

From: [Canitz, Shelley L PREM:EX](#)
To: [MacMillan, Elizabeth PREM:EX](#)
Cc: [Christensen, Suzanne PREM:EX](#)
Subject: Caucus times - still to be confirmed
Date: Monday, August 14, 2017 4:51:00 PM

Elizabeth – during Session, it looks like Caucus will meet from 1 to 1:30 pm M-TH.

There is a chance they may have an evening meeting each week – will let you know once that is firmed up.

On Tuesdays/Thursdays during session, there may be a 9:45 to 10 am House Leader's Update – will let you know once they make a decision.

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: [Christensen, Suzanne PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: Constitution Order
Date: Thursday, August 10, 2017 11:06:48 AM
Attachments: [Log 1446 Constitution Apps A & B \(2\).pdf](#)

From: [Canitz, Shelley L PREM:EX](#)
To: [Gibbs, Robb GCPE:EX](#); [Kennedy, Christine PREM:EX](#)
Subject: England's Mental Health Experiment: No-Cost Talk Therapy - The New York Times
Date: Friday, August 25, 2017 11:06:56 AM

<https://www.nytimes.com/2017/07/24/health/england-mental-health-treatment-therapy.html>

Sent from my iPad

From: [Canitz, Shelley L PREM:EX](#)
To: [MacLean, Shelley PREM:EX](#)
Cc: [Mulloy, Eleanor PREM:EX](#)
Subject: FW: 2017 18 Executive Holdback Measures.xlsx
Date: Thursday, August 24, 2017 2:31:00 PM
Attachments: [2017 18 Executive Holdback Measures.xlsx](#)

DMs may be sending their holdback targets in next week. If you get any next week (suggested due date was August 31) please give to Eleanor to enter - – Lori Halls sent hers in today and you can see how it looks in the chart

From: Mulloy, Eleanor FIN:EX
Sent: Thursday, August 24, 2017 2:25 PM
To: Canitz, Shelley L PREM:EX
Subject: 2017 18 Executive Holdback Measures.xlsx
For your review

From: [Canitz, Shelley L. PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: Fw: Acting Ministers proposal
Date: Thursday, August 3, 2017 7:49:00 PM
Attachments: [3 Acting Ministers 20170724 \(3\).docx](#)
Importance: High

From: Canitz, Shelley (LP020) PREM:EX
Sent: Monday, July 24, 2017 4:26 PM
To: Wright, Don J. PREM:EX
Subject: FW: Acting Ministers proposal
Importance: High

Don – we need to get the list of acting Ministers up and running. Elizabeth MacMillan suggests the attached. Before I send to Geoff, did you want to review it?

From: MacMillan, Elizabeth PREM:EX
Sent: Monday, July 24, 2017 4:21 PM
To: Canitz, Shelley (LP020) PREM:EX
Subject: Acting Ministers proposal
Hello Shelley – pls find proposal attached.
Thx
E

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: AS REQUESTED: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 11:26:00 AM
Attachments: [JAG Minister's Office 1617 to 1718 for Connie.xlsx](#)

JAG

From: Richter, Connie JAG:EX
Sent: Wednesday, August 23, 2017 10:22 AM
To: Canitz, Shelley L PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: AS REQUESTED: Ministers' Office Budget for 16/17 and 17/18

Good morning, Shelley.

As requested, the AG's budget is attached.

Connie Richter | Manager, Executive Operations

Deputy Attorney General's Office

Ministry of Attorney General

11th Floor, 1001 Douglas Street | Victoria BC V8W 9J7

☎ 250-387-1578

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: [Canitz, Shelley L](#) PREM:EX
To: [Wright, Don J.](#) PREM:EX
Subject: FW: Cabinet Committee Attendance
Date: Thursday, August 17, 2017 8:31:00 AM

Don – in general, I am happy to work wherever I am needed – so if there is a Committee that Christine, Suzanne or Okenge don't want to be the contact for, I can be the attendee for that Committee. I can also be backup should they be away for any of their Committee meetings. If a decision was based on topic areas, the Working Groups interest me the most (MHA, CC, Housing).

Shelley

From: Yuma Morisho, Okenge PREM:EX
Sent: Wednesday, August 16, 2017 4:43 PM
To: Wright, Don J. PREM:EX
Cc: Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Canitz, Shelley L PREM:EX
Subject: Cabinet Committee Attendance

Don:

As requested, I think it would be beneficial that I attend meetings of the following Cabinet Committees:

- Social Initiatives Committee; and
- Sustainable Shared Prosperity Committee

Happy to attend any additional meetings as you see fit.

Thanks, ohm

From: [Canitz, Shelley L PREM:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: FW: Confirming staff for DM's office
Date: Monday, August 21, 2017 11:19:00 AM
Attachments: [image001.jpg](#)

Please see the notes below – can someone on your team make these changes?

From: Klak, Steve M FIN:EX
Sent: Monday, August 21, 2017 11:14 AM
To: Canitz, Shelley L PREM:EX
Cc: Dicks, Erin L FIN:EX; Landry, Dara M FIN:EX
Subject: RE: Confirming staff for DM's office

Hi Shelley, if the staff are on the wrong payroll, then you will need to ask the PSA to make the correction. We will adjust our spreadsheets accordingly.

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 11:12 AM
To: Klak, Steve M FIN:EX
Subject: Confirming staff for DM's office

Steve – as discussed on Friday, there are 3 staff (Tamarra Wong, Amber Nash and Elizabeth Parkinson) listed on the DM's office list who are in the Premier's office – can you switch them on the spreadsheets and do I need to make sure their payroll numbers, etc are changed?

Shelley Canitz

**Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4**

From: [Canitz, Shelley L PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: FW: Economic growth statement
Date: Thursday, August 17, 2017 9:48:00 AM

Don – an FYI on the economic statement that might be in some services plans. See below.

From: Boden, Darren FIN:EX
Sent: Thursday, August 17, 2017 9:22 AM
To: Dillon-Davis, Shonan EDUC:EX; Canitz, Shelley L PREM:EX; Dwyer, Brandon J AVED:EX; Gerlach, Randall AVED:EX; Gabitous, Jason CSCD:EX
Subject: FW: Economic growth statement

I know that a few of you are working directly on the current Service Plans and may not be on our leads contact list, and/or that many of those leads may be away/on vacation. Please see the Economic Statement below and consider adding it to your Ministry/Crown Service Plans.

My apologies if you're receiving this a second time (just trying to be thorough). ☺

Darren

From: Haszard, Shannon FIN:EX
Sent: Wednesday, August 16, 2017 4:14 PM
Cc: Lin, Yen Jung FIN:EX; Boden, Darren FIN:EX; Kaye, Erik FIN:EX; Martin, Ben FIN:EX
Subject: Economic growth statement
Hello everyone,

As promised, please find below the Economic Growth Statement for use in service plans. For those of you who are the Ministry contact responsible for a Crown, please pass this onto your Crown for its use. If you/your Crown chooses to make use of this information, please insert the statement in the Strategic Context section (Ministries) and Operating Environment section (Crowns) of the service plan. Finally, the figures below are confidential, have not yet be released to the public and must not be shared for any purpose except inclusion in the Service Plans.

Thank you!

Shannon

The Economic Forecast Council (EFC) expects British Columbia's real GDP to grow by 3.0 per cent in 2017 and 2.3 per cent in 2018. For Canada, the EFC projects national real GDP to grow by 2.7 per cent in 2017 and 2.0 per cent in 2018. As such, BC's economic growth is expected to outperform Canada in the coming years. Downside risks to BC's economic outlook include uncertainty regarding US fiscal and trade policy, the potential for a slowdown in domestic activity, as well as risks arising from the challenging economic environment in Asia and the euro zone. Additionally, there are risks related to monetary policy tightening and the uncertainties associated with commodity prices and the exchange rate outlook.

Shannon Haszard

Senior Advisor

[Crown Agencies Resource Office](#)
(CARO)

W: 778-698-4741

shannon.haszard@gov.bc.ca

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: FLNRO MO finances
Date: Wednesday, August 23, 2017 1:58:00 PM
Attachments: [Minister's Office 1617 to 1718.xlsx](#)
[image001.jpg](#)

From: Jones, Lisa FLNR:EX
Sent: Wednesday, August 23, 2017 1:40 PM
To: Canitz, Shelley L PREM:EX
Cc: Wood, Andrea D CSNR:EX; Dohan, Trish CSNR:EX
Subject: FLNRO MO finances

Hi Shelley,

As requested.

Thx!

Lisa.



Lisa Jones | a/Director, Executive Operations | Deputy Minister's Office

Ministry of Forests, Lands, Natural Resource Operations and Rural Development | 778.677.1976
(cell)

From: [Sanford, Donna L GCPE:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: FW: FOI Transfer request - OOP-2017-72605
Date: Monday, August 14, 2017 4:04:23 PM
Importance: High

Here it is Shelley.

From: Thorkelson, Meaghan GCPE:EX
Sent: Friday, August 11, 2017 4:40 PM
To: Sanford, Donna L GCPE:EX
Subject: FOI Transfer request - OOP-2017-72605
Importance: High

Hi Donna,

We have received another transfer request for the following:

All material related to the Site C review prepared for or by the Confidence and Supply Agreement Secretariat. (Date Range for Record Search: From 07/01/2017 To 08/01/2017) Date Format is MM/DD/YYYY

Please advise as to whether GCPE will have records and should accept the transfer.

Thank you,

Meaghan

From: IAO CentralTeam FIN:EX
Sent: Thursday, August 10, 2017 8:58 AM
To: FOI Health Education FIN:EX
Subject: Full Transfer from OOP-2017-72605 to GCPE

Hello,

OOP has requested a **full** transfer to **GCPE** for the following:

All material related to the Site C review prepared for or by the Confidence and Supply Agreement Secretariat. (Date Range for Record Search: From 07/01/2017 To 08/01/2017) Date Format is MM/DD/YYYY

Applicant Type: **Interest Group**

Cross Government Number: **N/A**

Request also directed to: **N/A**

Please advise if you hold responsive records and will accept the transfer.

Thank you,

Kristen Sanderson | Jr.FOI Analyst | Information Access Operations | Shared Services

BC

t: 250.387.5423 | *e:* kristen.sanderson@gov.bc.ca | *m:* PO Box 9569, Stn Prov Gov, Victoria

BC V8V 1S2

Page 012 to/à Page 013

Withheld pursuant to/removed as

s.14;s.13

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Thursday, August 24, 2017 8:52:00 AM
Attachments: [Education - Minister's Office 16-17 to 17-18.xlsx](#)
[ATT00001.htm](#)

Education

From: Higgins, Keira PREM:EX
Sent: Wednesday, August 23, 2017 6:16 PM
To: Canitz, Shelley L PREM:EX
Subject: Fwd: Ministers' Office Budget for 16/17 and 17/18

Sent from my iPhone

Begin forwarded message:

From: "Sampson, Laura EDUC:EX" <Laura.Sampson@gov.bc.ca>
Date: August 23, 2017 at 5:05:56 PM PDT
To: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Subject: RE: Ministers' Office Budget for 16/17 and 17/18

Hi Keira,
Attached is the MO budget info as requested.
Regards,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,
We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.
Thanks

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18 - MIRR
Date: Thursday, August 24, 2017 3:07:00 PM
Attachments: [MIRR Minister's Office 1617 to 1718.xlsx](#)

So would the actual be \$267 for a difference of \$8,1500?

From: French, Shawna ABR:EX
Sent: Thursday, August 24, 2017 3:03 PM
To: Canitz, Shelley L PREM:EX
Subject: Fw: Ministers' Office Budget for 16/17 and 17/18 - MIRR
As discussed here is the MO budget.
- SF

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 1:58:00 PM
Attachments: [Minister's Office 1617 to 1718.xlsx](#)

From: McCann, Meghan MEM:EX
Sent: Wednesday, August 23, 2017 1:58 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

Please see the attached approved by our DM, thanks.

Meghan McCann

Senior Executive Assistant to Deputy Minister Dave Nikolejsin

Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources

Direct: (250) 952-0504

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 11:26:00 AM
Attachments: [PSSG Minister's Office 1617 to 1718 for Nikki.xlsx](#)

PSSG

From: Higgins, Keira PREM:EX
Sent: Wednesday, August 23, 2017 11:09 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Duncan, Nikki PSSG:EX
Sent: Wednesday, August 23, 2017 10:26 AM
To: Higgins, Keira PREM:EX
Cc: Woodcock, Danielle TRAN:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18

Good morning Keira,

Please see attached Minister's office budget for PSSG. Including Danielle Woodcock as they share our MO.

Thank you,

Nikki

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18
Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 11:26:00 AM
Attachments: [MCFD Minister's Office 1617 to 1718 \(2\).xlsx](#)

MCFD

From: Benn, Jennifer MCF:EX
Sent: Wednesday, August 23, 2017 11:11 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18

Hi Shelley,

As requested, please see attached.

Thank you,

Jennifer

Jennifer Benn

Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: 778-698-7038
Email: Jennifer.Benn@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18
Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

Keira Higgins, Executive Administrative Coordinator

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 9:56:00 AM
Attachments: [ENV Minister's Office 1617 to 1718.xlsx](#)

Environment

From: Smith, Curtis ENV:EX
Sent: Wednesday, August 23, 2017 9:51 AM
To: Canitz, Shelley L PREM:EX
Cc: Gooderham, Coleen E ENV:EX; Cameron, Tara D ENV:EX; Hansen, Erin ENV:EX; Higgins, Keira PREM:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18
Good Morning Shelley,

Please see attached the budget for the Minister of Environment and Climate Change Strategy as requested.

Curtis Smith

Manager Executive Operations

Deputy Minister's Office

Ministry of Environment and Climate Change Strategy

New Office: 778 698-4830 | Mobile: 250 580-1532

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18
Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 9:46:00 AM
Attachments: [AGRI Minister's Office 1617 to 1718.xlsx](#)

Maura - Agriculture

From: Fair, Susan P AGRI:EX
Sent: Wednesday, August 23, 2017 9:45 AM
To: Canitz, Shelley L PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Ministers' Office Budget for 16/17 and 17/18
Good morning Shelley, as per Keira's request, attached is our Minister's Office budget. Please let me know if you require anything further.
Susan

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18
Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 8:58:00 AM
Attachments: [Minister's Office 1617 to 1718.xlsx](#)

From: Stonnell, Jennifer FIN:EX
Sent: Wednesday, August 23, 2017 8:55 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Hi Shelley,

Please find attached Ministry of Finance MO budget.

Thanks,

Jennifer Stonnell

A/Director, Executive Operations and Strategic Initiatives | Ministry of Finance
Tel. 250-356-6696 | Email: Jennifer.Stonnell@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 8:54:00 AM
Attachments: [MAH Minister's Office Budget 16-17 & 17-18.xlsx](#)

From: Gedney, Vanessa R CSCD:EX
Sent: Wednesday, August 23, 2017 8:50 AM
To: Canitz, Shelley L PREM:EX
Cc: Thompson, Laurel CSCD:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18

Good morning Shelley, as requested, please find attached the MAH Ministers' Office budget for 16/17 and 17/18.

VANESSA R. GEDNEY

Director, Executive Operations

Office of the Deputy Minister

Ministry of Municipal Affairs and Housing

6th Floor, 800 Johnson St | Victoria BC V8W 9N7

NEW Desk: 778.698.3472 | Cell: 250.361.5403 | Fax: 250.387.7973

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From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Thursday, August 24, 2017 11:14:00 AM

See below

From: Benn, Jennifer MCF:EX
Sent: Thursday, August 24, 2017 11:14 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18
Hi Shelley,

I confirmed with DM and staff that there isn't a separate budget for Minister of State. Minister's office underspent last year, so if MoS requires budget it can come out of Minister Conroy's.

Thanks,
Jennifer

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 11:04 AM
To: Benn, Jennifer MCF:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18
Jennifer – do you have the budget for the Minister of State's office?

From: Benn, Jennifer MCF:EX
Sent: Wednesday, August 23, 2017 11:11 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18
Hi Shelley,

As requested, please see attached.

Thank you,
Jennifer

Jennifer Benn

Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: 778-698-7038
Email: Jennifer.Benn@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18
Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

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

From: [Canitz, Shelley L](#) PREM:EX
To: [French, Shawna](#) IRR:EX; [Ponchet, Kim](#) IRR:EX
Subject: FW: Ministers' Office Budget for 16/17 and 17/18
Date: Thursday, August 24, 2017 11:14:00 AM
Attachments: [Minister's Office 1617 to 1718 \(2\).xlsx](#)

Hello, Shawna and Kim – I don't know if I am contacting the right people – please forward if incorrect. I am just checking if your Ministry submitted an estimate for the Minister's office – I thought I saw one but cannot find an email – would you please check and let me know?

Many thanks

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Ministry of Health: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 4:00:00 PM
Attachments: [Minister's Office 1617 to 1718.xlsx](#)

Health

From: Stearn, Anne HLTH:EX
Sent: Wednesday, August 23, 2017 3:55 PM
To: Canitz, Shelley L PREM:EX
Subject: Ministry of Health: Ministers' Office Budget for 16/17 and 17/18
Good afternoon Shelly – as requested please find attached the information regarding the Minister's Office budget. Please let me know if you need anything further.

Anne Stearn

Director, Office of the Deputy Minister
5th Floor - 1515 Blanshard Street, Victoria BC V8W 3C8
Phone (250) 952-3572 / e-mail: anne.stearn@gov.bc.ca

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.

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18
Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Codner, Tamara A HLTH:EX](#)
Subject: FW: New Order 810380
Date: Monday, August 21, 2017 10:03:00 AM

Tamara – FYI – no more making calls and billing PPH, I guess!

From: conference@conf-centre.com [mailto:conference@conf-centre.com]
Sent: Sunday, August 20, 2017 6:42 AM
To: Canitz, Shelley L PREM:EX; Network Services Order Agent MTIC:EX
Cc: Morneau, Sue HLTH:EX
Subject: RE: New Order 810380

Hello,

The account below has been cancelled as requested.

Thank you

Kind Regards

Michael Maggiore

Business Help Desk Specialist IV, Collaboration Services

Tel 1-888-975-1325 / conference@conf-centre.com

From: imbops@gov.bc.ca [mailto:imbops@gov.bc.ca]
Sent: August-15-17 11:22 AM
To: Conference <Conference@conf-centre.com>
Subject: New Order 810380



Booked Order Request

iStore Order Number: 810380	Booked Order Date: 2017/08/14
Brief Description: Cancel conference account: 244136: Shelley Canitz	Preparer IDIR: SPMORNEA
Preparer Full Name: Morneau, Sue	Technical Reviewer Name:
Client Reference:	Comments: Cancel conference account: 244136: Shelley Canitz
iStore Order ID: 49074980	

iStore Line ID: 60071000	iStore Group: 1
Ordered Item: PI-CANCEL-CONFERENCE-AUDIO	Ordered Item ID: 7258
Item Description: Cancel Audio Conference Service Account	Service Provider ID: TELUS
WTS Reference:	Line Of Business: Audio Conferencing
Required By Date: 2017/08/18	Ordered Quantity: 1(EA)
Service End Date:	Target Date: 2017/08/17
	Firm Due Flag: False

Firm Due Reason:		Unique Identifier:	
Location ID:	79624		
Install Location:	Population & Public Health 1515 BLANSHARD ST VICTORIA V8W9W6 BC V8W 3C8	Recipient:	Shelley Canitz
Recipient Organization:	152375 HLTH	Site Contact Full Name:	MORNEAU,SUSAN P
Site Contact Phone:		Site Contact Email:	sue.morneau@gov.bc.ca
Service Coordinator Email:	Sue.Morneau@gov.bc.ca		
Attribute Category:	WTS-S-PI-Cancel-Voice-Services	Comments: WTS Retain Number (ACD) false WTS Subscriber Name (Audio) Shelley Canitz WTS Service Account Num(Audio) 244136 WTS Effective Date 2017/08/18 WTS Speaker Phone Required false WTS Retain Num (Info Tree) false	

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: PSSG OIC for approval
Date: Thursday, August 17, 2017 3:59:00 PM
Attachments: [PSSG 02 01560.pdf](#)
Importance: High

Lisa – Don has approved this OIC – please let me know if you have any questions
Shelley

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 17, 2017 9:31 AM
To: Wright, Don J. PREM:EX
Subject: FW: PSSG OIC for approval
Importance: High
Don – are you able to review and approve this OIC ASAP?

