

Higgins, Keira PREM:EX

From: Kennedy, Christine PREM:EX
Sent: Wednesday, August 16, 2017 9:14 AM
To: Canitz, Shelley L PREM:EX; Higgins, Keira PREM:EX
Subject: RE: weekly meetings with Shelley and Christine

Any of those times are fine with me. Thanks for setting this up.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, August 16, 2017 9:12 AM
To: Higgins, Keira PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: weekly meetings with Shelley and Christine

Keira – starting in September, would you please book me weekly 30 minute meetings with Christine. I would prefer not to have it on Monday morning, but anytime Monday aft, Tuesday or Wednesday would be my preference – Christine, please indicate if you have a different preference!

Thank you

Shelley Canitz

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 31, 2017 3:10 PM
To: Christensen, Suzanne PREM:EX
Subject: WOULD YOU LIKE TO ATTEND THIS FIRST MEETING? - ELEANOR Confirmation of Mental Health and Addictions Working Group (MHWG) Meeting September 12, 2017

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

From: Kinnear, Lindsay PREM:EX
Sent: Thursday, August 31, 2017 3:10 PM
To: Clark, Layne PREM:EX; Gervais, Monica PREM:EX; Gunn, Paula MCF:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny MIT:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor FIN:EX; Nash, Amber PREM:EX; Russell, Shannon PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Tello, Romeo PREM:EX; Wakeman, Michelle PSSG:EX; White, Christine CSCD:EX; White, Emily MCF:EX; Wong, Tamarra PREM:EX
Subject: WOULD YOU LIKE TO ATTEND THIS FIRST MEETING? - ELEANOR Confirmation of Mental Health and Addictions Working Group (MHWG) Meeting September 12, 2017

Good Afternoon,

Please note the following Mental Health and Addictions Working Group (MHWG) meeting is now confirmed in your Minister/Officials' Calendar.

MHWG

Tuesday September 12th, 2017

1:30 p.m. – 3:30 p.m.

Light refreshments will be served
Chambers

Thank you,
Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983



Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 31, 2017 8:56 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: Suzannes binder

Please see question below.

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

From: Massy, Michelle E PREM:EX
Sent: Thursday, August 31, 2017 8:47 AM
To: Mulloy, Eleanor FIN:EX
Cc: Kinnear, Lindsay PREM:EX
Subject: Suzannes binder

Hi Eleanor – does Suzanne want the draft 2-week cabinet binder in hard copy as well or only the one week final material? She receives 2-week to her iPad

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Wednesday, August 30, 2017 11:21 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: CORRECTION: Confirmation of LRC Meeting - Sept 5

Importance: High

This meeting is in Vancouver and Victoria (in chambers) so I shall cancel your flights!

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

From: Klus, Arianna PREM:EX
Sent: Wednesday, August 30, 2017 10:17 AM
To: Bracewell, Barb HLTH:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Doyle, Sheila PREM:EX; Fleurant, Kathleen MTIC:EX; Hanna, Jean L PREM:EX; Higgins, Keira PREM:EX; Hill, Robert LASS:EX; Johnson, Lisa E AGRI:EX; Kang, Gurbrinder LASS:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny MIT:EX; Massy, Michelle E PREM:EX; Moore, Gayle JAG:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Powell, Charlotte PREM:EX; Preyde, Anne M PREM:EX; Russell, Shannon PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Swystun, Corinne L JAG:EX; Tello, Romeo PREM:EX; Wakeman, Michelle PSSG:EX; Wong, Tamarra PREM:EX
Subject: CORRECTION: Confirmation of LRC Meeting - Sept 5
Importance: High

Please note the following correction to the LRC meeting time:

The meeting will be held from 3:15pm – 5:15pm, **NOT** 1:00pm – 3:00pm

Tuesday, September 5th, 2017
3:15pm – 5:15pm
Vancouver Chambers Office / Chambers
Light refreshments will be served

Arianna Klus
Cabinet Committee Assistant
Cabinet Operations, Office of the Premier
T: (250) 356-6187 C: (250) 213-8216

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From: Klus, Arianna PREM:EX
Sent: Wednesday, August 30, 2017 10:11 AM
To: Bracewell, Barb HLTH:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Doyle, Sheila PREM:EX; Fleurant, Kathleen MTIC:EX; Hanna, Jean L PREM:EX; Higgins, Keira PREM:EX; Hill, Robert LASS:EX; Johnson, Lisa E AGRI:EX; Kang, Gurbrinder LASS:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny MIT:EX; Massy, Michelle E PREM:EX; Moore, Gayle JAG:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Powell, Charlotte PREM:EX; Preyde, Anne M PREM:EX; Russell, Shannon PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Swystun, Corinne L JAG:EX; Tello, Romeo PREM:EX; Wakeman, Michelle PSSG:EX; Wong, Tamarra PREM:EX

Subject: Confirmation of LRC Meeting - Sept 5
Importance: High

Good Morning,

Please note the following Legislative Review Committee (LRC) meeting has been **CONFIRMED** in your Minister's/Official's/MLA's Calendars.

