00 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** FW: outstanding leave for approval

You ok if I approve?

~ Lindsay Moir

---

**From:** Specht, Cheryl EDUC:EX  
**Sent:** Thursday, July 20, 2017 11:30 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** FW: outstanding leave for approval

Over to you

---

**From:** Bolton, Elda M EDUC:EX  
**Sent:** Thursday, July 20, 2017 11:30 AM  
**To:** Specht, Cheryl EDUC:EX  
**Subject:** RE: outstanding leave for approval

s.22  
I have approved

Elda Marie Bolton  
Manager, Division Operations  
Learning Division, Ministry of Education  
250 216-6038

---

**From:** Specht, Cheryl EDUC:EX  
**Sent:** Thursday, July 20, 2017 11:17 AM  
**To:** Bolton, Elda M EDUC:EX  
**Subject:** outstanding leave for approval

s.22

*Cheryl Specht*

BMO Credit Card Coordinator / Systems Security Administrator  
Ministry of Education  
Financial Services Branch  
250-896-4718

**Warning:** This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Thursday, July 20, 2017 3:31 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** FW: Minister briefings

FYI – I've put a hold in your calendar for Friday and will make note for the following week

~Lindsay Moir

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Thursday, July 20, 2017 3:30 PM  
**To:** Williams, Eve EDUC:EX; Shea, Megan EDUC:EX; Moir, Lindsay EDUC:EX; Gajdics, Peter EDUC:EX; Silletta, Janie EDUC:EX  
**Cc:** Gibbs, Lisa EDUC:EX; Teng, Zita EDUC:EX; Bertrand, Julie EDUC:EX  
**Subject:** RE: Minister briefings

Hello again,

I've received an update that the Minister briefings will begin Friday July 28<sup>th</sup>, and will continue into the next week.

Please update the holds in your executive's calendars accordingly.

Thanks,  
Laura

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Thursday, July 20, 2017 12:19 PM  
**To:** Williams, Eve EDUC:EX; Shea, Megan EDUC:EX; Moir, Lindsay EDUC:EX; Gajdics, Peter EDUC:EX; Silletta, Janie EDUC:EX  
**Cc:** Gibbs, Lisa EDUC:EX  
**Subject:** Minister briefings

Hi Everyone,

We anticipate that briefings with Minister Fleming will occur on Thursday and Friday of next week. Although the exact times are yet to be determined, please hold these days in your executive's calendars (or at least be prepared to move whatever you have going on for those days).

Thanks,

Laura Sampson | Senior Executive Assistant  
Deputy Minister's Office | Ministry of Education  
Ph: 250-387-2026 E: [laura.sampson@gov.bc.ca](mailto:laura.sampson@gov.bc.ca)

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 21, 2017 9:08 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: Minister briefings

I've let the DMO know, I think we should be able to accommodate that. Any thought on who will act for you while you're gone?

~Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 20, 2017 7:20 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Minister briefings

Thanks Lindsay – if there is any way at all to ask for mine to be before end Aug 3<sup>s.22</sup>  
s.22  
e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Thursday, July 20, 2017 at 3:30 PM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** FW: Minister briefings

FYI – I've put a hold in your calendar for Friday and will make note for the following week

~Lindsay Moir

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Thursday, July 20, 2017 3:30 PM  
**To:** Williams, Eve EDUC:EX; Shea, Megan EDUC:EX; Moir, Lindsay EDUC:EX; Gajdics, Peter EDUC:EX; Silletta, Janie EDUC:EX  
**Cc:** Gibbs, Lisa EDUC:EX; Teng, Zita EDUC:EX; Bertrand, Julie EDUC:EX  
**Subject:** RE: Minister briefings

Hello again,

I've received an update that the Minister briefings will begin Friday July 28<sup>th</sup>, and will continue into the next week.

Please update the holds in your executive's calendars accordingly.

Thanks,  
Laura

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Thursday, July 20, 2017 12:19 PM  
**To:** Williams, Eve EDUC:EX; Shea, Megan EDUC:EX; Moir, Lindsay EDUC:EX; Gajdics, Peter EDUC:EX; Silletta, Janie EDUC:EX

**Cc:** Gibbs, Lisa EDUC:EX  
**Subject:** Minister briefings

Hi Everyone,

We anticipate that briefings with Minister Fleming will occur on Thursday and Friday of next week. Although the exact times are yet to be determined, please hold these days in your executive's calendars (or at least be prepared to move whatever you have going on for those days).

Thanks,

Laura Sampson | Senior Executive Assistant  
Deputy Minister's Office | Ministry of Education  
Ph: 250-387-2026 E: [laura.sampson@gov.bc.ca](mailto:laura.sampson@gov.bc.ca)

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 21, 2017 12:31 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** Services and Technology Division - Opportunities and Challenges  
**Attachments:** Services and Technology Division - Opportunities and Challenges.docx

This is what I've received from the team, essentially just missing your stuff. I will leave with you to reduce down to 1-2 pages (from 6!)

I'll be online at home so feel free to let me know how I can support you in this.

~LM

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 21, 2017 1:46 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** RE: Correction needed to FN Curriculum Transition Note

Confirmed the DMO will work to update the note in all binders for Minister and DM

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 1:28 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** Correction needed to FN Curriculum Transition Note  
**Importance:** High

We need to remove this bullet from the transition note. There was some miscommunication with LD – I confirmed with them yesterday that they have not formally been working on this. This bullet was added at some point, by them we thought, but now clarified. I know the binders have been sent over, so not sure of what can be done at this point.

e

s.13

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 21, 2017 4:19 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** FW: Executive Committee | 2017.07.24  
**Attachments:** 9.0 FOI Exec Report Summary - July 24.docx; 00. Agenda Executive Committee 2017.07.24.docx; 5.0 Meeting\_Event\_Tracking\_Doc.xlsx; 7.0 Executive Meeting 2017 VFA FCI Introduction.pdf

Eleanor,

Attached for ease of reference – I've also put the materials in the meeting invite. Please let us know if you'd like the materials printed.

~Lindsay Moir

---

**From:** Bertrand, Julie EDUC:EX  
**Sent:** Friday, July 21, 2017 4:14 PM  
**To:** Beaton, Heather A EDUC:EX; Godin, Keith EDUC:EX; Hoffman, Suzanne EDUC:EX; Mason, Shanna EDUC:EX; McCrea, Jennifer EDUC:EX; Soares, Ramona EDUC:EX; Teng, Zita EDUC:EX; Liddy, Eleanor EDUC:EX; MacDonald, Scott D EDUC:EX  
**Cc:** Bolton, Elda M EDUC:EX; Gajdics, Peter EDUC:EX; Gibbs, Lisa EDUC:EX; Kubisheski, Carlee EDUC:EX; Moir, Lindsay EDUC:EX; Piper, Darren EDUC:EX; Sampson, Laura EDUC:EX; Shea, Megan EDUC:EX; Silletta, Janie EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX  
**Subject:** Executive Committee | 2017.07.24

Good Afternoon All,

Here is the link to the agenda and materials for Monday's [Executive Committee Meeting](#). Please note that the material for two of the items will be provided on Monday.

Thank you—

**Julie Bertrand | Documents Coordinator**  
Deputy Minister's Office | Ministry of Education  
Phone: (250) 356-1234  
Email: [Julie.Bertrand@gov.bc.ca](mailto:Julie.Bertrand@gov.bc.ca)

---

**From:** Bertrand, Julie EDUC:EX  
**Sent:** Wednesday, July 19, 2017 9:36 AM  
**To:** Beaton, Heather A EDUC:EX; Godin, Keith EDUC:EX; Hoffman, Suzanne EDUC:EX; Mason, Shanna EDUC:EX; McCrea, Jennifer EDUC:EX; Soares, Ramona EDUC:EX; Teng, Zita EDUC:EX; Liddy, Eleanor EDUC:EX  
**Cc:** Bertrand, Julie EDUC:EX; Bolton, Elda M EDUC:EX; Gajdics, Peter EDUC:EX; Gibbs, Lisa EDUC:EX; Kubisheski, Carlee EDUC:EX; Moir, Lindsay EDUC:EX; Piper, Darren EDUC:EX; Sampson, Laura EDUC:EX; Shea, Megan EDUC:EX; Silletta, Janie EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX  
**Subject:** Call for Agenda Items | Executive Committee 2017.07.24

Good Morning Everyone,

The next Executive Committee is scheduled for Monday, July 24, 2017. Please send me any items you wish to add to the agenda by end-of-day tomorrow, July 20.

Please include the following details:

*Topic:*

*Responsibility:*

*Length of Time Required:*

*Materials Y/N: \*materials due to the DMO by noon Friday July 21*

For your information: listings below for items currently on the agenda for July 24.

