

## Wensink, Alison PREM:EX

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**From:** Powell, Charlotte PREM:EX  
**Sent:** Wednesday, September 27, 2017 11:12 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: process charts?  
**Attachments:** Tab\_01\_HWG\_Orientation\_PPT\_20170919.pptx

Hi Shelley – certainly! There both in here (slides 2 and 9).

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 27, 2017 10:31 AM  
**To:** Powell, Charlotte PREM:EX  
**Subject:** RE: process charts?

Charlotte – would you have time to send me that slide(s)?

### 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

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**From:** Powell, Charlotte PREM:EX  
**Sent:** Monday, September 25, 2017 7:12 PM  
**To:** MacMillan, Elizabeth PREM:EX; Canitz, Shelley L PREM:EX  
**Cc:** Kovacs, Teresa PREM:EX; Hanna, Jean L PREM:EX  
**Subject:** RE: process charts?

The two versions that were in the ppt that was presented to committees/working groups are the only ones I know of.

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**From:** MacMillan, Elizabeth PREM:EX  
**Sent:** Monday, September 25, 2017 6:17 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Powell, Charlotte PREM:EX; Kovacs, Teresa PREM:EX; Hanna, Jean L PREM:EX  
**Subject:** Re: process charts?

Hi Shelley-- nothing beyond the ppt presented to the cab cttes is jumping to mind, but I've copied my colleagues in case they are aware of something.

On Sep 25, 2017, at 2:46 PM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Elizabeth – do you have anything like a process chart or decision tree that shows how issues come to cabinet and feed out from there?

Many thanks  
Shelley

## **Wensink, Alison PREM:EX**

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 22, 2017 3:18 PM  
**To:** JAG Secret Clearance JAG:EX  
**Subject:** Full name and date of birth - CANITZ

You have asked for my full name and date of birth so the fingerprinting process can begin – it is:

Shelley s.22 Canitz  
s.22

## **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

## **Wensink, Alison PREM:EX**

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 21, 2017 5:15 PM  
**To:** JAG Secret Clearance JAG:EX  
**Cc:** Skinner, Shera PSSG:EX  
**Subject:** RE: Secret Clearance - S. CANITZ

Thank you

---

**From:** JAG Secret Clearance JAG:EX  
**Sent:** Thursday, September 21, 2017 4:31 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Skinner, Shera PSSG:EX  
**Subject:** RE: Secret Clearance - S. CANITZ

Hi Shelley,

Since you will need to print and sign the form prior to submitting them, unfortunately any text that is too long for the section provided will need to be written on a separate page. If you do need to include a separate page as an addendum, please ensure that you include your surname, full given names and date of birth at the top of each additional page and sign the bottom.

For form 60E, immediate relatives includes all children 18 years and over that you or your spouse or common-law partner have a parental relationship. If your children are all under the age of 18, you do not need to include them on the form.

Please let me know if you have any further questions.

Regards,

Meghan

**Meghan Oberg**  
A/Director, Security Screening  
Security Programs Division  
Ministry of Public Safety and Solicitor General  
T: 250-356-1509

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 21, 2017 2:48 PM  
**To:** JAG Secret Clearance JAG:EX; Skinner, Shera PSSG:EX  
**Subject:** RE: Secret Clearance - S. CANITZ

Many thanks for the forms – 2 questions

- a) In some parts of the form, the address is too long for the section provided. I've typed it all in but you can't see part of it – will it still transmit appropriately? If not, what should I do? Add it as a separate sheet?

- b) In the 60E form, are s.22 children considered immediate family? Do I need to provide information for them?

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**From:** JAG Secret Clearance JAG:EX  
**Sent:** Thursday, September 21, 2017 1:37 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Secret Clearance - S. CANITZ

Good afternoon Shelley,

Please find attached a letter from Shera Skinner, A/Executive Director of Security Screening for the Policing and Security Branch, as well as the attachments mentioned in her letter.

If you have any questions or concerns, please don't hesitate to direct them to Shera or myself. I look forward to working with you on your application.

Regards,  
Meghan

**Meghan Oberg**  
**A/Director, Security Screening**  
Security Programs Division  
Ministry of Public Safety and Solicitor General  
T: 250-356-1509

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 13, 2017 2:37 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** Re: Secure Phone - follow up

Please add yourself - I think there is a benefit

Sent from my iPhone

On Sep 13, 2017, at 2:33 PM, Hendry, Jackie PREM:EX <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)> wrote:

Hi Shelley,

I will get back to Jessica to start the process for access/ training for staff. s.22

s.22

s.22

I will respond to Jessica.

Thanks so much,  
Jackie

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 12, 2017 4:06 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** FW: Secure Phone - follow up

Jackie – let's start the process to get access

- Don, me, Keira, Okenge
- Would you like access too? It might be helpful.

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**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, August 22, 2017 1:35 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Secure Phone - follow up

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**From:** Hodge, Jessica PSSG:EX  
**Sent:** Tuesday, August 22, 2017 10:14 AM  
**To:** Hendry, Jackie PREM:EX  
**Cc:** Steenvoorden, Tom PSSG:EX; Smith, Loretta PSSG:EX  
**Subject:** Secure Phone - follow up

Good Morning Jackie,

It was nice to chat with you this morning – as promised on our call I wanted to provide further background on the secure phone.

- In 2016, Federal-Provincial-Territorial (FPT) Clerks and Cabinet Secretaries agreed to deepen engagement on national security. As part of this initiative, BC installed a secure phone in the Parliament Building's West Annex following consultation with and approval by Shared Services Canada (SSC), the Sergeant-at-Arms, Corporate Services, and the Premier's Office.
- SSC, the Privy Council Office of Canada (PCO) and the Government of BC have also signed a MOU to facilitate the exchange of classified and protected information. In addition, the Policing and Security Branch (PSB) has collaborated with the PCO to establish detailed protocols and procedures concerning secure communications equipment (COMSEC) access, storage, and oversight responsibilities. To ensure federal requirements are adhered to on an ongoing basis, PSB continues to liaise with the PCO on information sharing and handling protocols.

- To have authorized access to handle the secure phone and set up calls individuals are required to obtain a security clearance of “Secret”, confirm their citizenship and receive the SSC COMSEC briefing. The only individual that currently has authorized access (Loan Holder) to the phone is my director, Tom Steenvoorden (currently on leave). Clayton Pecknold, ADM and Director of Police Services who is also BC’s Chief Security Officer has been identified to have access but has yet to have the COMSEC briefing.
- The previous administration identified five positions to have access and be granted Loan Holders:
  - Deputy Minister to the Premier;
  - Two director’s from the DMO to the Premier; and
  - Two ADM’s from the DMO to the Premier.

As mentioned on the call, I require your assistance to identify permanent positions and names of individuals within the Office of the Premier that would be appropriate to be granted a Loan Holder. Understanding the process may take some time to obtain the clearances and schedule the briefings given that some folks are on vacation/leave. Once individuals are identified, our office will liaise with PCO and SSC to move the process along. Feel free to give me a call at any time if you require further clarification or have any other questions.

I look forward to hearing from you.

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Jessica Hodge  
 A/Senior Program Manager and Police Board Liaison  
 Policing and Security Branch  
 Ministry of Public Safety and Solicitor General  
 250.356.9228

## **Wensink, Alison PREM:EX**

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**From:** MacMillan, Elizabeth PREM:EX  
**Sent:** Wednesday, September 13, 2017 6:33 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: 2 more MLA to MHAWG

Good Morning – yes a letter from Premier and revision to website listing. Both of which Cab Ops can prepare upon receipt of names.

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 12, 2017 1:44 PM  
**To:** MacMillan, Elizabeth PREM:EX  
**Subject:** 2 more MLA to MHAWG

Elizabeth – if we wanted to add two more people to the MHAWG, what would be the process? A letter from the Premier? Anything else?

## **Wensink, Alison PREM:EX**

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 12, 2017 4:32 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: SI Committee

Layne – Cabinet Operations handles the agendas for all Cabinet meetings, Committees and Working Groups. Any issue should be discussed with Cab Ops staff – Elizabeth MacMillan is the Deputy Cabinet Secretary so his office should send an email to her as soon as possible – she will either handle it or route it to the right person.

Having said that, agendas are usually set 2 weeks in advance – if there is a need to have an issue discussed immediately, there may need to be a rationale why it is so late-breaking. It may be hard to get on an agenda of a next day meeting but there can be exceptions.

Cabinet Ops also works with the DMs/Ministries a lot as it is the Ministry that provides the materials to be used in meeting. Cab Ops may need to know what materials need to go out to attendees

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**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, September 12, 2017 4:14 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: SI Committee

Hi Shelley,

I believe someone in your office is in charge of managing the agenda for committees. Who would Ministers reach out to for this?

Layne

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**From:** Cooling, Karen PREM:EX  
**Sent:** Tuesday, September 12, 2017 3:56 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** SI Committee

Hi Layne:

Minister Bains is on the Social Initiatives Committee. Can you please advise how he gets an item on the agenda for tomorrow night's meeting?

Thanks  
Karen

### **Karen Cooling**

Ministerial Assistant to the Honourable Harry Bains  
Minister of Labour  
Room 342, Parliament Buildings  
Victoria, BC  
250 953 0920

**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.*

## Wensink, Alison PREM:EX

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**From:** NCR Billing Cust Assist / RCN facturation (SSC/SPC) <SSC.ncrbillingcustassist-rcnfacturation.SPC@canada.ca>  
**Sent:** Tuesday, September 12, 2017 12:23 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Hendry, Jackie PREM:EX  
**Subject:** RE: Account #s.17 (Gov of BC - 501 Belleville st in Victoria) Invoices


Great! Thank you!

**Oula Grondin, B.Eng**

Agent financier, Direction des opérations de la comptabilité

Services partagés Canada - Gouvernement du Canada

[oula.hajjargrondin@canada.ca](mailto:oula.hajjargrondin@canada.ca)

 *Merci de penser à l'environnement avant d'imprimer ce courriel*

Financial Officer, Accounting Operations Directorate

Shared Services Canada - Government of Canada

[oula.hajjargrondin@canada.ca](mailto:oula.hajjargrondin@canada.ca)

 *Thank you for thinking of the environment before printing this e-mail*

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**From:** Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]

**Sent:** September-12-17 3:17 PM

**To:** Hajjar Grondin, Oula (SSC/SPC)

**Cc:** Hendry, Jackie PREM:EX

**Subject:** Account #s.17 (Gov of BC - 501 Belleville st in Victoria) Invoices

Oula – Bobbi Plecas recently let me know you were looking for a contact person for invoices related to account # s.17 (Gov of BC - 501 Belleville St in Victoria). Ms Jackie Hendry will be your contact for all invoices for this account – her email address is listed above.

If you have any further questions, please let me know.

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

## **Wensink, Alison PREM:EX**

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 28, 2017 4:03 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: BC Public Service Agency 2017-18 Key Deliverables for Holdback Measure 3  
**Attachments:** 2017-18 MCFD Executive Holback Measures - Sept 28\_ck.docx

Eleanor, when you return, please add to spread sheet and print for the binder - thanks

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**From:** Cain, Krista A MCF:EX  
**Sent:** Thursday, September 28, 2017 3:58 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: BC Public Service Agency 2017-18 Key Deliverables for Holdback Measure 3

Hi Shelley

Attached is MCFD's response to this request. Apologies again for our tardiness.

Krista

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 27, 2017 3:36 PM  
**To:** Cain, Krista A MCF:EX  
**Subject:** RE: BC Public Service Agency 2017-18 Key Deliverables for Holdback Measure 3

This is not a rush – end of week or early next is just fine.

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**From:** Cain, Krista A MCF:EX  
**Sent:** Wednesday, September 27, 2017 3:29 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: BC Public Service Agency 2017-18 Key Deliverables for Holdback Measure 3

Hi Shelley

I am trying to track this down for you....will get back to you asap.

Krista

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 26, 2017 5:03 PM  
**To:** Cain, Krista A MCF:EX  
**Subject:** RE: BC Public Service Agency 2017-18 Key Deliverables for Holdback Measure 3

And sorry – I keep sending out PSA's deliverables! The perils of forwarding

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 26, 2017 5:02 PM  
**To:** Cain, Krista A MCF:EX  
**Subject:** FW: BC Public Service Agency 2017-18 Key Deliverables for Holdback Measure 3

Krista – I am trying to track down Allison Bond's response to this request – I don't know if it got sent it and I have misplaced it or if it is still coming? Would you be able to confirm?

Thanks  
Shelley

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 20, 2017 1:33 PM  
**To:** Benn, Jennifer MCF:EX  
**Subject:** FW: BC Public Service Agency 2017-18 Key Deliverables for Holdback Measure 3

Jennifer – did this get sent in for your DM? If so, would you please re-send?