Confirm the attendance of your Minister/Official/MLA, and which location they will be attending, by responding to this email ***ASAP***.

If requesting leave, please contact Michelle Wakeman, and CC: Charlotte Powell, and myself for the attendance survey.

Legislative Review Committee (LRC)

Tuesday, September 5th, 2017
1:00pm – 3:00pm
Vancouver Chambers Office / Chambers
Light refreshments will be served

Thank you,

Arianna Klus
Cabinet Committee Assistant
Cabinet Operations, Office of the Premier
T: (250) 356-6187 C: (250) 213-8216

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

From: Mulloy, Eleanor PREM:EX
Sent: Wednesday, August 30, 2017 10:36 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: Cabinet Meeting - September 7th

Please see below and I have confirmed your attendance.

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

From: Kinnear, Lindsay PREM:EX
Sent: Wednesday, August 30, 2017 10:32 AM
To: Mulloy, Eleanor FIN:EX
Subject: RE: Cabinet Meeting - September 7th

Just sent out the confirmation. This meeting is confirmed only an hour and it's mainly for House Sitting prep the next day. It will not be broadcasted in Chambers as they don't find it necessary to do so.

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

From: Mulloy, Eleanor FIN:EX
Sent: Wednesday, August 30, 2017 10:00 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: Cabinet Meeting - September 7th

Thanks Lindsay. I just need to cancel stuff 24 hours beforehand so all good

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

From: Kinnear, Lindsay PREM:EX
Sent: Tuesday, August 29, 2017 4:34 PM
To: Mulloy, Eleanor FIN:EX
Subject: Re: Cabinet Meeting - September 7th

Hi Eleanor,

September 7th is still a HOLD. It's only short brief meeting with no materials being handed out for the ministers.

Still waiting for the confirmation.

Thanks,
Lindsay

Lindsay Kinnear

Cabinet Operations
Ph: 250-217-1983

On Aug 29, 2017, at 4:29 PM, Mulloy, Eleanor FIN:EX <Eleanor.Mulloy@gov.bc.ca> wrote:

Just wondering if the meeting next Thursday will also be in Chambers here in town with video conferencing to Vancouver ? We would to avoid the costs of sending folks over and hotel fees.

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Tuesday, August 29, 2017 3:27 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: HOLD Dates for Environmental Land Use Committee (ELUC)

Importance: High

I have rsvp'd for you to attend this first meeting and the rest are in your calendars as FYI.

I will be working with Alison next week on getting us a blank calendar we can use for all the committee/group meetings

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

From: Kinnear, Lindsay PREM:EX
Sent: Tuesday, August 29, 2017 10:52 AM
To: Brosz, Corinne M ENV:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Finkel, Paul PREM:EX; Hansen, Lucy MEM:EX; Higgins, Keira PREM:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny MIT:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor FIN:EX; Nash, Amber PREM:EX; Roberts, Connie A ABR:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Silverio, Lisa FLNR:EX; Tello, Romeo PREM:EX; Winstanley, Lori EMPR:EX; Wong, Tamarra PREM:EX
Subject: HOLD Dates for Environmental Land Use Committee (ELUC)
Importance: High

Good Morning,

Please **HOLD** the following new **ELUC** meeting dates in your Minister/Officials' Calendars.

ELUC – All meetings will be held in Chambers

Monday, September 18 th , 2017	7:00 p.m. – 9:00 p.m.	Chambers
Monday, October 16 th , 2017	7:00 p.m. – 9:00 p.m.	Chambers
Monday, October 30 th , 2017	7:00 p.m. – 9:00 p.m.	Chambers
Monday, November 20 th , 2017	7:00 p.m. – 9:00 p.m.	Chambers
Monday, December 4 th , 2017	2:00 p.m. – 4:00 p.m.	Chambers

Regards,

Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Tuesday, August 29, 2017 8:59 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: Corporate Executive Meeting - Monday, October 2, 2017

In your calendar and I will rsvp for you.