<i>Exec Committee:</i>	
24-Jul	Data Governance Program - Keith - 15 mins (material)

**Julie Bertrand | Documents Coordinator**

Deputy Minister's Office | Ministry of Education

Phone: (250) 356-1234

Email: [Julie.Bertrand@gov.bc.ca](mailto:Julie.Bertrand@gov.bc.ca)

## Moir, Lindsay EDUC:EX

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 24, 2017 11:01 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Parkinson, Margaret EDUC:EX  
**Subject:** RE: FYI: Contract Procurement and Approval Process Document

Margaret's.22  
up for sure.

back tomorrow I'll connect with her on who should be involved and I'll set

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 24, 2017 11:00 AM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Parkinson, Margaret EDUC:EX  
**Subject:** Re: FYI: Contract Procurement and Approval Process Document

Hi Lindsay

Can you set up a meeting with Andrew, John Anderson and anyone else that is running contracts? I'd like Margaret to walk through this process with her Div hat on and tell us what she needs?

Thanks

e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 14, 2017 at 10:25 AM  
**To:** "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, Jill Kot <jill.kot@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>  
**Cc:** "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Gent, Judy J EDUC:EX" <Judy.Gent@gov.bc.ca>  
**Subject:** FYI: Contract Procurement and Approval Process Document

As discussed yesterday, this is what Finance currently has available but as noted below they are working on getting formal process maps created, complete with timelines.

~ Lindsay Moir

---

**From:** Friesen, Avalon EDUC:EX  
**Sent:** Thursday, July 13, 2017 4:51 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** RE: Contract Procurement and Approval Process Document

Hey –here is a summary of the approval process in table format that you can use for the time-being. We would like to put a process map together too, so that is in the works. Timelines will be subject to DM/EFO input and response times, but yes, it is something that we'd like to get out in the next week or so (subject to approval).

Type	Approvals Required	Process
Business Decision to contract	<ul style="list-style-type: none"><li>EA</li><li>CFO, EFO and DM (as required)</li></ul>	<ul style="list-style-type: none"><li>Send Decision Note via e-approval to CFO</li></ul>

All New Contracts and Amendments (any value)	<ul style="list-style-type: none"> <li>Draft procurement documents that will be posted to BC Bid (e.g. RFP, RFQ, NOI, etc.) are required to be approved by the EA and reviewed by the Director of Policy, Procurement and Governance (PPG)</li> </ul>	<ul style="list-style-type: none"> <li>Send draft procurement documents via e-approval</li> </ul>
	<ul style="list-style-type: none"> <li>Draft contract required to be reviewed by Director, PPG</li> </ul>	<ul style="list-style-type: none"> <li>Send draft contract via e-approval</li> </ul>
Government Transfers (STOB 77, 79 and 80)	<ul style="list-style-type: none"> <li>EA</li> <li>CFO</li> </ul>	<ul style="list-style-type: none"> <li>Send Government Transfer Request (GTR) form, Decision Note, or other documentation to CFO via e-approval</li> </ul>

Avalon Friesen  
Branch Administrator  
Financial Service Branch  
Ministry of Education  
Mobile: (778) 676-0763

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Thursday, July 13, 2017 3:11 PM  
**To:** Friesen, Avalon EDUC:EX  
**Subject:** Contract Procurement and Approval Process Document

Wondering if you guys have a document (or will you have a document) that outlines the above process? My management team are looking for the start to finish process (including obtaining DM approval) with timelines built in, if possible.....

~ Lindsay Moir, BEd  
Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

Page 154 to/à Page 156

Withheld pursuant to/removed as

s.22

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 24, 2017 1:39 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Bamford, Kevena EDUC:EX  
**Subject:** FW: Min of EDUC/Min of AVED/UBC - July 27th

FYI – this meeting with UBC is taking place this Thursday, July 27<sup>th</sup> in Vancouver.

Kevena – Eleanor would like to chat with you about this before then.

---

**From:** Bamford, Kevena EDUC:EX  
**Sent:** Wednesday, July 19, 2017 11:51 AM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Poirier, Dorice AVED:EX; Bamford, Kevena EDUC:EX  
**Subject:** RE: Min of EDUC/Min of AVED/UBC - July 27th

Hi Lindsay

As discussed, I would like to proceed with this meeting. Claire and Kelly from AVED are scheduled to attend, along with Jan and myself.

This is a meeting at Kate's request from UBC and is intended to share with the Ministries their new / proposed admissions model.

I don't see any reason why these discussions should not proceed as planned ☺

Thanks for checking in

Kevena.

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 19, 2017 11:10 AM  
**To:** Bamford, Kevena EDUC:EX  
**Cc:** Poirier, Dorice AVED:EX  
**Subject:** Min of EDUC/Min of AVED/UBC - July 27th

We have the above noted meeting coming up on July 27<sup>th</sup> – are we going to want to post-pone it? We've already done so once but with the way things are right now I think it might be best to cancel and schedule again at a later date...

Let me know your thoughts – I need to get it out of Jill's calendar either way.

~ Lindsay Moir, BEd  
Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)

Cell: (250) 886-6620

## **Moir, Lindsay EDUC:EX**

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 24, 2017 2:11 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Bamford, Kevena EDUC:EX  
**Subject:** FW: AGENDA: July 27 @ 9:00-10:30 am  
**Attachments:** Agenda-27072017.pdf

FYI – here is the agenda for the UBC meeting on Thursday. I will put time in for the two of you to discuss tomorrow.

To confirm, Kevena and Jan will be attending along with Claire Avison and Kelly McConnan from AVED.

---

**From:** McGuigan, Judy [mailto:jmcguiga@mail.ubc.ca]  
**Sent:** Monday, July 24, 2017 1:35 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Poirier, Dorice AVED:EX  
**Subject:** AGENDA: July 27 @ 9:00-10:30 am

Hi Lindsay,

Please find the attached agenda in support of the July 27, 8:30-10:00 am meeting at UBC's Vancouver campus. Participants may click this map [link](#) for directions to s.15

s.15

There will be water, coffee, & light baked goods available at the meeting.

Thank you,

Judy

**Judy McGuigan**  
Executive Assistant to Associate Vice-President, Enrolment Services & Registrar  
Enrolment Services  
The University of British Columbia | Vancouver Campus  
Brock Hall 2016 - 1874 East Mall | Vancouver BC | V6T 1Z1 Canada  
Phone 604 822 4390 | Fax 604 822 5945  
[judy.mcguigan@ubc.ca](mailto:judy.mcguigan@ubc.ca)  
<http://you.ubc.ca> | <http://students.ubc.ca>



THE UNIVERSITY OF BRITISH COLUMBIA

**From:** McGuigan, Judy  
**Sent:** Thursday, July 20, 2017 4:13 PM  
**To:** 'Moir, Lindsay EDUC:EX' <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)>  
**Cc:** Poirier, Dorice AVED:EX <[Dorice.Poirier@gov.bc.ca](mailto:Dorice.Poirier@gov.bc.ca)>  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC (confirmed July 27 @ 9:00-10:30 am at UBCV)

Thanks, Lindsay.

Judy

**From:** Moir, Lindsay EDUC:EX [<mailto:Lindsay.Moir@gov.bc.ca>]  
**Sent:** Thursday, July 20, 2017 1:45 PM  
**To:** McGuigan, Judy <[jmcguiga@mail.ubc.ca](mailto:jmcguiga@mail.ubc.ca)>  
**Cc:** Poirier, Dorice AVED:EX <[Dorice.Poirier@gov.bc.ca](mailto:Dorice.Poirier@gov.bc.ca)>  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC (confirmed July 27 @ 9:00-10:30 am at UBCV)

Hi Judy,

I have been advised by Kevena that the meeting will still go ahead as planned. Jill Kot will not be in attendance but all other members will be.

Kevena Bamford, Education  
Jan Unwin, Education and Advanced Education  
Claire Avison, Advanced Education  
Kelly McConnan, Advanced Education

~ Lindsay Moir

---

**From:** McGuigan, Judy [<mailto:jmcguiga@mail.ubc.ca>]  
**Sent:** Thursday, July 20, 2017 1:23 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Poirier, Dorice AVED:EX  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC (confirmed July 27 @ 9:00-10:30 am at UBCV)

Hi Lindsay,

Due to the recent appointments and changes to Cabinet & Deputy Ministers, please confirm if the July 27 meeting at UBC is proceeding? & if so, are there any changes to the Ministry participants?

Thank you,

Judy

**Judy McGuigan**  
Executive Assistant to Associate Vice-President, Enrolment Services & Registrar  
Enrolment Services  
The University of British Columbia | Vancouver Campus



THE UNIVERSITY OF BRITISH COLUMBIA

**From:** Moir, Lindsay EDUC:EX [<mailto:Lindsay.Moir@gov.bc.ca>]  
**Sent:** Wednesday, June 21, 2017 2:27 PM  
**To:** McGuigan, Judy <[jmcguiga@mail.ubc.ca](mailto:jmcguiga@mail.ubc.ca)>  
**Cc:** Poirier, Dorice AVED:EX <[Dorice.Poirier@gov.bc.ca](mailto:Dorice.Poirier@gov.bc.ca)>; Carr, Kate <[kate.carr@ubc.ca](mailto:kate.carr@ubc.ca)>; Donhauser, Gail <[Gail.Donhauser@ubc.ca](mailto:Gail.Donhauser@ubc.ca)>; Arida, Andrew <[andrew.arida@ubc.ca](mailto:andrew.arida@ubc.ca)>  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC (confirmed July 27 @ 9:00-10:30 am at UBCV)

Thanks so much Judy – I'll update our invite to 8:30am.

Jill, Jan and Kevena are attending for Education. Dorice, can you confirm if anyone else will be joining Claire?

~ Lindsay Moir

---

**From:** McGuigan, Judy [<mailto:jmcguiga@mail.ubc.ca>]  
**Sent:** Wednesday, June 21, 2017 2:25 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Poirier, Dorice AVED:EX; Carr, Kate; Donhauser, Gail; Arida, Andrew  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC (confirmed July 27 @ 9:00-10:30 am at UBCV)

Hi Lindsay,

UBC participants can accommodate an earlier meeting start time of 8:30 am on July 27.

Please confirm if final list of Ministry participants includes Jill Kot, Jan Unwin, Claire Avison & Kevena Bamford.

Thank you,

Judy

**From:** Moir, Lindsay EDUC:EX [<mailto:Lindsay.Moir@gov.bc.ca>]  
**Sent:** Wednesday, June 21, 2017 12:37 PM  
**To:** McGuigan, Judy <[jmcguiga@mail.ubc.ca](mailto:jmcguiga@mail.ubc.ca)>  
**Cc:** Poirier, Dorice AVED:EX <[Dorice.Poirier@gov.bc.ca](mailto:Dorice.Poirier@gov.bc.ca)>; Carr, Kate <[kate.carr@ubc.ca](mailto:kate.carr@ubc.ca)>; Donhauser, Gail <[Gail.Donhauser@ubc.ca](mailto:Gail.Donhauser@ubc.ca)>; Arida, Andrew <[andrew.arida@ubc.ca](mailto:andrew.arida@ubc.ca)>  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC (confirmed July 27 @ 9:00-10:30 am at UBCV)

Thanks so much Judy – I've updated our internal invite to reflect the location details.

Dorice noted for me that Claire has another meeting in downtown Vancouver that begins at 10:30am. Is there any way we can start the meeting at 830am to accommodate? If not, Claire may have to step out of the meeting early.

~ Lindsay Moir

---

**From:** McGuigan, Judy [<mailto:jmcguiga@mail.ubc.ca>]

**Sent:** Wednesday, June 21, 2017 12:28 PM

**To:** Moir, Lindsay EDUC:EX

**Cc:** Poirier, Dorice AVED:EX; Carr, Kate; Donhauser, Gail; Arida, Andrew

**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC (confirmed July 27 @ 9:00-10:30 am at UBCV)

Hi Lindsay,

Thanks for confirming the meeting on **Thursday, July 27, 2017 from 9:00-10:30 am** which will be held at UBC's Vancouver campus location: s.15

s.15 Click this [map link](#) for directions to Walter C. Koerner Library and to the nearest Fraser Parkade.

Kindly note that Patricia Lasserre, who resides at UBC's Okanagan campus, will join the meeting via videoconference by an internal connection between our campuses.

UBC participants:

[pam.ratner@ubc.ca](mailto:pam.ratner@ubc.ca) (in person) Pam Ratner, Vice-Provost & Associate Vice-President, Enrolment and Academic Facilities and Vice-Provost & Associate Vice-President, International *pro tem* (UBC Vancouver)

[patricia.lasserre@ubc.ca](mailto:patricia.lasserre@ubc.ca) (UBCO – will join via an internal videoconference connection) Patricia Lasserre, Associate Provost, Enrolment and Academic Programs (UBC Okanagan)

[andrew.arida@ubc.ca](mailto:andrew.arida@ubc.ca) (in person) Andrew Arida, Associate Registrar & Director, Student Recruitment and Undergraduate Admissions (UBC Vancouver)

[kate.ross@ubc.ca](mailto:kate.ross@ubc.ca) (in person) Kate Ross, Associate Vice-President, Enrolment Services & Registrar (UBC Vancouver)

Thanks and best regards,

Judy

**Judy McGuigan**

Executive Assistant to Associate Vice-President, Enrolment Services & Registrar  
Enrolment Services

The University of British Columbia | Vancouver Campus

Brock Hall 2016 - 1874 East Mall | Vancouver BC | V6T 1Z1 Canada

Phone 604 822 4390 | Fax 604 822 5945

[judy.mcguigan@ubc.ca](mailto:judy.mcguigan@ubc.ca)

<http://you.ubc.ca> | <http://students.ubc.ca>



**From:** Moir, Lindsay EDUC:EX [<mailto:Lindsay.Moir@gov.bc.ca>]  
**Sent:** Tuesday, June 20, 2017 3:46 PM  
**To:** McGuigan, Judy <[jmcguiga@mail.ubc.ca](mailto:jmcguiga@mail.ubc.ca)>  
**Cc:** Poirier, Dorice AVED:EX <[Dorice.Poirier@gov.bc.ca](mailto:Dorice.Poirier@gov.bc.ca)>; Carr, Kate <[kate.carr@ubc.ca](mailto:kate.carr@ubc.ca)>; Donhauser, Gail <[Gail.Donhauser@ubc.ca](mailto:Gail.Donhauser@ubc.ca)>; Arida, Andrew <[andrew.arida@ubc.ca](mailto:andrew.arida@ubc.ca)>  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC

Good Afternoon Judy,

I can now confirm that Jill Kot and Jan Unwin will come over to Vancouver on July 27<sup>th</sup> from 9am – 1030am. Kevena Bamford from our team may also be in attendance. I believe that Claire Avison is also able to attend in person, Dorice can you please confirm? Also, please confirm if anyone will be joining with Claire.

I will pop a hold in the calendars, if you can confirm and then send me location particulars that would be greatly appreciated.

~ Lindsay Moir

---

**From:** McGuigan, Judy [<mailto:jmcguiga@mail.ubc.ca>]  
**Sent:** Tuesday, June 13, 2017 4:44 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Poirier, Dorice AVED:EX; Carr, Kate; Donhauser, Gail; Arida, Andrew  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC

Hi Lindsay,

Please find the following options, below, where the majority of UBC participants may be available (in person, or, via videoconference) to participate in a rescheduled meeting:

1. Monday, July 24 anytime from 1:30 – 4 pm (in person, or, via videoconference)
2. Thursday, July 27 @ 9:00 – 10:30 am via videoconference only (due to unmovable conflicts in Vancouver from 12 noon, onwards)
3. Friday, July 28 @ 1:00 -2:30 pm (via videoconference)

Kindly confirm if any of these options are agreeable. Otherwise, please provide options when Jill Kot & Jan Unwin are available from August 1-18 to meet either in person, or, via videoconference, due to UBC participants' unmovable conflicts & absences from July 4-21 inclusive and August 24-September 1 inclusive.

Thank you,

Judy

**Judy McGuigan**  
Executive Assistant to Associate Vice-President, Enrolment Services & Registrar  
Enrolment Services  
The University of British Columbia | Vancouver Campus  
Brock Hall 2016 - 1874 East Mall | Vancouver BC | V6T 1Z1 Canada  
Phone 604 822 4390 | Fax 604 822 5945



THE UNIVERSITY OF BRITISH COLUMBIA

**From:** Moir, Lindsay EDUC:EX [<mailto:Lindsay.Moir@gov.bc.ca>]  
**Sent:** Friday, June 09, 2017 3:26 PM  
**To:** McGuigan, Judy <[jmcguiga@mail.ubc.ca](mailto:jmcguiga@mail.ubc.ca)>  
**Cc:** Poirier, Dorice AVED:EX <[Dorice.Poirier@gov.bc.ca](mailto:Dorice.Poirier@gov.bc.ca)>  
**Subject:** RE: Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC

Hi Judy,

Apologies for the delay in response – I was trying to make one of these times work and unfortunately am unable to.

Are you able to provide some dates the following weeks in July?

~ Lindsay Moir

---

**From:** McGuigan, Judy [<mailto:jmcguiga@mail.ubc.ca>]  
**Sent:** Tuesday, May 30, 2017 3:31 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Poirier, Dorice AVED:EX  
**Subject:** Rescheduling: June 16 meeting with Jill Kot & Jan Unwin + UBC

Hi Lindsay,

Please find the following options, below, where the majority of UBC participants may be available (in person, or, via videoconference) to participate in a rescheduled meeting:

1. Wednesday, June 28 @ 4-5 pm (Kate Ross has a prior & unmovable in person meeting on Humboldt until 3:30 pm, Pam Ratner has unmovable morning conflicts in Vancouver & all UBC participants must return on the 6:00 pm Harbour Air flight)
2. Thursday, June 29 @ 8:30 – 10:00 am via videoconference only (due to unmovable conflicts in Vancouver from 12 noon, onwards)
3. Tuesday, July 4 @ 2:30 -4:00 pm (in person, or, via videoconference)

Kindly confirm if any of these options are agreeable.

Also, I will be away from campus from June 1-12 inclusive and Kate will be self-managing her schedule in my absence.

Thank you,

Judy

**Judy McGuigan**  
Executive Assistant to Associate Vice-President, Enrolment Services & Registrar  
Enrolment Services  
The University of British Columbia | Vancouver Campus



THE UNIVERSITY OF BRITISH COLUMBIA

**From:** Moir, Lindsay EDUC:EX [<mailto:Lindsay.Moir@gov.bc.ca>]  
**Sent:** Tuesday, May 30, 2017 2:01 PM  
**To:** McGuigan, Judy <[jmcguiga@mail.ubc.ca](mailto:jmcguiga@mail.ubc.ca)>  
**Cc:** Poirier, Dorice AVED:EX <[Dorice.Poirier@gov.bc.ca](mailto:Dorice.Poirier@gov.bc.ca)>  
**Subject:** RE: June 16 meeting with Jill Kot & Jan Unwin + UBC

Hi Judy,

s.22  
It looks like we're back to the drawing board on this one (sigh), as noted in the attached  
s.22 . I'm wondering if Kate and team might have time the week of June 26<sup>th</sup> or July  
3<sup>rd</sup> to come to Victoria?

Kate has asked that Suzanne Hoffman (our Ministry Chief Education Officer) also be invited, and Kevena has asked that Claire Avison also attend (just FYI for you).

For now, I'll cancel the invite for June 16<sup>th</sup> and we'll see what we can come up with.

~ Lindsay Moir

---

**From:** Kate Ross <[kate.ross@ubc.ca](mailto:kate.ross@ubc.ca)>  
**Date:** Wednesday, April 5, 2017 at 11:51 AM  
**To:** Jan Unwin <[jan.unwin@gov.bc.ca](mailto:jan.unwin@gov.bc.ca)>  
**Subject:** Hello & Advice

Hi Jan,

Hope all is well with you.

s.22

Am also wondering if I could pull together a meeting with you and Jill with Andrew Arida and I to provide an overview of what we are thinking in terms of admissions. We would love to get your thoughts. I had an opportunity to meet Jill last Friday and she expressed interest. We can do it via video conference if that makes it easier. Let me know your thoughts.

Best,  
Kate

Kate Ross EdD  
AVP, Enrolment Service & Registrar

Enrolment Services  
The University of British Columbia | Vancouver  
Brock Hall 2016 - 1874 East Mall | Vancouver BC | V6T 1Z1 Canada  
Phone 604 822 2951  
[kate.ross@ubc.ca](mailto:kate.ross@ubc.ca)  
<http://you.ubc.ca/> | <http://students.ubc.ca/>



THE UNIVERSITY OF BRITISH COLUMBIA

## **Moir, Lindsay EDUC:EX**

---

**From:** Shypitka, James M EDUC:EX  
**Sent:** Friday, July 28, 2017 6:56 AM  
**To:** Moir, Lindsay EDUC:EX; Liddy, Eleanor EDUC:EX  
**Subject:** RE: Inventory of Requests and Communications to the Field

From our previous exchange with this group all communication for the NGN and Telecommunications planning were not considered for inclusion.

s.13

If you need anything additional let me know.

James

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Wednesday, July 26, 2017 10:53 AM  
**To:** Teo, HB EDUC:EX; Shypitka, James M EDUC:EX; Hillier, Emilie A EDUC:EX; Liddy, Eleanor EDUC:EX  
**Cc:** Lacharite, Kim A EDUC:EX; Bamford, Kevena EDUC:EX; Walt, Nancy J EDUC:EX  
**Subject:** FW: Inventory of Requests and Communications to the Field

Hi all,

The attached need to be completed by end of week – I will pass it by Eleanor on Monday before sending back to Ramona's group.

I've asked Kevena and her team to take the lead for LMP so feel free to connect with them, if you have items that pertain to the project. I'll take the lead for ST Division so please send items my way and I'll collate.

~Lindsay Moir

---

**From:** Hamilton, Sheila EDUC:EX  
**Sent:** Tuesday, July 25, 2017 3:49 PM  
**To:** Cutler, Rosa EDUC:EX; Kubisheski, Carlee EDUC:EX; Sampson, Laura EDUC:EX; Forman, Chelsea S EDUC:EX; Isaac, Chrysstena D EDUC:EX; Martin, Mari EDUC:EX; Ford, Rebekah R EDUC:EX; Mercer, Sally EDUC:EX; Gibbs, Lisa EDUC:EX; Forman, Chelsea S EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** Cover, Dwayne EDUC:EX; Paul, Trevor EDUC:EX; Squires, Paul E EDUC:EX; Sheppard, Grant EDUC:EX  
**Subject:** Inventory of Requests and Communications to the Field

If you are adding a NEW entry, please highlight the entire row in YELLOW. You can do this by going into the DESIGN Tab, select Shading and choosing YELLOW.

If you are changing an entry, please highlight the entire row in BLUE. You can do this by going into the DESIGN Tab, select Shading and choosing BLUE.

I will need this info returned to me by July 31<sup>st</sup> at 9am. If you have any questions, please let me know.

Thank you.

*Sheila Hamilton*  
Program Coordinator  
Partner and Intergovernmental Relations  
Ministry of Education  
Phone: 250-356-1083

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 8:12 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: Partner Liaison Meeting - Oct 25 - Information Requested

We should chat about which one of the three will stay behind...

-Lindsay Moir

---

**From:** Hamilton, Sheila EDUC:EX  
**Sent:** Friday, July 28, 2017 8:02 AM  
**To:** Paul, Trevor EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** Liddy, Eleanor EDUC:EX; Lacharite, Kim A EDUC:EX; Hillier, Emilie A EDUC:EX; Bamford, Kevena EDUC:EX; Sherman, Mike EDUC:EX  
**Subject:** RE: Partner Liaison Meeting - Oct 25 - Information Requested

Hi Lindsay,

I think we still have space available <sup>s.15</sup> under our hotel block. Here is the booking link.

s.15

Can you let me know who you register in the hotel and which two names you have selected to attend for now and I will update their event registration status so they are on the official list?

Thanks.

Sheila

---

**From:** Paul, Trevor EDUC:EX  
**Sent:** Thursday, July 27, 2017 4:57 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Liddy, Eleanor EDUC:EX; Lacharite, Kim A EDUC:EX; Hillier, Emilie A EDUC:EX; Bamford, Kevena EDUC:EX; Sherman, Mike EDUC:EX; Hamilton, Sheila EDUC:EX  
**Subject:** RE: Partner Liaison Meeting - Oct 25 - Information Requested

Hi Lindsay,

Thank you for the email. I understand why it makes sense to send three people but we are at or very near the conference room capacity for this event which is why there is a limit of 2 staff per Division. Please select 2 people for now and we will hopefully be able to expand attendance to 3 per Division once we get a better idea of Partner participation.

We will register the two people you select for the event. In regards to hotel, we have room blocks reserved and Sheila will follow-up with booking information for you to manage on their behalf.

Thanks again and let me know if you have any questions.

Trevor

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Thursday, July 27, 2017 9:24 AM  
**To:** Paul, Trevor EDUC:EX  
**Cc:** Liddy, Eleanor EDUC:EX; Lacharite, Kim A EDUC:EX; Hillier, Emilie A EDUC:EX; Bamford, Kevena EDUC:EX  
**Subject:** FW: Partner Liaison Meeting - Oct 25 - Information Requested

Trevor,

Eleanor Liddy is requesting that we bring three EDs as our division is so broad. Could you please add Kim Lacharite, Kevena Bamford and Emilie Hillier to the list?

Please also confirm that you'll be registering them, and if we need to book their hotels or if someone from your group will be doing that (Ramona's note was a little unclear to me).

~ Lindsay Moir, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

---

**From:** "Soares, Ramona EDUC:EX" <[Ramona.Soares@gov.bc.ca](mailto:Ramona.Soares@gov.bc.ca)>  
**Date:** Wednesday, July 26, 2017 at 1:42 PM  
**To:** "Mason, Shanna EDUC:EX" <[Shanna.Mason@gov.bc.ca](mailto:Shanna.Mason@gov.bc.ca)>, "Godin, Keith EDUC:EX" <[Keith.Godin@gov.bc.ca](mailto:Keith.Godin@gov.bc.ca)>, "McCrea, Jennifer EDUC:EX" <[Jennifer.McCrea@gov.bc.ca](mailto:Jennifer.McCrea@gov.bc.ca)>, Suzanne Hoffman <[Suzanne.Hoffman@gov.bc.ca](mailto:Suzanne.Hoffman@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Cc:** "Teng, Zita EDUC:EX" <[Zita.Teng@gov.bc.ca](mailto:Zita.Teng@gov.bc.ca)>, "Paul, Trevor EDUC:EX" <[Trevor.Paul@gov.bc.ca](mailto:Trevor.Paul@gov.bc.ca)>, "Gajdics, Peter EDUC:EX" <[Peter.Gajdics@gov.bc.ca](mailto:Peter.Gajdics@gov.bc.ca)>  
**Subject:** Partner Liaison Meeting - Oct 25 - Information Requested

Colleagues,

A few details for the 3<sup>rd</sup> Annual Partner Liaison Meeting scheduled for Wednesday, October 25, 2017.

**Partner attendance**

3 representatives from each school district have been invited to attend (Board Chair, Superintendent and Secretary-Treasurer) along with 8 executive members from the BCSTA, 1 from the BCSSA, and 1 from BCASBO. Thus far we have 163 participants registered from the 60 school districts and these partner groups.

**Ministry Executive attendance**

The Deputy Minister and all ADMs have been registered for the meeting and their hotel rooms have been reserved.

**Ministry staff attendance - Action required**

We have allocated space for 2 staff (Executive Director/Director) per division. As we did last year, these individuals will be asked to act as facilitators at a table and to assist with the overall flow of the day based on agenda items. As there are senior representatives from the Education Partners who will be in attendance, we are looking for representation from the Ministry at an ED or Director level.

*Please forward the names of 2 staff from your Division you can support to attend the meeting.*

*Please send names to Trevor Paul ([trevor.paul@gov.bc.ca](mailto:trevor.paul@gov.bc.ca)) by Monday, July 31<sup>st</sup> so we can register them and book hotel rooms.*

I will provide you further updates on the agenda and your participation over the coming weeks.

Thanks,

*Ramona Soares*

Assistant Deputy Minister

Ministry of Education

International Education | Independent Schools | Partner Relations

C: 604-396-6132

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 8:34 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: Next week

Will see what I can do – shouldn't be a problem.

The handover meeting with Kim is in the morning on Thursday (via phone) – it doesn't look like I can put it after the Minister's meeting, is that ok or do you want me to make it work so it can go afterward?

I don't have a formal handover meeting with HB.scheduled, would you like one?

~Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 8:24 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Next week

Hi there  
s.22

Minister's briefing instead. Makes more sense to talk to Kim and HB for handover after that meeting anyway. Can you shift my Tues pm meetings to Thursday after 2:30? Will be at Jill's tho'  
Thanks  
e

thinking I will work Thurs pm after the

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 10:08 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** FW: Meeting Conflicts

Do you need to see the MyEd team before you go?

~ Lindsay Moir

---

**From:** Farrell, Casey I EDUC:EX  
**Sent:** Friday, July 28, 2017 10:01 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** RE: Meeting Conflicts

Oh! Ha! I just rescheduled to Thursday. It's a weekly team meeting .... So, it's really up to Eleanor if she thinks she needs to see us.

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 9:44 AM  
**To:** Farrell, Casey I EDUC:EX; Marshall, Lisa EDUC:EX  
**Subject:** Meeting Conflicts

Hi both,

I sent you declines for two meetings that were supposed to be next Tuesday, suggesting Thursday as Eleanor is s.22

However – as things go, Thursday afternoon is now no longer available.

Can you let me know if your meetings require Eleanor to be in attendance, and then we can work to find a mutually convenient time s.22

Let me know!!

~ Lindsay Moir, BEd  
Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## **Moir, Lindsay EDUC:EX**

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 10:08 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Lacharite, Kim A EDUC:EX  
**Subject:** DBN for DM RE: Request approval to update the Ministry policy on learning resources

FYI – I just noted in eApprovals that the DM is asking Zita to add this to the list of ExComm agenda items for discussion.

I haven't seen the agenda yet, but just wanted to give you the heads up.

~ **Lindsay Moir**, BEd

Executive Coordinator | Eleanor Liddy A/ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 2:51 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: Delegates

Will do

~Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 28, 2017 2:51 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: Delegates

Hi  
Suzanne isn't back until the 14th, so will need someone at that meeting for LMP. Can you follow up with Zita??  
e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 28, 2017 at 2:33 PM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** RE: Delegates

Did you get a response from Zita on this? I'm thinking we're sending HB, if Suz can handle the LMP pieces?

~Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 26, 2017 4:51 PM  
**To:** Teng, Zita EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX  
**Subject:** Delegates

Hi Zita  
s.22 . I have asked HB Teo to act on the Services and Technology file, and Kim Lacharite on the LMP file. Just wondering about both coming to exec? I think that if Suzanne is attending Ex Comm she can speak to any LMP issues, but would ask that HB be included.  
e

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 12:55 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** FW: Invitation to speak at the 9th World Environmental Education Congress in Vancouver, BC  
**Attachments:** Honourable Rob Fleming.pdf

Eleanor,

The invitation we discussed. DM says it's up to you if you (or someone else) attends, not mandatory.

Please let me know what you think and I'll respond to the organization accordingly.

~Lindsay Moir

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Thursday, July 27, 2017 2:02 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Invitation to speak at the 9th World Environmental Education Congress in Vancouver, BC

Hi Lindsay,

The attached invite was sent to Minister but he is unable to attend and thought staff should go. DM thought Eleanor or someone from curriculum should go. Could you please see if someone is able to go, and/or be a plenary speaker?

Thanks,

Laura Sampson | Senior Executive Assistant  
Deputy Minister's Office | Ministry of Education  
Ph: 250-387-2026 E: [laura.sampson@gov.bc.ca](mailto:laura.sampson@gov.bc.ca)

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 28, 2017 5:00 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field  
**Attachments:** Inventory of Communications to the Field 20170721\_ST\_LMP Additions.xlsx; Inventory of Requests to the Field 20170721\_ST\_LMP Additions.xlsx; RE: Inventory of Requests and Communications to the Field

Attached for your review prior to Monday's 9am deadline – See notes below:

Celine (obo LMP) – Did up most of this

Emilie – added one line item

HB – nothing to add

James – sent an email (I think it means he has nothing to add...I was a little confused). I've attached his email in case you want to add anything from it to the attached.

Eleanor – I'm not sure if there is anything for MyEd that you want to add

That covers us all...let me know your thoughts and I can submit on Monday. Thanks!!

~ Lindsay Moir

---

**From:** Hamilton, Sheila EDUC:EX  
**Sent:** Tuesday, July 25, 2017 3:49 PM  
**To:** Cutler, Rosa EDUC:EX; Kubisheski, Carlee EDUC:EX; Sampson, Laura EDUC:EX; Forman, Chelsea S EDUC:EX; Isaac, Chrysstena D EDUC:EX; Martin, Mari EDUC:EX; Ford, Rebekah R EDUC:EX; Mercer, Sally EDUC:EX; Gibbs, Lisa EDUC:EX; Forman, Chelsea S EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** Cover, Dwayne EDUC:EX; Paul, Trevor EDUC:EX; Squires, Paul E EDUC:EX; Sheppard, Grant EDUC:EX  
**Subject:** Inventory of Requests and Communications to the Field

If you are adding a NEW entry, please highlight the entire row in YELLOW. You can do this by going into the DESIGN Tab, select Shading and choosing YELLOW.

If you are changing an entry, please highlight the entire row in BLUE. You can do this by going into the DESIGN Tab, select Shading and choosing BLUE.

I will need this info returned to me by July 31<sup>st</sup> at 9am. If you have any questions, please let me know.

Thank you.

*Sheila Hamilton*  
Program Coordinator  
Partner and Intergovernmental Relations  
Ministry of Education  
Phone: 250-356-1083

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 31, 2017 9:53 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field

Am I ok to send back to Ramona's group or do you still need more time for additions?

~ Lindsay Moir ~

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 9:42 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field

Thanks

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Monday, July 31, 2017 at 8:35 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** RE: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field

Edits made as requested

~ Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 8:16 AM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field  
**Importance:** High

Hi Lindsay

We don't need to add every thing that went months ago so can you remove what Celine added that is dated prior to June 1? Also, we need a DN approved by the Minister before we release any of the numeracy letters, so those dates need to be delayed a week.

Thanks

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Friday, July 28, 2017 at 5:00 PM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** FOR REVIEW/APPROVAL: Inventory of Requests and Communications to the Field

Attached for your review prior to Monday's 9am deadline – See notes below:

Celine (obo LMP) – Did up most of this  
Emilie – added one line item  
HB – nothing to add

James – sent an email (I think it means he has nothing to add...I was a little confused). I've attached his email in case you want to add anything from it to the attached.

Eleanor – I'm not sure if there is anything for MyEd that you want to add

That covers us all...let me know your thoughts and I can submit on Monday. Thanks!!

~Lindsay Moir

---

**From:** Hamilton, Sheila EDUC:EX

**Sent:** Tuesday, July 25, 2017 3:49 PM

**To:** Cutler, Rosa EDUC:EX; Kubisheski, Carlee EDUC:EX; Sampson, Laura EDUC:EX; Forman, Chelsea S EDUC:EX; Isaac, Chrysstena D EDUC:EX; Martin, Mari EDUC:EX; Ford, Rebekah R EDUC:EX; Mercer, Sally EDUC:EX; Gibbs, Lisa EDUC:EX; Forman, Chelsea S EDUC:EX; Moir, Lindsay EDUC:EX

**Cc:** Cover, Dwayne EDUC:EX; Paul, Trevor EDUC:EX; Squires, Paul E EDUC:EX; Sheppard, Grant EDUC:EX

**Subject:** Inventory of Requests and Communications to the Field

If you are adding a NEW entry, please highlight the entire row in YELLOW. You can do this by going into the DESIGN Tab, select Shading and choosing YELLOW.

If you are changing an entry, please highlight the entire row in BLUE. You can do this by going into the DESIGN Tab, select Shading and choosing BLUE.

I will need this info returned to me by July 31<sup>st</sup> at 9am. If you have any questions, please let me know.

Thank you.

*Sheila Hamilton*

Program Coordinator

Partner and Intergovernmental Relations

Ministry of Education

Phone: 250-356-1083

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 31, 2017 10:22 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017  
**Attachments:** S\_T letter drafts.docx

If you review/approve I will apply your e-signature and send them back to Heather. I will then print hard copies for you to hand out to staff once we're give the ok from Heather.

~Lindsay Moir

---

**From:** Beaton, Heather A EDUC:EX  
**Sent:** Monday, July 31, 2017 10:06 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX; Beaton, Heather A EDUC:EX  
**Subject:** CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017  
**Importance:** High

Hi Eleanor -

Please find attached the in-range adjustment letters for your division. **Instructions are listed below.**

PWI is required to submit ministry letters in one batch to the PSA, alongside a required spreadsheet prepared for payroll.

Once letters are signed, please return your division letters to me.

When all ADM signed letters have been received, I will inform ADMs to ensure letters are provided to employees in a coordinated and timely manner.

If you have any questions please do not hesitate to contact me.

Thank you for your support in completing this process as quickly as possible this week.

**Instructions:**

1. Please sign each employee letter where indicated
2. **Scan and email signed copies of letters to me**
3. PWI is required to provide scanned copies of letters and a summary spreadsheet to MyHR for processing
4. I will inform ADMs when all of the scanned copies have been received
5. Employee letters can be provided to employees for their records
6. The increase should appear on employee pay in approximately 3 pay periods (6 weeks) following receipt of the MyHR service request
7. The retroactive amount (to July 1, 2017) may take up to an additional 3 pay periods (6 weeks) for processing

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 31, 2017 12:08 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** RE: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017  
**Attachments:** Jill Kot - 2016 division performance ratings.docx

See attached – you'll note they are both in the grey "not eligible box.

~Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Monday, July 31, 2017 12:06 PM  
**To:** Moir, Lindsay EDUC:EX  
**Subject:** Re: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017

s.22

All approved. Need to follow up with a few - not sure why some are not included.

e

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>  
**Date:** Monday, July 31, 2017 at 10:21 AM  
**To:** Eleanor Liddy <eleanor.liddy@gov.bc.ca>  
**Subject:** RE: CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017

If you review/approve I will apply your e-signature and send them back to Heather. I will then print hard copies for you to hand out to staff once we're give the ok from Heather.

~Lindsay Moir

---

**From:** Beaton, Heather A EDUC:EX  
**Sent:** Monday, July 31, 2017 10:06 AM  
**To:** Liddy, Eleanor EDUC:EX  
**Cc:** Moir, Lindsay EDUC:EX; Beaton, Heather A EDUC:EX  
**Subject:** CONFIDENTIAL - S&T: In-Range Adjustment Letters 2017  
**Importance:** High

Hi Eleanor -

Please find attached the in-range adjustment letters for your division. **Instructions are listed below.**

PWI is required to submit ministry letters in one batch to the PSA, alongside a required spreadsheet prepared for payroll.

Once letters are signed, please return your division letters to me.

When all ADM signed letters have been received, I will inform ADMs to ensure letters are provided to employees in a coordinated and timely manner.

If you have any questions please do not hesitate to contact me.

Thank you for your support in completing this process as quickly as possible this week.

**Instructions:**

1. Please sign each employee letter where indicated
2. **Scan and email signed copies of letters to me**
3. PWI is required to provide scanned copies of letters and a summary spreadsheet to MyHR for processing
4. I will inform ADMs when all of the scanned copies have been received
5. Employee letters can be provided to employees for their records
6. The increase should appear on employee pay in approximately 3 pay periods (6 weeks) following receipt of the MyHR service request
7. The retroactive amount (to July 1, 2017) may take up to an additional 3 pay periods (6 weeks) for processing

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 31, 2017 12:39 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** FW: IGRS Request: mandate commitments  
**Attachments:** Commitment Tracking.docx

Eleanor,

Mandate Letter can be found here: <http://www2.gov.bc.ca/assets/gov/government/ministries-organizations/premier-cabinet-mlas/minister-letter/fleming-mandate.pdf>

~ Lindsay Moir

---

**From:** Teng, Zita EDUC:EX  
**Sent:** Monday, July 31, 2017 11:31 AM  
**To:** Liddy, Eleanor EDUC:EX; McCrea, Jennifer EDUC:EX; Postings, Shelaina EDUC:EX; Mason, Shanna EDUC:EX; Godin, Keith EDUC:EX  
**Cc:** Soares, Ramona EDUC:EX; Moir, Lindsay EDUC:EX; Silletta, Janie EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX; Shea, Megan EDUC:EX; Forman, Chelsea S EDUC:EX; Hoffman, Suzanne EDUC:EX  
**Subject:** RE: IGRS Request: mandate commitments

And here is the attachment!  
Zita

---

**From:** Teng, Zita EDUC:EX  
**Sent:** Monday, July 31, 2017 11:30 AM  
**To:** Liddy, Eleanor EDUC:EX; McCrea, Jennifer EDUC:EX; Postings, Shelaina EDUC:EX; Mason, Shanna EDUC:EX; Godin, Keith EDUC:EX  
**Cc:** Soares, Ramona EDUC:EX; Moir, Lindsay EDUC:EX; Silletta, Janie EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX; Shea, Megan EDUC:EX; Forman, Chelsea S EDUC:EX; Hoffman, Suzanne EDUC:EX  
**Subject:** IGRS Request: mandate commitments

Hi All,

Attached is a minister mandate tracking document, with leads assigned. DMO will look to update and report out on this on a monthly basis once everything gets up and running. This document will be housed on the Executive SP (<https://educstaff.gov.bc.ca/dmo/SitePages/Executive%20SharePoint.aspx>)

At this time, for your action and in support of the development of a framework for BCs relations with the federal government, IGRS is asking for information on the mandate commitments, please see below three questions and provide comment in relation to your mandate commitments.

Please send responses back to me by end of day Wednesday. I will collate and provide to Scott for review.  
Thank you,  
Zita

(1) Which of the commitments in your Minister's mandate letter will require, or could benefit from, supporting actions by the federal government? What specific federal actions (i.e., program, policy, legislative, regulatory or funding changes) would help your Minister achieve her or his mandate?

(2) What federal-provincial funding agreements important to your Minister's mandate are currently under negotiation, or will need to be negotiated or renegotiated during the next twelve months?

(3) Related to the previous question: what existing or announced envelopes of federal funding should B.C. focus on pursuing in support of your Minister's mandate? [This may include, for instance, funding envelopes for which B.C.'s share will depend on how effectively we make a case for our own priorities (e.g., merit-based infrastructure funding streams); or envelopes for which, although our total share may be pre-determined by a formula, the allocation of funding to specific projects or B.C. priorities has not yet been finalized.]

## Moir, Lindsay EDUC:EX

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Monday, July 31, 2017 1:44 PM  
**To:** Liddy, Eleanor EDUC:EX  
**Subject:** Executive Committee - ShP Site

<https://educstaff.gov.bc.ca/dmo/ExecutiveCommittee/Forms/AllItems.aspx>

~ Lindsay Moir, BEd

Executive Coordinator | Eleanor Liddy A/ADM

Services and Technology Division

And Learning Modernization Project

Ministry of Education

3<sup>rd</sup> Floor – 620 Superior Street

Mailing Address: PO Box 9886 STN PROV GOVT

Victoria BC V8W 9T6

Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)

Cell: (250) 886-6620

Page 186 to/à Page 187

Withheld pursuant to/removed as

s.22

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 10:26 AM  
**To:** ADM\_Services & Technology EDUC:EX; Moir, Lindsay EDUC:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Bamford, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX; Gent, Judy J EDUC:EX; Friedland, Gillian EDUC:EX; Dagnall, Krista EDUC:EX  
**Subject:** Re: HOLD s.22

Excellent...

---

**From:** "ADM\_Services & Technology EDUC:EX" <[ADM.ServicesTechnology@gov.bc.ca](mailto:ADM.ServicesTechnology@gov.bc.ca)>  
**Date:** Friday, July 21, 2017 at 10:11 AM  
**To:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>, "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>, "Hillier, Emilie A EDUC:EX" <[Emilie.Hillier@gov.bc.ca](mailto:Emilie.Hillier@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>, "Shypitka, James M EDUC:EX" <[James.Shypitka@gov.bc.ca](mailto:James.Shypitka@gov.bc.ca)>, "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>, Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>, Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, "Gent, Judy J EDUC:EX" <[Judy.Gent@gov.bc.ca](mailto:Judy.Gent@gov.bc.ca)>, Gillian Friedland <[Gillian.Friedland@gov.bc.ca](mailto:Gillian.Friedland@gov.bc.ca)>, "Dagnall, Krista EDUC:EX" <[Krista.Dagnall@gov.bc.ca](mailto:Krista.Dagnall@gov.bc.ca)>  
**Subject:** HOLD s.22

Just checking s.22

Will send a note/invite to whole division s.22

## Baines, Susan A EDUC:EX

---

**From:** s.22  
**Sent:** Tuesday, July 18, 2017 3:08 PM  
**To:** Moir, Lindsay EDUC:EX  
**Cc:** Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Bamford, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX; Baines, Susan A EDUC:EX; Gent, Judy J EDUC:EX; Friedland, Gillian EDUC:EX; Dagnall, Krista EDUC:EX  
**Subject:** Re: s.22 A/ADM

Unconfirmed by our new DM so please hold.