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**From:** Roe, Sandra PSA:EX  
**Sent:** Thursday, August 24, 2017 12:02 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Halls, Lori D PSA:EX  
**Subject:** BC Public Service Agency 2017-18 Key Deliverables for Holdback Measure 3

Good afternoon Shelley –

In response to Don Wright's August 16<sup>th</sup> memo regarding 2017/18 Holdbacks, attached is the BCPSA's suggested key deliverables for Measure 3.

Thank you,

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](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, August 16, 2017 2:48 PM  
**To:** BCPSA Agency DMC Admin & Operational Support; Kennedy, Christine PREM:EX  
**Cc:** Hendry, Jackie PREM:EX; MacLean, Shelley PREM:EX  
**Subject:** Holdback memo - Don Wright

*Good afternoon everyone,*

*Please see the attached memo sent on behalf of Deputy Minister Don Wright.*

*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

## Wensink, Alison PREM:EX

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**From:** Sanford, Donna L GCPE:EX  
**Sent:** Saturday, September 23, 2017 12:10 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Oct 2 presentation

OK! Thanks Shelley.

Sent from my Samsung Galaxy smartphone.

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

**From:** "Canitz, Shelley L PREM:EX"  
**Date:** 2017-09-22 5:19 PM (GMT-08:00)  
**To:** "Sanford, Donna L GCPE:EX"  
**Subject:** RE: Oct 2 presentation

Sorry for the delay – he has confirmed that your presentation at Corporate Executive will be enough – don't worry about DMC  
Shelley

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 21, 2017 3:44 PM  
**To:** Sanford, Donna L GCPE:EX  
**Subject:** RE: Oct 2 presentation  
Ha! Let me confirm with Don and get back to you

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**From:** Sanford, Donna L GCPE:EX  
**Sent:** Thursday, September 21, 2017 3:37 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Oct 2 presentation  
Hi Shelley. Please see below. Perhaps the presentation to DMC won't be necessary?

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**From:** Bronee, Rueben PSA:EX  
**Sent:** Thursday, September 21, 2017 3:22 PM  
**To:** Sanford, Donna L GCPE:EX  
**Subject:** Oct 2 presentation  
Hi Donna.

I'm working with Lori Halls on an agenda for a proposed Corporate Executive meeting (all ADMs and DMs) on the morning of Oct 2. Would you be available to provide an overview of the CASA and the role of the secretariat? We're probably looking at half an hour from 11-11:30 at the Grand Pacific. I'll let you know once we've confirmed the agenda with Don Wright, but I wanted to get it on your radar and confirm your availability. Thanks.

**Rueben Bronee**

A/ADM for Talent Management and  
Policy, Innovation and Engagement  
BC Public Service Agency  
[Rueben.Bronee@gov.bc.ca](mailto:Rueben.Bronee@gov.bc.ca)  
250-213-6614

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 20, 2017 5:15 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2017-72996 Due October 4, 2017

No records

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**From:** Wensink, Alison PREM:EX  
**Sent:** Wednesday, September 20, 2017 5:15 PM  
**To:** Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor FIN:EX; Papik, Stephanie PSA:EX; Robinson, Jon PREM: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; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX  
**Subject:** Call for Records OOP-2017-72996 Due October 4, 2017

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

*Please let me know by October 4<sup>th</sup> whether or not you have any records responsive to the following request:*

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

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*All emails, memos, reports, documents and correspondence referencing Pressy Lake.*

*(Date Range for Record Search: From 08/01/2017 To 09/03/2017) Date Format is MM/DD/YYYY*

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*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

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 19, 2017 12:21 PM  
**To:** Galbraith, David J FIN:EX  
**Subject:** RE: Holdback memo - Don Wright

A typo! Dave, the note below should have said - This isn't urgent but it would be good to know when you could hand it in – any suggested ETA?

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 19, 2017 12:11 PM  
**To:** Galbraith, David J FIN:EX  
**Subject:** FW: Holdback memo - Don Wright

Dave – did you submit a response to the request for targets? If not, Don would also like to see your targets as well - would you please submit a response?

This is urgent but it would be good to know when you could hand it in – any suggested ETA?

Many thanks  
Shelley

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, August 16, 2017 2:48 PM  
**To:** BCPSA Agency DMC Admin & Operational Support; Kennedy, Christine PREM:EX  
**Cc:** Hendry, Jackie PREM:EX; MacLean, Shelley PREM:EX  
**Subject:** Holdback memo - Don Wright

*Good afternoon everyone,*

*Please see the attached memo sent on behalf of Deputy Minister Don Wright.*

*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

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 19, 2017 11:29 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2017-73062 Due September 27, 2017

No records

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**From:** Wensink, Alison PREM:EX  
**Sent:** Monday, September 18, 2017 5:45 PM  
**To:** Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob 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; Privett, Don PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX  
**Subject:** Call for Records OOP-2017-73062 Due September 27, 2017

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

*Please let me know by September 27<sup>th</sup> whether or not you have any records responsive to the following request:*

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

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*Copies of all documents including briefing notes, backgrounders, memos, media lines, e-mails, etc., regarding the Prime Minister's meetings with the Premier of British Columbia on July 25, 2017.*

*(Date Range for Record Search: From 07/19/2017 To 08/01/2017) Date Format is MM/DD/YYYY*

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*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

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 19, 2017 11:19 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2017-73057 Due September 26, 2017

No records

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**From:** Wensink, Alison PREM:EX  
**Sent:** Monday, September 18, 2017 5:47 PM  
**To:** Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM: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; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX  
**Subject:** Call for Records OOP-2017-73057 Due September 26, 2017

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

*Please let me know by September 26<sup>th</sup> whether or not you have any records responsive to the following request:*

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

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*A copy of records including any and all emails, communications, memos, briefing notes, meeting minutes, agendas, and reports, pertaining to a review of the professional reliance model used by the Province.*

*(Date Range for Record Search: From 07/01/2017 To 09/12/2017) Date Format is MM/DD/YYYY*

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*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

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 18, 2017 9:48 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2017-73414 Due September 25, 2017

No records

---

**From:** Wensink, Alison PREM:EX  
**Sent:** Friday, September 15, 2017 4:33 PM  
**To:** Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob 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; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX  
**Subject:** Call for Records OOP-2017-73414 Due September 25, 2017

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

*Please let me know by September 25<sup>th</sup> 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 and all documents, emails about s.22 and/or referencing the firing without cause and human resource matters relating to lead investigator sent or received and between Stephen Brown, Deputy Minister, Ministry of Health, Kim Henderson, Deputy to the Premier, Lori Halls, Deputy of the Public Service Agency, Tim McEwan, former Deputy Minister, Small Business and Red Tape Reduction.*

*(Date Range for Record Search: From 01/01/2017 To 07/31/2017) Date format is MM/DD/YYYY*

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***\*Please limit your search date range to: 07/18/2017 to 07/31/2017\****

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*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

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 18, 2017 9:49 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2017-73044 Due September 26, 2017

No records

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**From:** Wensink, Alison PREM:EX  
**Sent:** Friday, September 15, 2017 4:37 PM  
**To:** Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX  
**Subject:** Call for Records OOP-2017-73044 Due September 26, 2017

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

*Please let me know by September 26<sup>th</sup> 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 documents including e-mails regarding the proposal, development and release of the Government Works for People, Better BC video.*

*(Date Range for Record Search: From 07/19/2017 To 09/11/2017) 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

**Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 12, 2017 2:19 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Holdback memo - Don Wright -- CITZ Info

Can you add spaces for David Galbraith and Okenge – please send me an updated version

---

**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Tuesday, September 5, 2017 3:09 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Holdback memo - Don Wright -- CITZ Info

Just updated with everything you sent me and I am missing:

Jacquie Dawes  
Becky Delinger  
David Galbraith  
Evan Lloyd  
Sheila Taylor  
Don Wright  
Okenge Yuma Morisho

Eleanor Mulloy, Executive Administrative Assistant  
Priorities & Accountability Office  
Office of the Premier  
Phone: 778-698-8971

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 5, 2017 1:46 PM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** RE: Holdback memo - Don Wright -- CITZ Info

Do you have Kot, Shoemaker and Mihlar?

---

**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Tuesday, September 5, 2017 10:26 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Holdback memo - Don Wright -- CITZ Info

Eleanor Mulloy, Executive Administrative Assistant  
Priorities & Accountabilities Office  
Office of the Premier  
Phone: 778-698-8971

---

**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Friday, September 1, 2017 1:01 PM  
**To:** MacLean, Shelley PREM:EX  
**Subject:** RE: Holdback memo - Don Wright -- CITZ Info

Ok, will do

Eleanor Mulloy, Executive Administrative Assistant  
Priorities & Accountabilities Office  
Office of the Premier  
Phone: 778-698-8971

---

**From:** MacLean, Shelley PREM:EX  
**Sent:** Friday, September 1, 2017 12:56 PM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** RE: Holdback memo - Don Wright -- CITZ Info

Wow. I think Finance may include David Galbraith. I the past we included assoc. dms.

You should check with Shelley to see if Don and Okenge are expected to also participate. Thx

---

**From:** Mulloy, Eleanor FIN:EX  
**Sent:** Friday, September 1, 2017 12:45 PM  
**To:** MacLean, Shelley PREM:EX  
**Subject:** RE: Holdback memo - Don Wright -- CITZ Info

We are still waiting for Holdback Measures from :

Shannon Baskerville  
Allison Bond  
Stephen Brown  
Sandra Carroll  
Doug Caul  
Jacquie Dawes  
Becky Denlinger  
Richard Fyfe  
David Galbraith  
Trevor Hughes  
Evan Lloyd  
Scott MacDonald  
Grant Main  
Dave Nikolesjin  
Bobbi Plecas  
Tim Sheldan  
Sheila Taylor  
Don Wright  
Okenge Yuma Morisho  
Marck Zacharias

Eleanor Mulloy, Executive Administrative Assistant  
Priorities & Accountabilities Office  
Office of the Premier

---

**From:** MacLean, Shelley PREM:EX  
**Sent:** Friday, September 1, 2017 10:04 AM  
**To:** Mulloy, Eleanor FIN:EX  
**Subject:** FW: Holdback memo - Don Wright -- CITZ Info

---

**From:** Cook, Jeannette MTIC:EX  
**Sent:** Friday, September 1, 2017 10:03 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Ahmed, Sarf MTIC:EX; Kot, Jill MTIC:EX; MacLean, Shelley PREM:EX  
**Subject:** FW: Holdback memo - Don Wright -- CITZ Info

Hi Shelley –

Please see attached 2017/18 executive holdback summary for CITZ as requested for measure #3.

Many thanks and apologies for the delay in sending.

JC

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

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, August 16, 2017 2:48 PM  
**To:** BCPSA Agency DMC Admin & Operational Support; Kennedy, Christine PREM:EX  
**Cc:** Hendry, Jackie PREM:EX; MacLean, Shelley PREM:EX  
**Subject:** Holdback memo - Don Wright

*Good afternoon everyone,*

*Please see the attached memo sent on behalf of Deputy Minister Don Wright.*

*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

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 10:00 AM  
**To:** Hannah, Matt GCPE:EX  
**Cc:** Lloyd, Evan GCPE:EX; Welgush, Lindsey GCPE:EX  
**Subject:** RE: Memo to Deputies and Comms Directors

Matt – Don is fine with this note going to DMs, and as I expect this is the first of many notes you may want to send to DMs along with Comm Directors, please note that there are already established distribution lists to make this easier.

- *For DMs:* BCPSA Agency DMC List
- *For their assistants:* BCPSA Agency DMC Admin & Operational Support

I think it is good to cc assistants on most emails as they are critical in ensuring nothing falls through the cracks.

Please let me know if you have further questions.

Shelley

---

**From:** Hannah, Matt GCPE:EX  
**Sent:** Sunday, September 10, 2017 9:39 AM  
**To:** Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX  
**Cc:** Lloyd, Evan GCPE:EX  
**Subject:** Memo to Deputies and Comms Directors

Good morning Suzanne/Shelley,

I understand there were some questions about QP process at DMC on Friday. I've attached a memo to Deputies with an overview of the process and how they can plug in. I'm hoping one of you can help distribute it to Deputies today (that probably makes more sense than me emailing them out of the blue).

I can distribute directly to Comms Directors simultaneously, if you let me know what time it will go to the Deputies.

Of course, happy to discuss this process with anyone who has questions.

Thanks!

Matt Hannah  
Director of Issues Management  
778.584.1249

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 2:39 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2017-72929 Records Due September 15, 2017

No record

---

**From:** Wensink, Alison PREM:EX  
**Sent:** Friday, September 8, 2017 2:31 PM  
**To:** Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine 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-2017-72929 Records Due September 15, 2017

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

*Please let me know by September 15<sup>th</sup> 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 records generated on the issue of eliminating tolls on the Port Mann and Golden Ears bridges including e-mails, assessments, and reports but excluding clippings or media releases.*

---

*(Date Range for Record Search: From 07/17/2017 To 08/28/2017) Date Format is MM/DD/YYYY*

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*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

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 2:39 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2017-72936 Due September 15, 2017

No record

---

**From:** Wensink, Alison PREM:EX  
**Sent:** Friday, September 8, 2017 2:32 PM  
**To:** Della Mattia, Marie PREM:EX; Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine 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-2017-72936 Due September 15, 2017

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

*Please let me know by September 15<sup>th</sup> whether or not you have any records responsive to the following request:*

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

---

*The cost-benefit analysis and business case for the elimination of tolls on the Port Mann Bridge and Golden Ears Bridge, which was announced August 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

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 7, 2017 3:16 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2017-72895 Records Due September 11, 2017

No records

---

**From:** Wensink, Alison PREM:EX  
**Sent:** Thursday, September 7, 2017 3:12 PM  
**To:** Crozier, Bev PREM:EX; Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine 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-2017-72895 Records Due September 11, 2017

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

*Please let me know by September 11<sup>th</sup> whether or not you have any records responsive to the following request:*

---

*A list of all Briefing Notes given to the Premier since April 1, 2017.*

***\*Please note that I do not need the actual briefing notes, only the titles and dates given to the Premier\****

*(Date Range for Record Search: From 04/01/2017 To 08/23/2017) 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

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 7, 2017 2:57 PM  
**To:** Wright, Don J. PREM:EX  
**Subject:** FW: Diversity Ppt  
**Attachments:** Diversity Deck - DRAFT 3.pptx

Don - Lori Halls has asked for 30 mins on the DMC agenda to walk through her diversity overview. Here is a copy of what she will be discussing.

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

From: Halls, Lori D PSA:EX  
Sent: Thursday, September 7, 2017 2:11 PM  
To: Canitz, Shelley L PREM:EX  
Subject: Diversity Ppt

Shelley

Here is a copy of the ppt for DMC tomorrow.

## **Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 5, 2017 3:53 PM  
**To:** Wright, Don J. PREM:EX  
**Subject:** Checking on who should submit executive holdback priorities

Don – we have received almost all of the responses to your request for DMs to provide information on executive holdback priorities. Before I follow-up on the remaining ones, please advise if you are expecting submissions from the following:

You  
David Galbraith  
Evan Lloyd  
Okenge Yuma Morisho

## **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

**Wensink, Alison PREM:EX**

---

**From:** Yuma Morisho, Okenge PREM:EX  
**Sent:** Friday, September 29, 2017 4:06 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Early Budget 2018 direction - Fiscal Plan Neutral Requests

By all means. Thx, oym

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 29, 2017 4:05 PM  
**To:** Yuma Morisho, Okenge PREM:EX  
**Subject:** FW: Early Budget 2018 direction - Fiscal Plan Neutral Requests

Okenge – as you can see from the email chain, Finance asked some questions about STObs for 18/19 and in checking back on one they flagged, 2 members of your team asked to meet to talk about STObs within IGRS. Ok with you if I set up a meeting with them?  
Shelley

---

**From:** Carr, Helen IGRS:EX  
**Sent:** Thursday, September 28, 2017 4:55 PM  
**To:** Canitz, Shelley L PREM:EX; Elliott, Genevieve IGRS:EX  
**Subject:** RE: Early Budget 2018 direction - Fiscal Plan Neutral Requests

Hi, Shelley – Gen and I have talked about how nice it would be to meet with you and your staff to go over some of the “oddities” of the IGRS budget, so if you are interested, please let us know and we will set up a meeting. As far as STOB 5936 goes, I suggest you check with the FIN folks – Nicky Manak or Erin Dicks, as strangely enough, IGRS does not use that STOB nor do we really know what it is for. I suspect that it may have been created by a ministry with the intention of tracking costs associated with their participation in Intergovernmental Meetings or Conferences. We don’t really have any involvement in these costs incurred by ministries, so are at a loss to explain the meaning. The official STOB description for 5936 is:

5936	IGRS CONFERENCE FEES	INTERGOVERNMENTAL RELATIONS SECRETARIAT CONFERENCE FEES	USED CONF
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Looking forward to meeting you soon.  
Helen Carr

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 28, 2017 3:47 PM  
**To:** Carr, Helen IGRS:EX; Elliott, Genevieve IGRS:EX  
**Subject:** FW: Early Budget 2018 direction - Fiscal Plan Neutral Requests  
**Importance:** High

Helen and Genevieve – I am new to the world of OoP expenses – what is STOB 5936 – IGRS chargebacks ministry allocation recalculation – and why is it getting flagged for further review?  
thanks

---

**From:** FIN Budgets FIN:EX  
**Sent:** Wednesday, September 27, 2017 9:01 AM  
**To:** Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Cavanagh, Judy PREM:EX; Carr, Helen IGRS:EX; Elliott, Genevieve IGRS:EX  
**Subject:** FW: Early Budget 2018 direction - Fiscal Plan Neutral Requests  
**Importance:** High  
Hi

As you may know, it's budget fix time again. We have received direction from TBS that they would like all net zero budget fixes before **October 16th**. To give us time to review, we would appreciate receiving budget fixes from the divisions by the end of the day **October 11<sup>th</sup>**. I've attached the budget fix form for you to fill out. Please send any budget fix requests to FIN Budgets.

To make the TBS approval process easier please provide explanatory notes on the reason(s) for the adjustment either in the form itself or in the associated email. TBS usually asks questions as to why the budget fix is required, and it speeds the process up considerably if we already have the information from you.

If you wish to do any budget fixes that require a net budget increase, we will need to provide a detailed briefing note to TBS supporting the increase. Please contact Erin Dicks to discuss.

Some of the specific issues for the Premier's Office that we are aware of include:

- PREM - STOB 5936 – IGRS chargebacks ministry allocation recalculation

If you have any questions or would like to meet to discuss, please contact FIN Budgets.

Thanks,

Nicky

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 29, 2017 4:01 PM  
**To:** s.22  
**Subject:** RE: contact for UNDRIP/TRC concerns

Good afternoon – many issues related to fish farms are the responsibility of the Minister of Agriculture – emails may be sent to Hon. Lana Popham, Minister of Agriculture, at this email address: [AGR.Minister@gov.bc.ca](mailto:AGR.Minister@gov.bc.ca).

Sincerely,  
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:** s.22  
**Sent:** Friday, September 29, 2017 12:45 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** contact for UNDRIP/TRC concerns

Hi there,

I'm inquiring about which ministry to make contact with regarding the TRC and UNDRIP. I have concerns about fish farms impeding First Nations rights and would like to know who to follow up with about this concern.

Thanks for your help,

s.22



Virus-free. [www.avg.com](http://www.avg.com)

**Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 27, 2017 1:58 PM  
**To:** Klak, Steve M FIN:EX  
**Subject:** Query on briefing Senior Ministerial Assistants on monthly MO budget forecasts

Steve – would you have time to talk to me on a) how minister’s offices receive budget/spending forecasts and how they work with Ministries on managing MO budgets and b) suggestions on who could brief senior MAs at a training session on how to read their MO spreadsheets

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

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 26, 2017 4:47 PM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** RE: Cannabis

Christine - just spoke to Suzanne and she will keep me involved. Thanks for letting me know.

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

From: Kennedy, Christine PREM:EX  
Sent: Tuesday, September 26, 2017 4:16 PM  
To: Canitz, Shelley L PREM:EX  
Subject: Re: Cannabis

Suzanne was. I had just assumed you were too , sorry. Suzanne was giving abundantly clear guidance but it was not evident it was being understood. Maybe check with her as you know this file and can help if needed.

Christine

> On Sep 26, 2017, at 4:07 PM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

>

> I wasn't on a cannabis call - maybe a member of PAO was?

>

>

> -----Original Message-----

> From: Kennedy, Christine PREM:EX  
> Sent: Tuesday, September 26, 2017 4:07 PM  
> To: Canitz, Shelley L PREM:EX  
> Subject: Cannabis

>

> Was I missing something on the cannabis call? I had to go early to get on a federal infrastructure call so perhaps it was all sorted out. Should we be volunteering your expertise to help them through the decision hierarchy that would frame their work plan?

>

> Christine

## **Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 26, 2017 3:12 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Subject:** RE: Table of Contents for Estimates Binder

If I could get it by Friday afternoon, that would be great. If you can't make that work, let me know what day would be possible.

Thanks  
Shelley

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 26, 2017 3:09 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Subject:** Table of Contents for Estimates Binder

Hello, all – may I have a copy of the Table of Contents for your Ministry/Agency's Estimates Binder? Even if it is in draft form, I would appreciate a copy.

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

## Wensink, Alison PREM:EX

---

**From:** Arason, Neil HLTH:EX  
**Sent:** Tuesday, September 26, 2017 3:08 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: List of accomplishments

Oh that's wonderful thank you Shelley!

Sent from my iPhone

> On Sep 26, 2017, at 3:02 PM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

>

> Well, as luck would have it, I ran into a GCPE person - the list isn't ready yet but will be soon! Will check in with them next week to see when it is ready and will let you know - ok with you?

>

>

>

> -----Original Message-----

> From: Arason, Neil HLTH:EX

> Sent: Tuesday, September 26, 2017 2:59 PM

> To: Canitz, Shelley L PREM:EX

> Subject: Re: List of accomplishments

>

> Thanks Shelley. No I don't want to trouble you. I'll ask my own GCPE folk when I see them next. Cheers. N.

>

> Sent from my iPhone

>

>> On Sep 26, 2017, at 2:55 PM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

>>

>> The DMs office isn't but GCPE might have it - would you like me to check?

>>

>> -----Original Message-----

>> From: Arason, Neil HLTH:EX

>> Sent: Tuesday, September 26, 2017 2:49 PM

>> To: Canitz, Shelley L PREM:EX

>> Subject: List of accomplishments

>>

>> Hi Shelley. I started to compile a list of the government's accomplishments (eg free tuition for children in care, environmental reviews, finance reform, increases for people on income assistance, etc etc etc). But it occurred to me that your office must be maintaining a list and perhaps even posting it for the public to see. Is that the case?

N.

>>

>> Sent from my iPhone

## Wensink, Alison PREM:EX

---

**From:** Anderson, Lisa R PSSG:EX  
**Sent:** Tuesday, September 26, 2017 10:46 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: may I have a copy of the public consultation questionnaire?  
**Attachments:** Cannabis Online Feedback Form\_Sept22-2017.pdf

Hi Shelley,

Public consultation feedback form attached.

Lisa

Lisa Anderson  
Executive Director  
Cannabis Legalization and Regulation Secretariat  
Ministry of Public Safety and Solicitor General  
Office - 604-660-1741  
Cell - s.17  
Email - [Lisa.R.Anderson@gov.bc.ca](mailto:Lisa.R.Anderson@gov.bc.ca)

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 26, 2017 10:16 AM  
**To:** Anderson, Lisa R PSSG:EX  
**Subject:** may I have a copy of the public consultation questionnaire?

Lisa – would you have a hard copy of the questions in the public consultation questionnaire that you could send me. Am interested in seeing the questions but do not want to fill out the form.

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

## **Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 25, 2017 5:14 PM  
**To:** Fairbairn, Joel CITZ:EX  
**Cc:** Hendry, Jackie PREM:EX  
**Subject:** MO IM Guide Sept 25  
**Attachments:** MO IM Guide Sept 25.docx

Joel – I am sorry this has taken so long to get back to you. This version contains some of the key points that I think should be made and contains some queries I have to you on how there could be more explanatory information to some of the advice you have given.

I acknowledge the style may need some smoothing – happy to discuss further with you

Shelley

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 22, 2017 3:39 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Ministers Orientation - PPs  
**Attachments:** CabinetMeetingJuly19presentationJuly14.pptx; Cabinet MeetinJuly20presentationJuly14.pptx

Just in case these PPTs help in prepping your briefing of the Minister's staff.....

---

**From:** Kovacs, Teresa PREM:EX  
**Sent:** Thursday, September 21, 2017 6:17 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Ministers Orientation - PPs

Hi Shelley:

As promised please find attached the PP outlines we set up when the agenda for the first two Cabinet meetings were in development. They appear to have slightly different content but overlap. I believe this is due to the changes in the agendas as they were developing at that time. Neither ended up being fully populated or used.

As you said, sometimes something is better than nothing to kick start.

Happy to discuss if that is helpful.