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

From: Christensen, Suzanne PREM:EX
Sent: Monday, August 28, 2017 4:57 PM
To: Mulloy, Eleanor FIN:EX
Subject: RE: Corporate Executive Meeting - Monday, October 2, 2017

Well then I guess I'll be going. Can you book me in?

From: Mulloy, Eleanor FIN:EX
Sent: Monday, August 28, 2017 2:48 PM
To: Christensen, Suzanne PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: FW: Corporate Executive Meeting - Monday, October 2, 2017

Please see below.

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

From: Roe, Sandra PSA:EX
Sent: Monday, August 28, 2017 2:47 PM
To: Mulloy, Eleanor FIN:EX
Subject: RE: Corporate Executive Meeting - Monday, October 2, 2017

Corporate Executive is all DMs, Associate DMs and ADMs. These meetings are held from time to time as an opportunity for the DM to the Premier to meet with this group to discuss various things; upcoming initiatives, government direction, etc. This will be the first Corporate Executive with Don Wright since our new government started so I expect it will be an opportunity for him to talk about gov't priorities, what's in store over the next 3 – 6 months, etc. These are important meetings and attendance is expected unless there is something quite pressing in conflict with it.

S

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 28, 2017 4:20 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: Confirmation for Miss Suzanne Christensen

Please see below.

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

From s.15
Sent: Monday, August 28, 2017 4:15 PM
To: Mulloy, Eleanor FIN:EX
Subject: Confirmation for Miss Suzanne Christensen

s.15

Confirmation #	s.22
First Name	Suzanne
Last Name	Christensen
Arrival Date	Wednesday, 06 Sep, 2017
Arrival Time	5:00 PM
Departure Date	Thursday, 07 Sep, 2017
Number Of Nights	1
Number Of Adults	1
Room Type to Charge	s.15 Cityview King NS

Rate Per Room Per Night
Cancellation Policy
Cancellation Date to Avoid
Penalty
Cancellation Amount

CAD 299.00
24 hours prior to arrival
Tuesday, 05 Sep, 2017
CAD 351.33
Local Currency
The amount may be subject to taxes, gratuities, resort levy or
other fees

s.15

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 28, 2017 3:39 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Here are the flights I booked for your trip next week for Cabinet. These can be changed at no charge.

I have an inquiry in on using you're your account for flights

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

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Monday, August 28, 2017 3:37 PM
To: Mulloy, Eleanor FIN:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

HAS # s.17
Company Office Of The Premier - Deputy Minister's Office

Booking s.22

Wednesday, September 6, 2017

Invoice s.17

Flight #360/Twin Otter**16:00 Victoria Harbour / Map****16:35 Vancouver Harbour / Map****35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Office Of The Premier - Deputy****Minister's Office, Female****Add to Calendar**

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Flex	\$186.64

+ Goods and Services Tax	\$9.85
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Billing	\$197.15
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Taxes	\$9.85
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Grand Total	\$207.00
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Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking # **s.22****Thursday, September 7, 2017****Flight #211****10:30 Vancouver Harbour / Map****11:05 Victoria Harbour / Map****35 minutes****KK- Confirmed****Invoice** **s.17**

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Flex	\$186.64

+ Goods and Services Tax	\$9.85
--------------------------	--------

1 Passenger(s) - GoFlex

Office Of The Premier - Deputy

Minister's Office, Female

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Add to Calendar

Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-

refundable)

- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

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Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 28, 2017 2:35 PM
To: Christensen, Suzanne PREM:EX
Subject: iExpense

Coding for iExpense as you will be getting the example email below soon.

Expense details:

Travel Group: GROUP 2
Client Number: 004
Responsibility Centre: 36810
Service Line: 36205
Project Code: 3600000
Primary Approver: Jackie Hendry
Work Location: Victoria (or, if it drills down, Room 272, West Annex)

EXAMPLE EMAIL:

Hello,

I have now submitted a request to have you set up with iExpense.

Once you receive an automated email from 'MSERCASecurityDataAdmin' to confirm that your access has been updated, then you need to update your iExpense employee profile. In order to do this, please follow the instructions below.

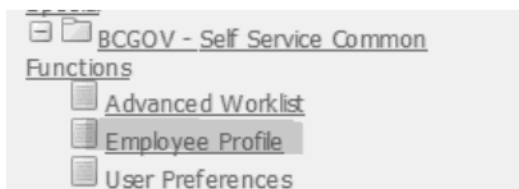
1) Log into the CAS Oracle system through this link:

<https://cassp.gov.bc.ca/SitePages/Home.aspx>

2) Click on EBS in the top right hand corner to log in:



3) Go to BCGOV - Self Service Common Functions responsibility to establish and update your Employee Profile.



You use the Employee Profile to establish the following information:

- Employee details
- Expense details (Travel Group, Client Number, Responsibility Centre, Service Line, Project Code, Primary Approver, and Work Location).

The defaults that you set in your Employee Profile affect iExpenses, iProcurement, and Purchasing.

Whether you are a Traveller, Delegate, Requester, Receiver, or an Approver (Expense Authority), you must complete your Employee Profile before you begin to process expense reports, requisitions, purchase orders, or receipts. Once you have completed your profile, you also must maintain the information

Let me know if you have any issues. Thanks

Laurel Williams

Financial Systems & Management Analyst

Corporate Services Division

Ministry of Finance

Phone: 250 208-4006

<mailto:Laurel.Williams@gov.bc.ca>

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Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 28, 2017 2:32 PM
To: Christensen, Suzanne PREM:EX
Subject: RE: Corporate Executive Meeting - Monday, October 2, 2017

No, we don't know. I just checked with Keira and she has no information on it. I have sent a query to Sandra Roe trying to get an tentative agenda.

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

From: Christensen, Suzanne PREM:EX
Sent: Monday, August 28, 2017 2:23 PM
To: Mulloy, Eleanor FIN:EX
Subject: RE: Corporate Executive Meeting - Monday, October 2, 2017

I don't know what this is, do you?

From: Mulloy, Eleanor FIN:EX
Sent: Monday, August 28, 2017 12:51 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: Corporate Executive Meeting - Monday, October 2, 2017

Will you be attending this meeting?

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

From: Higgins, Keira PREM:EX
Sent: Monday, August 28, 2017 11:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Roe, Sandra PSA:EX
Subject: Corporate Executive Meeting - Monday, October 2, 2017

Hi everyone,

The next Corporate Executive Meeting has been scheduled for Monday, October 2nd from 9:00-12:00 at the Hotel Grand Pacific. Please ensure this meeting is added to your Deputy Minister's calendar and is shared with your Ministry Executives for scheduling purposes. Any questions pertaining to this meeting can be directed to Sandra Roe Sandra.Roe@gov.bc.ca.

Corporate Executive Meeting
Date: Monday, October 2, 2017
Time: 9:00 am to 12:00 pm
Location: Grand Pacific Hotel, Vancouver Island Ballroom
463 Belleville St, Victoria, BC V8V 1X3

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

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 28, 2017 9:47 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Please see change below for your flight tomorrow so you can attend the CCWG meeting at 415. I have rsvp'd for you for that meeting.

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

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Monday, August 28, 2017 9:45 AM
To: Mulloy, Eleanor FIN:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

HAS #

s.17

Company

Office Of The Premier - Deputy Minister's Office

Booking s.22

Tuesday, August 29, 2017

Invoice

s.17

All Skeds - Baggage : Checked Baggage Fee

\$0.00

Flight #351/Twin Otter**15:00 Vancouver Harbour / Map** **15:35 Victoria Harbour / Map** **35 minutes****KK- Confirmed****1 Passenger(s) - GoGold**

. Suzanne Christensen, Female

[Add to Calendar](#)

Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Gold	\$219.97

+ Goods and Services Tax	\$11.52
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Billing	\$230.48
---------	----------

Taxes	\$11.52
-------	---------

Grand Total	\$242.00
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Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

Complimentary Select Seating

50% cancel fee for groups of 4+ if cancelled within 24 hrs departure

Guaranteed Baggage:

50 lbs. All routes

Standby Baggage:

50 lbs. on all routes

\$1/lb. over 50 lbs.

Booking Information

- . **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- . **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- . Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- . **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- . **The maximum weight per single piece of luggage is 50 pounds.**
- . **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- . **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

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Click here to write a review on TripAdvisor.com



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Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 24, 2017 3:37 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

FYI

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

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Thursday, August 24, 2017 3:36 PM
To: Mulloy, Eleanor FIN:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

HAS # s.17

Company Office Of The Premier - Deputy Minister's Office



Booking s.22

Tuesday, September 5, 2017

Invoice s.17

Flight #216

All Skeds - Baggage : Checked Baggage Fee \$0.00

13:30 Victoria Harbour / