

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Wednesday, February 28, 2018 6:10 PM  
**To:** Prisiak, Lisa PREM:EX  
**Subject:** RE: eOIC: 2 OICs posted for signature - please

Hi Lisa...they have been signed! ☺

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**From:** Prisiak, Lisa PREM:EX  
**Sent:** Wednesday, February 28, 2018 4:40 PM  
**To:** Reid, Heidi FIN:EX  
**Subject:** RE: eOIC: 2 OICs posted for signature - please

Hello,  
If Minister could sign by 9:00 tomorrow morning, the last two, that would be much appreciated.

I will be in touch by early afternoon tomorrow with more OICs.

Have a good evening.

*Lisa Prisiak*  
OIC Coordinator  
Cabinet Operations

250-387-5503

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**From:** Prisiak, Lisa PREM:EX  
**Sent:** Wednesday, February 28, 2018 3:44 PM  
**To:** Reid, Heidi FIN:EX; Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX  
**Subject:** RE: eOIC: 2 OICs posted for signature - please

Hello, Just checking in on the status of the Minister signing these two OICs. I see that she signed the CABRO ones already.

*Lisa Prisiak*  
OIC Coordinator  
Cabinet Operations

250-387-5503

---

**From:** Prisiak, Lisa PREM:EX  
**Sent:** Wednesday, February 28, 2018 2:07 PM  
**To:** Reid, Heidi FIN:EX; Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX  
**Subject:** eOIC: 2 OICs posted for signature - please

Hello,  
There are two rush OICs for Minister James signature by 3:30 today if possible please. These are floating on the main page and are in addition to the CABRO OICs.

The remaining OICs from Cabinet today will be posted tomorrow with a longer signing time.

Cheers

*Lisa Prisiak*

OIC Coordinator

Cabinet Operations

250-387-5503

## Reid, Heidi FIN:EX

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**From:** Michell, Jennifer FIN:EX  
**Sent:** Wednesday, February 28, 2018 5:32 PM  
**To:** Reid, Heidi FIN:EX  
**Subject:** FW: Minister James Meeting March 13, 2018

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

Let's chat tomorrow morning on this one

**Jennifer Michell**

Director, Executive Operations & Strategic Initiatives  
Office of the Deputy Minister | Ministry of Finance

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**From:** Nicholson, Riley FIN:EX  
**Sent:** Wednesday, February 28, 2018 9:09 AM  
**To:** Reid, Heidi FIN:EX  
**Cc:** Michell, Jennifer FIN:EX  
**Subject:** FW: Minister James Meeting March 13, 2018

Hi Heidi

Per your previous email, Jen informed Danielle of the invites as noted below, but I am not sure of the outcome – if they will attend or not. I have copied Jen on this to follow up with you.

Thanks,

Riley

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**From:** Michell, Jennifer FIN:EX  
**Sent:** Monday, February 26, 2018 9:45 AM  
**To:** Nicholson, Riley FIN:EX; Woodcock, Danielle EMBC:EX  
**Subject:** RE: Minister James Meeting March 13, 2018

Hi Danielle

There are three Deputy Minister's who report to Minister James.

DM Wanamaker  
DM Halls  
DM Lloyd

**Jennifer Michell**

Director, Executive Operations & Strategic Initiatives  
Office of the Deputy Minister | Ministry of Finance

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**From:** Nicholson, Riley FIN:EX  
**Sent:** Friday, February 23, 2018 10:34 AM  
**To:** Woodcock, Danielle EMBC:EX

**Cc:** Michell, Jennifer FIN:EX

**Subject:** FW: Minister James Meeting March 13, 2018

Hi Danielle,

The Minister's office has forwarded your request to the DMO. I have copied Jen Michell who can follow up with you early next week regarding invites, etc., for this meeting (Jen is away today).

Thank you,

Riley

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**From:** Reid, Heidi FIN:EX

**Sent:** Friday, February 23, 2018 10:24 AM

**To:** Nicholson, Riley FIN:EX

**Subject:** FW: Minister James Meeting March 13, 2018

As discussed! Thanks ☺

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**From:** Woodcock, Danielle EMBC:EX

**Sent:** Friday, February 23, 2018 9:53 AM

**To:** Reid, Heidi FIN:EX

**Subject:** RE: Minister James Meeting March 13, 2018

Hi Heidi

I am not sure how many yet I am asking you who are the DM's that report to Minister James?

Danielle

---

**From:** Reid, Heidi FIN:EX

**Sent:** February 23, 2018 09:50 AM

**To:** Woodcock, Danielle EMBC:EX <[Danielle.Woodcock@gov.bc.ca](mailto:Danielle.Woodcock@gov.bc.ca)>

**Subject:** RE: Minister James Meeting March 13, 2018

Hi Danielle...how many all totalled? We can squeeze quite a few in the Minister's office....

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**From:** Woodcock, Danielle EMBC:EX

**Sent:** Friday, February 23, 2018 9:47 AM

**To:** Reid, Heidi FIN:EX

**Subject:** Minister James Meeting March 13, 2018

Good Morning Heidi,

DM Wanamaker has requested that all of the Deputy Ministers that report to the Minister in the Continuity of Government meeting scheduled on March 13, 2018 at 2:00 pm.

Could you please let me know who else I should include in the meeting invite and if you need to change to a meeting room I can update the meeting invite with that information as well.

Thank you.



***Danielle Woodcock, Manager Executive Operations***

Ministry of Public Safety and Solicitor General  
Deputy Ministers Office, Emergency Management BC  
Suite 4B - 940 Blanshard Street  
Victoria BC V8W 3C8

Office: 250-356-0840 Mobile: s.17

Email: *Danielle.Woodcock@gov.bc.ca*

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Wednesday, February 28, 2018 4:43 PM  
**To:** Prisiak, Lisa PREM:EX  
**Subject:** RE: eOIC: 2 OICs posted for signature - please

I will let her know..thanks and you too have a great evening ☺

---

**From:** Prisiak, Lisa PREM:EX  
**Sent:** Wednesday, February 28, 2018 4:40 PM  
**To:** Reid, Heidi FIN:EX  
**Subject:** RE: eOIC: 2 OICs posted for signature - please

Hello,  
If Minister could sign by 9:00 tomorrow morning, the last two, that would be much appreciated.

I will be in touch by early afternoon tomorrow with more OICs.

Have a good evening.

*Lisa Prisiak*  
OIC Coordinator  
Cabinet Operations

250-387-5503

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**From:** Prisiak, Lisa PREM:EX  
**Sent:** Wednesday, February 28, 2018 3:44 PM  
**To:** Reid, Heidi FIN:EX; Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX  
**Subject:** RE: eOIC: 2 OICs posted for signature - please

Hello, Just checking in on the status of the Minister signing these two OICs. I see that she signed the CABRO ones already.

*Lisa Prisiak*  
OIC Coordinator  
Cabinet Operations

250-387-5503

---

**From:** Prisiak, Lisa PREM:EX  
**Sent:** Wednesday, February 28, 2018 2:07 PM  
**To:** Reid, Heidi FIN:EX; Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX  
**Subject:** eOIC: 2 OICs posted for signature - please

Hello,  
There are two rush OICs for Minister James signature by 3:30 today if possible please. These are floating on the main page and are in addition to the CABRO OICs.

The remaining OICs from Cabinet today will be posted tomorrow with a longer signing time.

Cheers

*Lisa Prisiak*

OIC Coordinator

Cabinet Operations

250-387-5503

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Wednesday, February 28, 2018 2:11 PM  
**To:** James, Carole FIN:EX  
**Subject:** FW: ACTION required: eOIC 4 BRDO OIC posted for signing  
**Importance:** High

And now there are 4 ☺

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**From:** Olson, Lianna FIN:EX  
**Sent:** Wednesday, February 28, 2018 2:09 PM  
**To:** Reid, Heidi FIN:EX  
**Cc:** Olson, Lianna FIN:EX  
**Subject:** ACTION required: eOIC 4 BRDO OIC posted for signing  
**Importance:** High

Hi Heidi,

As per our email conversation this morning, please be aware that I have posted 4 eOICs found in the BRDO folder on Minister James' iPad for signature by 3:30pm today, as the Presiding Member.

Thanks,  
Lianna

**Lianna Olson** | Director  
Crown Agencies and Board Resourcing Office | [CABRO](#)  
Ministry of Finance | 778-698-8442 | [lianna.olson@gov.bc.ca](mailto:lianna.olson@gov.bc.ca)  
617 Government St, Victoria

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## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Wednesday, February 28, 2018 2:11 PM  
**To:** James, Carole FIN:EX  
**Subject:** FW: eOIC: 2 OICs posted for signature - please  
  
**Importance:** High

FYI...

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**From:** Prisiak, Lisa PREM:EX  
**Sent:** Wednesday, February 28, 2018 2:07 PM  
**To:** Reid, Heidi FIN:EX; Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX  
**Subject:** eOIC: 2 OICs posted for signature - please

Hello,

There are two rush OICs for Minister James signature by 3:30 today if possible please. These are floating on the main page and are in addition to the CABRO OICs.

The remaining OICs from Cabinet today will be posted tomorrow with a longer signing time.

Cheers

*Lisa Prisiak*  
OIC Coordinator  
Cabinet Operations

250-387-5503

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Wednesday, February 28, 2018 10:22 AM  
**To:** Cleaver, Sheila C FIN:EX  
**Subject:** RE: Yvette Marquis PCard reconciliations

**Importance:** High

Hi Sheila...in order to reconcile this card, I need access to the BMO online.

Can you please get me a password so I can get this done?

Thanks...Heidi

**Heidi Reid**  
Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

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**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Friday, February 9, 2018 11:30 AM  
**To:** Reid, Heidi FIN:EX  
**Subject:** RE: Yvette Marquis PCard reconciliations  
**Importance:** High

Hi Heidi, please advise on the status of these, thank you.

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Thursday, January 11, 2018 2:13 PM  
**To:** Reid, Heidi FIN:EX  
**Subject:** Yvette Marquis PCard reconciliations  
Hi Heidi,

Debra Janke mentioned you are reconciling these 2 PCard statements for Yvette Marquis:

Marquis, Yvette	Finance	022	32001	34000	-		
					\$	431.43	Nov 3/17
Marquis, Yvette	Finance	022	32001	34000	\$	4,975.59	Oct 3/17

Could you please advise of the status of these.

Thank You.

*Sheila Cleaver*

Corporate CardCoordinator-Purchase Card/Travel Card/BTA  
Min of Finance, Minister's Offices and the Office of the Premier  
3rd Fl. 617 Government St. Victoria, BC V8W 9V1  
Phone# (250) 208-8490

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Tuesday, February 27, 2018 4:33 PM  
**To:** Hansard, Research LASS:EX  
**Subject:** RE: Introductions by Hon. C. James

Correct...thanks ☺

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**From:** Research.Hansard [<mailto:Research.Hansard@leg.bc.ca>]  
**Sent:** Tuesday, February 27, 2018 4:00 PM  
**To:** Reid, Heidi FIN:EX  
**Subject:** Introductions by Hon. C. James  
**Importance:** High

Hi Heidi,

Hon. C. James made the following introductions this morning in the House. Please advise our office of any necessary corrections by reply e-mail or by phone at 250-356-1636.