Teresa

*Teresa Kovacs*

Executive Director, Cabinet Operations | Office of the Premier  
617 Government Street, Suite 049, Victoria, British Columbia  
Tel: 250-952-6748 | Cell: 250-415-5960 | Fax: 250-387-7392

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## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 20, 2017 1:06 PM  
**To:** MacMillan, Elizabeth PREM:EX; Kennedy, Christine PREM:EX; Gibbs, Robb GCPE:EX; Christensen, Suzanne PREM:EX  
**Cc:** Powell, Charlotte PREM:EX; Kovacs, Teresa PREM:EX  
**Subject:** RE: Cabinet Presentation s.12

Elizabeth – s.12,s.13  
s.12,s.13

Shelley

---

**From:** MacMillan, Elizabeth PREM:EX  
**Sent:** Tuesday, September 19, 2017 4:34 PM  
**To:** Kennedy, Christine PREM:EX; Gibbs, Robb GCPE:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX  
**Cc:** Powell, Charlotte PREM:EX; Kovacs, Teresa PREM:EX  
**Subject:** FW: Cabinet Presentation s.12

Hello Friday Meeting Group – forwarding for your consideration. Happy to collaborate on a response.  
Thanks  
E

---

**From:** Pecknold, Clayton PSSG:EX  
**Sent:** Tuesday, September 19, 2017 4:28 PM  
**To:** MacMillan, Elizabeth PREM:EX  
**Cc:** Sieben, Mark PSSG:EX  
**Subject:** Fw: Cabinet Presentation s.12

Hi elizabeth. These are due soon formally to you but I thought I would take you up on your offer to give early comment and see if we are hitting the mark. s.12,s.14  
s.12,s.14

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Anderson, Lisa R PSSG:EX <[Lisa.R.Anderson@gov.bc.ca](mailto:Lisa.R.Anderson@gov.bc.ca)>  
**Sent:** Tuesday, September 19, 2017 4:22 PM  
**To:** Pecknold, Clayton PSSG:EX  
**Subject:** Cabinet Presentation s.12

Hi Clayton,

Draft Cabinet materials attached.

Lisa

## **Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 19, 2017 4:42 PM  
**To:** Wright, Don J. PREM:EX  
**Subject:** briefing of new Minister's office staff

Don – Maura and Layne are setting up the briefings for the new ministerial staff and they'd like you to give an overview much like the one you gave the transitional MAs (an overview of your approach and role, an overview of what they can expect from their DMs/suggestions on how to best work with DMOs)

- Any other topics you'd like to include? Strategic Framework? Anything else?
- How much time would you like for your presentation?

## **Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 19, 2017 4:38 PM  
**To:** Galbraith, David J FIN:EX  
**Cc:** Clark, Layne PREM:EX; Parte, Maura PSA:EX  
**Subject:** RE: Briefing on TB process/budget cycle

Great – Maura and Layne, once you know the date(s), please contact Dave directly

---

**From:** Galbraith, David J FIN:EX  
**Sent:** Tuesday, September 19, 2017 4:26 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Briefing on TB process/budget cycle

Hi Shelley,  
I'd be happy to. Give or take 30 mins. That's assuming there's questions.

David Galbraith  
Secretary to Treasury Board  
Treasury Board Staff  
Ph. 250 356-5427

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 19, 2017 4:24 PM  
**To:** Galbraith, David J FIN:EX  
**Subject:** Briefing on TB process/budget cycle

Dave – during the Minister's cabinet orientation, you gave an excellent overview of TB/budget process. As permanent Minister's office staff are coming on board, there is a need for them to have similar information – it is so important that they all understand the role of TB and the budget cycle at work. Would you have time to provide that briefing again? If so, how much time would it take?

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

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 15, 2017 9:07 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Minister's guidebook  
**Attachments:** Cabinet\_Orientation\_TOC\_with\_Apend\_CJuly 17.docx; B.3\_Fiscal Plan and Budget Development Process.docx; B.4\_About Cabinet Operations.docx; Cabinet Binder Cover - July 19.docx; Cabinet Binder Cover Special Staff.docx; A.1.ACode of Conduct Letter Sample\_jul14.docx; A.1.B\_Standards\_of\_Conduct\_Political\_Staff.pdf; A.1.C\_Standards\_of\_Conduct - Public Service.pdf; A.1\_Advice\_To\_MinistersJuly14.docx; A.2Members Confidential Disclosure Statement form\_jul14.pdf; A.3\_Members\_COI\_Disclosure\_Form.docx; A.4\_accepting\_disclosing\_gifts\_guide.pdf; A.5\_Use of Emails IPCO.pdf; A.6\_Are\_You\_Lobbying.pdf; A.7\_Ministers\_Salaries\_Benefits\_and\_Expenses.pdf; Agendatabplaceholders.docx; B.1\_Cabinet\_Decision\_Proc\_170614.docx; B.2\_Legislative\_Process.docx; Cabinet Members Reference Guide Binder Cover Special Staff.docx; Cabinet Members Reference Guide Binder Cover - All MLAs July 19.docx

Maura – here are materials created for the briefing of Ministers and these are therefore appropriate for Minister's office staff briefings – there may be some info that need updating, so just keep an eye out for that. Any further questions? Happy to discuss.

Shelley

---

**From:** Kovacs, Teresa PREM:EX  
**Sent:** Friday, September 15, 2017 9:01 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** MacMillan, Elizabeth PREM:EX  
**Subject:** RE: Minister's guidebook

Hi Shelley:

Please find attached the electronic version of the New Members' Reference Guide provided to Members in July and discussed in the July 19th and 20<sup>th</sup> Cabinet meetings. I am just double checking on the PP that might have been used for those meetings

Please let me know if you require anything further. Happy to assist.

Teresa

*Teresa Kovacs*

Executive Director, Cabinet Operations | Office of the Premier  
617 Government Street, Suite 049, Victoria, British Columbia  
Tel: 250-952-6748 | Cell: 250-415-5960 | Fax: 250-387-7392

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---

**From:** MacMillan, Elizabeth PREM:EX  
**Sent:** Friday, September 15, 2017 6:01 AM  
**To:** Kovacs, Teresa PREM:EX

Cc: Canitz, Shelley L PREM:EX  
**Subject:** Minister's guidebook

Good Morning Teresa – please could you forward Shelley an e-copy of the materials we pulled together for orientation of new ministers? This is to allow for re-purposing by others to assist in Ministers' Office staff orientation.

Off the top of my head, I recall the guidebook and (possibly 2?) powerpoint(s).

Many thx  
E

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 12, 2017 6:51 PM  
**To:** Glynn, Keva HLTH:EX  
**Subject:** Re: Following up on your question

Keva, thanks - appreciate the link, too.

Shelley

---

**From:** Glynn, Keva HLTH:EX  
**Sent:** September-12-17 5:58 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Following up on your question

Hi Shelley, nice to see you today.

Following up on your question, the term unnatural death is a definition in the Coroners Act. It is any death that isn't precipitated by an identified illness, so not including tobacco-related deaths.

"According to the Coroners Act (2007) all unnatural, sudden and unexpected, unexplained or unattended deaths in the province should be reported to, and investigated by, the BC Coroners Service"

<http://www.bccdc.ca/resource-gallery/Documents/Educational%20Materials/Epid/Other/DOAP2014Ch5.pdf>

I hope this helps.

Keva

Keva Glynn  
Executive Director  
Mental Health & Substance Use  
BC Ministry of Health  
Office: (250) 952-1003  
Cell: (250) 812-7324  
Email: [Keva.Glynn@gov.bc.ca](mailto:Keva.Glynn@gov.bc.ca)  
Executive Administrative Assistant: Leila Wilson  
E-mail: [Leila.Wilson@gov.bc.ca](mailto:Leila.Wilson@gov.bc.ca)

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## Wensink, Alison PREM:EX

---

**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, September 12, 2017 2:06 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: PNP Liaison

It's okay. I'll follow up.

Thanks!

Layne

Sent from my iPhone

On Sep 12, 2017, at 2:05 PM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Layne – it might be simplest if Kathie deals directly with her DM's office on this. Shall I just send Kathie's note to the EA in that DM's office?

---

**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, September 12, 2017 9:10 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: PNP Liaison  
Hi Shelley,

I understand<sup>s.22</sup> from this post – do you know if there will be a new appointment made?  
Layne

---

**From:** Currie, Kathie PREM:EX  
**Sent:** Wednesday, August 30, 2017 3:31 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** PNP Liaison

Hi Layne  
We are being asked who the new Provincial Nominee MLA Liaison person will be?  
I do not know the answer to that question as I understand the previous person<sup>s.22</sup>  
If you know who I can direct CA's to it would be great!  
Thanks very much, Kathie  
Kathie Currie  
Ministerial Assistant to the Honourable Bruce Ralston  
Minister of Jobs, Trade & Technology  
Room 137, Parliament Buildings  
Victoria, BC V8T 5C3

**Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 9:45 AM  
**To:** Higgins, Keira PREM:EX; MacMillan, Elizabeth PREM:EX  
**Subject:** Corridor Order OIC 1332/90 approved by Don - Capital Requirements Reg  
  
**Importance:** High

Elizabeth and Keira – Don has approved this Corridor Order

Shelley

**Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 5:17 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: TRAN - Holdback submission  
**Attachments:** Holdback\_Guidelines August 2017 FINAL.docx

Alison – would you please see if this fits within FOI OOP-2017-72929?

---

**From:** Lewthwaite, Jennifer TRAN:EX  
**Sent:** Thursday, August 31, 2017 11:30 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Main, Grant TRAN:EX  
**Subject:** TRAN - Holdback submission

Good morning,

Please find attached the Holdback guidelines for Ministry of Transportation & Infrastructure. If you have any questions, please feel free to contact me.

Regards,

Jen Lewthwaite  
Director of Executive Operations  
Ministry of Transportation & Infrastructure  
5B-940 Blanshard Street  
Victoria, BC V8W 9T5

PH: 250-387-3077  
Cell: 250-882-7527

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 6, 2017 9:34 AM  
**To:** Wright, Don J. PREM:EX  
**Subject:** RE: Budget Day Lockup

Will give him that advice.

---

**From:** Wright, Don J. PREM:EX  
**Sent:** Wednesday, September 6, 2017 9:29 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Budget Day Lockup

If he really wants to that is fine. But I am not sure he will think it was a good use of his time.

Sent from my iPhone

On Sep 6, 2017, at 9:14 AM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Ok – is that a no for Okenge too?

---

**From:** Wright, Don J. PREM:EX  
**Sent:** Wednesday, September 6, 2017 9:10 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Fwd: Budget Day Lockup

Not a good use of our time. It is quite boring, and it is mind numbing, and you are truly locked up.

Sent from my iPhone

Begin forwarded message:

**From:** "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>  
**Date:** September 6, 2017 at 9:05:09 AM PDT  
**To:** "Wright, Don J. PREM:EX" <[Don.J.Wright@gov.bc.ca](mailto:Don.J.Wright@gov.bc.ca)>  
**Subject:** FW: Budget Day Lockup

Don – do you want to attend or have someone from here attend?

Okenge is interested; Suzanne isn't – shall I check with Christine or is she near?

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 5, 2017 3:30 PM  
**To:** Wright, Don J. PREM:EX; Meggs, Geoff PREM:EX  
**Cc:** Wong, Tamarra PREM:EX  
**Subject:** FW: Budget Day Lockup

Don and Geoff – who is going into lock-up from your offices? Please let me know when you can.

Thanks  
Shelley

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Tuesday, September 5, 2017 2:42 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Budget Day Lockup

Hi Shelley,

Can you please provide a list of people that will be attending budget day lockup from the Premier's Office so we can pass along to TBS for access permission.

Thanks,  
Dara

**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](mailto:dara.landry@gov.bc.ca)

**Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 5, 2017 9:25 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** OICs re MAs now public  
**Attachments:** 321-2017.pdf

## Wensink, Alison PREM:EX

---

**From:** Moran, Roseanne LASS:EX  
**Sent:** Monday, September 4, 2017 4:36 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: committee oic appts

Thx. That was it & I realized I had seen it on the website so found it again.

---

**From:** "Canitz, Shelley L PREM:EX"  
**Sent:** Monday, September 4, 2017 1:03 PM  
**To:** "Moran, Roseanne"  
**Subject:** RE: committee oic appts

Roseanne – are you referring to the Cabinet Committees or something else – if the former, see:  
<http://www2.gov.bc.ca/gov/content/governments/organizational-structure/cabinet/cabinet-committees>

If another committee, please let me know.

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:** Moran, Roseanne [<mailto:Roseanne.Moran@leg.bc.ca>]

**Sent:** Tuesday, August 29, 2017 12:44 PM

**To:** Canitz, Shelley L PREM:EX

**Subject:** committee oic appts

Hi Shelley. Can I please get a list of who has been appointed to what committees via OIC? Hoping that you have an easy one you can send me. Thx. R.

**Roseanne Moran** | Acting Executive Director | New Democrat BC Government Caucus

T: 778-835-7537 | E: [roseanne.moran@leg.bc.ca](mailto:roseanne.moran@leg.bc.ca)

**Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 8:21 AM  
**To:** Kuckreja, Kanwaljeet FIN:EX  
**Subject:** material for OoP for Sept budget

Kanwaljeet – would you have final copies of the OoP budget/estimates material, including explanatory notes. 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

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 7, 2017 11:48 AM  
**To:** Landry, Dara M FIN:EX  
**Subject:** RE: Budget Day Lockup

Dara – please have me as your content contact. While I am not an expert - in the remote chance that you do need information, I can track down the information and get back to you – my email and office number are in this email – my cell is 5.17

### 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:** Landry, Dara M FIN:EX  
**Sent:** Thursday, September 7, 2017 10:40 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Budget Day Lockup

Hi Shelley,

See our TBS analyst's response to your questions below.