From: Prisiak, Lisa PREM:EX
Sent: Thursday, August 17, 2017 9:26 AM
To: Canitz, Shelley L PREM:EX
Cc: Powell, Charlotte PREM:EX; MacMillan, Elizabeth PREM:EX
Subject: PSSG OIC for approval
Good morning Shelley,

s.12

Cheers
Lisa Prisiak
OIC Coordinator
Cabinet Operations
250-387-5503

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: TAC Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 11:27:00 AM
Attachments: [TAC Minister's Office Budget 16-17 17-18.xlsx](#)

Tourism, Arts and culture

From: Meadows, Jennifer L JTST:EX
Sent: Wednesday, August 23, 2017 10:03 AM
To: Canitz, Shelley L PREM:EX
Subject: TAC Ministers' Office Budget for 16/17 and 17/18

Good morning Shelley,

Attached is the Tourism, Arts and Culture Minister's Office budget.

Please let me know if you have any questions or require further information.

Thank you.

JENNIFER MEADOWS

Director, Executive Operations

Deputy Minister's Office

Ministry of Tourism, Arts and Culture and

Ministry Responsible for Sport and Multiculturalism

8th Floor, 1810 Blanshard Street, Victoria BC V8W 9T2

p: 250-952-0104 | m: 250-507-0063

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: [Canitz, Shelley L PREM:EX](#)
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Transition info - staff
Date: Tuesday, August 22, 2017 12:21:00 PM
Attachments: [MO staff20170822.pdf](#)

Please review

From: [Yuma Morisho, Okenge PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: FW: would you please send me the org chart for IGRS as soon as possible?
Date: Friday, August 4, 2017 4:04:27 PM
Attachments: [igrs_org_chart.docx](#)

Please find attached. Thanks, oym

From: Brubacher, Kelly IGRS:EX
Sent: Friday, August 4, 2017 4:02 PM
To: Yuma Morisho, Okenge PREM:EX
Cc: Maranda, Pierrette IGRS:EX
Subject: RE: would you please send me the org chart for IGRS as soon as possible?
Hi Okenge,
Here is our latest org chart.
Thank you,
Kelly

From: Yuma Morisho, Okenge PREM:EX
Sent: Friday, August 4, 2017 3:59 PM
To: Brubacher, Kelly IGRS:EX
Cc: Maranda, Pierrette IGRS:EX; Dawes, Sandra IGRS:EX
Subject: Fw: would you please send me the org chart for IGRS as soon as possible?
Please help. Thanks, oym
Okenge Yuma Morisho
Deputy Minister
Intergovernmental Relations Secretariat
Office of the Premier

From: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Sent: Friday, August 4, 2017 3:55 PM
To: Yuma Morisho, Okenge PREM:EX
Subject: would you please send me the org chart for IGRS as soon as possible?
Okenge – I have to get it to Finance so they can cost out our Resource Summary for the Service Plan.
I would also like it, just so I understand it a bit better.
thanks
Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Fwd: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 11:45:04 AM
Attachments: [Minister's Office 1617 to 1718 - SDPR Estimates.xlsx](#)
[ATT00001.htm](#)

SDPR

Sent from my iPad

Begin forwarded message:

From: "Quigley, Shanna SDSI:EX" <Shanna.Quigley@gov.bc.ca>
Date: August 23, 2017 at 11:42:05 AM PDT
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Cc: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>, "MacMillan, Karen SDSI:EX" <Karen.MacMillan@gov.bc.ca>
Subject: RE: Ministers' Office Budget for 16/17 and 17/18

Good morning Keira,
Please find attached the Minister's Office Budget for the Ministry of Social Development and Poverty Reduction.
Thank you,
Shanna

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,
We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.
Thanks

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Fwd: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 4:39:29 PM
Attachments: [Minister's Office 1617 to 1718 - LABOUR.xlsx](#)
[ATT00001.htm](#)

FYI

Sent from my iPhone

Begin forwarded message:

From: "Birnie, Kayla LBR:EX" <Kayla.Birnie@gov.bc.ca>
Date: August 23, 2017 at 4:31:36 PM PDT
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Cc: "Tripp, Leigh-Anne LBR:EX" <LeighAnne.Tripp@gov.bc.ca>
Subject: Ministers' Office Budget for 16/17 and 17/18

Hi Shelley,
Please find attached Table.
Thx
Kayla Birnie
A/Manager, Executive Operations
Ministry of Labour
Phone 250.387.3914 | Mobile 250.216.5397

From: Critchley, Carla JTST:EX
Sent: Wednesday, August 23, 2017 4:28 PM
To: Tripp, Leigh-Anne LBR:EX
Cc: Birnie, Kayla LBR:EX; Campbell, Tracy CSCD:EX
Subject: Ministers' Office Budget for 16/17 and 17/18

Hi Leighanne/Kayla,
Attached is the revised table for submission. We've made an additional note for actuals that will be transferred from JTT as well as added 4.0 FTE's under budget as this is approximately what the salary and benefits budget would cover.
Let me know if you have any questions.
Thanks,
Carla

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,
We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.
Thanks
Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Fwd: Ministers' Office Budget for 16/17 and 17/18
Date: Wednesday, August 23, 2017 4:39:11 PM
Attachments: [Minister's Office 1617 to 1718 v2.xlsx](#)
[ATT00001.htm](#)

Sent from my iPhone

Begin forwarded message:

From: "Cook, Jeannette MTIC:EX" <Jeannette.Cook@gov.bc.ca>
Date: August 23, 2017 at 4:34:50 PM PDT
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Cc: "Kot, Jill MTIC:EX" <Jill.Kot@gov.bc.ca>, "Ahmed, Sarf MTIC:EX" <Sarf.Ahmed@gov.bc.ca>
Subject: FW: Ministers' Office Budget for 16/17 and 17/18

Hi Shelley,

Attached is the spreadsheet showing the actual expenditure to July 31 2017 for our Minister's office. The budget is based on the current Estimates.

Thanks. Let me know if there are any questions.

JC

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

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

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: JTT Minister's Office 1617 to 1718 (2) (2).xlsx
Date: Thursday, August 24, 2017 8:56:32 AM
Attachments: [JTT Minister's Office 1617 to 1718 \(2\) \(2\).xlsx](#)

From: [Canitz, Shelley L. PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: Minister Office Staffing Estimate Aug 24 17.xlsx
Date: Thursday, August 24, 2017 12:35:27 PM
Attachments: [Minister Office Staffing Estimate Aug 24 17.xlsx](#)

Don – would you have time to discuss today?

Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Minister Office Staffing Estimate Aug 24 17.xlsx
Date: Thursday, August 24, 2017 12:46:17 PM
Attachments: [Minister Office Staffing Estimate Aug 24 17.xlsx](#)

FYI - I made some changes and sent to Don. Have corrected Finance on this sheet

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Minister Office Staffing Estimate Aug 24 17.xlsx
Date: Thursday, August 24, 2017 3:55:17 PM
Attachments: [Minister Office Staffing Estimate Aug 24 17.xlsx](#)

Current version

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Minister Office Staffing Estimate August 2017.xlsx
Date: Wednesday, August 23, 2017 3:40:27 PM
Attachments: [Minister Office Staffing Estimate August 2017.xlsx](#)
Importance: High

Maura – please review this – hope I have all ministries and that the headings are correct.
The totals are auto-summed in the right hand column – so if you increased the AC salary for a certain minister, the office total should automatically adjust. Please review and see if this works.
Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Minister's Office 1617 to 1718 (2).xlsx
Date: Thursday, August 24, 2017 10:44:32 AM
Attachments: [Minister's Office 1617 to 1718 \(2\).xlsx](#)

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Minister's Office 1617 to 1718 AEST.xlsx
Date: Thursday, August 24, 2017 8:53:08 AM
Attachments: [Minister's Office 1617 to 1718 AEST.xlsx](#)

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Minister's Office 1617 to 1718 MH.xlsx
Date: Thursday, August 24, 2017 8:51:21 AM
Attachments: [Minister's Office 1617 to 1718 MH.xlsx](#)

MHA – 6 positions

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Minister's Office 1617 to 1718_v2.xlsx
Date: Thursday, August 24, 2017 10:52:15 AM
Attachments: [Minister's Office 1617 to 1718_v2.xlsx](#)

Citz Serv

From: [Canitz, Shelley L PREM:EX](#)
To: [Lowe, Mike GCPE:EX](#); [Foster, Doug FIN:EX](#)
Subject: OIC re ministerial accountabilities is now public
Date: Friday, August 11, 2017 12:00:30 PM
Attachments: [252-2017.pdf](#)

Mike and Doug – this OIC is now signed and public

Page 047

Withheld pursuant to/removed as

s.12

From: [Scalzo, Lee G HLTH:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: all my Tob/VP program emails have been archived to my email archiving .pst folder on the LAN
Date: Monday, August 21, 2017 12:02:27 PM

The archive file looks good. I randomly opened a bunch and everything opened fine.

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 12:01 PM
To: Scalzo, Lee G HLTH:EX
Subject: RE: all my Tob/VP program emails have been archived to my email archiving .pst folder on the LAN

Were the emails saved? Hope so, as the system deleted the emails themselves and it made my heart race. Don't recall that happening before!

From: Scalzo, Lee G HLTH:EX
Sent: Monday, August 21, 2017 11:54 AM
To: Codner, Tamara A HLTH:EX; Canitz, Shelley L PREM:EX
Subject: RE: all my Tob/VP program emails have been archived to my email archiving .pst folder on the LAN

Hi Shelley. I have deleted the backup file as it was truly a duplicate of the 2017 scanitz file.

I would say it is safe for you to delete from your system now as copies are archived.

Lee

From: Canitz, Shelley L HLTH:EX
Sent: Monday, July 31, 2017 4:01 PM
To: Scalzo, Lee G HLTH:EX; Codner, Tamara A HLTH:EX
Subject: all my Tob/VP program emails have been archived to my email archiving .pst folder on the LAN
Lee and Tamara - all my tobacco/VP emails have been saved as a .pst file in my archiving folder on the LAN (I waited for a bit before archiving as some email threads continued for some time). So I believe I have saved them correctly in the email archiving folder on my LAN.

A small glitch - I could not rename the folder the first time I did it - so you will see a folder there called 'backup'. I then did it again and saved it with '2017 scanitz' - both 'backup' and '2017 scanitz' are the same size so I think all is well. If you want to delete 'backup', feel free to.

In error, I also created a folder called '2017 canitz' - it is empty. Feel free to delete it - the system wouldn't allow me to do it.

So I think all my relevant emails are saved for archiving.^{s.22}

but let me know if there are any glitches. I would then like to delete them from my email system.

Many thanks

Shelley

Page 049 to/à Page 053

Withheld pursuant to/removed as

s.12;s.14

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72523 Due August 10, 2017
Date: Thursday, August 3, 2017 3:13:00 PM

I have no records

From: Wensink, Alison PREM:EX
Sent: Thursday, August 3, 2017 3:13 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72523 Due August 10, 2017
*This is an **ALL STAFF** Call for Records.*

Please let me know by August 10th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Any communications from Petronas or Pacific NorthWest LNG.

(Date Range for Record Search: From 03/01/2017 To 07/26/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72540 Due August 11, 2017
Date: Tuesday, August 8, 2017 2:43:32 PM

I have none

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 8, 2017 2:41 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72540 Due August 11, 2017
*This is an **ALL STAFF** Call for Records.*

Please let me know by August 11th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

*A copy of all departmental transition briefing notes, and emails that mention: taxi; Uber; ride hailing; ride sourcing; ridesharing; Udi Kuaiche; or Raccoon Go.
(Date Range for Record Search: From 01/01/2017 To 07/24/2017)*

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72547 Records Due August 11, 2017
Date: Tuesday, August 8, 2017 2:51:31 PM

I have none.

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 8, 2017 2:49 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72547 Records Due August 11, 2017
*This is an **ALL STAFF** Call for Records.*

Please let me know by August 11th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

All correspondence between the selected ministries or offices and the Conservation Officer Service regarding the status of the service's investigation into the Mount Polley Mine Disaster of Aug. 4, 2014 excluding scientific reports.

(Date Range for Record Search: From 08/04/2014 To 07/25/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72561 Due August 16, 2017
Date: Friday, August 11, 2017 4:09:05 PM

I have none

From: Wensink, Alison PREM:EX
Sent: Thursday, August 10, 2017 7:08 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72561 Due August 16, 2017
This is an ALL STAFF Call for Records

Please let me know by August 16th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

In relation to the provincial government commissioned Ernst and Young report titled ICBC Affordable and Effective Auto Insurance - A New Road Forward for British Columbia: Any comments from the provincial government on earlier drafts of the final report as well as comments from stakeholders on earlier drafts; Documentation sufficient to determine when the final draft was sent to the provincial government including a letter of transmission if one exists; Any communications planning documents related to this study, including drafts.

(Date Range for Record Search: From 05/01/2017 To 07/27/2017)

*****Reminder to please send records to me as PDF*****

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

From: [Canitz, Shelley L PREM:EX](#)
To: [Wensink, Alison PREM:EX](#)
Subject: RE: Call for Records OOP-2017-72567 Records Due August 16, 2017
Date: Friday, August 11, 2017 4:08:53 PM

I have none

From: Wensink, Alison PREM:EX
Sent: Thursday, August 10, 2017 7:08 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72567 Records Due August 16, 2017
*This is an **ALL STAFF** Call for Records*

Please let me know by August 16th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

All correspondence between the B.C. Green Party caucus/B.C. Green Party Leader and the Premier's office.

(Date Range for Record Search: From 07/18/2017 To 07/31/2017)

*****Reminder to please send records to me as PDF*****

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: [Canitz, Shelley L PREM:EX](#)
To: [Wensink, Alison PREM:EX](#)
Subject: RE: Call for Records OOP-2017-72594 Due August 17, 2017
Date: Friday, August 11, 2017 4:08:35 PM

I have none

From: Wensink, Alison PREM:EX
Sent: Thursday, August 10, 2017 7:09 PM
To: Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX
Subject: Call for Records OOP-2017-72594 Due August 17, 2017
*This is an **ALL STAFF** Call for Records*

Please let me know by August 17th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any e-mail exchanges with the Premier or his direct staff that reference Andrew Weaver.

(Date Range for Record Search: From 07/18/2017 To 07/27/2017)

*****Reminder to please send records to me as PDF*****

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72603 Due August 18, 2017
Date: Friday, August 11, 2017 4:09:20 PM

I have none

From: Wensink, Alison PREM:EX
Sent: Thursday, August 10, 2017 7:05 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72603 Due August 18, 2017
This is an ALL STAFF Call for Records

Please let me know by August 18th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any documents including briefing documents e-mails texts, media lines etc. regarding the changes made to the official fire threat level in Williams Lake and the evacuation order and its lifting.

(Date Range for Record Search: From 07/23/2017 To 07/28/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72662 Due August 23, 2017
Date: Tuesday, August 22, 2017 11:09:00 AM

No records

From: Wensink, Alison PREM:EX
Sent: Monday, August 21, 2017 4:19 PM
To: Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX
Subject: Call for Records OOP-2017-72662 Due August 23, 2017
This is an ALL STAFF Call for Records.

Please let me know by August 23rd whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

*Regarding Taseko Mines Limited's approval from the Province – received July 14, 2017 - to undertake a site investigation program to conduct exploratory work at the New Prosperity Gold-Copper project site: Copies of briefing notes, memorandums, and communications documents, press releases, Q&A documents, related to this project that were created, updated or modified.
(Date Range for Record Search: From 05/01/2017 To 08/08/2017)*

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72668 Records Due August 25, 2017
Date: Thursday, August 24, 2017 8:58:00 AM

No records

From: Wensink, Alison PREM:EX

Sent: Wednesday, August 23, 2017 4:27 PM

To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny MIT:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX

Subject: Call for Records OOP-2017-72668 Records Due August 25, 2017

*This is an **ALL STAFF** Call for Records.*

Please let me know by August 25th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of all documents, including e-mails, text or Instant messages, memos, media lines, backgrounders, briefing notes, etc., regarding the planning and announcing of a review of the Site C Dam project -<http://vancouver.sun.com/news/politics/ndp-government-sends-site-c-dam-for-independent-review>.

(Date Range for Record Search: From 07/19/2017 To 08/08/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: [Canitz, Shelley L PREM:EX](#)
To: [Wensink, Alison PREM:EX](#)
Subject: RE: Call for Records OOP-2017-72694 Due August 24, 2017
Date: Thursday, August 24, 2017 10:41:00 AM

No records

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

From: Wensink, Alison PREM:EX

Sent: Wednesday, August 23, 2017 5:04 PM

To: Hendry, Jackie PREM:EX; Canitz, Shelley L PREM:EX

Subject: Call for Records OOP-2017-72694 Due August 24, 2017

Please let me know by August 24th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of all documents, including e-mails, memos, briefing notes, backgrounders, Power Point presentations, Q&As, manuals, etc., regarding training sessions for new staff on Freedom of Information rules and procedures.

(Date Range for Record Search: From 07/18/2017 To 07/28/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72705 Due August 24, 2017
Date: Tuesday, August 22, 2017 11:08:00 AM

No records.

From: Wensink, Alison PREM:EX

Sent: Monday, August 21, 2017 4:20 PM

To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX

Subject: Call for Records OOP-2017-72705 Due August 24, 2017

This is an ALL STAFF Call for Records.

Please let me know by August 24th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any documents, including e-mails, text or instant messages, in the Premier's office, that reference the Kinder Morgan TransMountain Pipeline.

(Date Range for Record Search: From 07/18/2017 To 08/03/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72830 Due September 5, 2017
Date: Friday, August 25, 2017 1:38:00 PM

No records

From: Wensink, Alison PREM:EX
Sent: Friday, August 25, 2017 1:28 PM
To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny MIT:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72830 Due September 5, 2017
*This is an **ALL STAFF** Call for Records.*

Please let me know by September 5th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

All documents, including memos, briefing notes, backgrounders, e-mails, text or Instant messages, media lines, etc., regarding the proposal, planning, rollout and fallout of the Government's announcement on August 10, 2017 regarding the Kinder Morgan TransMountain pipeline.

(Date Range for Record Search: From 07/19/2017 To 08/14/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: [Meggs, Geoff PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: Re: Deputy Minsiters Council - Sept 15
Date: Friday, August 25, 2017 4:23:53 PM

Shelley assuming questions we'll go half an hour, subject to Don's approval. My part will be shorter.

G

Sent from my iPhone

On Aug 25, 2017, at 12:27 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Geoff – Don hopes you could give deputies an overview of the government agenda for the coming months. DM Council is currently meeting Fridays from 8:30 to 10. I've sent Tamara a note checking for your availability on September 15 – hope that works. If so, how much time would you like on the agenda?

Many thanks

Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Gibbs, Robb GCPE:EX](#)
Subject: RE: did the ministerial responsibilities get updated on the govt web site yet?
Date: Monday, August 14, 2017 5:23:00 PM

I think that was a previous version. But for the one last week that I sent to Mike – that version is confirmed.

From: Gibbs, Robb GCPE:EX
Sent: Monday, August 14, 2017 5:19 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: did the ministerial responsibilities get updated on the govt web site yet?
No no no. You specifically said, Here's the stuff but don't make it live till I confirm.

R

Robb Gibbs
ADM – Strategic Communications
Government Communications & Public Engagement
P: 1-778-698-7469
C: 1-778-584-1242

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 14, 2017 5:19 PM
To: Gibbs, Robb GCPE:EX
Subject: RE: did the ministerial responsibilities get updated on the govt web site yet?
I have the launch codes??
I did give him the final version – I just presumed he would launch?

From: Gibbs, Robb GCPE:EX
Sent: Monday, August 14, 2017 5:15 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: did the ministerial responsibilities get updated on the govt web site yet?

Hi,

Not that I know of. I know it was being prepped via discussions between you, Mike and our web people... but did you ever give the launch order?

R

Robb Gibbs
ADM – Strategic Communications
Government Communications & Public Engagement
P: 1-778-698-7469
C: 1-778-584-1242

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 14, 2017 5:14 PM
To: Gibbs, Robb GCPE:EX
Subject: did the ministerial responsibilities get updated on the govt web site yet?