**Corrections must be received no later than 12 noon tomorrow so that we are able to correct the transcript before our print deadline.**

Thank you for your assistance. If your office has already sent us a list of these names, there is no need to resend.

This is the text as corrected by Hansard Services staff:

**Hon. C. James:** I have the pleasure to introduce a group who is visiting from the best high school in Victoria—Beacon Hill. It is the only high school in Victoria—Beacon Hill, but it's still the best high school in Victoria—Beacon Hill. Both of my children graduated from Victoria High School. We have a school group with 38 grade 10 students and two adults and their teacher, Ms. Jean Campbell.

Would the House please make them very welcome.

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**Hansard Research**  
Tel: 250-356-1636 | Fax: 250-356-5095  
<http://www.leg.bc.ca/hansard/>

**Reid, Heidi FIN:EX**

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**From:** Reid, Heidi FIN:EX  
**Sent:** Monday, February 26, 2018 4:29 PM  
**To:** 'allana@ralphs.ca'  
**Cc:** Reid, Heidi FIN:EX  
**Subject:** New cell phone needed...

Hi Lana,

We have a new Parliamentary Secretary of Gender Equity that was appointed last week & falls under the Minister of Finance's office.

We're wanting to get a cell phone up and running.

Her name is Mitzi Dean, MLA Esquimalt-Metchosin and she's asked for an iPhone.

If you need anything else please let me know.

Thanks...Heidi

**Heidi Reid**

Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)



**Reid, Heidi FIN:EX**

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**From:** Reid, Heidi FIN:EX  
**Sent:** Monday, February 26, 2018 2:52 PM  
**To:** James, Carole FIN:EX  
**Subject:** FW: eOIC: 1 OIC posted for signature - please

Over to you....

---

**From:** Prisiak, Lisa PREM:EX  
**Sent:** Monday, February 26, 2018 2:52 PM  
**To:** Reid, Heidi FIN:EX; Gillezeau, Rob FIN:EX; Spilker, Robyn FIN:EX; Henry, Molly FIN:EX  
**Subject:** eOIC: 1 OIC posted for signature - please

Hello,  
There is one staffing OIC on Minster James' iPad for her signature prior to tomorrow morning at 9:00 please.

FYI, I am anticipating a few more staffing OIC tomorrow.

Cheers

*Lisa Prisiak*  
OIC Coordinator  
Cabinet Operations

250-387-5503

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Monday, February 26, 2018 9:21 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: Attendance confirmation for Cabinet meeting March 7, 2018

MCJ will be in attendance...

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Monday, February 26, 2018 8:24 AM  
**To:** Aaron, Sage PREM:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Duncan, Kate JTT:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Harder, Derrick TRAN:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam GCPE:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P MMHA:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James AEST:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Wade, Debbie MMHA:EX; Wakeman, Michelle PSSG:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Wong, Tamarra PREM:EX  
**Cc:** Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX  
**Subject:** Attendance confirmation for Cabinet meeting March 7, 2018  
**Importance:** High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy and myself for the attendance survey.

### CABINET

Wednesday, March 7, 2018

9:00 a.m. – 11:30 a.m.

Chambers

Thank you,

Dawn A. Brown  
Cabinet Operations | Office of the Premier  
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1  
Ph: 250.387.5553 / Cell: s.17

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 23, 2018 8:57 AM  
**To:** FIN FSA MIN OFF FIN:EX  
**Subject:** RE: BANK OF MONTREAL (MASTERCARD) HREID s.17 03JAN18 \$3,624.42

Disregard the below email please...sent it to you before sending it to the EA.

Heidi

**Heidi Reid**  
Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 23, 2018 8:53 AM  
**To:** FIN FSA MIN OFF FIN:EX  
**Subject:** BANK OF MONTREAL (MASTERCARD) HREID s.17 03JAN18 \$3,624.42

The attached register package is complete, with register (all descriptions, account coding and taxes entered), receipts and forms attached.

Please forward your approval, along with the transaction package to accounts payable for Oracle entry.

Hi Rob...and here's the reconciliation for December which should have come to you before the one I sent earlier in the week!

...oh well, if you could approve and get both of them sent to:

[FINFSAMINOFF@gov.bc.ca](mailto:FINFSAMINOFF@gov.bc.ca)

And cc Debra Janke @ [debra.janke@gov.bc.ca](mailto:debra.janke@gov.bc.ca)

Thanks...Heidi

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Wednesday, February 21, 2018 12:29 PM  
**To:** Brown, Dawn A PREM:EX; Leonard, Jessica FIN:EX  
**Subject:** RE: Attendance confirmation.

Apologies...a wee bit busy with Budget.

MCJ will be in attendance at both meetings.

Heidi

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Wednesday, February 21, 2018 12:26 PM  
**To:** Reid, Heidi FIN:EX; Leonard, Jessica FIN:EX  
**Subject:** Attendance confirmation.

Please confirm the attendance of Min. James for the following meetings happening next week.

Cabinet – Wednesday, Feb. 28, 9:00 – 11:30 a.m.  
PA – Thursday, March 1, 1:45 – 4:30 p.m.

Please confirm these asap as I have to update our surveys asap. (original email sent Monday, Feb. 19)

Thank you,

Dawn A. Brown  
Cabinet Operations | Office of the Premier  
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1  
Ph: 250.387.5553 / Cell: s.17

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Monday, February 19, 2018 12:22 PM  
**To:** James, Carole FIN:EX  
**Subject:** FW: Group email list

s.17

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Wednesday, February 14, 2018 3:09 PM  
**To:** Aitken, Karen LASS:EX  
**Subject:** FW: 2018 Legislative Interns

Hi Karen...I have all the interns (below) on the list to attend the Budget Speech!

Heidi

---

**From:** Aitken, Karen [<mailto:Karen.Aitken@leg.bc.ca>]  
**Sent:** Wednesday, February 14, 2018 2:00 PM  
**To:** Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX; Henry, Molly FIN:EX  
**Subject:** 2018 Legislative Interns

I am writing to request Budget Day tickets for the 2018 Legislative Interns. Each year the Minister of Finance has provided tickets to the Interns and I am hoping that this tradition can continue. There are 12 interns this year:

Alex McGowan  
Kayla Phillips  
Celina Bell  
Sarah Lazin  
Max Gardiner  
Cate White  
Tabitha Black-Lock  
Brady Yano  
Brett Koenig  
Zoe Duhaime  
Matthew Creswick  
Barbara Szymczyk



Karen L. Aitken, Director  
Parliamentary Education Office  
Legislative Assembly of British Columbia  
250-387-0812 Cell 250-514-4800  
Facebook: @LegislativeAssemblyBC  
Twitter: @BCLegislature  
[www.leg.bc.ca](http://www.leg.bc.ca)

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Tuesday, February 13, 2018 9:54 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: Confirmation of attendance for Cabinet meeting February 21, 2018

Yes...MCJ will be in attendance, however she has s.22 from 11:30 am for the last half an hour.

Heidi

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Tuesday, February 13, 2018 9:52 AM  
**To:** Aaron, Sage PREM:EX; Brosz, Corinne M ENV:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Duncan, Kate JTT:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Harder, Derrick TRAN:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam GCPE:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P MMHA:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James AEST:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Wade, Debbie MMHA:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey JTT:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Wong, Tamarra PREM:EX  
**Cc:** Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX  
**Subject:** Confirmation of attendance for Cabinet meeting February 21, 2018  
**Importance:** High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy and myself for the attendance survey.

### CABINET

Wednesday, February 21, 2018

9:00 a.m. – 12:00 p.m.

Chambers

Thank you,

Dawn A. Brown

Cabinet Operations | Office of the Premier

Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1

Ph: 250.387.5553 / Cell: s.17

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Tuesday, February 13, 2018 9:53 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: Confirmation of attendance for Cabinet meeting February 20, 2018

Hi Dawn...yes, MCJ will be in attendance.

Heidi

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**From:** Brown, Dawn A PREM:EX  
**Sent:** Tuesday, February 13, 2018 9:50 AM  
**To:** Aaron, Sage PREM:EX; Brosz, Corinne M ENV:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Duncan, Kate JTT:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Harder, Derrick TRAN:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam GCPE:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P MMHA:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James AEST:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Wade, Debbie MMHA:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey JTT:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Wong, Tamarra PREM:EX  
**Cc:** Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX  
**Subject:** Confirmation of attendance for Cabinet meeting February 20, 2018  
**Importance:** High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy and myself for the attendance survey.

### CABINET

Tuesday, February 20, 2018

8:30 a.m. – 9:00 a.m.

Chambers

Thank you,

Dawn A. Brown

Cabinet Operations | Office of the Premier

Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1

Ph: 250.387.5553 / Cell: s.17



## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 9, 2018 12:11 PM  
**To:** Cleaver, Sheila C FIN:EX  
**Subject:** RE: Yvette Marquis PCard reconciliations

Hi Sheila...on this one, I never mentioned that I was reconciling these to Debra Janke...as this should have been Yvette's duty to clear up before she left.

However, I'm still working on them and trying to track down receipts! Found most of the ones for the Oct 3/17 one but cannot find anything for the Nov 3/17 credit of \$431.43.

Just so that you're in the loop...I am working on it!

Heidi

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Friday, February 9, 2018 11:30 AM  
**To:** Reid, Heidi FIN:EX  
**Subject:** RE: Yvette Marquis PCard reconciliations  
**Importance:** High

Hi Heidi, please advise on the status of these, thank you.

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Thursday, January 11, 2018 2:13 PM  
**To:** Reid, Heidi FIN:EX  
**Subject:** Yvette Marquis PCard reconciliations  
Hi Heidi,

Debra Janke mentioned you are reconciling these 2 PCard statements for Yvette Marquis:

Marquis, Yvette	Finance	022	32001	34000	-		
					\$	431.43	Nov 3/17
Marquis, Yvette	Finance	022	32001	34000	\$	4,975.59	Oct 3/17

Could you please advise of the status of these.

Thank You.

*Sheila Cleaver*

Corporate CardCoordinator-Purchase Card/Travel Card/BTA  
Min of Finance, Minister's Offices and the Office of the Premier  
3rd Fl. 617 Government St. Victoria, BC V8W 9V1  
Phone# (250) 208-8490

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 9, 2018 11:53 AM  
**To:** Cleaver, Sheila C FIN:EX  
**Subject:** RE: Jan 3/18 Pcard reconciliation o/s

Hi Sheila...wasn't aware there was a set date that these had to be done by.