Can you please advise on his questions.

Thanks,  
Dara

---

**From:** Yu, Quinn FIN:EX  
**Sent:** Thursday, September 7, 2017 10:39 AM  
**To:** Landry, Dara M FIN:EX  
**Subject:** RE: Budget Day Lockup

Just show up on the day of and sign in as a 'staff'. There will be other lines for check in (e.g., media, stakeholder), so ensure they go to the correct line.

I believe we are at the Victoria Conference Centre in the main Saloon. They can enter off Douglas Street and they'll see signage for budget

Is it fair to say that none of the four attendees from PREM are acting as content expert? Who should we contact if there's a content based question that we cannot answer?

Thanks,  
Quinn

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Thursday, September 7, 2017 10:25 AM

**To:** Yu, Quinn FIN:EX  
**Subject:** FW: Budget Day Lockup

Fyi – can you pls advise on her questions below

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 7, 2017 10:24 AM  
**To:** Landry, Dara M FIN:EX  
**Subject:** RE: Budget Day Lockup

The fourth name – Tim Howlett

Dara – will they need a pass in advance or do they just arrive and sign in? Where is the location?

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Thursday, September 7, 2017 8:48 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Budget Day Lockup

Thanks Shelley

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 7, 2017 8:45 AM  
**To:** Landry, Dara M FIN:EX; Ringma, Shalegh FIN:EX  
**Subject:** RE: Budget Day Lockup

Dara and Shalegh – these are the current attendees from the Premier's Office

Sage Aaron  
Sheena McConnell  
Jen Holmwood

A fourth name may be coming – I will confirm soon

## 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:** Landry, Dara M FIN:EX  
**Sent:** Tuesday, September 5, 2017 2:42 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Budget Day Lockup

Hi Shelley,

Can you please provide a list of people that will be attending budget day lockup from the Premier's Office so we can pass along to TBS for access permission.

Thanks,  
Dara

**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](mailto:dara.landry@gov.bc.ca)

Corporate  
Services Division  
**Ministry of  
Finance**



**Wensink, Alison PREM:EX**

---

**From:** Stonnell, Jennifer FIN:EX  
**Sent:** Friday, September 8, 2017 10:28 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Landry, Dara M FIN:EX  
**Subject:** RE: In/Out for Budget Lock-up

Will do. Thanks!

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 9:52 AM  
**To:** Higgins, Keira PREM:EX; Stonnell, Jennifer FIN:EX  
**Subject:** RE: In/Out for Budget Lock-up

Jennifer – I gave a list to Dara Landry yesterday – can you connect with him?

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, September 8, 2017 9:44 AM  
**To:** Stonnell, Jennifer FIN:EX; Canitz, Shelley L PREM:EX  
**Subject:** RE: In/Out for Budget Lock-up

Hi Jennifer,

I believe Shelley may have already followed up with FIN but I have copied her to be sure.

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:** Stonnell, Jennifer FIN:EX  
**Sent:** Friday, September 8, 2017 9:44 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** In/Out for Budget Lock-up

Hi Keira,

Could you please let me know who from your office will need to be on the list for in/out for Monday's Budget lock-up.

If I should be sending this request somewhere else, please let me know.

Thanks,

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

## Wensink, Alison PREM:EX

---

**From:** Oliver, Chrissy PSA:EX  
**Sent:** Friday, September 8, 2017 11:31 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: OICs for Stephanie Papik and Leila Farmer

Perfect. Thank you!

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 11:20 AM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** RE: OICs for Stephanie Papik and Leila Farmer

Both Leila and Stephanie will be:

Director  
Band 4  
Salary \$95,000

---

**From:** Oliver, Chrissy PSA:EX  
**Sent:** Friday, September 8, 2017 11:00 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** OICs for Stephanie Papik and Leila Farmer

Hi Shelley,

I just need a bit more information in order to have these OICs entered... I'm hoping you can provide it.

For Stephanie Papik, I have her going into the Priorities and Accountabilities Office, Band 4, Salary \$95,000, Start date September 18. I just need a title for her.

For Leila Farmer, we are moving her to the Priorities and Accountabilities Office effective September 18. Just need to confirm if there is any Band/Salary change and what her new title will be.

Thanks Shelley!

Chrissy

Chrissy Oliver, Lead, Executive Initiatives  
Office of the Deputy Minister | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.356.8385  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

## Wensink, Alison PREM:EX

---

**From:** Meghan Day <meghan.day@gv.ymca.ca>  
**Sent:** Friday, September 8, 2017 12:15 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Touching base and a question

Perfect. Thank you

Meghan Day  
Director, Strategic Partnerships  
YMCA Greater Vancouver  
E: [meghan.day@gv.ymca.ca](mailto:meghan.day@gv.ymca.ca)  
T: 778-938-9054

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** September 8, 2017 12:12 PM  
**To:** Meghan Day  
**Subject:** RE: Touching base and a question  
See below – out for 30 minutes and back then  
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:** Meghan Day [<mailto:meghan.day@gv.ymca.ca>]

**Sent:** Friday, September 8, 2017 11:59 AM

**To:** Canitz, Shelley L PREM:EX

**Subject:** Re: Touching base and a question

Hi Shelley,

I hope all is well with you. Do you have a work number where I could reach you? I wanted to ask you a couple of questions related to my new role in government relations.

Cheers,

Meghan

Meghan Day

Director, Strategic Partnerships

YMCA Greater Vancouver

E: [meghan.day@gv.ymca.ca](mailto:meghan.day@gv.ymca.ca)

T: 778-938-9054

---

**From:** Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>

**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:

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

Congrats on your amazing new job! I am thrilled for you!!<sup>s.22</sup>

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](mailto:meghan.day@gv.ymca.ca)

T: 778-938-9054

## Wensink, Alison PREM:EX

---

**From:** Eve, Doni HLTH:EX  
**Sent:** Friday, September 8, 2017 2:31 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: congratulations

Thanks! s.22  
s.22

Take care,  
Doni

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 2:29 PM  
**To:** Eve, Doni HLTH:EX  
**Subject:** RE: congratulations

Thanks - and right back to you – I didn't know you were working on organizational culture! What an interesting time for that work and I hope you enjoy it.

All the best  
Shelley

---

**From:** Eve, Doni HLTH:EX  
**Sent:** Friday, September 8, 2017 2:17 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** congratulations

Hi Shelley! I just heard about your recent appointment. Congratulations!  
Exciting times 😊  
Doni

*Doni Eve*

Senior Manager | Organizational Culture and Continuous Improvement Branch  
Health Sector Change and Transformation Division | Ministry of Health | PO Box 9646 Stn Prov Gov't | Victoria BC Canada V8W 9P1 | fax: 250-952-1570 | wk: 250-952-2121 | cel: 250-507-1287

**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.

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 3:21 PM  
**To:** Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX  
**Subject:** FW: material for OoP for Sept budget  
**Attachments:** 13a. PREM Budget Briefing Note Sep 1718.docx; 13b. NA100 PREM Estimates.pdf; 13c. NA100 PREM Supplement.pdf; 13d. OP Transition Contracts as at Sept 1 2017-For Estimates.xlsx; Table of Contents.doc

Don and Okenge – here are our budget-related items that may be discussed on Monday. Questions may come on increases:

- With the previous government, \$908,000 in OoP costs were instead covered by the Ministry of Finance (*difference in Operating Costs, Government Transfers and Other Expenses – bottom of page 3 of 13b document*).
- With this budget, our goal is to be fully transparent with our costs – this is the budget we believe is needed for the tasks ahead.
- Salaries are up approximately \$1.25 M/10 FTES. This government has a more ambitious agenda than the previous government. Additional central resources are needed to ensure co-ordination of the transformative elements of the planned initiatives.
- As we move forward through this fiscal year and plan for Budget 18/19, we will continue to ensure transparency in costs.

Okenge, please let me know if you have any additional explanatory notes related to IGRS.

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Friday, September 8, 2017 9:38 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: material for OoP for Sept budget

Hi Shelley,

Attached documents 13a, 13b, 13c and 13d are the materials prepared for the Premier's Office for the EFO Tara Richard's briefing binder for Budget Day.

We will have estimates debate materials ready early/mid next week – see attached table of contents for materials being prepared.

Pleased to discuss,

Dara

---

**From:** Kuckreja, Kanwaljeet FIN:EX  
**Sent:** Friday, September 8, 2017 9:29 AM  
**To:** Landry, Dara M FIN:EX  
**Subject:** FW: material for OoP for Sept budget

Hi Dara, can you please provide the information that we have to Shelley. Thanks. Kanwal

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 8:21 AM  
**To:** Kuckreja, Kanwaljeet FIN:EX  
**Subject:** material for OoP for Sept budget

Kanwaljeet – would you have final copies of the OoP budget/estimates material, including explanatory notes. 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

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 3:55 PM  
**To:** Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX  
**Subject:** RE: material for OoP for Sept budget

One last thing – 13b and 13c are the blue book materials given to those assembled in the lock-up  
The remaining documents are background for the EFO's briefing binder

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 3:21 PM  
**To:** Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX  
**Subject:** FW: material for OoP for Sept budget

Don and Okenge – here are our budget-related items that may be discussed on Monday. Questions may come on increases:

- With the previous government, \$908,000 in OoP costs were instead covered by the Ministry of Finance (*difference in Operating Costs, Government Transfers and Other Expenses – bottom of page 3 of 13b document*).
- With this budget, our goal is to be fully transparent with our costs – this is the budget we believe is needed for the tasks ahead.
- Salaries are up approximately \$1.25 M/10 FTES. This government has a more ambitious agenda than the previous government. Additional central resources are needed to ensure co-ordination of the transformative elements of the planned initiatives.
- As we move forward through this fiscal year and plan for Budget 18/19, we will continue to ensure transparency in costs.

Okenge, please let me know if you have any additional explanatory notes related to IGRS.

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Friday, September 8, 2017 9:38 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: material for OoP for Sept budget

Hi Shelley,

Attached documents 13a, 13b, 13c and 13d are the materials prepared for the Premier's Office for the EFO Tara Richard's briefing binder for Budget Day.

We will have estimates debate materials ready early/mid next week – see attached table of contents for materials being prepared.

Pleased to discuss,

Dara

---

**From:** Kuckreja, Kanwaljeet FIN:EX  
**Sent:** Friday, September 8, 2017 9:29 AM  
**To:** Landry, Dara M FIN:EX  
**Subject:** FW: material for OoP for Sept budget

Hi Dara, can you please provide the information that we have to Shelley. Thanks. Kanwal

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 8:21 AM  
**To:** Kuckreja, Kanwaljeet FIN:EX  
**Subject:** material for OoP for Sept budget

Kanwaljeet – would you have final copies of the OoP budget/estimates material, including explanatory notes. 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

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 12, 2017 9:40 AM  
**To:** Cavanagh, Judy PREM:EX; Hannah, Matt GCPE:EX  
**Subject:** RE: OoP budget notes

Judy, the FTE numbers and salary costs are to be determined – hope to get final numbers settled today with Finance

---

**From:** Cavanagh, Judy PREM:EX  
**Sent:** Tuesday, September 12, 2017 9:39 AM  
**To:** Canitz, Shelley L PREM:EX; Hannah, Matt GCPE:EX  
**Subject:** RE: OoP budget notes

Thanks Shelley.

Judy

**Judy Cavanagh** | Executive Director, Operations and Strategic Initiatives  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [judy.cavanagh@gov.bc.ca](mailto:judy.cavanagh@gov.bc.ca)

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 12, 2017 9:33 AM  
**To:** Hannah, Matt GCPE:EX; Cavanagh, Judy PREM:EX  
**Subject:** FW: OoP budget notes  
**Importance:** High

Please note these bullets

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 11:49 AM  
**To:** Wright, Don J. PREM:EX  
**Subject:** FW: OoP budget notes  
**Importance:** High

FYI – Amber Nash is sending these bullets to Hon. James' office

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 11:46 AM  
**To:** Nash, Amber PREM:EX  
**Cc:** Wright, Don J. PREM:EX  
**Subject:** OoP budget notes  
**Importance:** High

Amber – here are some bullets re OoP budget

- With the previous government, \$908,000 in OoP costs were instead covered by the Ministry of Finance
- With this budget, our goal is to be fully transparent with our costs – this is the budget we believe is needed for the tasks ahead.

- Salaries are up approximately \$1.25 M/10 FTES. This government has a more ambitious agenda than the previous government. Additional central resources are needed to ensure co-ordination of the transformative elements of the planned initiatives.
- As we move forward through this fiscal year and plan for Budget 18/19, we will continue to ensure transparency in costs.

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, September 12, 2017 1:55 PM  
**To:** Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Hendry, Jackie PREM:EX  
**Subject:** FW: material for OoP for Sept budget  
**Attachments:** 13a. PREM Budget Briefing Note Sep 1718.docx; 13b. NA100 PREM Estimates.pdf; 13c. NA100 PREM Supplement.pdf; 13d. OP Transition Contracts as at Sept 1 2017-For Estimates.xlsx; Table of Contents.doc

Judy, Layne and Jackie – here are the current materials I have related to Estimates for OoP – I think you all might be meeting Wednesday morning with Finance – I cannot make it. Jackie, would you brief me after?

Thanks  
Shelley

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Friday, September 8, 2017 9:38 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: material for OoP for Sept budget

Hi Shelley,

Attached documents 13a, 13b, 13c and 13d are the materials prepared for the Premier's Office for the EFO Tara Richard's briefing binder for Budget Day.

We will have estimates debate materials ready early/mid next week – see attached table of contents for materials being prepared.

Pleased to discuss,

Dara

---

**From:** Kuckreja, Kanwaljeet FIN:EX  
**Sent:** Friday, September 8, 2017 9:29 AM  
**To:** Landry, Dara M FIN:EX  
**Subject:** FW: material for OoP for Sept budget

Hi Dara, can you please provide the information that we have to Shelley. Thanks. Kanwal

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 8, 2017 8:21 AM  
**To:** Kuckreja, Kanwaljeet FIN:EX  
**Subject:** material for OoP for Sept budget

Kanwaljeet – would you have final copies of the OoP budget/estimates material, including explanatory notes. 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

Page 070

Withheld pursuant to/removed as

s.22

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 13, 2017 11:23 AM  
**To:** Landry, Dara M FIN:EX  
**Subject:** RE: PREM Staffing Summary

Dara – I'd like to walk through this list with you against the most recent version of the spreadsheet – I want to make sure both OoP and Finance understand where staff are at. The positions listed below as Vancouver Cabinet Office are staff within the Executive Branch, not Cabinet Operations, so I don't think Elizabeth MacMillan would know the status (Judy Cavanagh would be the lead contact for that office and for the Executive Branch). Judy is here today so I would like to ensure we are all in agreement of what positions are filled, are being filled and will be vacant.

thanks

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Tuesday, September 12, 2017 11:24 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: PREM Staffing Summary

Hi Shelley,

Please see below – suggest August forecast is landed prior to any further staffing decisions being made – need to be mindful of budgetary impact this year but also next year.

Dara

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 4:27 PM  
**To:** Landry, Dara M FIN:EX  
**Subject:** RE: PREM Staffing Summary

Dara – the Executive Branch says there are 9 positions not showing on their list – would you please check? They have listed:

- Receptionist CL11 - currently filled for 2 months from PSA (Don) Don Privet is included in count and will be in August forecast.
- Scheduling Clerk A018 - currently filled for 2 months from PSA (Bev) There are no A018s or anyone named Bev in CHIPS. Will not be in August forecast unless told otherwise.
- Admin/Support CL14 filled by Elizabeth Parkinson (*but I think you now have that transferred over from the DM's list, along with Wong and Nash*) Parkinson is showing as a BMS1 in CHIPS, which appears to be like a Band 1. Included in count and will be in August forecast.
- EA to the Premier Band B currently in hiring process Two Band B positions were identified but were not funded in budget lift. Not included in count and will not be in August forecast unless told otherwise.
- Support Staff CL 11 (currently in hiring process) – Vancouver Cab Office E. Macmillan indicated would not be filled. Not included in count and will not be in August forecast unless told otherwise.
- Executive Assistant Band B Vacant - Vancouver Cab Office This is new. Not included in count and will not be in August forecast unless told otherwise.
- 3 Manager Stakeholder Relations Band 3 currently in hiring process - Vancouver Cab Office Only 1 position originally identified - E. Macmillan indicated would not be filled so not in count and will not be in August forecast unless told otherwise. Two of these are new – not in count and August forecast unless told otherwise.

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Monday, September 11, 2017 4:07 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: PREM Staffing Summary

Ok, updated, thanks

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 4:05 PM  
**To:** Landry, Dara M FIN:EX  
**Subject:** RE: PREM Staffing Summary

1. In the Correspondence Branch, it is my understanding that the<sup>s.22</sup> position has ended and will not be filled, so the chart should only show 8 positions, not 9
2. Still confirming with Executive Branch but doubt I will get final numbers to you til tomorrow sometime – or a later time.

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Monday, September 11, 2017 2:09 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: PREM Staffing Summary

Ok made that change but does not change counts

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 1:37 PM  
**To:** Landry, Dara M FIN:EX  
**Subject:** RE: PREM Staffing Summary

Dara – I think the Vacant EAA listed at 2072.31 should be deleted and the Ck 9 position should be funded. However, it will remain vacant for some time

I am checking with Executive Branch on their numbers and hope to finalize everything with you soon

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Monday, September 11, 2017 12:59 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: PREM Staffing Summary

No, it was not counted in either Jul 8 numbers and not included in Sep 2 numbers ... do you want to count under DMO in Sep 2 now ?

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 12:55 PM  
**To:** Landry, Dara M FIN:EX  
**Subject:** RE: PREM Staffing Summary

There was also vacant Clerk 9 on the bottom of the DMO list – do you know where that was to go? There were no funds put to it but it counted as a FTE

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Monday, September 11, 2017 12:48 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: PREM Staffing Summary

Yes, Wong, Nash and Parkinson are now on Executive branch payroll...only an increase of 9 as Aug 18 info included s.22 ..do you want to attribute another 1 somewhere to bring to 10 ?

## OFFICE OF THE PREMIER

### STAFFING AND BI-WEEKLY SALARIES

Employee Name	Classification	as at Jul 08/17	Actual / Plan as at Sep 02	Increase/
<b>Executive Operations</b>				
Deputy Minister's Office		8	16	8
Cabinet Operations		16	15	(1)
<b>Total Executive Operations</b>		<b>24</b>	<b>31</b>	<b>7</b>
<b>Premier's Office</b>				
Executive Branch		20	19	(1)
Correspondence Branch		7	9	2
<b>Total Premier's Office</b>		<b>27</b>	<b>28</b>	<b>1</b>
<b>Intergovernmental Relations Secretariat</b>				
IGR Operations		26	27	1
Francophone Affairs Program		2	2	0
<b>Total IGRS</b>		<b>28</b>	<b>29</b>	<b>1</b>
<b>TOTAL OFFICE OF THE PREMIER</b>		<b>79</b>	<b>88</b>	<b>9</b>

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 11, 2017 12:26 PM  
**To:** Landry, Dara M FIN:EX  
**Cc:** Richards, Tara R FIN:EX  
**Subject:** RE: PREM Staffing Summary

Dara – a couple of questions on the DM's staff list

- s.22 TA ended Sept 1 – is that noted on the 'going forward' somewhere?
- Tamarra Wong, Amber Nash and Elizabeth Parkinson are in the Executive Branch office – can those be transferred there? I think I let Steve Klak know about this a few weeks ago but the system may not have updated it yet.

If these points can be corrected, could we have new printouts?

Thanks  
Shelley

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Monday, September 11, 2017 11:57 AM  
**To:** Canitz, Shelley L PREM:EX

Cc: Richards, Tara R FIN:EX  
Subject: RE: PREM Staffing Summary

Hi Shelley,

The staffing levels below that were used to support the budget lift were based on info as at August 18 – see 'going forward' column in detail tab in attached.

We are updating according to Sep 2 payroll data and will share that with you when available.

Dara

---

From: Canitz, Shelley L PREM:EX  
Sent: Monday, September 11, 2017 11:51 AM  
To: Landry, Dara M FIN:EX  
Cc: Richards, Tara R FIN:EX  
Subject: RE: PREM Staffing Summary

Dara – are you able to confirm where Vanc Cabinet Office staff are allocated?

---

From: Landry, Dara M FIN:EX  
Sent: Monday, September 11, 2017 9:04 AM  
To: Canitz, Shelley L PREM:EX  
Cc: Richards, Tara R FIN:EX  
Subject: FW: PREM Staffing Summary

Hi Shelley,

As requested.

Dara

OFFICE OF THE PREMIER				
STAFFING SUMMARY				
		as at Jul 08/17	Going Forward	Variance
Executive Operations				
Deputy Minister's Office		8	20	12
Cabinet Operations		16	15	(1)
TOTAL EXECUTIVE OPERATIONS		24	35	11
Premier's Office				
Executive Branch		20	15	(5)
Correspondence Branch		7	9	2
TOTAL PREMIER'S OFFICE		27	24	(3)
Intergovernmental Relations Secretariat				
IGR Operations		26	28	2
Francophone Affairs Program		2	2	0
TOTAL IGRS		28	30	2
		79	89	10

**Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 15, 2017 9:57 AM  
**To:** Cavanagh, Judy PREM:EX  
**Subject:** RE: OP Service Plan - new final vi Sersions

Yes! thanks

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

From: Cavanagh, Judy PREM:EX  
Sent: Friday, September 15, 2017 9:42 AM  
To: Canitz, Shelley L PREM:EX  
Subject: RE: OP Service Plan - new final vi Sersions

Hi Shelley,

Page 7 those numbers are prior to the "lift" in the updated budget. In the supplement to the estimates the numbers are different ---

Premier's office - 3,062  
Executive Ops - 5,131

Total \$11,011 instead of 9 million or so.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

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

From: Canitz, Shelley L PREM:EX  
Sent: Friday, September 15, 2017 8:27 AM  
To: Cavanagh, Judy PREM:EX  
Subject: FW: OP Service Plan - new final versions

Judy - see page 7 - that is our aim for 2017/18 and an estimate for beyond

Once we get the final sheet from Dara and Erin, we can see where we are with our staff list against the Service Plan.

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

From: Periwal, Sukumar IGRS:EX  
Sent: Monday, August 28, 2017 5:00 PM  
To: Canitz, Shelley L PREM:EX; Mercier, Veronique IGRS:EX; Brubacher, Kelly IGRS:EX

Subject: OP Service Plan - new final versions

Colleagues - CARO/TBC/FIN updated the service plan resource summary again, so please consider the attached versions the new final ones for your future reference. I am told the attached pdf will be going to Queens's Printer. Many thanks for your patience and help.  
Sukumar

## Wensink, Alison PREM:EX

---

**From:** Wright, Don J. PREM:EX  
**Sent:** Friday, September 15, 2017 3:24 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: s.22

Great. Thanks.

Sent from my iPhone

On Sep 15, 2017, at 3:14 PM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Don - s.22  
s.22

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 15, 2017 3:37 PM  
**To:** MacMillan, Elizabeth PREM:EX  
**Cc:** Hendry, Jackie PREM:EX  
**Subject:** s.22

Elizabeth - s.22  
s.22

Many thanks  
Shelley

## Wensink, Alison PREM:EX

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Friday, September 15, 2017 4:31 PM  
**To:** Oliver, Chrissy PSA:EX; Canitz, Shelley L PREM:EX  
**Cc:** Halls, Lori D PSA:EX  
**Subject:** RE: s.22

Hi Chrissy,

s.22

Thank you,  
Jackie

---

**From:** Oliver, Chrissy PSA:EX  
**Sent:** Friday, September 15, 2017 3:48 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Halls, Lori D PSA:EX; Hendry, Jackie PREM:EX  
**Subject:** RE: s.22

s.22

Thanks Shelley.

Chrissy

Chrissy Oliver, Lead, Executive Initiatives  
Office of the Deputy Minister | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.356.8385  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 15, 2017 3:46 PM  
**To:** Oliver, Chrissy PSA:EX  
**Cc:** Halls, Lori D PSA:EX; Hendry, Jackie PREM:EX  
**Subject:** s.22

Chrissy – s.22  
s.22

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



## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 20, 2017 8:54 AM  
**To:** Dicks, Erin L FIN:EX  
**Cc:** Landry, Dara M FIN:EX  
**Subject:** RE: PREM Aug forecast.xlsx

Ering – with regards to bullets 5 and 7, these are staff in the Priorities and Accountabilities Office (ADM – Suzanne Christensen):

- Jon Robinson is on your spreadsheet as a Director, Band 4
- Two Director Band 4s (Leila Farmer, Stephanie Prepik) started Sept 18
- The 4<sup>th</sup> Director Band 4 is not yet hired – please put salary costs in for that position starting Nov 1
- The final 2 Director Band 4 positions should be listed there, but not have costs against them until April 1
- There is a Exec Admin Assistant that is currently filled by Eleanor Mulloy on an TA – regardless of when Eleanor's TA ends, that position should be funded permanently
- Is there a second EAA? If so, we don't need it – please remove it.
- Please keep the Clerk 9 position on the spreadsheet but do not fund it until April 1

## 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:** Dicks, Erin L FIN:EX  
**Sent:** Tuesday, September 19, 2017 2:52 PM  
**To:** Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX  
**Cc:** Landry, Dara M FIN:EX  
**Subject:** RE: PREM Aug forecast.xlsx

Good afternoon Judy and Shelley...

I have a few questions based on what I'm seeing in CHIPS.