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: Canitz, Shelley L PREM:EX
To: Baskerville, Shannon AEST:EX; Bond, Allison MCF:EX; Brown, Stephen R HLTH:EX; Carroll, Sandra TAC:EX; Caul, Doug D IRR:EX; Dawes, Jacquie MAH:EX; Denlinger, Becky EMBC:EX; Fyfe, Richard J JAG:EX; Galbraith, David J FIN:EX; Halls, Lori D PSA:EX; Hughes, Doug J HLTH:EX; Hughes, Trevor LBR:EX; Kot, Jill CITZ:EX; Lloyd, Evan GCPE:EX; MacDonald, Scott D EDUC:EX; Main, Grant TRAN:EX; Mihlar, Fazil JTT:EX; Nikolejsin, Dave MNGD:EX; Plecas, Bobbi ENV:EX; Sheldon, Tim FLNR:EX; Shoemaker, Wes AGRI:EX; Sieben, Mark PSSG:EX; Taylor, Sheila A SDPR:EX; Wanamaker, Lori FIN:EX; Yuma Morisho, Okenge PREM:EX; Zacharias, Mark ENV:EX; Zacharuk, Christina PSEC:EX; Kennedy, Christine PREM:EX
Cc: BCPSA Agency DMC Admin & Operational Support; Walsh, Sara M HLTH:EX
Subject: RE: DMC Agenda - August 25, 2017
Date: Thursday, August 24, 2017 11:42:00 AM
Attachments: DMC Agenda August 25 2017 (revised).docx

Updated – this is now the corrected version – please use this for tomorrow’s meeting

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 11:34 AM
To: Baskerville, Shannon AVED:EX; Bond, Allison MCF:EX; Brown, Stephen R HLTH:EX; Carroll, Sandra JTST:EX; Caul, Doug D ABR:EX; Dawes, Jacquie CSCD:EX; Denlinger, Becky TRAN:EX; Fyfe, Richard J JAG:EX; Galbraith, David J FIN:EX; Halls, Lori D PSA:EX; Hughes, Doug J HLTH:EX; Hughes, Trevor LBR:EX; Kot, Jill MTIC:EX; Lloyd, Evan GCPE:EX; MacDonald, Scott D EDUC:EX; Main, Grant TRAN:EX; Mihlar, Fazil MIT:EX; Nikolejsin, Dave MNGD:EX; Plecas, Bobbi ENV:EX; Sheldon, Tim FLNR:EX; Shoemaker, Wes AGRI:EX; Sieben, Mark PSSG:EX; Taylor, Sheila A SDSI:EX; Wanamaker, Lori FIN:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Zacharias, Mark ENV:EX; Zacharuk, Christina PSEC:EX; Kennedy, Christine PREM:EX
Cc: BCPSA Agency DMC Admin & Operational Support; Walsh, Sara M HLTH:EX
Subject: RE: DMC Agenda - August 25, 2017
Please note the revised agenda for tomorrow’s Deputy Minister’s Council meeting

From: Higgins, Keira PREM:EX
Sent: Wednesday, August 23, 2017 3:37 PM
To: Baskerville, Shannon AVED:EX; Bond, Allison MCF:EX; Brown, Stephen R HLTH:EX; Carroll, Sandra JTST:EX; Caul, Doug D ABR:EX; Dawes, Jacquie CSCD:EX; Denlinger, Becky TRAN:EX; Fyfe, Richard J JAG:EX; Galbraith, David J FIN:EX; Halls, Lori D PSA:EX; Hughes, Doug J HLTH:EX; Hughes, Trevor LBR:EX; Kot, Jill MTIC:EX; Lloyd, Evan GCPE:EX; MacDonald, Scott D EDUC:EX; Main, Grant TRAN:EX; Mihlar, Fazil MIT:EX; Nikolejsin, Dave MNGD:EX; Plecas, Bobbi ENV:EX; Sheldon, Tim FLNR:EX; Shoemaker, Wes AGRI:EX; Sieben, Mark PSSG:EX; Taylor, Sheila A SDSI:EX; Wanamaker, Lori FIN:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Zacharias, Mark ENV:EX; Zacharuk, Christina PSEC:EX; Kennedy, Christine PREM:EX
Cc: BCPSA Agency DMC Admin & Operational Support; Walsh, Sara M HLTH:EX
Subject: DMC Agenda - August 25, 2017

Good afternoon,

Please see the attached agenda for the August 25th DMC meeting. Please feel free to share the materials if you have an alternate attending DMC on your behalf.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

Page 069

Withheld pursuant to/removed as

s.12;s.14

From: [Halls, Lori D PSA:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: Holdback Measure Memo
Date: Tuesday, August 15, 2017 10:58:08 AM
Attachments: [2016-17 Executive Holdback measures 20170815.pdf](#)

And here is a copy of the confirmation I received as a DM that the 5 mandate deliverables were accepted by PO).

From: Halls, Lori D PSA:EX
Sent: Tuesday, August 15, 2017 10:50 AM
To: Canitz, Shelley L PREM:EX
Subject: Holdback Measure Memo
Shelley
Here is the draft memo.....

From: [Canitz, Shelley L PREM:EX](#)
To: [Ryckman, Scott GCPE:EX](#)
Subject: RE: May I access TNO?
Date: Thursday, August 3, 2017 1:07:00 PM

Many thanks

From: Ryckman, Scott GCPE:EX
Sent: Thursday, August 3, 2017 1:07 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: May I access TNO?
of course

On 2017-08-03, at 1:05 PM, Canitz, Shelley L PREM:EX wrote:

Can I see what 'all' looks like? I imagine I will narrow it down quite quickly

From: Ryckman, Scott GCPE:EX
Sent: Thursday, August 3, 2017 12:59 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: May I access TNO?
will do - TNO alerts are divided by ministry - do you have one or two ministry issues you want to follow or do you want to get ti all?
On 2017-08-03, at 12:54 PM, Canitz, Shelley L PREM:EX wrote:

Hello, Scott – do you manage TNO subscriptions? If so, I would like to get one.

Thanks

Shelley

Shelley Canitz

Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

Page 072 to/à Page 073

Withheld pursuant to/removed as

s.12;s.14

Page 074

Withheld pursuant to/removed as

s.12

From: [Canitz, Shelley L PREM:EX](#)
To: [Benn, Jennifer MCF:EX](#)
Subject: RE: Ministers' Office Budget for 16/17 and 17/18
Date: Thursday, August 24, 2017 11:14:00 AM

Thank you, Jennifer.

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: Benn, Jennifer MCF:EX
Sent: Thursday, August 24, 2017 11:14 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18

Hi Shelley,

I confirmed with DM and staff that there isn't a separate budget for Minister of State. Minister's office underspent last year, so if MoS requires budget it can come out of Minister Conroy's.

Thanks,

Jennifer

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 11:04 AM
To: Benn, Jennifer MCF:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18
Jennifer – do you have the budget for the Minister of State's office?

From: Benn, Jennifer MCF:EX
Sent: Wednesday, August 23, 2017 11:11 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Ministers' Office Budget for 16/17 and 17/18

Hi Shelley,

As requested, please see attached.

Thank you,

Jennifer

Jennifer Benn

Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: 778-698-7038
Email: Jennifer.Benn@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 3:39 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Ministers' Office Budget for 16/17 and 17/18

Good afternoon,

We would like to please request that each Deputy Minister supply their Minister's Office budget to Shelley Canitz (Shelley.Canitz@gov.bc.ca) by the end of day tomorrow. We have included an example spreadsheet with the required information.

Thanks

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: RE: MO Budget
Date: Tuesday, August 22, 2017 3:30:00 PM

We are sending a note to DM's offices and hope to get info tomorrow – will keep you apprised

From: Parte, Maura PSA:EX
Sent: Tuesday, August 22, 2017 3:22 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: MO Budget

If I could get this it would be great, thank you.

Sent from my iPhone

On Aug 22, 2017, at 3:21 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

So the only information you need is the same spreadsheet for each MO?
However, I don't know that we can get more YTD than July31 but I can ask

From: Parte, Maura PSA:EX
Sent: Tuesday, August 22, 2017 3:14 PM
To: Canitz, Shelley L PREM:EX
Subject: Fwd: MO Budget

Hi Shelley,

Another example of what we need is attached with more current YTD information.

I can get a list of positions by office from the PSA so we can cancel out that piece.

I only need what is attached for each Minister's office please.

Thank you,

Maura

Begin forwarded message:

From: "Spilker, Robyn PREM:EX" <Robyn.Spilker@gov.bc.ca>
Date: August 22, 2017 at 3:07:59 PM PDT
To: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Subject: Fwd: MO Budget

Hi Maura,

Budget attached. Let me know if you need anything else.

Thanks,

Robyn

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

From: "Stonnell, Jennifer FIN:EX" <Jennifer.Stonnell@gov.bc.ca>
Date: 2017-08-22 3:04 PM (GMT-08:00)
To: "Spilker, Robyn PREM:EX" <Robyn.Spilker@gov.bc.ca>
Subject: MO Budget
Hi Robyn,

As requested, attached is the MO Office Budget for 16/17 and 17/18.

Let me know if you have any questions.

Thanks,

Jennifer Stonnell

A/Director, Executive Operations and Strategic Initiatives | Ministry of Finance

Tel. 250-356-6696 | Email: Jennifer.Stonnell@gov.bc.ca

From: [Canitz, Shelley L PREM:EX](#)
To: [Ghory, Leah CITZ:EX](#)
Cc: [Alexander, Terry CITZ:EX](#)
Subject: RE: move estimate form - Christine Kennedy
Date: Thursday, August 24, 2017 11:20:00 AM
Attachments: [Kennedy estimate signed Aug 24 2017.pdf](#)
[image001.png](#)

Leah – as requested

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

From: Ghory, Leah MTIC:EX
Sent: Thursday, August 24, 2017 11:13 AM
To: Canitz, Shelley L PREM:EX
Cc: Alexander, Terry MTIC:EX
Subject: move estimate form - Christine Kennedy

Hello,

Attached please find the move estimate form for Christine Kennedy. Please sign and return it back to me as soon as possible, since this move is starting packing today.

Thank you,

Leah Ghory | Finance/Admin Clerk | BC Mail Plus | Shared Services BC | *Ph:* 250-952-4324 |

e: Leah.Ghory@gov.bc.ca ***m:*** PO Box 9453, Stn Prov Gov, Victoria BC V8W 9V7 ***w:***

www.gov.bc.ca/mailservices



From: [Prisiak, Lisa PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: OICs sending over today
Date: Thursday, August 10, 2017 2:18:11 PM

Thank you. And yes, I have it. I will move it forward with the rest.

Lisa Prisiak

OIC Coordinator

Cabinet Operations

250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 10, 2017 2:16 PM
To: Prisiak, Lisa PREM:EX
Subject: RE: OICs sending over today
Don has approved the s.12

From: Prisiak, Lisa PREM:EX
Sent: Thursday, August 10, 2017 2:16 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: OICs sending over today
Hello,

This is what I have so far

s.12

Lisa Prisiak

OIC Coordinator

Cabinet Operations

250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 10, 2017 11:06 AM
To: Prisiak, Lisa PREM:EX
Subject: OICs sending over today
Lisa – there are 3 batches of urgent OICs that I will be sending you today

s.12

Shelley Canitz

Executive Director, Corporate Initiatives

Office of the Deputy Minister to the Premier

From: Canitz, Shelley L PREM:EX
To: Wensink, Alison PREM:EX
Subject: RE: OOP-2017-72528 Due August 11, 2017
Date: Tuesday, August 8, 2017 3:02:04 PM

I have none

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 8, 2017 3:00 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: OOP-2017-72528 Due August 11, 2017
This is an ALL STAFF Call for Records.

Please let me know by August 11th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

*Copies of all documents including e-mails, text or instant messages, media lines, etc., regarding the announcement by Petronas of the ending of the Pacific NorthWest LNG project.
(Date Range for Record Search: From 07/01/2017 To 07/27/2017)*

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

From: [Cavanagh, Judy PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: OP Budget delete one position in correspondence
Date: Monday, August 21, 2017 1:23:57 PM

Ah, all good.

Thanks.

Judy

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 1:20 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: OP Budget delete one position in correspondence
FYI – there are previous staff on paylists through out the print out – all part of the severance transition and Finance knows who is current and who is past.

From: Cavanagh, Judy PREM:EX
Sent: Monday, August 21, 2017 1:10 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: OP Budget delete one position in correspondence
As long as it shows 8 positions ^{s.22} However, the last doc you sent that was being used for budget purposes shows 10 spots. Don't want extra calculations annualized, that's all.
Thanks.

Judy

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 12:27 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: OP Budget delete one position in correspondence

s.12,s.22

From: Cavanagh, Judy PREM:EX
Sent: Monday, August 21, 2017 12:21 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: OP Budget delete one position in correspondence
Hi Shelley,

s.12,s.22

Judy

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 11:57 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: OP Budget delete one position in correspondence
This is what I currently have on the pay list

s.22

2. Please send me a copy of the list back with changes noted in a different colour or using strikethrough— and I will get the list amended

From: Cavanagh, Judy PREM:EX
Sent: Monday, August 21, 2017 11:50 AM
To: Canitz, Shelley L PREM:EX
Subject: OP Budget delete one position in correspondence

Hi Shelley,

Yesterday I was reviewing the last document we did and there is one position too many showing in correspondence. There should be 8 positions not 9.

s.22

Thanks.

Judy

Judy Cavanagh

Executive Director, Operations and Strategic Initiatives

Vancouver Premier's Office

Vancouver, British Columbia

P: 1-604-775-1600

From: [Canitz, Shelley L](#) PREM:EX
To: [MacMillan, Elizabeth](#) PREM:EX
Subject: RE: proposal -- agendas review
Date: Tuesday, August 15, 2017 4:42:00 PM

Elizabeth, Don would like to start with the Agendas review meetings in September – please also add Christine Kennedy, ADM, Corporate Initiatives to those suggested on your invitee list.

From: MacMillan, Elizabeth PREM:EX
Sent: Tuesday, July 25, 2017 4:22 AM
To: Wright, Don J. PREM:EX
Cc: Canitz, Shelley (LP020) PREM:EX
Subject: proposal -- agendas review

Hello Don – Shelley and I were talking yesterday about routines and processes to manage workflow and meet objectives. I mentioned to her a proposal for regular agenda and materials review, which you may have heard about already.

If you think the approach has value, I'd be happy to revise the attached description to suit your wishes and work with Keira to initiate scheduling.

Thank-you

Elizabeth

Page 085 to/à Page 086

Withheld pursuant to/removed as

s.12

From: [Canitz, Shelley L PREM:EX](#)
To: [Christensen, Suzanne PREM:EX](#)
Subject: RE: this set up the Ministries
Date: Thursday, August 17, 2017 2:40:00 PM

The duties, powers and functions of the Minister of Health respecting policy development, program evaluation and research in relation to mental health and addiction, including in relation to designated facilities within the meaning of the *Mental Health Act*, are transferred to the Minister of Mental Health and Addictions.

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 17, 2017 2:40 PM
To: Christensen, Suzanne PREM:EX
Subject: this set up the Ministries
[http://www.bclaws.ca/civix/document/id/oic/oic_cur/0213_2017/search/CIVIX_DOCUMENT_ROOT_STEM:\(Addictions\)%20AND%20CIVIX_DOCUMENT_ANCESTORS:oic_cur?7#hit1](http://www.bclaws.ca/civix/document/id/oic/oic_cur/0213_2017/search/CIVIX_DOCUMENT_ROOT_STEM:(Addictions)%20AND%20CIVIX_DOCUMENT_ANCESTORS:oic_cur?7#hit1)

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: Meghan Day
To: [Canitz, Shelley L PREM:EX](#)
Subject: Re: Touching base and a question
Date: Thursday, August 17, 2017 3:20:23 PM

Thanks very much for this, Shelley. Yes, very helpful.

I will be back in touch soon after I return home and get resettled re a time for me to buy you a coffee:)

Meghan

From: Canitz, Shelley L PREM:EX
Sent: August 17, 2017 2:58 PM
To: Meghan Day
Subject: RE: Touching base and a question
Meghan – s.22

Both are Ministers and sit at Cabinet, with one DM (Allison Bond – DM of MCFD). In my mind, the MCFD portfolio is so large that it would be difficult for Hon. Conroy to focus on the major priority of improving childcare in addition to the issues within MCFD. The mandate letters give a good idea of the focus of each minister:

on. Conroy - <http://www2.gov.bc.ca/assets/gov/government/ministries-organizations/premier-cabinet-mlas/minister-letter/conroy-mandate.pdf>

on. Chen - <http://www2.gov.bc.ca/assets/gov/government/ministries-organizations/premier-cabinet-mlas/minister-letter/chen-mandate.pdf>

Both work on issues related to children and families – but the mandate letters should the division of labour.

Hope this helps – happy to talk further

Shelley

From: Meghan Day [mailto:meghan.day@gv.ymca.ca]
Sent: Thursday, August 17, 2017 1:38 PM
To: Canitz, Shelley L PREM:EX
Subject: Touching base and a question

Hi Shelley,

s.22

I also have a question that I hope you can answer for me. There is a Minister of State for Childcare. Does she report to the Minister of MCFD? Or, does she report directly up to the Premier?

Thanks for any insight you can provide for me:)

Cheers,

Meghan

Meghan Day

Director, Strategic Partnerships
YMCA Greater Vancouver
E: meghan.day@gv.ymca.ca
T: 778-938-9054

From: [Cavanagh, Judy](#) PREM:EX
To: [Canitz, Shelley L](#) PREM:EX
Subject: RE: Transition info - staff
Date: Tuesday, August 22, 2017 12:59:16 PM

Just found a copy of Vol 6.

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 22, 2017 12:56 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Transition info - staff
He's a good place to start, I think

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, August 22, 2017 12:55 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Transition info - staff
Hi Shelley,

The budgets for each Minister's office are in the Ministry's. I'll call Steve Flak to see what if any help he can provide in getting information or do you think there is another person.

Judy

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 22, 2017 12:21 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Transition info - staff
Please review

From: [Lloyd, Evan GCPE:EX](#)
To: [Transition, Laptop \(LP020\) PREM:EX](#)
Subject: Re: what time are the announcements today?
Date: Wednesday, August 2, 2017 9:28:33 AM

The Waneta "decision" was announced yesterday (Teck and Hydro jumped the gun). So, Done. The BCUC announcement is planned for 2pm today

From: Shelley Canitz
Date: Wednesday, August 2, 2017 at 9:20 AM
To: "Lloyd, Evan GCPE:EX"
Subject: what time are the announcements today?
Is it still 10 am Waneta and 3 pm BCUC?

From: [Canitz, Shelley L PREM:EX](#)
To: [Kot, Jill CITZ:EX](#)
Cc: [Cook, Jeannette CITZ:EX](#)
Subject: Re: Which days would you like to do your montly FOI report to DM Council?
Date: Friday, August 25, 2017 11:00:06 AM

Got it. Will do.

On Aug 25, 2017, at 10:49 AM, Kot, Jill MTIC:EX <Jill.Kot@gov.bc.ca> wrote:

Sounds great. Let's start Oct 13, and Sept 8 won't show much change.

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 25, 2017 10:25 AM
To: Kot, Jill MTIC:EX
Cc: Cook, Jeannette MTIC:EX
Subject: RE: Which days would you like to do your montly FOI report to DM Council?
I think (Jeannette may know more) that DMC was scheduled for the 2nd Friday of the month – so are you ok with reporting on that day, monthly? I will bf it for Sept 8, October 13 etc

From: Kot, Jill MTIC:EX
Sent: Friday, August 25, 2017 10:20 AM
To: Canitz, Shelley L PREM:EX
Cc: Cook, Jeannette MTIC:EX
Subject: RE: Which days would you like to do your montly FOI report to DM Council?
Hi Shelley,
My understanding is that we are eventually going to monthly meetings, so I'd be a standing item monthly.
If more frequent meetings are proposed, then we would target mid-month, which will give us time to wrap up report from previous month.
Thanks
Jill

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 25, 2017 10:05 AM
To: Kot, Jill MTIC:EX
Subject: Which days would you like to do your montly FOI report to DM Council?
Jill – would you like to suggest a standing date for your monthly FOI update – e.g. 1st, 2nd, 3rd or 4th Friday of the month?
Many thanks

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: [Clark, Layne PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: who has a word version of the mandate letters?
Date: Thursday, August 3, 2017 2:29:25 PM
Attachments: [Fleming.pdf](#)
[Fraser.pdf](#)
[Heyman.pdf](#)
[James.pdf](#)
[Mark.pdf](#)
[Mungall.pdf](#)
[Popham.pdf](#)
[Ralston.pdf](#)
[Robinson.pdf](#)
[Simpson.pdf](#)
[Sims.pdf](#)
[Trevena.pdf](#)
[Bains.pdf](#)
[Beare.pdf](#)
[Chen.pdf](#)
[Chow.pdf](#)
[Conroy.pdf](#)
[Darcy.pdf](#)
[Dix.pdf](#)
[Donaldson.pdf](#)
[Eby.pdf](#)
[Farnworth.pdf](#)

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 3, 2017 2:13 PM
To: Clark, Layne PREM:EX
Subject: who has a word version of the mandate letters?
Layne – we need an overarching statement of government priorities for the Service Plan so I thought I might use text from the first page of the Mandate letters – do you know who might have a word copy I could cut and paste from?
Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: [Halls, Lori D PSA:EX](#); [Owens, Anita PSA:EX](#)
Subject: The Salary Range Regulation is amended
Date: Friday, August 11, 2017 12:01:45 PM
Attachments: [251-2017.pdf](#)

From: [Canitz, Shelley L. PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: attending Cabinet
Date: Tuesday, August 8, 2017 12:01:24 PM
Importance: High

Don – I attended the previous cabinet meetings and found it very helpful in knowing what issues, OICs etc were coming up that I needed to work on with Cab Ops, CPCE etc. However, I know you may want to limit the number of staff attending. If possible, I would like to attend but completely understand if that is not your view. Would you please let me know what your preference is re my attendance? s.22

Thanks
Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: August 2017 DM org chart
Date: Wednesday, August 9, 2017 4:20:10 PM
Attachments: [August 2017 DM org chart.docx](#)

Lori – here is the proposed Org Chart for the DM’s office – hope you can put position numbers and salaries in so we can cost out the budget. As you know, Shelley MacLean will soon be leaving so that box will disappear. There may be another Exec Admin Co-ordinator with Keira and Alison but no decision has been made yet – maybe add one and we can delete it later?

Thanks

Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: Avison BN signed
Date: Friday, August 25, 2017 8:18:10 AM
Attachments: [Avison20170825.pdf](#)

From: Owens, Anita PSA:EX
To: Canitz, Shelley L PREM:EX
Subject: Briefing Note - s.12
Date: Monday, August 21, 2017 6:35:07 PM
Attachments: s.12

image001.png
Importance: High

Hi Shelley:

Briefing note attached, as requested, for the OIC I would like to move forward. OIC reattached for your convenience.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Klak, Steve M FIN:EX](#)
Subject: Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx
Date: Wednesday, August 16, 2017 12:06:34 PM
Attachments: [Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx](#)

Added start dates for some positions (see far right side)

From: [Canitz, Shelley L PREM:EX](#)
To: [Foster, Doug FIN:EX](#)
Cc: [Christensen, Suzanne PREM:EX](#)
Subject: DM to Premier - Henderson
Date: Tuesday, August 8, 2017 2:22:23 PM
Attachments: [DM to Premier - Henderson et al.pdf](#)

Doug – here is the org chart that was in the transition binder

Shelley Canitz

Executive Director, Corporate Initiatives

Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: [Foster, Doug FIN:EX](#)
Subject: Emailing: Cab Ops Org chart
Date: Tuesday, August 8, 2017 2:12:45 PM
Attachments: [Cab Ops Org chart.pdf](#)

Here is Cab Ops Org chart

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

From: [Canitz, Shelley L PREM:EX](#)
To: [Wright, Don J. PREM:EX](#); [Yuma Morisho, Okenge PREM:EX](#); [Christensen, Suzanne PREM:EX](#); [Christensen, Suzanne PREM:EX](#); [Meggs, Geoff PREM:EX](#); [Cavanagh, Judy PREM:EX](#)
Subject: Final version of the Sept 2017 OoP Service Plan
Date: Friday, August 18, 2017 1:23:38 PM
Attachments: [OP Service Plan 17-20 170818 formatted final.docx](#)

FYI - attached is the final version of the OoP Sept 2017 Service Plan

Page 103

Withheld pursuant to/removed as

s.12;s.14

From: Transition, Laptop (LP020) PREM:EX
To: [Canitz, Shelley L PREM:EX](#)
Subject: FW: ANY edits to your org chart?
Date: Thursday, August 3, 2017 1:48:53 PM
Attachments: [Org Chart DM to Premier.pdf](#)

From: Canitz, Shelley (LP020) PREM:EX
Sent: Tuesday, July 25, 2017 1:40 PM
To: Wright, Don J. PREM:EX
Subject: ANY edits to your org chart?
Don – PSA is doing a more professional version of this chart – any additional edits?

From: Canitz, Shelley (LP020) PREM:EX
Sent: Monday, July 24, 2017 10:30 AM
To: Halls, Lori D PSA:EX
Subject:

From: [Canitz, Shelley L PREM:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: FW: Confirming s.22 position and salary
Date: Wednesday, August 9, 2017 1:04:10 PM

Please confirm – s.13,s.22

Any other suggestions – s.13,s.22

From: Meggs, Geoff PREM:EX
Sent: Wednesday, August 9, 2017 12:50 PM
To: Canitz, Shelley L PREM:EX; Clark, Layne PREM:EX
Subject: RE: Confirming s.22 position and salary
Hi Shelley,

I agreed to the level but did not say it would be in the title. I'm open to suggestions, but it's not
s.13,s.22

Geoff

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 12:09 PM
To: Clark, Layne PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: RE: Confirming s.22 position and salary
Geoff and Layne – s.13,s.22

s.13,s.22

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 9:34 AM
To: Canitz, Shelley L PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: Re: Confirming s.22 position and salary

Thanks Shelley. Will it also need to be amended to include our support staff positions as per the recently sent org chart?

Geoff please confirm, but my understanding is:
s.13,s.22

Thanks,
Layne
Sent from my iPhone

On Aug 9, 2017, at 9:31 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Geoff and Layne – s.12,s.13,s.22
s.12,s.13,s.22

Shelley Canitz

Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: FW: Confirming **s.22** position and salary
Date: Wednesday, August 9, 2017 9:49:38 AM

Lori – please see Layne query about support staff – **s.12,s.13**
s.12,s.13

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 9:34 AM
To: Canitz, Shelley L PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: Re: Confirming **s.22** position and salary
Thanks Shelley. Will it also need to be amended to include our support staff positions as per the recently sent org chart?
Geoff please confirm, but my understanding is:

s.13,s.22

Thanks,
Layne
Sent from my iPhone

On Aug 9, 2017, at 9:31 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Geoff and Layne – **s.12,s.13,s.22**
s.12,s.13,s.22

Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx
Date: Thursday, August 17, 2017 3:32:00 PM
Attachments: [Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx](#)

This is the most recent version I have

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 16, 2017 12:07 PM
To: Klak, Steve M FIN:EX
Subject: Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx
Added start dates for some positions (see far right side)

From: [Canitz, Shelley L PREM:EX](#)
To: [Periwal, Sukumar IGRS:EX](#)
Subject: FW: did you get a copy of the revised format for the Service Plans?
Date: Wednesday, August 23, 2017 9:15:00 AM
Attachments: [OP Service Plan 17-20 170821 without goals.docx](#)

Sukumar – as recommended, we will go with this version. Steve Klak will send you an updated Resource Summary soon.

Shelley

From: Periwal, Sukumar IGRS:EX
Sent: Monday, August 21, 2017 4:02 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: did you get a copy of the revised format for the Service Plans?
Hi Shelley

1. I have updated the language in the Strategic Direction section. Please take a look and let me know if this is acceptable to you.
2. Here are two versions to consider – one with existing goals, objectives, strategies and performance measures sections kept in there as before, and one with those removed. Please let me know which you prefer.

Thanks
Sukumar

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 3:36 PM
To: Periwal, Sukumar IGRS:EX
Subject: RE: did you get a copy of the revised format for the Service Plans?
See below in red – many thanks

From: Periwal, Sukumar IGRS:EX
Sent: Monday, August 21, 2017 3:31 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: did you get a copy of the revised format for the Service Plans?
Hi Shelley

Yes, I did, and then checked in with Darren Boden (our CARO contact). We agreed that the language in the Strategic Direction and Context is very close so it is a judgment call on whether to make any changes. Here is his specific input: I would suggest that there are two questions that need to be asked of the OP:

1. Although they are very close they are not verbatim, so do they want to update the Strategic Direction and Context in the draft OP plan to read exactly as the update from this morning reads, or are they good with the current draft with is very similar but has a few differences? Please amend to use the updated language
2. Do they want to follow this morning's direction and remove the Goals, Objectives, Strategies and Performance Measures sections in their entirety? Or are they content with keeping them in there? Just want to make sure I understand what is proposed – would you send me a draft that has the updated Strategic Direction added in and has the Goals, Objectives, Strategies and Performance Measures removed?

Would be grateful for your guidance.

Thanks
Sukumar

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 3:06 PM
To: Periwal, Sukumar IGRS:EX
Subject: did you get a copy of the revised format for the Service Plans?

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: [Canitz, Shelley L PREM:EX](#)
To: [Christensen, Suzanne PREM:EX](#)
Subject: FW: Left field, indeed!
Date: Tuesday, August 15, 2017 11:02:00 AM
Attachments: [resume s.22](#)

Suzanne – please review – is someone still needed?

From: s.22

Sent: Tuesday, August 15, 2017 10:51 AM

To: Canitz, Shelley L PREM:EX

Subject: Fwd: Left field, indeed!

s.22

From: [Cavanagh, Judy PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: FW: s.12 OIC - FYI
Date: Monday, August 21, 2017 10:29:36 AM

s.12 OIC will be amended.

Thanks.

Judy

From: Halls, Lori D PSA:EX
Sent: Monday, August 21, 2017 10:26 AM
To: Cavanagh, Judy PREM:EX
Cc: s.12 Owens, Anita PSA:EX
Subject: RE: s.12 OIC - FYI
Sorry. We will ensure this is corrected by amending OIC... s.12

From: Cavanagh, Judy PREM:EX
Sent: Monday, August 21, 2017 10:23 AM
To: Halls, Lori D PSA:EX
Cc: s.12
Subject: FW: s.12 OIC - FYI
Hi Lori,

s.12 OIC is incorrect. It states he starts at Step 1 when it should be Step 3. What needs to be done to correct this.

Thanks.

Judy

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 9:58 AM
To: Cavanagh, Judy PREM:EX
Subject: s.12 OIC - FYI

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC - s.12
Date: Friday, August 18, 2017 11:30:00 AM
Attachments: s.12 [OIC.pdf](#)
[image001.png](#)

Lisa – Don has approved this OIC

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 17, 2017 2:46 PM
To: Wright, Don J. PREM:EX
Subject: FW: OIC - s.12
Don – please review and approve this OIC
Shelley

From: Owens, Anita PSA:EX
Sent: Thursday, August 17, 2017 2:44 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC - s.12

This one ready for review and signature.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Cc: [Owens, Anita PSA:EX](#)
Subject: FW: OIC - s.12
Date: Tuesday, August 22, 2017 12:00:00 PM
Attachments: s.12 - unsigned.pdf
image001.png

Lisa – Don has approved this OIC – please process as soon as possible.

From: Owens, Anita PSA:EX
Sent: Thursday, August 17, 2017 1:41 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC - s.12

Hi Shelley:

You will find attached an OIC for s.12

s.12

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Ready for signing.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency

4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC for signing today please
Date: Thursday, August 24, 2017 11:45:00 AM
Attachments: s.12
[image001.png](#)

Lisa – please process ASAP – Don has approved

From: Owens, Anita PSA:EX
Sent: Thursday, August 24, 2017 11:22 AM
To: Canitz, Shelley L PREM:EX
Cc: Valley, Nancy PSA:EX; Barrett, Petrina PSA:EX; Roe, Sandra PSA:EX
Subject: OIC for signing today please

This one is effective today so OIC needs to be signed, dated today.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: FW: OICs for **s.12**
Date: Monday, August 21, 2017 10:50:00 AM
Attachments: [image001.png](#)

Anita - FYI

From: Prisiak, Lisa PREM:EX
Sent: Monday, August 21, 2017 10:46 AM
To: Canitz, Shelley L PREM:EX
Subject: Re: OICs for **s.12**

Hello, tomorrow morning release. If they started today we can do today's date if that helps.

Lisa Prisiak
Cabinet Operations
[250-387-5503](tel:250-387-5503)

On Aug 21, 2017, at 10:32 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Lisa – Don has approved these. When do you think they could be signed?

Thanks

From: Owens, Anita PSA:EX
Sent: Friday, August 18, 2017 5:25 PM
To: Canitz, Shelley L PREM:EX
Subject: OICs for **s.12**

Ready to go. Would like it if they are signed and dated Monday.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OICs for signing
Date: Thursday, August 24, 2017 11:43:00 AM
Attachments: s.12

[image001.png](#)

Don has approved all 3 – would you please process as soon as possible?

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

From: Owens, Anita PSA:EX
Sent: Thursday, August 24, 2017 11:33 AM
To: Canitz, Shelley L PREM:EX
Cc: Valley, Nancy PSA:EX; Barrett, Petrina PSA:EX
Subject: OICs for signing

These are future dated, so not urgent that they be signed today.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services

Talent Management Division | BC Public Service Agency

4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Meggs, Geoff PREM:EX](#)
Subject: FW: OP_Service Plan_17-20_170821_without goals (3)
Date: Wednesday, August 23, 2017 9:36:00 AM
Attachments: [OP_Service Plan_17-20_170821_without goals.docx](#)
[image001.jpg](#)
Importance: High

Geoff – please see page 7 of the attached Service Plan for the new OoP costs.
Shellehy

From: Klak, Steve M FIN:EX
Sent: Wednesday, August 23, 2017 9:29 AM
To: Canitz, Shelley L PREM:EX; Periwal, Sukumar IGRS:EX
Cc: Dicks, Erin L FIN:EX
Subject: RE: OP_Service Plan_17-20_170821_without goals (3)
Shelley/Sukumar, resource summary updated to reflect \$2M budget lift in all 3 years.

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 23, 2017 9:02 AM
To: Klak, Steve M FIN:EX
Subject: OP_Service Plan_17-20_170821_without goals (3)
Steve – after our budget discussion last week, does the Resource Summary in the draft Service Plan need to change?
Thanks
Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Klak, Steve M FIN:EX](#)
Subject: FW: P and A org chart
Date: Friday, August 11, 2017 12:28:37 PM
Attachments: [P and A org chart.docx](#)

Here is the draft org chart for P and A – note the admin question below

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 4:07 PM
To: Halls, Lori D PSA:EX
Subject: P and A org chart

Lori – here is the draft Priorities and Accountabilities org chart – it needs position numbers/salary etc so we can cost it out. Right now, it has an Exec Admin in it for the ADM – it may also have an admin for the Directors as well – might be better to put in both an Exec Admin and an Admin – we can eliminate one if needed.

Thanks
Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Periwal, Sukumar IGRS:EX](#)
Subject: FW: Photo and Signature
Date: Wednesday, August 9, 2017 11:46:10 AM
Attachments: [John Horgan Full Colour Large.jpg](#)
[2017-08-03 Horgan signature.jpg](#)

Sukumar – please use these version for now. Many thanks.

From: Farmer, Susan PREM:EX
Sent: Wednesday, August 9, 2017 11:45 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: Photo and Signature

Hi Shelley – attached please find the photo & e-signature, as requested.

FYI – I’ve been advised by Amber that there will be a new photo available at some point next week.

As well, we have John’s signature for the autopen, as another option for signing.

Susan Farmer

Managing Director | Correspondence Branch | Office of the Premier

P: 250-387-2160 E: susan.farmer@gov.bc.ca

From: Nash, Amber PREM:EX
Sent: Wednesday, August 9, 2017 11:36 AM
To: Farmer, Susan PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: Photo and Signature

Hi Susan,

Can you please send Shelley the Premier’s photo and E - signature?

Thanks very much.

Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

From: [Canitz, Shelley L PREM:EX](#)
To: [Klak, Steve M FIN:EX](#)
Cc: [Landry, Dara M FIN:EX](#); [Manak, Nicky FIN:EX](#); [Dicks, Erin L FIN:EX](#)
Subject: FW: Premier Org Chart
Date: Friday, August 4, 2017 5:17:00 PM
Attachments: [Premier Org Chart.png](#)

Hello, all – here is the org chart from the Chief of Staff's office – will the Summary be based on those positions filled or will it include those vacant/to be filled?

Thanks

Shelley

From: Clark, Layne PREM:EX
Sent: Friday, August 4, 2017 5:11 PM
To: Canitz, Shelley L PREM:EX
Subject: Premier Org Chart
Hi Shelley,

This is the full complement of what we are looking to hire. As you can see, there are a lot of vacant positions. Please let me know if you have any questions.

Thanks,

Layne

Layne Clark, Director of Liaison and Coordination

Office of the Premier | Government of BC

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

From: [Canitz, Shelley L PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: FW: Premier's Office Salaries/Benefit costs
Date: Thursday, August 10, 2017 4:57:11 PM
Attachments: [Office of the Premier - Salary and Benefits Costing.xlsx](#)

Don – I haven't looked at this yet but wanted you to get a copy soon after the Finance people did.
Ok if I send a copy to Geoff or wait til you've given it a review?

From: Halls, Lori D PSA:EX
Sent: Thursday, August 10, 2017 4:32 PM
To: Canitz, Shelley L PREM:EX; Wanamaker, Lori FIN:EX; Foster, Doug FIN:EX; Klak, Steve M FIN:EX
Subject: Premier's Office Salaries/Benefit costs
Here is the spreadsheet for the Premier's Office positions.

From: [Canitz, Shelley L PREM:EX](#)
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Premier's Office Salaries/Benefit costs
Date: Thursday, August 17, 2017 3:34:00 PM
Attachments: [Office of the Premier - Salary and Benefits Costing.xlsx](#)

The was the last version with salaries that I saw, but as you can see from the date, it was well before you and I finalized all positions yesterday

From: Halls, Lori D PSA:EX
Sent: Friday, August 11, 2017 11:47 AM
To: Canitz, Shelley L PREM:EX; Klak, Steve M FIN:EX; Foster, Doug FIN:EX; Wanamaker, Lori FIN:EX
Subject: RE: Premier's Office Salaries/Benefit costs
Folks....please use this spreadsheet as there were two individuals left off the earlier version. Layne Clark and Tamarra Wong are now included. Sorry for the error.

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 11, 2017 11:29 AM
To: Halls, Lori D PSA:EX
Subject: RE: Premier's Office Salaries/Benefit costs
Importance: High
Lori – Geoff wonders about Layne Clark's position – is missing. Could you resend?

From: Halls, Lori D PSA:EX
Sent: Thursday, August 10, 2017 4:32 PM
To: Canitz, Shelley L PREM:EX; Wanamaker, Lori FIN:EX; Foster, Doug FIN:EX; Klak, Steve M FIN:EX
Subject: Premier's Office Salaries/Benefit costs
Here is the spreadsheet for the Premier's Office positions.

From: [Canitz, Shelley L PREM:EX](#)
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Premier's Office Salaries/Benefit costs
Date: Friday, August 11, 2017 3:41:04 PM
Attachments: [Office of the Premier - Salary and Benefits Costing.xlsx](#)
[image001.jpg](#)

Judy – this is the one I want you to review and advise if it is correct – see Steve's instructions

From: Klak, Steve M FIN:EX
Sent: Friday, August 11, 2017 12:35 PM
To: Canitz, Shelley L PREM:EX
Cc: Foster, Doug FIN:EX
Subject: FW: Premier's Office Salaries/Benefit costs
Shelley, based on the update just provided by the PSA, can you please confirm which vacancies are dormant/frozen and which ones will be filled.

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

cid:image001.jpg@01D1F2E4.CCABEE20



From: Halls, Lori D PSA:EX
Sent: Friday, August 11, 2017 11:47 AM
To: Canitz, Shelley L PREM:EX; Klak, Steve M FIN:EX; Foster, Doug FIN:EX; Wanamaker, Lori FIN:EX
Subject: RE: Premier's Office Salaries/Benefit costs
Folks....please use this spreadsheet as there were two individuals left off the earlier version. Layne Clark and Tamarra Wong are now included. Sorry for the error.

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 11, 2017 11:29 AM
To: Halls, Lori D PSA:EX
Subject: RE: Premier's Office Salaries/Benefit costs
Importance: High
Lori – Geoff wonders about Layne Clark's position – is missing. Could you resend?

From: Halls, Lori D PSA:EX
Sent: Thursday, August 10, 2017 4:32 PM
To: Canitz, Shelley L PREM:EX; Wanamaker, Lori FIN:EX; Foster, Doug FIN:EX; Klak, Steve M FIN:EX
Subject: Premier's Office Salaries/Benefit costs
Here is the spreadsheet for the Premier's Office positions.