I will get it done next week...as I've been busy w/Budget stuff.

Thanks...Heidi

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Friday, February 9, 2018 11:32 AM  
**To:** Reid, Heidi FIN:EX  
**Subject:** Jan 3/18 Pcard reconciliation o/s  
**Importance:** High

Hi Heidi,

This is a reminder that your BMO purchase card reconciliation for the following month has not been received in for processing as of today's date. This was due in before the end of January.

\$ 3,624.42	Jan 3/18
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Your reconciliations are to be submitted before the end of each month.

Please refer to the following policies and procedures with regards to your responsibilities as a cardholder.

Government Core Policy and Procedures information:  
[http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/04\\_Expense\\_Mgmt.htm#4319](http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/04_Expense_Mgmt.htm#4319)

Stob 8530 is a Clearing Stob and must be at a zero balance at the end of each month.

Thank You.

*Sheila Cleaver*

Corporate CardCoordinator-Purchase Card/Travel Card/BTA  
Min of Finance, Minister's Offices and the Office of the Premier  
3rd Fl. 617 Government St. Victoria, BC V8W 9V1  
Phone# (250) 208-8490

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 8, 2018 3:39 PM  
**To:** Argue, Elizabeth MAH:EX  
**Cc:** Reid, Heidi FIN:EX  
**Subject:** Accommodations at UBCM for Minister Carole James - attached  
**Attachments:** UBCM Hotel Reservation.docx

Hi Elizabeth,

Here is my completed form for accommodations for UBCM in September.

Thanks and any questions, let me know.

Heidi

**Heidi Reid**

Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Tuesday, February 6, 2018 10:34 AM  
**To:** Barnetson, Luella LASS:EX  
**Subject:** Reminder...BUDGET SPEECH - Tuesday, Feb 20th

**Importance:** High

Hi Luella,

Just a reminder that **tomorrow, Wednesday, February 7<sup>th</sup>** is the deadline for names of the guest that your Minister/MLA would like to invite to the Budget Speech.

If you could pass this on to the LA's in your Caucus that would be much appreciated.

Thanks to those who have already submitted names.

Original email is below for information you may need.

Any questions, please let me know.

Thanks...Heidi

**Heidi Reid**

Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

Good Morning everyone,

Yesterday's email (attached below) noted that guests must be seated before Question Period in the afternoon of Tuesday, February 20, 2018.

Question Period is in the morning on that day. Budget Speech will be in the afternoon. Apologies for the error.

Assigned tickets will be available for pick up by the guest beginning at 11AM on Budget Day in the  
s.15

Guests must pick up tickets by 1:00PM and be seated by 1:30PM.

Thanks

Heidi

**Heidi Reid**

Administrative Coordinator to the  
Honourable Carole James

Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

Good afternoon,

Government MLAs/Ministers have been allotted one (1) seat each for guests to sit in the House on Budget Day, Tuesday, February 20, 2018. Additional tickets will be given to the Opposition Leader's office, the Third Party Leader's office, and the Government Caucus to distribute as they see fit.

Please provide the name of the guest your Minister/Member has confirmed will be attending to the Office of the Minister of Finance. Seats are assigned by name and "no shows" or placeholder names generate a real challenge on Budget Day. All guests that will be seated on the floor in the House must wear business attire.

Please submit the name of your guest no later than Wednesday, February 7, 2018 to [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca).

Assigned tickets will be available for pick up by the guest beginning at 11 AM on Budget Day in the s.15. For security reasons the building will be on lockdown. Guests should enter through the front main doors of the Buildings.

Guests must pick up tickets by 1:00PM at the latest and be seated before Question Period, which starts at 1:30PM. Late arrivals cannot be guaranteed seats.

Budget packages will be available in the s.15 after the Budget speech is delivered until 4pm.

Also, there will be a reception immediately following adjournment of the House in s.15 of the Buildings that everyone is welcome to attend.

Requests for extra tickets: If your additional ticket request cannot be accommodated by your caucus leadership, you can request to be on a waiting list at the Minister of Finance's office. Additional tickets cannot be promised until all the RSVPs are in and we have a sense of final numbers.

Please let us know if a guest has special needs that should be noted so that seating arrangements can be made accordingly.

Thank you,

Heidi

**Heidi Reid**  
Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Tuesday, February 6, 2018 10:31 AM  
**To:** Bhikha, Jaymini LASS:EX  
**Subject:** Reminder...BUDGET SPEECH - Tuesday, Feb 20th

**Importance:** High

Hi Jaymini,

Just a reminder that **tomorrow, Wednesday, February 7<sup>th</sup>** is the deadline for names of the guest that your Minister/MLA would like to invite to the Budget Speech.

Original email is below for information you may need.

Any questions, please let me know.

Thanks...Heidi

**Heidi Reid**

Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

Good Morning everyone,

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Question Period is in the morning on that day. Budget Speech will be in the afternoon. Apologies for the error.

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Guests must pick up tickets by 1:00PM and be seated by 1:30PM.

Thanks

Heidi

**Heidi Reid**

Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

Good afternoon,

Government MLAs/Ministers have been allotted one (1) seat each for guests to sit in the House on Budget Day, Tuesday, February 20, 2018. Additional tickets will be given to the Opposition Leader's office, the Third Party Leader's office, and the Government Caucus to distribute as they see fit.

Please provide the name of the guest your Minister/Member has confirmed will be attending to the Office of the Minister of Finance. Seats are assigned by name and "no shows" or placeholder names generate a real challenge on Budget Day. All guests that will be seated on the floor in the House must wear business attire.

Please submit the name of your guest no later than Wednesday, February 7, 2018 to [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca).

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Requests for extra tickets: If your additional ticket request cannot be accommodated by your caucus leadership, you can request to be on a waiting list at the Minister of Finance's office. Additional tickets cannot be promised until all the RSVPs are in and we have a sense of final numbers.

Please let us know if a guest has special needs that should be noted so that seating arrangements can be made accordingly.

Thank you,

Heidi

**Heidi Reid**

Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Tuesday, February 6, 2018 10:28 AM  
**To:** LP Administrative Coordinators; LP Legislative Assistants; LP Support Staff  
**Cc:** Nash, Amber PREM:EX; Parkinson, Elizabeth PREM:EX; Moran, Roseanne LASS:EX; Vasilev, Susan LASS:EX  
**Subject:** Reminder...BUDGET SPEECH - Tuesday, Feb 20th  
**Importance:** High

Hi everyone,

Just a reminder that **tomorrow, Wednesday, February 7<sup>th</sup>** is the deadline for names of the guest that your Minister/MLA would like to invite to the Budget Speech.

Thanks to those of you who have already submitted names.

Original email is below for information you may need.

Any questions, please let me know.

Thanks...Heidi

**Heidi Reid**  
Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

Good Morning everyone,

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s.15

Guests must pick up tickets by 1:00PM and be seated by 1:30PM.

Thanks

Heidi

**Heidi Reid**  
Administrative Coordinator to the  
Honourable Carole James



Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 3:02 PM  
**To:** LP Administrative Coordinators; LP Legislative Assistants; LP Support Staff  
**Cc:** Vasilev, Susan LASS:EX; Moran, Roseanne LASS:EX  
**Subject:** Budget Day MLA Invites (Not Throne Speech)

Good afternoon,

Government MLAs/Ministers have been allotted one (1) seat each for guests to sit in the House on Budget Day, Tuesday, February 20, 2018. Additional tickets will be given to the Opposition Leader's office, the Third Party Leader's office, and the Government Caucus to distribute as they see fit.

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Also, there will be a reception immediately following adjournment of the House in the s.15 s.15 of the Buildings that everyone is welcome to attend.

Requests for extra tickets: If your additional ticket request cannot be accommodated by your caucus leadership, you can request to be on a waiting list at the Minister of Finance's office. Additional tickets cannot be promised until all the RSVPs are in and we have a sense of final numbers.

Please let us know if a guest has special needs that should be noted so that seating arrangements can be made accordingly.

Thank you,

Heidi

**Heidi Reid**  
Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier

Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Monday, February 5, 2018 11:48 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: Confirmation of Attendance for Priorities and Accountability Committee meeting February 15, 2018

MCJ will be attending in Chambers...

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Monday, February 5, 2018 11:45 AM  
**To:** Brown, Dawn A PREM:EX; Clark, Layne PREM:EX; Flesh, Cindy AEST:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Nicholson, Riley FIN:EX; Papadopoulos, James AEST:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Szabo, Maria PREM:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Virk, Rajmeet LASS:EX; Wanamaker, Lori FIN:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Wong, Tamarra PREM:EX  
**Cc:** Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX  
**Subject:** Confirmation of Attendance for Priorities and Accountability Committee meeting February 15, 2018  
**Importance:** High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email ASAP.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

**PA**  
Thursday, February 15, 2018  
2:00 p.m. – 4:00 p.m.  
Chambers

Thank you,

Dawn A. Brown  
Cabinet Operations | Office of the Premier  
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1  
Ph: 250.387.5553 / Cell: s.17

## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Monday, February 5, 2018 11:48 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: Confirmation of Attendance for Cabinet meeting February 14, 2018

MCJ will be attending in Chambers...

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Monday, February 5, 2018 11:44 AM  
**To:** Aaron, Sage PREM:EX; Brosz, Corinne M ENV:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Harder, Derrick TRAN:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam GCPE:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P MMHA:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James AEST:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Wade, Debbie MMHA:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Wong, Tamarra PREM:EX  
**Cc:** Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX  
**Subject:** Confirmation of Attendance for Cabinet meeting February 14, 2018  
**Importance:** High

Good morning,

**Please confirm the attendance** of your Minister/Official by responding to this email ASAP.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

### CABINET

Wednesday, February 14, 2018

9:00 a.m. – 11:30 a.m.

Chambers

Thank you,

Dawn A. Brown  
Cabinet Operations | Office of the Premier  
Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1  
Ph: 250.387.5553 / Cell: s.17

## Reid, Heidi FIN:EX

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**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 2, 2018 11:37 AM  
**To:** Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX  
**Cc:** Henry, Molly FIN:EX  
**Subject:** FW: CORRECTION: RE: Budget Day MLA Invites (Not Throne Speech)

**Importance:** High

Just so you know what I said ☺

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 2, 2018 11:34 AM  
**To:** LP Administrative Coordinators; LP Legislative Assistants; LP Support Staff; Nash, Amber PREM:EX; Parkinson, Elizabeth PREM:EX  
**Cc:** Moran, Roseanne LASS:EX; Vasilev, Susan LASS:EX  
**Subject:** CORRECTION: RE: Budget Day MLA Invites (Not Throne Speech)  
**Importance:** High

Good Morning everyone,

Yesterday's email (attached below) noted that guests must be seated before Question Period in the afternoon of Tuesday, February 20, 2018.

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Guests must pick up tickets by 1:00PM and be seated by 1:30PM.

Thanks

Heidi

Heidi Reid  
Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 3:02 PM  
**To:** LP Administrative Coordinators; LP Legislative Assistants; LP Support Staff  
**Cc:** Vasilev, Susan LASS:EX; Moran, Roseanne LASS:EX  
**Subject:** Budget Day MLA Invites (Not Throne Speech)

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Thank you,

Heidi

**Heidi Reid**

Administrative Coordinator to the  
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Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 2, 2018 11:34 AM  
**To:** Bhikha, Jaymini LASS:EX  
**Subject:** CORRECTION: RE: Budget Day MLA Invites (Not Throne Speech)

**Importance:** High

Good Morning everyone,

Yesterday's email (attached below) noted that guests must be seated before Question Period in the afternoon of Tuesday, February 20, 2018.

Question Period is in the morning on that day. Budget Speech will be in the afternoon. Apologies for the error.

Assigned tickets will be available for pick up by the guest beginning at 11 AM on Budget Day in the s.15

Guests must pick up tickets by 1:00PM and be seated by 1:30PM.

Thanks

Heidi

**Heidi Reid**  
Administrative Coordinator to the  
Honourable Carole James  
Minister of Finance and Deputy Premier  
Phone: 250-356-7877  
E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 3:02 PM  
**To:** LP Administrative Coordinators; LP Legislative Assistants; LP Support Staff  
**Cc:** Vasilev, Susan LASS:EX; Moran, Roseanne LASS:EX  
**Subject:** Budget Day MLA Invites (Not Throne Speech)

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## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 2, 2018 11:34 AM  
**To:** LP Administrative Coordinators; LP Legislative Assistants; LP Support Staff; Nash, Amber PREM:EX; Parkinson, Elizabeth PREM:EX  
**Cc:** Moran, Roseanne LASS:EX; Vasilev, Susan LASS:EX  
**Subject:** CORRECTION: RE: Budget Day MLA Invites (Not Throne Speech)  
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E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

## Reid, Heidi FIN:EX

**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, February 2, 2018 6:07 AM  
**To:** Henry, Molly FIN:EX  
**Subject:** Fwd: Thank you for choosing to take off with Helijet!

Here's your Heli info for next week...

Heidi  
Sent from my iPhone

Begin forwarded message:

**From:** <passengerservices@helijet.com>  
**Date:** February 1, 2018 at 5:00:13 PM PST  
**To:** <heidi.reid@gov.bc.ca>  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

<b>Account</b>	Customer #	s.17
	Name	Molly Henry

### Booking s.17,s.22

Friday, February 9, 2018

708

08:40 Victoria Harbour

09:15 Vancouver Harbour

35 minutes

Invoice #258700

FARE-YWH-PEAK\_Winter17-18 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

<b>Confirmed</b>	<b>Grand Total</b>	<b>\$325.00</b>
<b>1 Passengers - Peak</b>	Fully Changeable / Refundable up to 5pm the day prior to departure.	
Molly Henry, Female	After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.	
<u>Add to Calendar</u>	Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)	

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

**Changes/Cancellations & No Show Penalty:**

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

**Baggage Allowance:**

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

Login to your account at [helijet.com](http://helijet.com)

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 3:14 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Nash, Amber PREM:EX  
**Subject:** Budget Day MLA Invites (Not Throne Speech)

Not sure who in the Premier's office this should go to...thanks for your help.  
Also as discussed with Elizabeth on the phone, the Premier will get an extra 20 tickets for Budget Day!

Good afternoon,

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Thank you,

Heidi

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Minister of Finance and Deputy Premier

Phone: 250-356-7877

E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 3:08 PM  
**To:** Bhikha, Jaymini LASS:EX  
**Subject:** Budget Day MLA Invites (Not Throne Speech)

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## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 3:04 PM  
**To:** Barnetson, Luella LASS:EX  
**Subject:** Budget Day MLA Invites (Not Throne Speech)

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E-mail: [Heidi.Reid@gov.bc.ca](mailto:Heidi.Reid@gov.bc.ca)

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---

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 3:02 PM  
**To:** LP Administrative Coordinators; LP Legislative Assistants; LP Support Staff  
**Cc:** Vasilev, Susan LASS:EX; Moran, Roseanne LASS:EX  
**Subject:** Budget Day MLA Invites (Not Throne Speech)

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## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 10:29 AM  
**To:** Leonard, Jessica FIN:EX  
**Subject:** FW: Meeting Request: Whistler Blackcomb

To be CLIFFED...thanks

---

**From:** Michell, Jennifer FIN:EX  
**Sent:** Thursday, February 1, 2018 10:19 AM  
**To:** Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX  
**Cc:** Henry, Molly FIN:EX; Reid, Heidi FIN:EX  
**Subject:** FW: Meeting Request: Whistler Blackcomb

Below please see request for a meeting with the Minister.

**Jennifer Michell**  
Director, Executive Operations & Strategic Initiatives  
Office of the Deputy Minister | Ministry of Finance

---

**From:** Wanamaker, Lori FIN:EX  
**Sent:** Thursday, February 1, 2018 9:34 AM  
**To:** Michell, Jennifer FIN:EX  
**Subject:** Fwd: Meeting Request: Whistler Blackcomb

Over to you and the mo

Begin forwarded message:

**From:** Sarah McCullough <[Smccullough@vailresorts.com](mailto:Smccullough@vailresorts.com)>  
**Date:** February 1, 2018 at 9:26:45 AM PST  
**To:** "Lori.Wanamaker@gov.bc.ca" <[Lori.Wanamaker@gov.bc.ca](mailto:Lori.Wanamaker@gov.bc.ca)>  
**Subject:** FW: Meeting Request: Whistler Blackcomb

Ms. Wanamaker:

I read with great interest the news release from the Premier's successful visit to Beijing. We heartily agree with the comments related to British Columbia's position as a **prime winter ski destination**. When I spoke with the Minister of Finance at the December 8 BC Premier and Cabinet Luncheon, I noted that I would appreciate an opportunity to follow-up with a briefing on the elements of our historic **\$66 million investment** in on-mountain improvements here at Whistler Blackcomb.

Might there be a time when we could visit Victoria and meet with the Minister to review this investment in more detail?

Thanks in advance,  
Sarah

**Sarah McCullough | Director, Government and Community Relations | Whistler Blackcomb**

## Vail Resorts Announces Plans for Historic Investment and New Gondola at Whistler Blackcomb to Further Enhance the Guest Experience for the 2018-19 Season

07 December 2017

- The Company will invest CAD\$66 million (USD\$52 million) at Whistler Blackcomb, including new gondola-to-gondola-to-gondola connection
- This historic investment accelerates the Renaissance plan's mountain improvements, with a focus on the heart of the resort, and defers consideration of new water park

BROOMFIELD, Colo. – Dec. 7, 2017 – Vail Resorts, Inc. (NYSE: MTN) today announced that the Company plans to make an historic investment of CAD\$66 million (USD\$52 million) at Whistler Blackcomb this season focusing on three new lifts at the heart of the resort. This transformative investment features the addition of a new gondola on the Blackcomb side of the mountain, as well as several other lift infrastructure upgrades, providing quicker, easier access to all levels of terrain. The plan also represents the largest single-year capital investment program in the resort's history, and the Company's decision to accelerate the mountain improvements included in the Renaissance plan, while deferring consideration of the new water park.

A new 10-passenger gondola will replace the Wizard and Solar chairlifts and ascend from the base to the top of Blackcomb Mountain, terminating adjacent to the existing PEAK 2 PEAK Gondola, which transports guests to and from Blackcomb and Whistler. Upon completion, the new gondola will offer guests a more comfortable and weather-protected experience in the first three-gondola connection in the world, enhancing the longest continuous lift system. The new gondola is expected to represent a 47-percent capacity increase and move 4,000 people per hour, the highest capacity in North America.

In addition to the new gondola, the capital plan also includes lift upgrades in Whistler Blackcomb's Family Ski Zone, an upper-mountain area renowned for intermediate trails tailored to families. The Family Ski Zone's Emerald Express four-passenger lift will be replaced with a new six-passenger high-speed lift, increasing guest uphill capacity by 29 percent and maximizing time on the snow for families on the mountain's premier intermediate learning terrain.

Finally, the existing Catskiner triple-passenger lift will be replaced with a four-passenger, high-speed lift, which will increase uphill capacity by 56 percent and allow Whistler Blackcomb guests to enjoy faster, more convenient access to Blackcomb Mountain's beginner and intermediate terrain.

"We are incredibly excited to bring to life the spirit of the Whistler Blackcomb Renaissance with a focus on the on-mountain experience that lies at the heart of our resort," said Pete Sonntag, senior vice president and chief operating officer of Whistler Blackcomb. "Over the past few years, Whistler Blackcomb has seen tremendous enthusiasm from guests from around the world. This transformative investment, the largest in the resort's history, will offer a dramatic improvement to the experience for all of our guests as they explore and enjoy the largest and most popular resort in North America. We intend to continue to pursue other base area and village improvements that were part of the Renaissance, but we believed it was critical to start at our core, on the mountain."

This historic investment also includes the expansion of Whistler Blackcomb's summer season offering and world-renowned mountain bike park. The mountain bike park is currently in the middle of a two-phase upgrade that will add 21 kilometers (13 miles) of biking trails in the summer of 2018, representing the single largest new terrain opening in the history of the park.

With these new lifts and mountain bike park expansion, Whistler Blackcomb is well positioned as North America's premier all-season resort. These capital projects are subject to regulatory approval. The information contained in this message is confidential and intended only for the use of the individual or entity named above, and may be privileged. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please reply to the sender immediately, stating that you have received the message in error, then please delete this e-mail. Thank you.



## Reid, Heidi FIN:EX

---

**From:** Reid, Heidi FIN:EX  
**Sent:** Thursday, February 1, 2018 9:15 AM  
**To:** Simmonds, Tyrone LASS:EX  
**Subject:** RE: cartridge return

Thanks Ty! ☺

---

**From:** Simmonds, Tyrone [mailto:Tyrone.Simmonds@leg.bc.ca]  
**Sent:** Thursday, February 1, 2018 6:38 AM  
**To:** Reid, Heidi FIN:EX  
**Subject:** cartridge return

Hi Heidi  
I sent this out yesterday to your old email address.  
I received an out of office and to contact Bev.  
Hope this helps.

Log in your account

Orders

Returns

Return Options  
Scroll down to  
Empty toners etc.

Ty

T.J. Simmonds CD  
Sergeant at Arms Procurement Officer  
Legislative Assembly of British Columbia  
147 – 431 Menzies St  
Victoria BC, V8V 2H2  
tyrone.simmonds@leg.bc.ca  
p. 250-387-0955  
c. s.17  
f. N/A



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