- Elizabeth Parkinson is in position s.22, as a BMS1 with biweekly pay of \$2,146.47, starting July 27<sup>th</sup> and ending September 28<sup>th</sup>. I have confirmed she is being paid accordingly. For forecasting purposes, should she be forecasted at a clerk 14 rate from September 29<sup>th</sup> onwards?
- Bev Crozier is not showing in CHIPS at all. Can you tell me her start date (and end date if there is one) and salary?
- I will assume s.22 position will be filled right as he vacates it, unless you believe it will be sooner/later.
- s.22 is shown as having started July 26<sup>th</sup> and terminating September 30<sup>th</sup>. s.22 s.22. For forecasting purposes should I forecast her replacement from October 1 onwards?
- For position s.22 in DMO, we had the name s.22 but she never showed up in CHIPS. Now CHIPS is showing a Stephanie Papik in that position. Can I assume s.22 is not coming and Stephanie is her replacement?
- Wanted to clarify which 6 vacancies in the PO will have salary costs soon, and whether October 15<sup>th</sup> is a good assumed starting date. I show 7 vacant positions: three Band 3 (all new), two Band B s.22 and s.22, one clerk 14 (s.22) and one clerk 11 (s.22).

- In the DMO we are showing six vacancies. There are four Band 4 (we show 2 starting October 1<sup>st</sup>, and 2 starting April 1<sup>st</sup>), one Exec Admin Assistance (we're forecasting having started September 4<sup>th</sup>) and one Clerk 9 who we are not forecasting at all. Does this information sound correct?

Thanks.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 14, 2017 5:30 PM  
**To:** Cavanagh, Judy PREM:EX; Landry, Dara M FIN:EX  
**Cc:** Dicks, Erin L FIN:EX  
**Subject:** RE: PREM Aug forecast.xlsx

Judy – I think the 6 vacancies in the Premier's Operations sections should have salary costs set against them starting soon – correct? Maybe October 15?

In fact, I think you said all of the positions listed should have costs against them through to year end – so those positions with temp staff in them will be permanent positions in the near future.

Dara and Erin – once you have this next version updated, would you send Judy and me a copy?

Please remind me – which budget is severance costs put in? PSA?

---

**From:** Cavanagh, Judy PREM:EX  
**Sent:** Thursday, September 14, 2017 5:21 PM  
**To:** Landry, Dara M FIN:EX; Canitz, Shelley L PREM:EX  
**Cc:** Dicks, Erin L FIN:EX  
**Subject:** RE: PREM Aug forecast.xlsx

Hi All,

Shelley asked me to confirm information regarding Premier operations and correspondence branch. Based on this last email I'm not sure I've got the right row numbers so, I won't reference #'s but rather names.

#### Premier's Operations

ROW 96 Elizabeth Parkinson position s.22 is being temporarily filled by Bev Crozier until the end of October.(hiring in process)  
 ROW 111 Elizabeth Parkinson should be s.22 CL 14 (currently showing as vacant) temporarily filled (hiring in process)  
 ROW 97 Donald Privett s.22 CLK 11 temporarily filled until the end of October (hiring in process)  
 6 vacancies (hiring in process)

#### Correspondence

Sonja Ahlers s.22 is CL 9 Step 2  
 Kayla Huycke is Comm O14R Step 1  
 Allegra Wolanski s.22 Comm O14R Step 1  
 Susan Farmer s.22 Band 3 (temporarily filled) hiring in process

The 2 new VACANT positions as listed should be deleted (Correspondence has 8 FTE positions)

Give me a call if you need further clarification.

Thanks.

Judy

**Judy Cavanagh** | Executive Director, Operations and Strategic Initiatives  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [judy.cavanagh@gov.bc.ca](mailto:judy.cavanagh@gov.bc.ca)

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Thursday, September 14, 2017 3:22 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Dicks, Erin L FIN:EX; Cavanagh, Judy PREM:EX  
**Subject:** RE: PREM Aug forecast.xlsx

Rows 116/117 are same position # as <sup>s.22</sup> is replaced by Farmer.

Huycke in row 120 is now position <sup>s.22</sup>

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 14, 2017 2:32 PM  
**To:** Landry, Dara M FIN:EX  
**Cc:** Dicks, Erin L FIN:EX; Cavanagh, Judy PREM:EX  
**Subject:** RE: PREM Aug forecast.xlsx

Question on position numbers in Correspondence Branch – Rows 115 and 120 seem to have the same position number – is that correct?

Judy will also be getting back to you soon on edits for the Executive Branch and Correspondence Branch

Shelley

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Wednesday, September 13, 2017 12:48 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Dicks, Erin L FIN:EX  
**Subject:** PREM Aug forecast.xlsx

For discussion at 1pm

## **Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 20, 2017 5:48 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** moving expenses

- 1) Maura – I asked Finance where moving expenses are in the OoP budget – they said: Relocation costs would be recorded in STOB 52 (STOB 5225 for taxable benefits and STOB 5226 for non-taxable benefits). There is no budget specifically for moving expenses (at the 4 digit STOB level).

STOB 52 is your benefits STOB (50 is the salary STOB) and it holds lots of benefits costs

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 22, 2017 12:16 PM  
**To:** Wright, Don J. PREM:EX  
**Subject:** FW: PREM Aug forecast.xlsx  
**Attachments:** PREM Aug forecast.xlsx

Don – as mentioned, could we discuss the salary forecast for 18/19? If you go to column AP in the attached spreadsheet (tab 'Salary Forecast'), you will see the projection.

Judy is discussing this with Geoff, as well.

---

**From:** Landry, Dara M FIN:EX  
**Sent:** Wednesday, September 13, 2017 12:48 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Dicks, Erin L FIN:EX  
**Subject:** PREM Aug forecast.xlsx

For discussion at 1pm

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 22, 2017 12:27 PM  
**To:** Wright, Don J. PREM:EX  
**Subject:** Estimates preparation

Don – who should go into Estimates with the Premier? At the moment, we are not forecast to be in the main chamber, so you could likely take more than 4 staff. I presume you would go; Finance EFO is available to attend – who else?

I would also like to discuss topics/materials – Finance will bring in the main Financial materials. Past debates have shown that a lot of policy questions gets asked so we can start to get a list of topics for background materials – we can work on that with downstairs staff (we all met with Finance so they will be discussing this with Geoff, too).

## Wensink, Alison PREM:EX

---

**From:** Christensen, Suzanne PREM:EX  
**Sent:** Monday, September 25, 2017 4:41 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Planning for estimates debate

Shelley, I'm good with it except for the last bit. I think it would be more nimble for the issues team to coordinate the responses during the estimates. I've talked to Matt Hannah and he's good with this. He is also going to send along the current TOC for the Premier's QP binder, which can be added to the other TOC we're going to get.

Suzanne  
250-387-3563

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 25, 2017 2:29 PM  
**To:** Christensen, Suzanne PREM:EX  
**Subject:** FW: Planning for estimates debate

Suzanne – are you ok with this process for involvement of your office for Estimates?

DMO requests the Table of Contents (TOC) of each Ministry's Estimate Binder

- PAO reviews the TOC and compiles a list of major issues.
  - Don and Geoff (or their delegate) review the list to determine what should be in the binder
- DMO requests the Ministry briefing note
- If required PAO writes a new BN incorporating information from the Ministry
- In addition, The PAO staff tracks new issues as they arise in the debates. DMO requests the Ministry briefing note and if required, PAO writes a new BN.

**Wensink, Alison PREM:EX**

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 27, 2017 2:52 PM  
**To:** Cavanagh, Judy PREM:EX  
**Subject:** FW: 2 more questions about the budget

Judy – please see info re STOB 61 to date for both offices – I am hopeful that most transition invoices have been sent it.

---

**From:** Dicks, Erin L FIN:EX  
**Sent:** Wednesday, September 27, 2017 2:30 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Hendry, Jackie PREM:EX; Klak, Steve M FIN:EX; Manak, Nicky FIN:EX  
**Subject:** RE: 2 more questions about the budget

Hi Shelley..

The entire \$24,973 in the PO is for 1048216 B.C. LTD, which is Steve Carr.

Here is a summary of the STOB 61 billings in the EO. Up to the end of August there were \$263,505 in expenditures. So far in September another \$121k worth of expenditures have gone through as well. I believe most of the charges below are either the Emerson contract or transition contracts.

Amount	Period					
VENDOR	PO#	1	2	3	4	
1034 TOKYO RESOURCES INC.	C18PREM1505					
ALLEVATO QUAIL & WORTH	C18PREM1482				10,185	713
BEHRENS, MARLENE	C18PREM1508					
BERESFORD, CHARLEY	C18PREM1483				7,600	
DAVID LOUKIDELIS QC LAW CORPORATIO	C18PREM1504					4,730
EMERSON SERVICES LTD.	C17PREM1461	0	16,891	16,667	16,667	
GEARY, VANESSA	C18PREM1478				3,600	
GUNTON, THOMAS	C18PREM1488				5,000	
HARRIS, ERIC J	C18PREM1503					
HURTIG, JANE*	C18PREM1480				10,400	
JANG, KERRY L	C18PREM1476					4,000
KINKAID, CHRIS	C18PREM1489				7,400	
KOYSTRA, EUGENE	C18PREM1479					29,442
LANE, PATRICIA	C18PREM1484				6,000	
LEGUILLOUX, MARG J*	C18PREM1506					
LLOYD, EVAN	C18PREM1491					
MALCOLMSON, JOHN	C18PREM1481					6,000
MANTON, KIM	C18PREM1500					225
MCGREGOR, CARA M*	C18PREM1502				11,450	
MEGGS, GEOFF	C18PREM1495					13,826
MONCKTON, NEIL	C18PREM1484				6,213	
OLIPHANT PUBLIC AFFAIRS	C18PREM1489			7,050	0	
ONE TON CONSULTING INC.	C18PREM1468			4,550	0	
ORECK, MRA	C18PREM1496					
PERRY, DAVID ALLAN	C18PREM1473				7,600	
REDLIN, BLAIR	C18PREM1472					14,936
REEVE, IAIN	C18PREM1490				1,100	
REYNOLDS, KEITH	C18PREM1471					5,600
RICHMOND, ANNE CAROLYN	C18PREM1486				6,400	
ROMAR COMMUNICATIONS LTD.	C18PREM1497				13,787	
SAUER, DARWIN M*	C18PREM1492					
SQUANCE, LEAH	C18PREM1474				7,442	
STEPHENSON, SAMUEL HOLT	C18PREM1501					
THE CAVANAGH STRATEGY GROUP INC.	C18PREM1470				18,027	
<b>Grand Total</b>		<b>0</b>	<b>16,891</b>	<b>28,267</b>	<b>138,871</b>	<b>79,476</b>

From: Canitz, Shelley L PREM:EX  
Sent: Monday, September 25, 2017 5:10 PM  
To: Dicks, Erin L FIN:EX  
Cc: Hendry, Jackie PREM:EX; Klak, Steve M FIN:EX; Manak, Nicky FIN:EX  
Subject: RE: 2 more questions about the budget

That's the \$263K billed to date? Is that the only billing in that stob for the EO?

What is the \$24K in the PO STOB 61?

---

**From:** Dicks, Erin L FIN:EX  
**Sent:** Monday, September 25, 2017 5:03 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Hendry, Jackie PREM:EX; Klak, Steve M FIN:EX; Manak, Nicky FIN:EX  
**Subject:** RE: 2 more questions about the budget

Hi Shelley... the contract is coded to the DMO, STOB 61. The contract itself was signed by Kim Henderson, and Michelle Leamy signed as EA on the contract checklist. The term of the contract runs from Feb 14/17 to Feb 13/18.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 25, 2017 3:48 PM  
**To:** Dicks, Erin L FIN:EX  
**Cc:** Hendry, Jackie PREM:EX; Klak, Steve M FIN:EX; Manak, Nicky FIN:EX  
**Subject:** RE: 2 more questions about the budget

Is it in the EO's budget? Stob 61?

End date of contract?

---

**From:** Dicks, Erin L FIN:EX  
**Sent:** Monday, September 25, 2017 3:33 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Hendry, Jackie PREM:EX; Klak, Steve M FIN:EX; Manak, Nicky FIN:EX  
**Subject:** RE: 2 more questions about the budget

Hi Shelley... the original contract was signed off by Michelle Leamy as expense authority. The latest invoice had Alison Wensink signing off as qualified receiver (QR). No additional expense authority is required on each individual invoice as the expense was essentially already approved when the contract was signed off. It just requires someone to sign off as QR to ensure that the goods/services were in fact received.

Hope that helps.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, September 25, 2017 2:26 PM  
**To:** Dicks, Erin L FIN:EX  
**Cc:** Hendry, Jackie PREM:EX  
**Subject:** RE: 2 more questions about the budget

Erin – did you find out who has been signing off the Emerson invoices? Do you also have a copy of the contract?

---

**From:** Dicks, Erin L FIN:EX  
**Sent:** Wednesday, September 20, 2017 5:39 PM  
**To:** Canitz, Shelley L PREM:EX; Landry, Dara M FIN:EX; Klak, Steve M FIN:EX; Manak, Nicky FIN:EX  
**Cc:** Cavanagh, Judy PREM:EX; Hendry, Jackie PREM:EX  
**Subject:** RE: 2 more questions about the budget

Hi Shelley... based on the service contract checklist Michelle Leamy was originally the contract manager, but obviously someone else has been signing off since. Nicky, can you please check one of the latest invoices paid and see who was EA?

Steve beat me to answering the second question 😊

---

**From:** Canitz, Shelley L PREM:EX

**Sent:** Wednesday, September 20, 2017 5:17 PM

**To:** Landry, Dara M FIN:EX; Dicks, Erin L FIN:EX; Klak, Steve M FIN:EX

**Cc:** Cavanagh, Judy PREM:EX; Hendry, Jackie PREM:EX

**Subject:** 2 more questions about the budget

- 1) Who is the contract manager (signing off invoices, etc) for David Emerson's contract?
- 2) Are staff moving expenses in the budget and if so, which STOB?

Thanks

Shelley

## Wensink, Alison PREM:EX

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, September 27, 2017 3:12 PM  
**To:** MacMillan, Elizabeth PREM:EX  
**Subject:** FW: Early Budget 2018 direction - Fiscal Plan Neutral Requests  
**Attachments:** Estimates Adjustment Template.xls

**Importance:** High

Elizabeth – are all your STOBs/allocation what you want them to be in 18/19? Is there anything in your budgets (for your unit or Cab Committees) that there would be a good operational reason to adjust?

If there is, would you please let me know. I will be talking to Don about the allocations currently in our office to see if any should be adjusted – do not know if he will concur but am checking anyway

---

**From:** FIN Budgets FIN:EX  
**Sent:** Wednesday, September 27, 2017 9:01 AM  
**To:** Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Cavanagh, Judy PREM:EX; Carr, Helen IGRS:EX; Elliott, Genevieve IGRS:EX  
**Subject:** FW: Early Budget 2018 direction - Fiscal Plan Neutral Requests  
**Importance:** High

Hi

As you may know, it's budget fix time again. We have received direction from TBS that they would like all net zero budget fixes before **October 16th**. To give us time to review, we would appreciate receiving budget fixes from the divisions by the end of the day **October 11<sup>th</sup>**. I've attached the budget fix form for you to fill out. Please send any budget fix requests to FIN Budgets.

To make the TBS approval process easier please provide explanatory notes on the reason(s) for the adjustment either in the form itself or in the associated email. TBS usually asks questions as to why the budget fix is required, and it speeds the process up considerably if we already have the information from you.

If you wish to do any budget fixes that require a net budget increase, we will need to provide a detailed briefing note to TBS supporting the increase. Please contact Erin Dicks to discuss.

Some of the specific issues for the Premier's Office that we are aware of include:

- PREM - STOB 5936 – IGRS chargebacks ministry allocation recalculation

If you have any questions or would like to meet to discuss, please contact FIN Budgets.

Thanks,  
Nicky

**Wensink, Alison PREM:EX**

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 28, 2017 9:33 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: OIC  
**Attachments:** 372-2017.pdf

For your information

---

**From:** Dardengo, Doris JAG:EX  
**Sent:** Thursday, September 28, 2017 9:27 AM  
**To:** Hendry, Jackie PREM:EX; Bissenden, Kim PENC:EX; Canitz, Shelley L PREM:EX; Phillips, Dawn-Lynn PSA:EX; PensionsBC, Plan Operations Admin PENC:EX  
**Subject:** OIC

## Wensink, Alison PREM:EX

---

**From:** Sebastian Silva <sebastian@roundtableconsulting.ca>  
**Sent:** Thursday, September 28, 2017 9:52 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Roundtable - UNDRIP/TRC implementation ++

Good morning Shelley,

Thanks kindly for getting back to me and providing an update on government's response to implementing the UNDRIP and TRC Calls to Action. While i think conversations and initiatives will eventually be taking place in each ministry and work unit at a grass roots levels and it will take many people to lead and facilitate these processes, i fully understand and value the importance of developing a coordinated and coherent strategy on behalf of the province.

Our goal at Roundtable is to support in the way that is most helpful whenever the time is right. We'll be sure to connect with MIRR and please don't hesitate to reach out if you're ever looking for ideas or support.

Kindest regards,

Sebastian Silva  
Roundtable Consulting  
250-686-2363 cell

Sent from my iPhone

On Sep 27, 2017, at 3:47 PM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Sebastian – please accept my apologies for the delay in responding to your email. I am sorry it took so long to get back to you.

Indeed, work involving UNDRIP/TRC is important across the whole of the Government of BC and the Ministry of Indigenous Relations and Reconciliation is leading the engagement with ministries on understanding and moving forward in line with UNDRIP/TRC. It may be best if you contact that ministry to let them know of your experience and interest.

All the best

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:** Sebastian Silva [<mailto:sebastian@roundtableconsulting.ca>]

**Sent:** Thursday, August 31, 2017 11:37 AM

**To:** Canitz, Shelley L PREM:EX

**Subject:** Roundtable - UNDRIP/TRC implementation ++

Hi Shelley,

I hope you're having a great day. I spoke with Shelley Maclean who suggested I reach out to you. We're sharing information with ministries who are looking to implement UNDRIP/TRC. Given the commitments expressed in all the Ministry mandate letters, we imagine that many across government are asking "How can we implement UNDRIP and TRC in our everyday work in a meaningful way?" "How do we go about it?"

At Roundtable we have asked ourselves these questions and have supported organizations who have. We have decades of collective experience working with a range of Indigenous communities, governments and non-profit organizations. And we're still learning - every day.

Attached is a brief 2 pager about some of the services Roundtable offers to build capacity working with Indigenous peoples. If you require support with customized training, planning, engagement, research etc. we'd love to learn more about it. We're fast, responsive and committed to quality products and processes that honour you and all participants.

Thanks Shelley for taking the time to learn about Roundtable. Please don't hesitate to contact me if you have any questions or share this 2 pager with people looking for the services we offer. Happy to meet for coffee or lunch to explore ideas too!

Have a wonderful day,

Sebastian

Principal | Roundtable

Cell (Victoria): 250.686.2363

Office tel. (SaltSpring) s.22

Email: [sebastian@roundtableconsulting.ca](mailto:sebastian@roundtableconsulting.ca)

Website: [www.roundtableconsulting.ca](http://www.roundtableconsulting.ca)

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Please immediately contact the sender if you have received this message in error. Thank you.

## Wensink, Alison PREM:EX

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**From:** Klak, Steve M FIN:EX  
**Sent:** Thursday, September 28, 2017 11:37 AM  
**To:** Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX  
**Cc:** McKinstry, Cindy D FIN:EX; Dicks, Erin L FIN:EX  
**Subject:** RE: Confirmation of Travel Status for Ministers Offices

Hi Shelley, it would be appropriate to record against the DM side of PO. An updated estimate was not include in the August forecast. The staff here will develop a preliminary estimate and we'll circulate shortly

**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*

Corporate  
Services Division  
Ministry of  
Finance



---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 28, 2017 11:26 AM  
**To:** Klak, Steve M FIN:EX; Cavanagh, Judy PREM:EX  
**Cc:** McKinstry, Cindy D FIN:EX; Dicks, Erin L FIN:EX  
**Subject:** RE: Confirmation of Travel Status for Ministers Offices

Steve – which part of the Premier's budget would this come out of and which STOB would it be? Is it in the August Forecast spreadsheet Erin sent last week?

---

**From:** Klak, Steve M FIN:EX  
**Sent:** Thursday, September 28, 2017 11:23 AM  
**To:** Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX  
**Cc:** McKinstry, Cindy D FIN:EX; Dicks, Erin L FIN:EX  
**Subject:** FW: Confirmation of Travel Status for Ministers Offices

Shelley/Judy, presumably you are aware of the direction provided below by Lori.

**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*

Corporate  
Services Division  
Ministry of  
Finance



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**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Thursday, September 28, 2017 10:26 AM  
**To:** Klak, Steve M FIN:EX  
**Subject:** FW: Confirmation of Travel Status for Ministers Offices

FYI – I assume this is coming out of the Premier's Office until the end of September? I do know they are supposed to find suitable accommodation by October 1<sup>st</sup>. I will instruct staff to put the claims through as they have been on hold.

---

**From:** Halls, Lori D PSA:EX  
**Sent:** Thursday, September 28, 2017 10:15 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** RE: Confirmation of Travel Status for Ministers Offices

Cindy

Please accept this email as confirmation that the travel expenses noted below are allowed to continue under the same terms, through September 2017 as we finalize the transition period and get the permanent Ministers' office staff in place.

Lori Halls  
Deputy Minister  
BC Public Service Agency

---

**From:** Halls, Lori D PSA:EX  
**Sent:** Tuesday, August 15, 2017 12:07 PM  
**To:** McKinstry, Cindy D FIN:EX  
**Cc:** Roe, Sandra PSA:EX  
**Subject:** Confirmation of Travel Status for Ministers Offices

Cindy

I am writing to confirm that until permanent hires are in place for the Ministerial Assistant roles in the Ministers' Offices, the Premier's Office have agreed to pay travel expenses to the temporary Ministerial Assistants who are not based in Victoria. This is an interim agreement until permanent MAs are in place.

Please accept this email as confirmation that these travel expenses are allowed during this transition period and individuals have been advised as such. Reimbursement for those on travel status will be at the Group 3 rates.

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 28, 2017 4:10 PM  
**To:** Klak, Steve M FIN:EX  
**Subject:** RE: Business Continuity Plan for OoP

Will do - thanks

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**From:** Klak, Steve M FIN:EX  
**Sent:** Thursday, September 28, 2017 4:03 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Business Continuity Plan for OoP

Hi Shelley, I've been advised that EMBC has been providing assistance in the past and are currently helping Cab Ops. Rian Jones and Brenda McKinley are the BCP contacts at EMBC.

**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*



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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 28, 2017 3:40 PM  
**To:** Klak, Steve M FIN:EX  
**Subject:** Business Continuity Plan for OoP

Steve – do you know if one exists or know of who in your ministry I might talk to about this?

Thanks  
Shelley

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 29, 2017 8:51 AM  
**To:** Halls, Lori D PSA:EX  
**Subject:** RE: are OIC staff outside of salary increase formula?

Is the cap 2%? Is there any guidance on performance?

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**From:** Halls, Lori D PSA:EX  
**Sent:** Thursday, September 28, 2017 8:47 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: are OIC staff outside of salary increase formula?

Yes you should plan out annual increases staff as executives and management are both eligible for increases.

Lori Halls  
Deputy Minister  
BC Public Service Agency

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, September 28, 2017 3:16 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** are OIC staff outside of salary increase formula?

Lori - I am looking at our salary budget for 18/19 and trying to figure out if we need to plan out performance-based annual increases for staff or are OIC staff outside of the guidelines set for general excluded staff?

Thanks

## Wensink, Alison PREM:EX

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 29, 2017 11:56 AM  
**To:** Hendry, Jackie PREM:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** FW: s.22

Forgot to cc Jackie

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 29, 2017 11:54 AM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** s.22

Chrissy – s.22  
s.22

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

**Wensink, Alison PREM:EX**

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 29, 2017 12:27 PM  
**To:** Wong, Tamarra PREM:EX; Higgins, Keira PREM:EX  
**Cc:** Cavanagh, Judy PREM:EX  
**Subject:** Briefing for fall estimates debate for OoP - FYI

Keira and Tamarra – while we are meeting next Friday with Don and Geoff to talk about Estimates, we need to book a meeting with Finance staff (Tara Richards and Steve Klak) about one week before the debate so they can brief us on the finance issues (once we get the approximate date, we can confirm days/time for the briefing).

- Tamarra – please confirm with Geoff who he wants to attend that meeting (Judy; anyone else?)
- Keira – I will attend as well.

Whenever one of us hears when the expected date for Estimates, please let the others know.

thanks

**Wensink, Alison PREM:EX**

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**From:** Richards, Tara R FIN:EX  
**Sent:** Friday, September 29, 2017 4:40 PM  
**To:** Canitz, Shelley L PREM:EX; Klak, Steve M FIN:EX  
**Subject:** RE: preparation for Estimates

Sounds good,

T.

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, September 29, 2017 12:30 PM  
**To:** Richards, Tara R FIN:EX; Klak, Steve M FIN:EX  
**Subject:** preparation for Estimates

Tara and Steve – thanks for your help in Estimates planning. Our office will contact you closer to our debate date to arrange for you both to brief Don and Geoff on the financial issues that may come up from our budget. Don would like the briefing about one week before the debate, so we will confirm times once we have a better idea of when we will be up.

Many thanks  
Shelley

**Shelley Canitz**

Executive Director | Corporate Initiatives  
Office of the Deputy Minister to the Premier  
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250-356-1499