From: [Canitz, Shelley L PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: FW: Resume forwarded by Andrew Weaver s.22
Date: Tuesday, August 8, 2017 3:32:54 PM
Attachments: s.22

Don – for your information.

From: Sanford, Donna L GCPE:EX
Sent: Tuesday, August 8, 2017 3:20 PM
To: Canitz, Shelley L PREM:EX
Subject: Resume forwarded by Andrew Weaver

Hello Shelley. I'm hoping you are the appropriate recipient of this resume. If not, please let me know and I'll forward to the right person.

Thanks!

-Donna

From: Weaver.MLA, Andrew <Andrew.Weaver.MLA@leg.bc.ca>
Sent: August-08-17 2:55 PM
To: Sanford, Donna L GCPE:EX
Subject: FW: My resume

Hello Donna,

I recently met with s.22
s.22

s.22 I attach her CV in case you are
looking.

Andrew

On 2017-08-04, 7:15 AM, s.22 wrote:

>Good Morning, Allie. I very much appreciated you setting you the meeting
>yesterday so I could meet Mr. Weaver. As promised, here is my resume.
>Warmest regards, s.22

From: [Canitz, Shelley L PREM:EX](#)
To: [Clark, Layne PREM:EX](#)
Subject: FW: Service Plan: template for your additions
Date: Friday, August 4, 2017 12:38:00 PM
Attachments: [OP Service Plan 17-20 draft 170803.docx](#)
Importance: High

Layne – do you want to make edits directly onto this version using tracked changes? As discussed, you are adding info on page 7 – strategic direction and context.

Please look through the remainder of the doc to see if there are other changes you want. If we use the existing Goals, then edit the text with tracked changes. If you would like a new goal, also put that in tracked changes.

Might you be able to get this back to me Tuesday morning? That is still very tight, time wise – so if it can be earlier, please let me know.

Shelley

From: Periwal, Sukumar IGRS:EX
Sent: Thursday, August 3, 2017 1:53 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Service Plan: template for your additions
Hi Shelley

Here is the most current version. I've just added in edits to Goal 3 from Cabinet Operations and the Resource Summary provided by Finance. We are working on Goal 4 here at IGRS.

Thanks
Sukumar

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 3, 2017 1:38 PM
To: Periwal, Sukumar IGRS:EX
Subject: RE: Service Plan: template for your additions
Sukumar – to make sure I am looking at the right version, please send your most current version.
Thanks

From: Periwal, Sukumar IGRS:EX
Sent: Thursday, August 3, 2017 10:54 AM
To: MacLean, Shelley PREM:EX; Canitz, Shelley L PREM:EX
Subject: RE: Service Plan: template for your additions
Great, thanks so much, Shelley (M) ☺
Shelley (C) – please let me know if I can help in any way. Look forward to working with you!
Thanks
Sukumar

From: MacLean, Shelley PREM:EX
Sent: Thursday, August 3, 2017 8:28 AM
To: Periwal, Sukumar IGRS:EX
Cc: Canitz, Shelley L PREM:EX
Subject: RE: Service Plan: template for your additions
Hi Sukumar. Shelley Canitz is now up and running with the correct IDIR. I've cc'd her on this email so you have it. Thx

From: Periwal, Sukumar IGRS:EX
Sent: Tuesday, August 1, 2017 3:35 PM
To: MacLean, Shelley PREM:EX; Kovacs, Teresa PREM:EX
Cc: Mercier, Veronique IGRS:EX; Brubacher, Kelly IGRS:EX
Subject: Service Plan: template for your additions
Importance: High
Hi Shelley and Teresa

As you know, we need to prepare the Office of the Premier Service Plan. The deadline to submit an ADM-approved version to CARO and Treasury Board Secretariat is August 10. However, the resource summary can be completed by August 21, when financial information becomes available.

To help with meeting the tight timeline, I've taken the generic template provided by CARO and filled in the blanks as much as I could. May I now please ask for your help in reviewing and completing your respective sections of the draft? Please don't worry about formatting at this point – just slot in text (and a picture of the Premier and his signature).

Shelley – please review the Premier's Accountability Statement and Goals 1 and 2. I have highlighted portions to look at, and added a couple of comments. Would you also be able to get the Resource Summary information from the appropriate person at Finance?

Teresa – please review Goal 3 and make changes as needed.

I will work with IGRS colleagues on Goal 4.

I have copied my colleagues Veronique and Kelly who can help if you can't reach me for any reason.

Thanks again, and I look forward to working with you.

Sukumar

From: [Canitz, Shelley L PREM:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: Fwd: Confirming s.22 position and salary
Date: Wednesday, August 9, 2017 1:38:22 PM

s.12,s.13

Sent from my iPhone

Begin forwarded message:

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: August 9, 2017 at 1:37:25 PM PDT
To: s.22 "Canitz, Shelley L PREM:EX"
<Shelley.Canitz@gov.bc.ca>
Subject: RE: Confirming s.22 position and salary

Shelley, let's say s.22
Geoff

From: s.22
Sent: Wednesday, August 9, 2017 1:27 PM
To: Meggs, Geoff PREM:EX
Subject: Re: Confirming s.22 position and salary
Hi Geoff
s.22

On Aug 9, 2017, at 1:21 PM, Meggs, Geoff PREM:EX
<Geoff.Meggs@gov.bc.ca> wrote:
Hi s.22

Please see below – I hope you are okay with the change.
Geoff

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 1:07 PM
To: Meggs, Geoff PREM:EX; Clark, Layne PREM:EX
Subject: RE: Confirming s.22 position and salary
Geoff – I have checked with Lori Halls that it can be s.13,s.22
s.13,s.22 Please confirm you are
ok with that.

From: Meggs, Geoff PREM:EX
Sent: Wednesday, August 9, 2017 12:50 PM
To: Canitz, Shelley L PREM:EX; Clark, Layne PREM:EX
Subject: RE: Confirming s.22 position and salary
Hi Shelley,
I agreed to the level but did not say it would be in the title. I'm open to
suggestions, but it's not s.13,s.22
s.13,s.22

Geoff

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 12:09 PM
To: Clark, Layne PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: RE: Confirming s.22 position and salary
Geoff and Layne – s.13,s.22
s.13,s.22

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 9:34 AM
To: Canitz, Shelley L PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: Re: Confirming s.22 position and salary
Thanks Shelley. Will it also need to be amended to include our support staff positions as per the recently sent org chart?
Geoff please confirm, but my understanding is:
s.13,s.22

Thanks,
Layne
Sent from my iPhone

On Aug 9, 2017, at 9:31 AM, Canitz, Shelley L PREM:EX
<Shelley.Canitz@gov.bc.ca> wrote:

Geoff and Layne – s.12,s.13,s.22
s.12,s.13,s.22

Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: Fwd: OIC Briefing Note for Don Wright's review and approval.
Date: Wednesday, August 23, 2017 4:41:43 PM
Attachments: [image002.png](#)
[ATT00001.htm](#)
s.12

[ATT00004.htm](#)
[image002.png](#)
[ATT00005.htm](#)

The s.12 OIC has been approved by Don

Sent from my iPhone

Begin forwarded message:

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
To: "Roe, Sandra PSA:EX" <Sandra.Roe@gov.bc.ca>, "Owens, Anita PSA:EX" <Anita.Owens@gov.bc.ca>
Cc: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: FW: OIC Briefing Note for Don Wright's review and approval.

Anita/Sandra,

I approve this. I will get a signed copy of the briefing note scanned to you tomorrow.

Don

From: "Shelley PREM:EX Canitz" <Shelley.Canitz@gov.bc.ca>
Date: Wednesday, August 23, 2017 at 3:58 PM
To: Don Wright <don.j.wright@gov.bc.ca>
Subject: FW: OIC Briefing Note for Don Wright's review and approval.

Don - are you able to review these materials? If you are, you could sign the BN when you return and I could forward the OIC today.

Please let me know your decision.

Shelley

From: Roe, Sandra PSA:EX
Sent: Wednesday, August 23, 2017 3:54 PM
To: Canitz, Shelley L PREM:EX
Cc: Owens, Anita PSA:EX
Subject: OIC Briefing Note for Don Wright's review and approval.
Hi Shelley –

Attached is the resume, unsigned OIC and decision note for s.12 appointment. Please pass along to Don Wright for his review and sign off.

Would be great if someone could send a scanned copy of the signed BN sent back to Anita and I.

Thanks,

Sandra

Sandra Roe, A/Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency

4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2

Ph: (250) 356-5415 | Fax: (250) 356-7074

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772

From: [Canitz, Shelley L PREM:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: Godfrey BN - signed
Date: Friday, August 25, 2017 8:18:38 AM
Attachments: [Scan_20170825.pdf](#)

From: [Canitz, Shelley L PREM:EX](#)
To: [Cavanagh, Judy PREM:EX](#)
Subject: Huycke OIC - FYI
Date: Tuesday, August 22, 2017 11:05:39 AM
Attachments: [286-2017.pdf](#)

From: [Canitz, Shelley L PREM:EX](#)
To: [Foster, Doug FIN:EX](#)
Cc: [Christensen, Suzanne PREM:EX](#)
Subject: IGRS org chart
Date: Tuesday, August 8, 2017 2:10:49 PM
Attachments: [IGRS org chart.docx](#)

The current org chart for IGRS

Shelley Canitz

Executive Director, Corporate Initiatives

Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L. PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: Need to finalize OoP Service Plan early next week
Date: Friday, August 4, 2017 4:38:00 PM

Don – just an FYI for your planning for early next week. We have to have the OoP service plan into Finance by Thursday, August 10. I hope to have a close-to-final draft for you and Geoff to look at late Tuesday/early Wednesday so when ready, will be sending it to you both for review and hopefully a quick turnaround.

Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Cavanagh, Judy PREM:EX](#)
Subject: OP_Service Plan_17-20_draft_170814_formatted
Date: Tuesday, August 15, 2017 9:00:12 AM
Attachments: [OP_Service Plan_17-20_draft_170814_formatted.docx](#)

Judy – as discussed, please review the proposed September 2017 Service Plan for OoP. The major changes are on page 6 – Strategic Direction and on pages 10/11 – IGRS

If you wish, you can compare to the February version -

<http://bcbudget.gov.bc.ca/2017/sp/pdf/ministry/prem.pdf>

When you be able to get it back to me?

Thanks

Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: P and A org chart
Date: Wednesday, August 9, 2017 4:07:13 PM
Attachments: [P and A org chart.docx](#)

Lori – here is the draft Priorities and Accountabilities org chart – it needs position numbers/salary etc so we can cost it out. Right now, it has an Exec Admin in it for the ADM – it may also have an admin for the Directors as well – might be better to put in both an Exec Admin and an Admin – we can eliminate one if needed.

Thanks

Shelley

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Cc: [Owens, Anita PSA:EX](#)
Subject: RE: s.12 OIC pending - please hold
Date: Thursday, August 24, 2017 3:40:00 PM

Lisa – Don has approved the s.12 OIC – please process when able
Anita – he will sign the BN tomorrow

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 2:02 PM
To: Prisiak, Lisa PREM:EX
Cc: Owens, Anita PSA:EX
Subject: RE: s.12 OIC pending - please hold
Thanks – I will ensure Don signs the s.12 OIC tomorrow

From: Prisiak, Lisa PREM:EX
Sent: Thursday, August 24, 2017 2:01 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: s.12 OIC pending - please hold
Hello,

I have to move the OICs I have that are approved to keep on track. This ADM and any other OICs you might have will have to go tomorrow to the PM and LG.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 1:05 PM
To: Prisiak, Lisa PREM:EX
Subject: s.12 OIC pending - please hold

Lisa – I just got this from PSA and have sent it to Don. He has NOT approved it yet but I hope he can before your 2 pm deadline. Please hold until I can confirm his approval.

Thanks
Shelley

From: [Wright, Don J. PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: Re: Briefing Note - s.12 OIC for signing
Date: Tuesday, August 22, 2017 11:48:07 AM
Attachments: [image001.png](#)
Importance: High

Thanks. I am good with this now. OIC is approved. DW

From: "Shelley PREM:EX Canitz" <Shelley.Canitz@gov.bc.ca>
Date: Tuesday, August 22, 2017 at 10:55 AM
To: Don Wright <don.j.wright@gov.bc.ca>
Subject: FW: Briefing Note - s.12 OIC for signing

Please review and approve the OIC

From: Owens, Anita PSA:EX
Sent: Monday, August 21, 2017 6:35 PM
To: Canitz, Shelley L PREM:EX
Subject: Briefing Note - s.12 OIC for signing
Importance: High
Hi Shelley:

Briefing note attached, as requested, for the OIC I would like to move forward. OIC reattached for your convenience.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Clark, Layne PREM:EX](#)
Subject: RE: Confirming s.22 position and salary
Date: Wednesday, August 9, 2017 9:48:59 AM

Will check with her and get back to you

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 9:47 AM
To: Canitz, Shelley L PREM:EX
Subject: Re: Confirming s.22 position and salary
Yes... I don't have the advice in front of me from Lori unfortunately.
Layne

Sent from my iPhone

On Aug 9, 2017, at 9:37 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Layne – are support staff positions the ones reporting to s.13,s.22 ' If so, did you have a classification/salary in mind (did Lori Halls give advice)?

From: Clark, Layne PREM:EX
Sent: Wednesday, August 9, 2017 9:34 AM
To: Canitz, Shelley L PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: Re: Confirming s.22 position and salary
Thanks Shelley. Will it also need to be amended to include our support staff positions as per the recently sent org chart?
Geoff please confirm, but my understanding is:
s.13,s.22

Thanks,
Layne
Sent from my iPhone

On Aug 9, 2017, at 9:31 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Geoff and Layne – s.13,s.22
s.13,s.22

Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: [Cavanagh, Judy PREM:EX](#)
Subject: RE: Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx
Date: Thursday, August 17, 2017 4:58:00 PM

I am hoping they soon send us a completely updated and clean copy

From: Cavanagh, Judy PREM:EX
Sent: Thursday, August 17, 2017 4:50 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx
Thanks this is the one I was wanting (a clean copy!). The vacant correspondence clerk is at Step 2.
Judy

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 17, 2017 3:32 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx
This is the most recent version I have

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 16, 2017 12:07 PM
To: Klak, Steve M FIN:EX
Subject: Copy of Office of the Premier - Salary and Benefits Costing August 14.xlsx
Added start dates for some positions (see far right side)

From: [Canitz, Shelley L PREM:EX](#)
To: [Foster, Doug FIN:EX](#)
Subject: RE: Emailing: Cab Ops Org chart
Date: Tuesday, August 8, 2017 2:16:15 PM

There are some small changes, such as Jackie Hendry from CapOps is over here for 6 months helping out. Elizabeth MacMillan could tell you exactly what is different - I only have a rough idea

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

From: Foster, Doug FIN:EX
Sent: Tuesday, August 8, 2017 2:15 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Emailing: Cab Ops Org chart

is this the same as pre-reorg?

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 2:13 PM
To: Foster, Doug FIN:EX
Subject: Emailing: Cab Ops Org chart

Here is Cab Ops Org chart

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

From: [Higgins, Keira PREM:EX](#)
To: [Owens, Anita PSA:EX](#); [Canitz, Shelley L PREM:EX](#)
Subject: RE: FOR SIGNATURE DW - Relocation - Evan Lloyd
Date: Friday, August 18, 2017 4:08:30 PM
Attachments: [Attachment - Evan Lloyd.pdf](#)
[Relocation letter - Evan Lloyd - Aug 2017.pdf](#)
[image001.png](#)

Hi Anita,

Please see the Evan Lloyd letter and corresponding attachment. The letter has not been sent out as per your direction.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Owens, Anita PSA:EX
Sent: Friday, August 18, 2017 3:50 PM
To: Canitz, Shelley L PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: RE: FOR SIGNATURE DW - Relocation - Evan Lloyd
Scan and send to me please.

Thank you.

Anita

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 18, 2017 3:35 PM
To: Owens, Anita PSA:EX
Cc: Higgins, Keira PREM:EX
Subject: RE: FOR SIGNATURE DW - Relocation - Evan Lloyd
Anita – Don has signed the letter – do you want the hard copy mailed out? What are next steps?

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 17, 2017 9:33 AM
To: Owens, Anita PSA:EX
Subject: RE: FOR SIGNATURE DW - Relocation - Evan Lloyd
Anita – Don is out of the office all day today and there is no electronic signature. So Keira will get him to sign it tomorrow.

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 17, 2017 8:25 AM
To: Owens, Anita PSA:EX
Subject: RE: FOR SIGNATURE DW - Relocation - Evan Lloyd
I will let you know as soon as possible

From: Owens, Anita PSA:EX
Sent: Thursday, August 17, 2017 8:17 AM
To: Canitz, Shelley L PREM:EX
Subject: FOR SIGNATURE DW - Relocation - Evan Lloyd
Hi Shelley:

I have attached a letter that Don needs to review and sign. This is for the relocation of DM Evan Lloyd. The amount is based on an estimate that we have calculated and is in line with other relocations we have done in the past.

I would like to get this letter to Evan as soon as possible **this morning**. Would Don be able to sign this morning?

Call me if you want to discuss. 250-356-2858 or 250-361-8614.

Have a great day.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency

4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: RE: FYI - s.22
Date: Monday, August 21, 2017 11:02:00 AM

Maura – when you are ready, could you outline how they will come to us – separate OICs or one or two OICs with many names on it? In addition, it would be great if we knew how many were coming and when, so that we can prep time for Don (he reviews all and I want to make sure we know when they are coming so he isn't away, etc) and Cab Ops (they know when the LG can sign, etc).

Please also let me know if you have any restrictions on when these can be made public. They are considered publicly available once they return from the LG, so if you want to plan for the release of the names, we need to plan when the LG signs them. If there are no restrictions – they can be processed as they come through - we can easily get them done.

Many thanks

Shelley

From: Parte, Maura PSA:EX
Sent: Monday, August 21, 2017 10:56 AM
To: Canitz, Shelley L PREM:EX
Subject: Re: FYI - s.22

Thanks Shelley. There will be a high volume of OICs starting Wednesday and carrying through into next week as we hire Minister's office staff. I've just been on a conference call with the PSA and they are prepared for it as are we in terms of getting them the information they need to raise OICs.
Maura

Sent from my iPhone

On Aug 21, 2017, at 10:50 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Hello, all - s.22 . During that time, Shelley MacLean will be acting for me and in her excellent way, be able to handle anything that comes down the road.

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Page 146

Withheld pursuant to/removed as

s.22

From: [Canitz, Shelley L PREM:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: RE: Holdback Measure Memo
Date: Wednesday, August 16, 2017 11:23:00 AM

Lori – Don has approved the memo – have the responses come to me

From: Halls, Lori D PSA:EX
Sent: Tuesday, August 15, 2017 10:50 AM
To: Canitz, Shelley L PREM:EX
Subject: Holdback Measure Memo
Shelley
Here is the draft memo.....

From: Owens, Anita PSA:EX
To: Canitz, Shelley L PREM:EX
Subject: RE: how many OICs coming today?
Date: Thursday, August 24, 2017 1:01:15 PM

Don would have been briefed on Tuesday with Lori. The OIC can move forward if he approves. The BN will need to be signed for the record when he is able to sign.

Anita

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 12:58 PM
To: Owens, Anita PSA:EX
Subject: RE: how many OICs coming today?
Has Don been briefed on it? Is he signed the BN or is it signed?

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: Owens, Anita PSA:EX
Sent: Thursday, August 24, 2017 12:53 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: how many OICs coming today?
s.12 OIC is coming very soon.

The other can wait.

Thank you.

Anita

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 12:03 PM
To: Owens, Anita PSA:EX
Subject: RE: how many OICs coming today?
Anita – Lisa says we must have any OICs in to her by 2 pm today – and with Don travelling, it may be difficult to get a quick turn-around from him – when do you think the OICs might come?

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 11:48 AM
To: Owens, Anita PSA:EX
Subject: RE: how many OICs coming today?
FYI - Don approved the 4 you sent over this morning and they are at Cab Ops for processing

From: Owens, Anita PSA:EX
Sent: Thursday, August 24, 2017 11:32 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: how many OICs coming today?
• 3 more of this sort. Coming now.
• 1, possibly 2 coming for ADMs.

From: Canitz, Shelley L PREM:EX

Sent: Thursday, August 24, 2017 11:24 AM

To: Owens, Anita PSA:EX

Subject: how many OICs coming today?