Sent from my iPhone

On Jul 18, 2017, at 3:00 PM, Moir, Lindsay EDUC:EX <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)> wrote:

Hi all,

Just a quick note that <sup>s.22</sup> A/ADM for the time being – I am working with the DM's office to confirm I'm ok to communicate out more broadly to the Division.

~Lindsay Moir, BEd  
Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project  
Ministry of Education  
3<sup>rd</sup> Floor – 620 Superior Street  
Mailing Address: PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6  
Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)  
Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Wednesday, July 19, 2017 10:03 AM  
**To:** Kot, Jill EDUC:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Moir, Lindsay EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Lacharite, Kim A EDUC:EX; Walt, Nancy J EDUC:EX; Bamford, Kevena EDUC:EX; Gillespie, Emma EDUC:EX  
**Cc:** Farrow, Jennifer EDUC:EX  
**Subject:** Re: Canceled: Leadership Team Meeting  
  
**Importance:** High

Thanks Lindsay. For the interim we will continue these meetings at the usual time.

e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)> on behalf of Jill Kot <[jill.kot@gov.bc.ca](mailto:jill.kot@gov.bc.ca)>  
**Date:** Wednesday, July 19, 2017 at 9:14 AM  
**To:** "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>, "Hillier, Emilie A EDUC:EX" <[Emilie.Hillier@gov.bc.ca](mailto:Emilie.Hillier@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>, "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>, "Shypitka, James M EDUC:EX" <[James.Shypitka@gov.bc.ca](mailto:James.Shypitka@gov.bc.ca)>, "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>, Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>, "Gillespie, Emma EDUC:EX" <[Emma.Gillespie@gov.bc.ca](mailto:Emma.Gillespie@gov.bc.ca)>  
**Cc:** "Farrow, Jennifer EDUC:EX" <[Jennifer.Farrow@gov.bc.ca](mailto:Jennifer.Farrow@gov.bc.ca)>  
**Subject:** Canceled: Leadership Team Meeting

Cancelling this series out of Jill's calendar. I will send a hold for this time from my calendar until a new ADM is appointed.

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 12:22 PM  
**To:** Moir, Lindsay EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Lacharite, Kim A EDUC:EX; Bamford, Kevena EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** Re: 2016 Estimates Notes

Thanks Lindsay – this is helpful to guide us this year.

e

---

**From:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Date:** Friday, July 21, 2017 at 9:26 AM  
**To:** "Hillier, Emilie A EDUC:EX" <[Emilie.Hillier@gov.bc.ca](mailto:Emilie.Hillier@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, "Parkinson, Margaret EDUC:EX" <[Margaret.Parkinson@gov.bc.ca](mailto:Margaret.Parkinson@gov.bc.ca)>, "Shypitka, James M EDUC:EX" <[James.Shypitka@gov.bc.ca](mailto:James.Shypitka@gov.bc.ca)>, "Teo, HB EDUC:EX" <[HB.Teo@gov.bc.ca](mailto:HB.Teo@gov.bc.ca)>, Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>  
**Cc:** "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>  
**Subject:** 2016 Estimates Notes

I understand that a few of you were looking for last year's notes – not everyone has access to the ShP site anymore so I've attached the notes we submitted for last year along with any from Learning Division that seem to fall to us now (including those you requested via email, Kim).

Please let me know if you require anything further. A reminder that I only need the list of notes we'll be providing this year, you do not need to start drafting the notes. I will send a template later on, once received.

– Lindsay Moir, BEA

Executive Coordinator | Jill Kot, ADM  
Services and Technology Division  
And Learning Modernization Project

Ministry of Education

3<sup>rd</sup> Floor – 620 Superior Street

Mailing Address: PO Box 9886 STN PROV GOVT

Victoria BC V8W 9T6

Email: [lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)

Cell: (250) 886-6620

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 12:27 PM  
**To:** Walt, Nancy J EDUC:EX; Moir, Lindsay EDUC:EX; Dagnall, Krista EDUC:EX; Baines, Susan A EDUC:EX; Gent, Judy J EDUC:EX; Lacharite, Kim A EDUC:EX; Bamford, Kevena EDUC:EX  
**Cc:** Calleberg, Angie EDUC:EX; Powell, Janet EDUC:EX; Baer, Markus EDUC:EX; Munro, Brent D EDUC:EX; Neufeld, Brenda EDUC:EX; Bradford, Melanie EDUC:EX  
**Subject:** s.22

s.22

e

---

**From:** Nancy Walt <[Nancy.Walt@gov.bc.ca](mailto:Nancy.Walt@gov.bc.ca)>  
**Date:** Friday, July 21, 2017 at 11:53 AM  
**To:** Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>, Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>, "Dagnall, Krista EDUC:EX" <[Krista.Dagnall@gov.bc.ca](mailto:Krista.Dagnall@gov.bc.ca)>, "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>, "Gent, Judy J EDUC:EX" <[Judy.Gent@gov.bc.ca](mailto:Judy.Gent@gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>  
**Cc:** "Calleberg, Angie EDUC:EX" <[Angie.Calleberg@gov.bc.ca](mailto:Angie.Calleberg@gov.bc.ca)>, "Powell, Janet EDUC:EX" <[Janet.Powell@gov.bc.ca](mailto:Janet.Powell@gov.bc.ca)>, "Baer, Markus EDUC:EX" <[Markus.Baer@gov.bc.ca](mailto:Markus.Baer@gov.bc.ca)>, "Munro, Brent D EDUC:EX" <[Brent.D.Munro@gov.bc.ca](mailto:Brent.D.Munro@gov.bc.ca)>, Brenda Neufeld <[Brenda.Neufeld@gov.bc.ca](mailto:Brenda.Neufeld@gov.bc.ca)>, "Bradford, Melanie EDUC:EX" <[Melanie.Bradford@gov.bc.ca](mailto:Melanie.Bradford@gov.bc.ca)>  
**Subject:** s.22

s.22

Page 193

Withheld pursuant to/removed as

s.22

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 1:09 PM  
**To:** Hillier, Emilie A EDUC:EX; Moir, Lindsay EDUC:EX; Lacharite, Kim A EDUC:EX  
**Cc:** Baines, Susan A EDUC:EX  
**Subject:** Re: TO DO: EDUC\_Priority Issues and Items for Decision - got it!!

**Importance:** High

Absolutely – we will be sure to include..  
e

---

**From:** "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>  
**Date:** Friday, July 21, 2017 at 11:46 AM  
**To:** Lindsay Moir <lindsay.moir@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>  
**Cc:** "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>  
**Subject:** RE: TO DO: EDUC\_Priority Issues and Items for Decision - got it!!

I note Zita suggests adding the item about getting the e-sigs of our new minister and AVED minister. I have been working on this with Zita and the legislation branch. We have to delay issue of Adult Dogwoods to adult grads this weekend as we need the new signatures. Eleanor, I had briefed Jill on this but you and I haven't had a chance to connect on it.

This is a time sensitive item. If there is an opportunity to add it here as Zita suggests I am happy to provide you with more info – please let me know.

---

**From:** Moir, Lindsay EDUC:EX  
**Sent:** Friday, July 21, 2017 11:07 AM  
**To:** Liddy, Eleanor EDUC:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Bamford, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX  
**Subject:** RE: TO DO: EDUC\_Priority Issues and Items for Decision - got it!!

Most excellent!

– Lindsay Moir

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 11:07 AM  
**To:** Moir, Lindsay EDUC:EX; Baines, Susan A EDUC:EX; Hillier, Emilie A EDUC:EX; Parkinson, Margaret EDUC:EX; Shypitka, James M EDUC:EX; Teo, HB EDUC:EX; Walt, Nancy J EDUC:EX; Bamford, Kevena EDUC:EX; Lacharite, Kim A EDUC:EX  
**Subject:** Re: TO DO: EDUC\_Priority Issues and Items for Decision - got it!!  
**Importance:** High

Stand down on this – Kim and I have it under control...

---

**From:** Lindsay Moir <lindsay.moir@gov.bc.ca>

**Date:** Friday, July 21, 2017 at 11:03 AM

**To:** "Baines, Susan A EDUC:EX" <Susan.Baines@gov.bc.ca>, "Hillier, Emilie A EDUC:EX" <Emilie.Hillier@gov.bc.ca>, Eleanor Liddy <eleanor.liddy@gov.bc.ca>, Lindsay Moir <lindsay.moir@gov.bc.ca>, "Parkinson, Margaret EDUC:EX" <Margaret.Parkinson@gov.bc.ca>, "Shypitka, James M EDUC:EX" <James.Shypitka@gov.bc.ca>, "Teo, HB EDUC:EX" <HB.Teo@gov.bc.ca>, Nancy Walt <Nancy.Walt@gov.bc.ca>, Kevena Bamford <Kevena.Bamford@gov.bc.ca>, Kim Lacharite <kim.lacharite@gov.bc.ca>

**Subject:** TO DO: EDUC\_Priority Issues and Items for Decision

Apologies all, another document that needs to be completed by end of day today. Please let me know if you'll be providing edits and I can compile for the division.

~ Lindsay Moir

---

**From:** Teng, Zita EDUC:EX

**Sent:** Thursday, July 20, 2017 6:27 PM

**To:** Godin, Keith EDUC:EX; Liddy, Eleanor EDUC:EX; Mason, Shanna EDUC:EX; McCrea, Jennifer EDUC:EX; Soares, Ramona EDUC:EX

**Cc:** Shea, Megan EDUC:EX; Moir, Lindsay EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX; Silletta, Janie EDUC:EX; Sures, Lauren EDUC:EX; Gajdics, Peter EDUC:EX

**Subject:** For Review: EDUC\_Priority Issues and Items for Decision

Hi All,

Looking for your review and input on the attached 30-60-90 document for the Minister. During my initial discussion with Scott he mentioned creating a running 30-60-90 document for items we require Minister decision on. I pulled the document together from the issues notes in our transition binder, however, I am also looking to include all regular more operational decisions, such as the use of his esig on the Adult certificates (S&T lead), and upcoming capital potential announcements (although these may be routed through GCPE in the future). Anything that may need to come forward in the next 30-60-90 days for his decision should be on the list. I did leave some out and they are listed at the bottom of the document as I felt direction may be required prior to us moving forward to seek a decision.

If you can please review and add any items by end of day tomorrow that would be appreciate. We may review at Executive on Monday (ill confirm with Scott tomorrow).

(Sorry Shanna – another tracking/30-60-90 document/template!!! ☺)

Zita

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Friday, July 21, 2017 2:01 PM  
**To:** EDUC eApprovals; Gent, Judy J EDUC:EX; Moir, Lindsay EDUC:EX; Baines, Susan A EDUC:EX  
**Subject:** Re: WATCHER: Incoming Assignment eApprovals item 3943

Hi there

Thanks for this .. Does not usually come via e approvals but will follow up! E

---

**From:** EDUC eApprovals <[DoNotReply@SP2010.gov.bc.ca](mailto:DoNotReply@SP2010.gov.bc.ca)>  
**Date:** Friday, July 21, 2017 at 1:46 PM  
**To:** "Gent, Judy J EDUC:EX" <[Judy.Gent@gov.bc.ca](mailto:Judy.Gent@gov.bc.ca)>, Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>, "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>, Eleanor Liddy <[eleanor.liddy@gov.bc.ca](mailto:eleanor.liddy@gov.bc.ca)>  
**Subject:** WATCHER: Incoming Assignment – eApprovals item 3943

An eApprovals Item has been sent to Liddy, Eleanor.

CliffNumber:195080

Other Number:

TRIM Number:

Topic:Attached is a copy of local policy and local reporting procedures - we are in transition from old reporting order to new interim order.

Date Final Due:7/27/2017 12:00:00 AM

Last Action:Item Sent To

Comments:

**Eleanor, I understand that these updates are normally sent to you. If you see a role for my team to address anything in this material, please let me know. Thank you!**

eApprovals Link:

<https://educeapprovals.gov.bc.ca/prod/SitePages/watchedItems.aspx>

Super User Link:

<https://educeapprovals.gov.bc.ca/prod/SitePages/superUser.aspx>

Cliff Link:

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Tuesday, July 25, 2017 7:38 PM  
**To:** Bamford, Kevena EDUC:EX; Moir, Lindsay EDUC:EX  
**Cc:** EDUC DL ST Leadership Team; Lacharite, Kim A EDUC:EX; Calleberg, Angie EDUC:EX  
**Subject:** Re: Info Request - Ministry Partner Events Tracking Document

Think we should put the Think Tank sessions in, and those that are formally organized with AVED. But keep this week's out e

---

**From:** Kevena Bamford <[Kevena.Bamford@gov.bc.ca](mailto:Kevena.Bamford@gov.bc.ca)>  
**Date:** Tuesday, July 25, 2017 at 3:46 PM  
**To:** Lindsay Moir <[lindsay.moir@gov.bc.ca](mailto:lindsay.moir@gov.bc.ca)>  
**Cc:** EDUC DL ST Leadership Team <[LTEAM2@Victoria1.gov.bc.ca](mailto:LTEAM2@Victoria1.gov.bc.ca)>, Kim Lacharite <[kim.lacharite@gov.bc.ca](mailto:kim.lacharite@gov.bc.ca)>, "Calleberg, Angie EDUC:EX" <[Angie.Calleberg@gov.bc.ca](mailto:Angie.Calleberg@gov.bc.ca)>  
**Subject:** Re: Info Request - Ministry Partner Events Tracking Document

Thanks !

Suggest we hold on the psi thing till get a sense of priority level w DM and if formalized as "partner work "

Sent from my iPhone

On Jul 25, 2017, at 3:34 PM, Moir, Lindsay EDUC:EX <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)> wrote:

Further to the note I sent this morning with the copy of the tracking document that went to exec, this is the email I receive every two weeks to update it.

As mentioned earlier, if there are things you think should be included, please let me know. My understanding was it was just for ADM mtgs (or mtgs where staff attend obo ADM) so I generally have a pretty good sense of what goes in here.

Kevena – I had discussed with Rebekah whether or not we should include the PSI meetings, I haven't received a definite answer. Perhaps I'll have Eleanor ask Ramona....

– Lindsay Moir

---

**From:** Hamilton, Sheila EDUC:EX  
**Sent:** Tuesday, July 25, 2017 3:30 PM  
**To:** Forman, Chelsea S EDUC:EX; Gibbs, Lisa EDUC:EX; Isaac, Chrysstena D EDUC:EX; Kubisheski, Carlee EDUC:EX; Martin, Mari EDUC:EX; Mason, Shanna EDUC:EX; McGeachy, Denise EDUC:EX; Mercer, Sally EDUC:EX; Moir, Lindsay EDUC:EX; Sampson, Laura EDUC:EX; Schroeder, Alan EDUC:EX  
**Cc:** Gajdics, Peter EDUC:EX; Henneberry, Leah EDUC:EX; Jonker, Brian EDUC:EX; Cover, Dwayne EDUC:EX; Malczewska, Sophia EDUC:EX; Paul, Trevor EDUC:EX; Sheppard, Grant EDUC:EX; Squires, Paul E EDUC:EX; Sures, Lauren EDUC:EX; Teng, Zita EDUC:EX; Walker, Brenda MK EDUC:EX; Williams, Eve EDUC:EX; Ford, Rebekah R EDUC:EX  
**Subject:** Info Request - Ministry Partner Events Tracking Document

Hi Everyone,

It's time to update our Ministry's **CURRENT Education Partner Events Tracking Document**.  
Here is the [link](#).

***If you are adding a NEW meeting or event to the document, please highlight the entire row in YELLOW.***

Ensure your Division tab as well as the Awareness and Celebratory Events tab are accurate and up-to-date. Instructions are located on the first tab of the spreadsheet. If at all possible, please ensure meeting and event information is filled in up to **July 31<sup>st</sup>, 2018**. Once updated, please email me to let me know that it has been done.

***The deadline for changes is Friday, July 21<sup>th</sup> at 9:00am.***

If you have any questions, please email or call me at 250-356-1083.

Sheila Hamilton  
Program Coordinator  
Partner and Intergovernmental Relations  
Ministry of Education  
Phone: 250-356-1083

## Baines, Susan A EDUC:EX

---

**From:** Liddy, Eleanor EDUC:EX  
**Sent:** Thursday, July 27, 2017 5:08 PM  
**To:** Moir, Lindsay EDUC:EX; EDUC DL ST Full Division  
**Subject:** Re: Lunch hour construction noise July 28 to Aug 3

I'll grab a supply of ear plugs from Harbour Air's sorry folks!

On 7/27/17, 2:44 PM, "Moir, Lindsay EDUC:EX" <[Lindsay.Moir@gov.bc.ca](mailto:Lindsay.Moir@gov.bc.ca)> wrote:

>Hi all,  
>  
>Please see note below from Emma Bennett - I've looked at all our major  
>boardrooms and there doesn't appear to be any big meetings going on  
>over the lunch hour tomorrow or early next week.  
>  
>Let me know if you foresee any issues or have any concerns and I will  
>pass them along to Emma  
>  
>- Lindsay Moir  
>  
>-----Original Message-----  
>From: Bennett, Emma EDUC:EX  
>  
>Good afternoon,  
>  
>Shared Services BC has advised me that they would like to complete work  
>on the space enhancement project that may cause resonating noise during  
>the lunch hour (12pm to 1pm) tomorrow and next week until August 3rd.  
>  
>This will result in some noise disruption to employees similar to what  
>was experienced today.  
>  
>Please can you let me know if there is any program activity or meetings  
>that would be impacted due to this noise or if there are any concerns.  
>  
>I appreciate that the construction noise was fairly loud today between  
>12 to 12:15pm. I did contact the project lead about the difficulties  
>this provided and they will inform us in advance of resonating noise in future.  
>  
>Thanks, Emma  
>  
>  
>  
>