Don is in Vancouver today – hope to get signoff but want to flag for him if more are coming

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

From: [Canitz, Shelley L PREM:EX](#)
To: [Owens, Anita PSA:EX](#)
Subject: RE: how many OICs coming today?
Date: Thursday, August 24, 2017 2:36:00 PM

Anita – if you did have the briefing package for the second OIC ready today, I could put it in Don's signing folder for his review tomorrow

From: Owens, Anita PSA:EX
Sent: Thursday, August 24, 2017 12:53 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: how many OICs coming today?

s.12 OIC is coming very soon.

The other can wait.

Thank you.

Anita

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 12:03 PM
To: Owens, Anita PSA:EX
Subject: RE: how many OICs coming today?

Anita – Lisa says we must have any OICs in to her by 2 pm today – and with Don travelling, it may be difficult to get a quick turn-around from him – when do you think the OICs might come?

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 11:48 AM
To: Owens, Anita PSA:EX
Subject: RE: how many OICs coming today?

FYI - Don approved the 4 you sent over this morning and they are at Cab Ops for processing

From: Owens, Anita PSA:EX
Sent: Thursday, August 24, 2017 11:32 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: how many OICs coming today?

- 3 more of this sort. Coming now.
 - 1, possibly 2 coming for ADMs.
-

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 24, 2017 11:24 AM
To: Owens, Anita PSA:EX
Subject: how many OICs coming today?

Don is in Vancouver today – hope to get signoff but want to flag for him if more are coming

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

From: [Canitz, Shelley L PREM:EX](#)
To: [Foster, Doug FIN:EX](#)
Cc: [Christensen, Suzanne PREM:EX](#)
Subject: RE: IGRS org chart
Date: Tuesday, August 8, 2017 2:19:54 PM
Attachments: [IGRS 2016.pdf](#)

This was in the briefing binder – Okenge can tell you if there were any changes since it was drafted on Dec 31, 2016

From: Foster, Doug FIN:EX
Sent: Tuesday, August 8, 2017 2:14 PM
To: Canitz, Shelley L PREM:EX
Cc: Christensen, Suzanne PREM:EX
Subject: RE: IGRS org chart
is there one for pre-new government? d

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 2:11 PM
To: Foster, Doug FIN:EX
Cc: Christensen, Suzanne PREM:EX
Subject: IGRS org chart
The current org chart for IGRS

Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: s.22
Subject: RE: Left field, indeed!
Date: Tuesday, August 15, 2017 11:53:00 AM

I have sent your resume along. I don't know who is making decisions but will let you know if they have found someone already.

Fingers crossed for you,

Shelley

From: s.22

Sent: Tuesday, August 15, 2017 10:51 AM

To: Canitz, Shelley L PREM:EX

Subject: Fwd: Left field, indeed!

s.22

From: [Prisiak, Lisa PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Cc: [Owens, Anita PSA:EX](#)
Subject: RE: s.12 - OIC
Date: Friday, August 18, 2017 4:57:42 PM
Attachments: [image001.png](#)
[image003.png](#)

Hello, Anita and I spoke, the OC will be dated and distributed on Monday. Sorry for not getting back to you.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 18, 2017 4:57 PM
To: Prisiak, Lisa PREM:EX
Cc: Owens, Anita PSA:EX
Subject: RE: s.12 - OIC
Anita - please advise

From: Prisiak, Lisa PREM:EX
Sent: Friday, August 18, 2017 4:19 PM
To: Canitz, Shelley L PREM:EX
Cc: Owens, Anita PSA:EX
Subject: RE: s.12 - OIC

I can confirm this OIC will have today's date but not released until Monday around 9:00/9:30. OR would you prefer Monday's date?

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 18, 2017 3:59 PM
To: Prisiak, Lisa PREM:EX
Subject: FW: s.12 - OIC
Lisa – please see Anita's note below and process – when do you think it can be signed?

From: Owens, Anita PSA:EX
Sent: Friday, August 18, 2017 3:57 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: s.12 OIC
Don has already seen this one. Briefing note was signed. Needs to get over to be signed.

Thank you.

Anita

From: Owens, Anita PSA:EX
Sent: Friday, August 11, 2017 1:57 PM
To: Canitz, Shelley L PREM:EX
Cc: Valley, Nancy PSA:EX
Subject: s.12 OIC

This one is ready, however we will hold it for signing until Monday. I will send it Monday with a Briefing Note for Don Wright.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency

4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614

"Talent wins games, but teamwork and intelligence win championships."

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Prisiak, Lisa PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: OIC - s.12
Date: Friday, August 18, 2017 11:32:42 AM
Attachments: [image001.png](#)

I will ensure this has today's date.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 18, 2017 11:32 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: OIC - s.12

Anita says this is a rush – I don't know of any additional ones coming today so please process this ASAP - thanks

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 18, 2017 11:30 AM
To: Prisiak, Lisa PREM:EX
Subject: FW: OIC - s.12
Lisa – Don has approved this OIC

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 17, 2017 2:46 PM
To: Wright, Don J. PREM:EX
Subject: FW: OIC - s.12
Don – please review and approve this OIC
Shelley

From: Owens, Anita PSA:EX
Sent: Thursday, August 17, 2017 2:44 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC - s.12

This one ready for review and signature.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

Page 156 to/à Page 157

Withheld pursuant to/removed as

s.12;s.14

From: Owens, Anita PSA:EX
To: Canitz, Shelley L PREM:EX
Cc: Prisiak, Lisa PREM:EX
Subject: RE: OICs for s.12
Date: Monday, August 21, 2017 6:42:02 PM

I did advise on Friday. Sign and date for Monday.

From: Canitz, Shelley L PREM:EX
Sent: Monday, August 21, 2017 2:44 PM
To: Owens, Anita PSA:EX
Cc: Prisiak, Lisa PREM:EX
Subject: RE: OICs for s.12
Anita – please advise

From: Prisiak, Lisa PREM:EX
Sent: Monday, August 21, 2017 2:42 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: OICs for s.12
Hello,

What date would you like on the OICs? Did the staff start today?

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Prisiak, Lisa PREM:EX
Sent: Monday, August 21, 2017 10:46 AM
To: Canitz, Shelley L PREM:EX
Subject: Re: OICs for s.12

Hello, tomorrow morning release. If they started today we can do today's date if that helps.

Lisa Prisiak

Cabinet Operations
250-387-5503

On Aug 21, 2017, at 10:32 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Lisa – Don has approved these. When do you think they could be signed?
Thanks

From: Owens, Anita PSA:EX
Sent: Friday, August 18, 2017 5:25 PM
To: Canitz, Shelley L PREM:EX
Subject: OICs for s.12

Ready to go. Would like it if they are signed and dated Monday.
Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities

and their descendants.

From: [Klak, Steve M FIN:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Cc: [Dicks, Erin L FIN:EX](#)
Subject: RE: OP_Service Plan_17-20_170821_without goals (3)
Date: Wednesday, August 23, 2017 9:14:27 AM
Attachments: [image001.jpg](#)

Will do

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 23, 2017 9:13 AM
To: Klak, Steve M FIN:EX
Cc: Dicks, Erin L FIN:EX
Subject: RE: OP_Service Plan_17-20_170821_without goals (3)
Please send to Sukumar Periwal at IGRS - thanks

From: Klak, Steve M FIN:EX
Sent: Wednesday, August 23, 2017 9:12 AM
To: Canitz, Shelley L PREM:EX
Cc: Dicks, Erin L FIN:EX
Subject: FW: OP_Service Plan_17-20_170821_without goals (3)
Yes, we'll provide the updated summary

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 23, 2017 9:02 AM
To: Klak, Steve M FIN:EX
Subject: OP_Service Plan_17-20_170821_without goals (3)
Steve – after our budget discussion last week, does the Resource Summary in the draft Service Plan need to change?

Thanks
Shelley

From: [Periwal, Sukumar IGRS:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: OP_Service Plan_17-20_draft_170814_formatted: latest version
Date: Wednesday, August 16, 2017 11:26:57 AM

Thank you, Shelley! I will post on the CARO sharepoint site and let Darren Boden at CARO know this is done.

Regards
Sukumar

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 16, 2017 11:12 AM
To: Periwal, Sukumar IGRS:EX
Subject: RE: OP_Service Plan_17-20_draft_170814_formatted: latest version
Sukumar – this is approved. Many thanks for your work in updating the Plan.
Shelley

From: Periwal, Sukumar IGRS:EX
Sent: Tuesday, August 15, 2017 8:25 AM
To: Canitz, Shelley L PREM:EX
Cc: Maranda, Pierrette IGRS:EX; Brubacher, Kelly IGRS:EX; Kovacs, Teresa PREM:EX
Subject: OP_Service Plan_17-20_draft_170814_formatted: latest version

Good morning Shelley

Here is the latest version of the service plan with the edits you had asked for. Teresa at Cab Ops has kindly confirmed you were right, there are nine cabinet committees and working groups, so I have made that change.

Thanks again
Sukumar

From: [Canitz, Shelley L PREM:EX](#)
To: [Periwal, Sukumar IGRS:EX](#)
Subject: RE: Photo and Signature
Date: Wednesday, August 9, 2017 3:06:05 PM

That is just fine

From: Periwal, Sukumar IGRS:EX
Sent: Wednesday, August 9, 2017 2:52 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Photo and Signature
Goal 4 text is with Okenge. Pierrette sent it to him this morning. She and I are meeting him this afternoon at 4 on something else but I will bring it up then and let you know after, if that's okay?
thanks

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 2:51 PM
To: Periwal, Sukumar IGRS:EX
Subject: RE: Photo and Signature
I do want to run a draft by Don Wright and Geoff Meggs – when might one be ready for their review?

From: Periwal, Sukumar IGRS:EX
Sent: Wednesday, August 9, 2017 1:29 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Photo and Signature
Great, thanks so much, Shelley.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 11:46 AM
To: Periwal, Sukumar IGRS:EX
Subject: FW: Photo and Signature
Sukumar – please use these version for now. Many thanks.

From: Farmer, Susan PREM:EX
Sent: Wednesday, August 9, 2017 11:45 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: Photo and Signature
Hi Shelley – attached please find the photo & e-signature, as requested.
FYI – I've been advised by Amber that there will be a new photo available at some point next week.
As well, we have John's signature for the autopen, as another option for signing.
Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-2160 E: susan.farmer@gov.bc.ca

From: Nash, Amber PREM:EX
Sent: Wednesday, August 9, 2017 11:36 AM
To: Farmer, Susan PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: Photo and Signature
Hi Susan,
Can you please send Shelley the Premier's photo and E - signature?
Thanks very much.
Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

From: [Canitz, Shelley L PREM:EX](#)
To: [Klak, Steve M FIN:EX](#)
Cc: [Landry, Dara M FIN:EX](#)
Subject: RE: Premier Org Chart
Date: Tuesday, August 8, 2017 3:39:10 PM
Attachments: [image001.jpg](#)

Much appreciated – when would a draft be ready?

From: Klak, Steve M FIN:EX
Sent: Tuesday, August 8, 2017 3:38 PM
To: Canitz, Shelley L PREM:EX
Cc: Landry, Dara M FIN:EX
Subject: RE: Premier Org Chart

Hi Shelley, we are currently working on the 17/18 expenditure forecast. We can prepare the resource summary based on the budget that currently exists, if you would like

Steve Klak, CPA, CA

Chief Financial Officer and Executive Director

Ministry of Finance and Office of the Premier

Province of British Columbia

(778) 698-8556

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 3:28 PM
To: Klak, Steve M FIN:EX
Subject: RE: Premier Org Chart

Steve – I was looking for something to go in the Service Plan – the Section is called ‘Resource Summary’. Was your work for Estimates or could it be used for the Service Plan?

From: Klak, Steve M FIN:EX
Sent: Friday, August 4, 2017 5:41 PM
To: Canitz, Shelley L PREM:EX
Cc: Landry, Dara M FIN:EX; Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX
Subject: Re: Premier Org Chart

Hi Shelley, I assume you are referring to the expenditure forecast. And yes, we will include vacancies with a projected start date

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 5:17 PM
To: Klak, Steve M FIN:EX
Cc: Landry, Dara M FIN:EX; Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX
Subject: FW: Premier Org Chart

Hello, all – here is the org chart from the Chief of Staff’s office – will the Summary be based on those positions filled or will it include those vacant/to be filled?

Thanks

Shelley

From: Clark, Layne PREM:EX
Sent: Friday, August 4, 2017 5:11 PM
To: Canitz, Shelley L PREM:EX

Subject: Premier Org Chart

Hi Shelley,

This is the full complement of what we are looking to hire. As you can see, there are a lot of vacant positions. Please let me know if you have any questions.

Thanks,

Layne

Layne Clark, Director of Liaison and Coordination

Office of the Premier | Government of BC

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

From: [Canitz, Shelley L PREM:EX](#)
To: [Klak, Steve M FIN:EX](#)
Cc: [Landry, Dara M FIN:EX](#); [Manak, Nicky FIN:EX](#); [Dicks, Erin L FIN:EX](#)
Subject: RE: Premier Org Chart
Date: Friday, August 4, 2017 5:34:00 PM

Hello again – here is the org chart for Priorities and Accountabilities. There is currently the ADM and 2 staff; they have an acting Executive Admin Assistant, Eleanor Mulloy, until the end of August, I believe and they hope to fill it permanently

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 5:18 PM
To: Klak, Steve M FIN:EX
Cc: Landry, Dara M FIN:EX; Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX
Subject: FW: Premier Org Chart

Hello, all – here is the org chart from the Chief of Staff's office – will the Summary be based on those positions filled or will it include those vacant/to be filled?

Thanks
Shelley

From: Clark, Layne PREM:EX
Sent: Friday, August 4, 2017 5:11 PM
To: Canitz, Shelley L PREM:EX
Subject: Premier Org Chart

Hi Shelley,

This is the full complement of what we are looking to hire. As you can see, there are a lot of vacant positions. Please let me know if you have any questions.

Thanks,

Layne

Layne Clark, Director of Liaison and Coordination

Office of the Premier | Government of BC

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

From: [Halls, Lori D PSA:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: Re: Premier Org Chart
Date: Tuesday, August 8, 2017 5:17:53 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)

Yes absolutely can be done. We've done one for PO re: correspondence unit. I can send it to you and see if that would work.

Lori Halls
Deputy Minister
BC Public Service Agency

On Aug 8, 2017, at 5:03 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Lori – I am trying to put together a full picture of the staffing costs for the Office of the Premier. Have you done one yet? If I sent you the org charts for OoP, DM, IGR and Cab Ops, could position numbers and salary expenditures be completed?
Shelley

From: Klak, Steve M FIN:EX

Sent: Tuesday, August 8, 2017 4:28 PM

To: Canitz, Shelley L PREM:EX

Subject: RE: Premier Org Chart

If the PSA can provide details, that would be great. It would help us with the expenditure forecast. Incidentally, the budget as described in the resource summary is fixed for all intents and purposes unless there is a desire to increase the budget for the Premier's Office and I'm advised that is not the case. As such, projected spend based on the org chart would need to be accommodated within the budget.

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

From: Canitz, Shelley L PREM:EX

Sent: Tuesday, August 8, 2017 4:21 PM

To: Klak, Steve M FIN:EX

Subject: RE: Premier Org Chart

Can you get that from PSA? Could I have them send your something for both the Premier's and the DM's office staff?

From: Klak, Steve M FIN:EX

Sent: Tuesday, August 8, 2017 4:17 PM

To: Canitz, Shelley L PREM:EX; Landry, Dara M FIN:EX

Subject: RE: Premier Org Chart

Hi Shelly, we don't have sufficient detail in the org charts (e.g. classification levels, compensation) to cost out precisely. I'm trying to follow-up with Amber Nash on the details.

Steve Klak, CPA, CA

Chief Financial Officer and Executive Director

Ministry of Finance and Office of the Premier

Province of British Columbia

(778) 698-8556

From: Canitz, Shelley L PREM:EX

Sent: Tuesday, August 8, 2017 4:14 PM

To: Landry, Dara M FIN:EX; Klak, Steve M FIN:EX

Subject: RE: Premier Org Chart

Dara – do your numbers reflect the staffing costs arising from the org charts sent last week for Office of the Premier, DM to the Premier, IGRS and CabOps?

May I have a version of the chart that breaks out Office of the Premier and Executive Operations (as on Page 12 of the current service plan on the web)?

thanks

From: Landry, Dara M FIN:EX

Sent: Tuesday, August 8, 2017 4:01 PM

To: Canitz, Shelley L PREM:EX; Klak, Steve M FIN:EX

Subject: RE: Premier Org Chart

Hi Shelley,

The attached resource summary reflects the Office of the Premier voted appropriation at a core business-line rollup.

Budget fixes may be required for Budget 2018 in February to reallocate estimates budgets to better align with the new organizational structure – these require TBS' review & approval.

Dara Landry, CPA, CGA

Director | Corporate Financial and Facilities Services Branch

Corporate Services Division | Ministry of Finance & Office of the Premier

p. (250) 387-9530 | m. (250) 415-8514 | e. dara.landry@gov.bc.ca

From: Canitz, Shelley L PREM:EX

Sent: Tuesday, August 8, 2017 3:39 PM

To: Klak, Steve M FIN:EX

Cc: Landry, Dara M FIN:EX

Subject: RE: Premier Org Chart

Much appreciated – when would a draft be ready?

From: Klak, Steve M FIN:EX

Sent: Tuesday, August 8, 2017 3:38 PM

To: Canitz, Shelley L PREM:EX

Cc: Landry, Dara M FIN:EX

Subject: RE: Premier Org Chart

Hi Shelley, we are currently working on the 17/18 expenditure forecast. We can prepare the resource summary based on the budget that currently exists, if you would like

Steve Klak, CPA, CA

Chief Financial Officer and Executive Director

Ministry of Finance and Office of the Premier

Province of British Columbia

(778) 698-8556

From: Canitz, Shelley L PREM:EX

Sent: Tuesday, August 8, 2017 3:28 PM

To: Klak, Steve M FIN:EX

Subject: RE: Premier Org Chart

Steve – I was looking for something to go in the Service Plan – the Section is called ‘Resource Summary’. Was your work for Estimates or could it be used for the Service Plan?

From: Klak, Steve M FIN:EX

Sent: Friday, August 4, 2017 5:41 PM

To: Canitz, Shelley L PREM:EX

Cc: Landry, Dara M FIN:EX; Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX

Subject: Re: Premier Org Chart

Hi Shelley, I assume you are referring to the expenditure forecast. And yes, we will include vacancies with a projected start date

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Canitz, Shelley L PREM:EX

Sent: Friday, August 4, 2017 5:17 PM

To: Klak, Steve M FIN:EX

Cc: Landry, Dara M FIN:EX; Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX

Subject: FW: Premier Org Chart

Hello, all – here is the org chart from the Chief of Staff’s office – will the Summary be based on those positions filled or will it include those vacant/to be filled?

Thanks

Shelley

From: Clark, Layne PREM:EX

Sent: Friday, August 4, 2017 5:11 PM

To: Canitz, Shelley L PREM:EX

Subject: Premier Org Chart

Hi Shelley,

This is the full complement of what we are looking to hire. As you can see, there are a lot of vacant positions. Please let me know if you have any questions.

Thanks,

Layne

Layne Clark, Director of Liaison and Coordination

Office of the Premier | Government of BC

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

From: [Canitz, Shelley L PREM:EX](#)
To: [Klak, Steve M FIN:EX](#)
Subject: RE: Premier Org Chart
Date: Friday, August 11, 2017 12:06:22 PM
Attachments: [image001.jpg](#)

Leila Farmer and Jon Robinson

From: Klak, Steve M FIN:EX
Sent: Friday, August 11, 2017 12:03 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Premier Org Chart

Hi Shelley, can you please attach the org chart for P&A showing who the 2 staff are. Thank you

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 5:35 PM
To: Klak, Steve M FIN:EX
Cc: Landry, Dara M FIN:EX; Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX
Subject: RE: Premier Org Chart

Hello again – here is the org chart for Priorities and Accountabilities. There is currently the ADM and 2 staff; they have an acting Executive Admin Assistant, Eleanor Mulloy, until the end of August, I believe and they hope to fill it permanently

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 5:18 PM
To: Klak, Steve M FIN:EX
Cc: Landry, Dara M FIN:EX; Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX
Subject: FW: Premier Org Chart

Hello, all – here is the org chart from the Chief of Staff's office – will the Summary be based on those positions filled or will it include those vacant/to be filled?

Thanks

Shelley

From: Clark, Layne PREM:EX
Sent: Friday, August 4, 2017 5:11 PM
To: Canitz, Shelley L PREM:EX
Subject: Premier Org Chart

Hi Shelley,

This is the full complement of what we are looking to hire. As you can see, there are a lot of vacant positions. Please let me know if you have any questions.

Thanks,

Layne

Layne Clark, Director of Liaison and Coordination

Office of the Premier | Government of BC

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

From: [Klak, Steve M FIN:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Cc: [Foster, Doug FIN:EX](#)
Subject: RE: Premier's Office Salaries/Benefit costs
Date: Friday, August 11, 2017 12:54:26 PM
Attachments: [image001.jpg](#)

Thanks Shelley

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX
Sent: Friday, August 11, 2017 12:54 PM
To: Klak, Steve M FIN:EX
Cc: Foster, Doug FIN:EX
Subject: RE: Premier's Office Salaries/Benefit costs

Steve – I will get back to you on the positions in the DM and Chief of Staff offices. For IGRS, please contact Kelly Brubacher (Okenge recommends her as the person who knows) and contact Elizabeth MacMillan for Cab Ops – both are the quickest and best sources of information.

From: Klak, Steve M FIN:EX
Sent: Friday, August 11, 2017 12:35 PM
To: Canitz, Shelley L PREM:EX
Cc: Foster, Doug FIN:EX
Subject: FW: Premier's Office Salaries/Benefit costs

Shelley, based on the update just provided by the PSA, can you please confirm which vacancies are dormant/frozen and which ones will be filled.

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

cid:image001.jpg@01D1F2E4.CCABEE20



From: Halls, Lori D PSA:EX
Sent: Friday, August 11, 2017 11:47 AM
To: Canitz, Shelley L PREM:EX; Klak, Steve M FIN:EX; Foster, Doug FIN:EX; Wanamaker, Lori FIN:EX
Subject: RE: Premier's Office Salaries/Benefit costs

Folks....please use this spreadsheet as there were two individuals left off the earlier version. Layne Clark and Tamarra Wong are now included. Sorry for the error.

From: Canitz, Shelley L PREM:EX

Sent: Friday, August 11, 2017 11:29 AM

To: Halls, Lori D PSA:EX

Subject: RE: Premier's Office Salaries/Benefit costs

Importance: High

Lori – Geoff wonders about Layne Clark's position – is missing. Could you resend?

From: Halls, Lori D PSA:EX

Sent: Thursday, August 10, 2017 4:32 PM

To: Canitz, Shelley L PREM:EX; Wanamaker, Lori FIN:EX; Foster, Doug FIN:EX; Klak, Steve M FIN:EX

Subject: Premier's Office Salaries/Benefit costs

Here is the spreadsheet for the Premier's Office positions.

From: [Canitz, Shelley L PREM:EX](#)
To: [Klak, Steve M FIN:EX](#)
Cc: [Landry, Dara M FIN:EX](#); [Manak, Nicky FIN:EX](#); [Dicks, Erin L FIN:EX](#)
Subject: RE: preparing updated resource summary for Premier's office
Date: Friday, August 4, 2017 5:35:00 PM
Attachments: [image001.jpg](#)

Point of clarification – on Shelley MacLean leaves, that position ends – so it is only on the books for another few weeks.

Shelley

From: Klak, Steve M FIN:EX
Sent: Friday, August 4, 2017 4:39 PM
To: Canitz, Shelley L PREM:EX
Cc: Landry, Dara M FIN:EX; Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX
Subject: FW: preparing updated resource summary for Premier's office
Much appreciated. Thanks Shelley.

Steve Klak, CPA, CA

Chief Financial Officer and Executive Director

Ministry of Finance and Office of the Premier

Province of British Columbia

(778) 698-8556

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 4:32 PM
To: Klak, Steve M FIN:EX
Subject: RE: preparing updated resource summary for Premier's office
I have attached a high level org chart for ther DM's office. Staff include:

- Don Wright, DM
- Christine Kennedy, Associate DM (begins August 14)
- Shelley Canitz, Exec Director
- Shelley MacLean, A/Director (until August 31)
- Jackie Hendry, A/Director
- Keira Higgins, Executive Administrative Co-ordinator
- Alison Wensink, Executive Administrative Co-ordinator

I have also attached org charts for Cab Ops and IGRS. I will send the org chart for Priorities and Accountabilities and for the Chief of Staff when I get them.

Shelley

From: Klak, Steve M FIN:EX
Sent: Friday, August 4, 2017 3:47 PM
To: Canitz, Shelley L PREM:EX
Cc: Landry, Dara M FIN:EX
Subject: RE: preparing updated resource summary for Premier's office
Hi Shelley, please send the org chart and names for all staff in all 3 branches, so we can ensure the forecast is accurate. Thank you

Steve Klak, CPA, CA

Chief Financial Officer and Executive Director

Ministry of Finance and Office of the Premier

Province of British Columbia

(778) 698-8556

cid:image001.jpg@01D1F2E4.CCABEE20



From: Canitz, Shelley L PREM:EX

Sent: Friday, August 4, 2017 3:44 PM

To: Klak, Steve M FIN:EX

Subject: preparing updated resource summary for Premier's office

Steve – I hope to send you an updated org chart for the Premier's office soon so that our Resource Summary can be finalized. While the IGRS and Cab Ops staff complement remain the same, there are changes in the offices of the Chief of Staff and DM. I hope to send you the Chief of Staff's org chart today – fingers crossed.

Do you have the staff names for the DM's office or should I send you those so you can estimate the salaries for the remainder of the year?

Shelley Canitz

Executive Director, Corporate Initiatives

Office of the Deputy Minister to the Premier

From: [Canitz, Shelley L PREM:EX](#)
To: [Periwal, Sukumar IGRS:EX](#)
Subject: RE: Resource Summary Option 2 OoP Service plan
Date: Wednesday, August 9, 2017 11:33:02 AM

You can use the existing accountability statement and I will get a photo and signature

From: Periwal, Sukumar IGRS:EX
Sent: Wednesday, August 9, 2017 11:26 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Resource Summary Option 2 OoP Service plan
That's great, thank you, Shelley. Now all we need is the accountability statement with the Premier's photograph and signature.
Just fyi – the Goal 4 text has been revised by Pierrette and is now with Okenge for his review, so once I have that back from him, I will incorporate and send the near-final draft to you for your review.
Thanks
Sukumar

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 11:23 AM
To: Periwal, Sukumar IGRS:EX
Subject: Resource Summary Option 2 OoP Service plan
Sukumar – please add this version to the Service Plan draft. Does that complete the draft?
Thanks

From: [Canitz, Shelley L PREM:EX](#)
To: [Sanford, Donna L GCPE:EX](#)
Subject: RE: Resume forwarded by Andrew Weaver
Date: Tuesday, August 8, 2017 3:31:52 PM

Yes, thanks

From: Sanford, Donna L GCPE:EX
Sent: Tuesday, August 8, 2017 3:20 PM
To: Canitz, Shelley L PREM:EX
Subject: Resume forwarded by Andrew Weaver

Hello Shelley. I'm hoping you are the appropriate recipient of this resume. If not, please let me know and I'll forward to the right person.

Thanks!

-Donna

From: Weaver.MLA, Andrew <Andrew.Weaver.MLA@leg.bc.ca>
Sent: August-08-17 2:55 PM
To: Sanford, Donna L GCPE:EX
Subject: FW: My resume
Hello Donna,

I recently met with s.22
s.22

s.22 I attach her CV in case you are
looking.

Andrew

On 2017-08-04, 7:15 AM, s.22 wrote:

>Good Morning, Allie. I very much appreciated you setting you the meeting
>yesterday so I could meet Mr. Weaver. As promised, here is my resume.
>Warmest regards, s.22

From: [Canitz, Shelley L PREM:EX](#)
To: [Gibbs, Robb GCPE:EX](#)
Subject: RE: service plan thingy
Date: Tuesday, August 8, 2017 10:27:47 AM

thanks

From: Gibbs, Robb GCPE:EX
Sent: Tuesday, August 8, 2017 10:20 AM
To: Canitz, Shelley L PREM:EX
Subject: service plan thingy

Hi Shelley,

Copy attached for your review.

Tks,

R

From: [Periwal, Sukumar IGRS:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: Strategic Context and Direction
Date: Tuesday, August 8, 2017 3:23:54 PM

Yes, Cab Ops provided very slightly modified language (included in the last version I sent you).

Thanks Shelley.

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 3:22 PM
To: Periwal, Sukumar IGRS:EX
Subject: RE: Strategic Context and Direction
See below

From: Periwal, Sukumar IGRS:EX
Sent: Tuesday, August 8, 2017 3:19 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Strategic Context and Direction
Can we use the same language for the discussion section of Goals 1 and 2, Shelley? Those are the ones that pertain most directly to the Office of the DM to the Premier. Yes to 1 and 2. What about Goal 3? Goal 3 in the previous publication looked ok to me or did Elizabeth update it for this version? Also, has Steve Klak at Finance provided you an updated resource summary? (I think you had mentioned you wanted an updated version to reflect current PO salaries/structure...) not yet
And yes, we are working on Goal 4 here at IGRS. thanks
thanks

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 3:16 PM
To: Periwal, Sukumar IGRS:EX
Subject: RE: Strategic Context and Direction
Sukumar – the objectives for Goals 1-3 can remain as they were in last year's draft (I won't speak to Goal 4, as you should connect with Okenge on that – and I'm sure you have).
What is left to add to the draft?

From: Periwal, Sukumar IGRS:EX
Sent: Tuesday, August 8, 2017 2:17 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Strategic Context and Direction
Great! Thank you, Shelley. Yes, we can merge the two (as was done in the past) and I will push back if CARO asks to separate.
Thanks again
Sukumar

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 2:07 PM
To: Periwal, Sukumar IGRS:EX
Subject: Strategic Context and Direction
Sukumar – would you please add this to the page that deals with Strategic Context and Direction (hoping it can be merged into 'Strategic Context And Direction', rather than 'Strategic Context' and 'Strategic Direction')
Strategic Context And Direction

It has never been more important for new leadership that works for ordinary British Columbians. As the focal point of this leadership, the Office of the Premier is taking action on three priorities:

Our first commitment is to make life more affordable. Too many families were left behind for too long, and are counting on government to make their lives easier. From Medical Services Premiums to tuition fees to poverty reduction and more, our job is to reduce the financial burden faced by British Columbians.

Our second commitment is to deliver the services that people count on. Together, we can make sure that children get access to the quality public education they need to succeed, that families can get timely medical attention, and that our senior citizens are able to live their final years with dignity. These government services touch the lives of British Columbians every day. There is so much more that we can – and must – do to provide services where and when people need them.

Our third key commitment is to build a strong, sustainable, innovative economy that works for all British Columbians. Together, we are going to tackle poverty and inequality, create good-paying jobs in every corner of the province, and make sure people from every background have the opportunity to reach their full potential.

Integrating with these priorities is our commitment to true, lasting reconciliation with First Nations in British Columbia, as we move towards fully adopting and implementing the United Nations Declaration on the Rights of Indigenous Peoples and the Calls to Action of the Truth and Reconciliation Commission.

These priorities are at the core of a progressive vision for a Better B.C. that will guide the work of each and every ministry, every day of the year.

Shelley Canitz

Executive Director, Corporate Initiatives

Office of the Deputy Minister to the Premier

From: [Christensen, Suzanne PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: this one?
Date: Wednesday, August 16, 2017 11:52:48 AM

That is the original document. Then they came up with this last year:

http://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/agreements/commitment_document_work_plan_2016.pdf

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 15, 2017 5:44 PM
To: Christensen, Suzanne PREM:EX
Subject: this one?
http://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/agreements/bc_fn_commitment_document_oct_1_2015.pdf

From: [Canitz, Shelley L PREM:EX](#)
To: [Mulloy, Eleanor PREM:EX](#)
Subject: RE: s.22
Date: Friday, August 25, 2017 12:38:00 PM

s.22

From: Mulloy, Eleanor FIN:EX
Sent: Friday, August 25, 2017 12:18 PM
To: Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX
Subject: s.22

s.22

Keira and Alison will both be here and are happy to provide back up. Looking at the schedule, the house is not sitting at that time so it works for their schedules.

Thank you again.

Eleanor Mulloy, Executive Administrative Assistant
Priorities & Accountabilities Office
Office of the Premier
Phone: 778-698-8971

Page 182 to/à Page 188

Withheld pursuant to/removed as

s.14

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: RE: when will the s.12 OIC be signed
Date: Wednesday, August 16, 2017 1:09:00 PM

thanks

From: Prisiak, Lisa PREM:EX
Sent: Wednesday, August 16, 2017 1:09 PM
To: Canitz, Shelley L PREM:EX
Cc: Owens, Anita PSA:EX
Subject: RE: when will the s.12 OIC be signed
Shelley, I asked Doris Dardengo to add you to the same distribution list Anita is on so you will both be notified when it is complete.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 16, 2017 1:07 PM
To: Prisiak, Lisa PREM:EX
Cc: Owens, Anita PSA:EX
Subject: RE: when will the s.12 OIC be signed
Lisa – when you know, would you let Anita know so she can let the Ministry know ASAP

From: Prisiak, Lisa PREM:EX
Sent: Wednesday, August 16, 2017 12:57 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: when will the s.12 OIC be signed
The PM just signed these are going to the LG and should be done by 4:00

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 16, 2017 11:20 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: when will the s.12 OIC be signed
Is there any way to get it signed earlier?

From: Prisiak, Lisa PREM:EX
Sent: Wednesday, August 16, 2017 11:19 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: when will the s.12 OIC be signed
tonight

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 16, 2017 11:16 AM
To: Prisiak, Lisa PREM:EX
Subject: when will the s.12 OIC be signed

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: [Canitz, Shelley L PREM:EX](#)
To: [Nash, Amber PREM:EX](#)
Subject: RE: who sets up Judy Cavanagh's IDIR?
Date: Thursday, August 10, 2017 1:02:13 PM

I believe she starts Friday (tomorrow) and think she is permanent – but Geoff or Layne could answer that better

From: Nash, Amber PREM:EX
Sent: Thursday, August 10, 2017 1:01 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: who sets up Judy Cavanagh's IDIR?
Hi Shelley,

Can you confirm Judy's start date and if not permanent her end date?

A

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 5:45 PM
To: Nash, Amber PREM:EX
Subject: RE: who sets up Judy Cavanagh's IDIR?
Geoff and Layne may have more detail

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 5:45 PM
To: Nash, Amber PREM:EX
Subject: RE: who sets up Judy Cavanagh's IDIR?
Vancouver Cabinet office

From: Nash, Amber PREM:EX
Sent: Wednesday, August 9, 2017 5:37 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: who sets up Judy Cavanagh's IDIR?
I'll put it in now. Just an email? Where will she be located – I can ask for the computer stuff to happen too.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 5:36 PM
To: Nash, Amber PREM:EX
Subject: RE: who sets up Judy Cavanagh's IDIR?
Do you think it would be ready by Friday??

From: Nash, Amber PREM:EX
Sent: Wednesday, August 9, 2017 5:35 PM
To: Canitz, Shelley L PREM:EX; Halls, Lori D PSA:EX
Subject: RE: who sets up Judy Cavanagh's IDIR?
I can request this.

A

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 9, 2017 5:19 PM
To: Nash, Amber PREM:EX; Halls, Lori D PSA:EX
Subject: who sets up Judy Cavanagh's IDIR?
Hi –if Judy is to start Friday, who sets up her IDIR?

Shelley Canitz

Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: [Maranda, Pierrette IGRS:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: WITH ATTACHMENT Copy of the federal government reconciliation approach
Date: Wednesday, August 16, 2017 11:01:06 AM
Attachments: [170714 - Principles - FINAL EN.pdf](#)

Sorry – here is the attachment

From: Maranda, Pierrette IGRS:EX
Sent: Wednesday, August 16, 2017 11:00 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Copy of the federal government reconciliation approach
Sorry for the delay – attached are the Principles regarding the federal govt's relationship with Indigenous peoples. These principles are part of the federal govt initiatives aimed at reconciliation. The principles document was released on July 14th.
Pierrette

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 15, 2017 5:12 PM
To: Maranda, Pierrette IGRS:EX
Subject: Copy of the federal government reconciliation approach
Pierrette, I am looking for a copy of the document Canada released about 10 days ago – would you please send it to me?

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: [Canitz, Shelley L PREM:EX](#)
To: [Periwal, Sukumar IGRS:EX](#)
Subject: Resource Summary Option 2 OoP Service plan
Date: Wednesday, August 9, 2017 11:23:01 AM
Attachments: [Resource Summary Option 2 \(2\).docx](#)

Sukumar – please add this version to the Service Plan draft. Does that complete the draft?

Thanks

From: [Canitz, Shelley L PREM:EX](#)
To: [Cavanagh, Judy PREM:EX](#)
Subject: Rochon OIC - FYI
Date: Tuesday, August 22, 2017 11:06:06 AM
Attachments: [287-2017.pdf](#)

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: s.12 OIC
Date: Friday, August 11, 2017 1:30:08 PM
Attachments: s.12 - unsigned.pdf
[image001.png](#)
[image002.png](#)
Importance: High

Lisa – Don has approved – is there any way this could get signed today?
Shelley

From: Owens, Anita PSA:EX
Sent: Friday, August 11, 2017 1:28 PM
To: Canitz, Shelley L PREM:EX
Subject: s.12 OIC
You will find attached an OIC for s.12

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Please take over for signing.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614

"Talent wins games, but teamwork and intelligence win championships."

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: Transition, Laptop (LP020) PREM:EX
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC - s.12
Date: Tuesday, August 1, 2017 9:29:00 AM
Attachments: s.12 [unsigned.pdf](#)
[image001.png](#)

Lisa – Don has approved this OIC. Please process.

Thanks

From: Transition, Laptop (LP020) PREM:EX
Sent: Monday, July 31, 2017 4:17 PM
To: Wright, Don J. PREM:EX
Subject: FW: OIC - s.12

Don – would you please review and approve? Evan confirms the information is correct.

From: Owens, Anita PSA:EX
Sent: Monday, July 31, 2017 3:52 PM
To: Transition, Laptop (LP020) PREM:EX
Subject: OIC - s.12

Hello Shelley:

You will find attached an OIC for s.12

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, please take over for signing.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC - s.12
Date: Friday, August 11, 2017 1:28:13 PM
Attachments: s.12 - unsigned.pdf
[image001.png](#)
[image002.png](#)

Lisa – Don has approved – would you please process as soon as possible and let me know? She starts Monday.

Thanks

Shelley

From: Owens, Anita PSA:EX
Sent: Friday, August 11, 2017 12:12 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC - s.12

Hello Shelley:

You will find attached an OIC for s.12

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, please take over for signing.

s.12

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614

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From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC - s.12
Date: Tuesday, August 15, 2017 4:44:00 PM
Attachments: [s.12](#) [OIC.pdf](#)
[image001.png](#)

Lisa – Don has approved – please let me know when finalized

From: Owens, Anita PSA:EX
Sent: Tuesday, August 15, 2017 4:20 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC - s.12

You will find attached an OIC for s.12

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Please take over for signing. One more coming s.12

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



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From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC - s.12
Date: Friday, August 11, 2017 1:40:05 PM
Attachments: s.12 [unsigned.pdf](#)
[image001.png](#)

Lisa – Don has approved this one – please let me know when public

From: Owens, Anita PSA:EX
Sent: Friday, August 11, 2017 12:31 PM
To: Canitz, Shelley L PREM:EX
Cc: Valley, Nancy PSA:EX
Subject: FW: OIC - s.12

This OIC is still not posted/signed. Did it get taken over for signature?

Thank you.

Anita

From: Owens, Anita PSA:EX
Sent: Monday, July 31, 2017 4:05 PM
To: Transition, Laptop (LP020) PREM:EX
Subject: OIC - s.12

Hello :

You will find attached an OIC for s.12

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, please take over for signing.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



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Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC - Marshall
Date: Tuesday, August 15, 2017 4:45:00 PM
Attachments: s.12 [OIC.pdf](#)

Lisa – Don has approved – please let me know when finalized

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 15, 2017 4:15 PM
To: Wright, Don J. PREM:EX
Subject: OIC -s.12
Don – please review and approve the attached OIC

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC - s.12
Date: Tuesday, August 15, 2017 4:44:00 PM
Attachments: s.12 [OIC.pdf](#)
[image001.png](#)

Lisa – Don has approved – please let me know when finalized

From: Owens, Anita PSA:EX
Sent: Tuesday, August 15, 2017 4:22 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC - s.12

This one ready also for signature.

Thank you.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency

4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



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Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC - s.12
Date: Friday, August 11, 2017 3:56:23 PM
Attachments: s.12 - unsigned.pdf
[image001.png](#)
[image002.png](#)

Lisa – Don has approved – please process at your convenience and let me know when public

From: Owens, Anita PSA:EX
Sent: Friday, August 11, 2017 2:32 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC - s.12

You will find attached an OIC for s.12

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Please take over for signing.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614

"Talent wins games, but teamwork and intelligence win championships."

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Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC for printing and signature s.12
Date: Tuesday, August 15, 2017 12:58:00 PM
Attachments: s.12 [OIC.pdf](#)
[image001.jpg](#)

Lisa – Don has approved this OIC – would you treat this and another OIC that will come in an hour or so s.12 as a rush?

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 15, 2017 12:43 PM
To: Wright, Don J. PREM:EX
Subject: FW: OIC for printing and signature s.12
Don – would you please review and approve?

From: Valley, Nancy PSA:EX
Sent: Tuesday, August 15, 2017 12:38 PM
To: Canitz, Shelley L PREM:EX
Cc: Owens, Anita PSA:EX
Subject: OIC for printing and signature

Good afternoon,

Let me know if you have questions or concerns.

Thank you,

Nancy Valley, Project Assistant

Exec. Recruitment and Exec. Support Services - Talent Management Division

BC Public Service Agency

4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2

Ph: 250-812-9268

www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772

cid:image002.png@01CF442E.EBC93450



From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC for signature - s.12
Date: Tuesday, August 8, 2017 10:38:10 AM
Attachments: s.12 - unsigned.pdf
image001.png
Importance: High

Lisa – would you please process this OIC?

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 10:33 AM
To: Wright, Don J. PREM:EX
Subject: FW: OIC for signature - s.12
Importance: High
Don – would you please review this OIC?
Thanks

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 5:15 PM
To: Wright, Don J. PREM:EX
Subject: FW: OIC for signature - s.12
Importance: High
Don – would you please approve this OIC? Layne confirms the information is correct.

From: Owens, Anita PSA:EX
Sent: Friday, August 4, 2017 4:11 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC for signature
Importance: High
Hi Shelley – glad you are connected.
Attached is an OIC to move forward for signing. I will have more to come once they are tagged.
Looking for them to be signed Tuesday.
Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



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From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC for signature
Date: Friday, August 11, 2017 3:56:09 PM
Attachments: s.12 [OIC.pdf](#)
[image001.jpg](#)

Lisa – Don has approved – please process at your convenience and let me know when public

From: Valley, Nancy PSA:EX
Sent: Friday, August 11, 2017 2:48 PM
To: Canitz, Shelley L PREM:EX
Cc: Owens, Anita PSA:EX
Subject: OIC for signature

Good afternoon,

Let me know if you have questions or concerns.

Thank you

Nancy Valley, Project Assistant

Exec. Recruitment and Exec. Support Services - Talent Management Division

BC Public Service Agency

4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2

Ph: 250-812-9268

www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772

cid:image002.png@01CF442E.EBC93450



From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC for signature
Date: Friday, August 11, 2017 3:55:56 PM
Attachments: s.12 [OIC.pdf](#)
[image001.jpg](#)

Lisa – Don has approved – please process at your convenience and let me know when public

From: Valley, Nancy PSA:EX
Sent: Friday, August 11, 2017 3:40 PM
To: Canitz, Shelley L PREM:EX
Cc: Owens, Anita PSA:EX
Subject: OIC for signature

Good afternoon,

Let me know if you have questions or concerns.

Thank you

Nancy Valley, Project Assistant

Exec. Recruitment and Exec. Support Services - Talent Management Division

BC Public Service Agency

4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2

Ph: 250-812-9268

www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772

cid:image002.png@01CF442E.EBC93450



From: [Canitz, Shelley L PREM:EX](#)
To: [Clark, Layne PREM:EX](#)
Subject: FW: OIC for signature
Date: Friday, August 4, 2017 4:30:00 PM
Attachments: s.12 .unsigned.pdf
image001.png
Importance: High

Layne – is this OIC ok to go ahead to Don?

From: Owens, Anita PSA:EX
Sent: Friday, August 4, 2017 4:11 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC for signature
Importance: High

Hi Shelley – glad you are connected.

Attached is an OIC to move forward for signing. I will have more to come once they are tagged.

Looking for them to be signed Tuesday.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC Ready for Signature - s.12
Date: Thursday, August 10, 2017 2:18:45 PM
Attachments: s.12 - unsigned.pdf
image001.png

Lisa – Don has approved this OIC – please let me know when it is public.

Thank you

Shelley

From: Owens, Anita PSA:EX
Sent: Thursday, August 10, 2017 11:03 AM
To: Canitz, Shelley L PREM:EX
Subject: OIC Ready for Signature - s.12

You will find attached an OIC for signature.

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, take over for signing.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OIC Ready for Signature
Date: Thursday, August 10, 2017 3:07:42 PM
Attachments: s.12 - unsigned.pdf
image001.png

Here is the revised version – Don has approved

From: Owens, Anita PSA:EX
Sent: Thursday, August 10, 2017 3:03 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC Ready for Signature

This one ready.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Cc: [Owens, Anita PSA:EX](#)
Subject: FW: OICs (for Executive) ready to be signed
Date: Thursday, August 10, 2017 11:18:24 AM
Attachments: s.12

[image001.png](#)

Lisa – Don has approved these appointments

From: Owens, Anita PSA:EX
Sent: Thursday, August 10, 2017 11:02 AM
To: Canitz, Shelley L PREM:EX
Subject: OICs (for Executive) ready to be signed
Hi Shelley:

You will find attached OICs (Executive) for signature.

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, take over for signing.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



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Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: Transition, Laptop (LP020) PREM:EX
To: [Lloyd, Evan GCPE:EX](#)
Subject: FW: OICs 236-2017 to 240-2017
Date: Tuesday, August 1, 2017 9:14:00 AM
Attachments: [236-2017.pdf](#)
[237-2017.pdf](#)

Wilson and Henderson OIC are processed

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, August 1, 2017 9:06 AM
To: Transition, Laptop (LP020) PREM:EX
Subject: FW: OICs 236-2017 to 240-2017

Good morning, Please find attached the appointment and rescindment from yesterday.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Plant, Byron JAG:EX
Sent: Tuesday, August 1, 2017 9:03 AM
To: Prisiak, Lisa PREM:EX; Powell, Charlotte PREM:EX
Subject: OICs 236-2017 to 240-2017

Good morning,

Please see attached,

Byron Plant | Manager | Order in Council Administration Office
Office of Legislative Counsel | Legal Services Branch

Phone: 250 387-0725 | Fax: 250-387-4349 | byron.plant@gov.bc.ca

From: Transition, Laptop (LP020) PREM:EX
To: [Lloyd, Evan GCPE:EX](#)
Subject: FW: OICs 236-2017 to 240-2017
Date: Tuesday, August 1, 2017 9:14:00 AM

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, August 1, 2017 9:15 AM
To: Transition, Laptop (LP020) PREM:EX
Subject: RE: OICs 236-2017 to 240-2017
These OICs should be posted by noon at the latest.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Transition, Laptop (LP020) PREM:EX
Sent: Tuesday, August 1, 2017 9:10 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: OICs 236-2017 to 240-2017
When do they get posted on web?

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, August 1, 2017 9:06 AM
To: Transition, Laptop (LP020) PREM:EX
Subject: FW: OICs 236-2017 to 240-2017
Good morning, Please find attached the appointment and rescindment from yesterday.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Plant, Byron JAG:EX
Sent: Tuesday, August 1, 2017 9:03 AM
To: Prisiak, Lisa PREM:EX; Powell, Charlotte PREM:EX
Subject: OICs 236-2017 to 240-2017

Good morning,

Please see attached,

Byron Plant | Manager | Order in Council Administration Office
Office of Legislative Counsel | Legal Services Branch
Phone: 250 387-0725 | Fax: 250-387-4349 | byron.plant@gov.bc.ca

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OICs for Printing and LG Signature
Date: Monday, August 14, 2017 5:04:00 PM
Attachments: s.12

Lisa – Don has approved this OIC. Would you please process them and let me know when they are public?

Many thanks

Shelley

From: Valley, Nancy PSA:EX
Sent: Monday, August 14, 2017 4:03 PM
To: Canitz, Shelley L PREM:EX
Cc: Owens, Anita PSA:EX
Subject: OICs for Printing and LG Signature

Good afternoon,

Let me know if you have questions or concerns.

Thank you

Nancy Valley, Project Assistant

Exec. Recruitment and Exec. Support Services - Talent Management Division

BC Public Service Agency

4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2

Ph: 250-812-9268

www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772

cid:image002.png@01CF442E.EBC93450



From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: FW: OICs for signature
Date: Thursday, August 10, 2017 2:33:34 PM
Attachments: s.12

[image001.png](#)
[image003.png](#)

Importance: High

Lisa – did I mention there would be additional staffing OICs today? Don has approved these 5 – would you please process and let me know when made public?

Thank you
Shelley

From: Owens, Anita PSA:EX
Sent: Thursday, August 10, 2017 10:14 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: OICs for signature
Importance: High

From: Owens, Anita PSA:EX
Sent: Tuesday, August 8, 2017 4:41 PM
To: Transition, Laptop (LP020) PREM:EX
Subject: OICs for signature
Importance: High

Hello Shelley:

You will find attached OIC for signature.

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, take over for signing. (Note I have at least one more to come over to you).

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614

"Talent wins games, but teamwork and intelligence win championships."

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: Owens, Anita PSA:EX
To: Canitz, Shelley L PREM:EX
Subject: FW: OICs for signature
Date: Thursday, August 10, 2017 10:13:42 AM
Attachments: s.12

[image001.png](#)
[image002.png](#)
Importance: High

From: Owens, Anita PSA:EX
Sent: Tuesday, August 8, 2017 4:41 PM
To: Transition, Laptop (LP020) PREM:EX
Subject: OICs for signature
Importance: High

Hello Shelley:

You will find attached OIC for signature.

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, take over for signing. (Note I have at least one more to come over to you).

Thank you.

Anita

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From: [Canitz, Shelley L PREM:EX](#)
To: [Lloyd, Evan GCPE:EX](#)
Subject: OICs are public for Devereaux and Dalzell
Date: Friday, August 11, 2017 3:08:35 PM

FYI

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: [Canitz, Shelley L PREM:EX](#)
To: [Clark, Layne PREM:EX](#)
Subject: OICs public for admin staff (Wade, Johnstone, Schell, Giesen)
Date: Friday, August 11, 2017 3:07:13 PM

Layne – the OICs are public for the following MO admin staff – Wade (Health), Johnstone (Labour), Schell (Education), Giesen (EMPR)

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: Transition, Laptop (LP020) PREM:EX
To: [Lloyd, Evan GCPE:EX](#)
Subject: Pavlich OIC - signed by LG
Date: Wednesday, August 2, 2017 9:45:53 AM
Attachments: [241-2017.pdf](#)

From: Prisiak, Lisa PREM:EX
To: Transition, Laptop (LP020) PREM:EX
Subject: RE: OIC - s.12
Date: Tuesday, August 1, 2017 9:21:10 AM
Attachments: [image001.png](#)

Will do.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Transition, Laptop (LP020) PREM:EX
Sent: Tuesday, August 1, 2017 9:21 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: OIC - s.12
All good –s.12

s.12

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, August 1, 2017 9:15 AM
To: Transition, Laptop (LP020) PREM:EX
Subject: RE: OIC - s.12

It will be released tomorrow morning around the same time, does that work?

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Transition, Laptop (LP020) PREM:EX
Sent: Tuesday, August 1, 2017 9:10 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: OIC - s.12

How long will it take til signed?

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, August 1, 2017 9:10 AM
To: Transition, Laptop (LP020) PREM:EX
Subject: RE: OIC - s.12

I see it, I will move that one as well, thank you.

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Transition, Laptop (LP020) PREM:EX
Sent: Tuesday, August 1, 2017 9:09 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: OIC - s.12

s.12

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, August 1, 2017 9:08 AM
To: Transition, Laptop (LP020) PREM:EX
Subject: RE: OIC - s.12

I will take care of this. s.12

Lisa Prisiak

OIC Coordinator
Cabinet Operations
250-387-5503

From: Transition, Laptop (LP020) PREM:EX
Sent: Tuesday, August 1, 2017 8:30 AM
To: Prisiak, Lisa PREM:EX
Subject: FW: OIC - s.12

Lisa – Don has approved – please process

From: Transition, Laptop (LP020) PREM:EX
Sent: Monday, July 31, 2017 3:21 PM
To: Wright, Don J. PREM:EX
Cc: Christensen, Suzanne PREM:EX
Subject: FW: OIC - s.12

Don – would you please review s.12 OIC? Suzanne confirms his title and band is correct.

From: Owens, Anita PSA:EX
Sent: Monday, July 31, 2017 3:17 PM
To: Transition, Laptop (LP020) PREM:EX
Subject: OIC - s.12

Hello Shelley:

You will find attached an OIC for s.12

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, please take over for signing.

Please note I am sending a couple more separately.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from.*

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

From: [Canitz, Shelley L PREM:EX](#)
To: [Owens, Anita PSA:EX](#)
Cc: [Valley, Nancy PSA:EX](#)
Subject: RE: OIC - Lisa Johnson
Date: Monday, August 14, 2017 2:54:00 PM
Attachments: [image001.png](#)

FYI - Lisa's OIC is now public on the BC Laws webpage

s.12

From: Prisiak, Lisa PREM:EX
To: Canitz, Shelley L PREM:EX
Subject: RE: OIC - s.12
Date: Tuesday, August 15, 2017 4:46:39 PM
Attachments: image001.png

I will move all of these to the presiding member first thing. They will be ready Thursday morning.

Lisa Prisiak

OIC Coordinator

Cabinet Operations

250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 15, 2017 4:45 PM
To: Prisiak, Lisa PREM:EX
Subject: FW: OIC - s.12
Lisa – Don has approved – please let me know when finalized

From: Owens, Anita PSA:EX
Sent: Tuesday, August 15, 2017 4:22 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC - s.12
This one ready also for signature.

Thank you.

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



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From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Cc: [Clark, Layne PREM:EX](#)
Subject: RE: OIC
Date: Friday, August 11, 2017 1:45:47 PM

I have moved her OIC forward for processing

From: Parte, Maura PSA:EX
Sent: Friday, August 11, 2017 10:13 AM
To: Canitz, Shelley L PREM:EX
Cc: Clark, Layne PREM:EX
Subject: Re: OIC
Yes, I think so. s.12
s.12

Sent from my iPhone

On Aug 11, 2017, at 10:02 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Should s.12 OIC proceed? I believe Layne said it should be held but I could be wrong

From: Valley, Nancy PSA:EX
Sent: Friday, August 11, 2017 9:52 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: OIC

Hi Shelly,

Has this OIC come to you yet?

Nancy Valley, Project Assistant

Exec. Recruitment and Exec. Support Services - Talent Management
Division

BC Public Service Agency

4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2

Ph: 250-812-9268

www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772

From: Owens, Anita PSA:EX
Sent: Friday, August 11, 2017 9:44 AM
To: Valley, Nancy PSA:EX
Subject: FW: OIC

Can you look into this. - s.12 and let me know.

From: Oliver, Chrissy PSA:EX
Sent: Friday, August 11, 2017 9:35 AM
To: Owens, Anita PSA:EX
Subject: RE: OIC

Hi Anita, this one still isn't showing up anywhere... can you tell if it was signed?

Thanks.

From: Owens, Anita PSA:EX
Sent: Friday, July 28, 2017 12:23 PM
To: Oliver, Chrissy PSA:EX
Subject: RE: OIC

It was not signed last night. It is in que for today.

From: Oliver, Chrissy PSA:EX
Sent: Friday, July 28, 2017 10:53 AM
To: Owens, Anita PSA:EX
Subject: RE: OIC
So we don't know if it was signed last night?

From: Owens, Anita PSA:EX
Sent: Friday, July 28, 2017 10:38 AM
To: Oliver, Chrissy PSA:EX
Subject: RE: OIC
No. Not until is it signed and made public.

From: Oliver, Chrissy PSA:EX
Sent: Friday, July 28, 2017 9:47 AM
To: Owens, Anita PSA:EX
Subject: RE: OIC
Is there a link where she can monitor this?

From: Owens, Anita PSA:EX
Sent: Wednesday, July 26, 2017 5:51 PM
To: Oliver, Chrissy PSA:EX
Subject: RE: OIC
This will be tagged tomorrow and hopefully signed as well.
Anita

From: Oliver, Chrissy PSA:EX
Sent: Wednesday, July 26, 2017 4:17 PM
To: Owens, Anita PSA:EX
Subject: FW: OIC
Has s.12 new OIC been processed?

s.12

From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: RE: OIC for signature - s.12
Date: Tuesday, August 8, 2017 10:56:09 AM
Attachments: [image001.png](#)

I don't know of any others coming my way – there will be a bunch of new hires in a week or two – hope to have a system to send you them in a co-ordinated fashion. But for now, just process s.12 in a normal process (I did not get any special requests)

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, August 8, 2017 10:54 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: OIC for signature - s.12

Good morning,

Is s.12 starting today or can this be for tomorrow?

Will you have any others for today?

Lisa Prisiak

OIC Coordinator

Cabinet Operations

250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 10:38 AM
To: Prisiak, Lisa PREM:EX
Subject: FW: OIC for signature - s.12
Importance: High
Lisa – would you please process this OIC?

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 10:33 AM
To: Wright, Don J. PREM:EX
Subject: FW: OIC for signature - s.12
Importance: High
Don – would you please review this OIC?
Thanks

From: Canitz, Shelley L PREM:EX
Sent: Friday, August 4, 2017 5:15 PM
To: Wright, Don J. PREM:EX
Subject: FW: OIC for signature - s.12
Importance: High
Don – would you please approve this OIC? Layne confirms the information is correct.

From: Owens, Anita PSA:EX
Sent: Friday, August 4, 2017 4:11 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC for signature
Importance: High

Hi Shelley – glad you are connected.

Attached is an OIC to move forward for signing. I will have more to come once they are tagged.

Looking for them to be signed Tuesday.

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency

4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614



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From: [Canitz, Shelley L PREM:EX](#)
To: [Prisiak, Lisa PREM:EX](#)
Subject: RE: OICs for signature
Date: Thursday, August 10, 2017 2:39:06 PM
Attachments: [image001.png](#)
[image002.png](#)

s.12

Don approves the OIC pending corrections. Thanks

From: Canitz, Shelley L PREM:EX
Sent: Thursday, August 10, 2017 2:34 PM
To: Prisiak, Lisa PREM:EX
Subject: FW: OICs for signature
Importance: High

Lisa – did I mention there would be additional staffing OICs today? Don has approved these 5 – would you please process and let me know when made public?

Thank you

Shelley

From: Owens, Anita PSA:EX
Sent: Thursday, August 10, 2017 10:14 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: OICs for signature
Importance: High

From: Owens, Anita PSA:EX
Sent: Tuesday, August 8, 2017 4:41 PM
To: Transition, Laptop (LP020) PREM:EX
Subject: OICs for signature
Importance: High

Hello Shelley:

You will find attached OIC for signature.

- Please review for quality
- Print the first page of the OIC on yellow paper and the second page on white paper.

Once Don has reviewed, take over for signing. (Note I have at least one more to come over to you).

Thank you.

Anita

Anita Owens, Senior Advisor – Executive Recruitment and Executive Support Services
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614

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From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: RE: when will you be making offers to MAs?
Date: Tuesday, August 8, 2017 3:02:31 PM

s.12,s.13

From: Parte, Maura PSA:EX
Sent: Tuesday, August 8, 2017 2:54 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: when will you be making offers to MAs?
Likely not until next week but best to get started.

s.12,s.13

Thank you,
Maura

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 8, 2017 1:19 PM
To: Parte, Maura PSA:EX
Subject: when will you be making offers to MAs?
Maura – s.12,s.13

s.12,s.13

Thanks
Shelley
Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

From: Transition, Laptop (LP020) PREM:EX
To: [Christensen, Suzanne PREM:EX](#)
Subject: Robinson OIC - signed by LG
Date: Wednesday, August 2, 2017 9:46:43 AM
Attachments: [242-2017.pdf](#)

From: [Canitz, Shelley L PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Salary Range Regulation is amended and includes Senior MAs
Date: Friday, August 11, 2017 12:07:55 PM

Maura – the Regulation has now passed so if you wanted to hire for Senior MAs, the position is now recognized.

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4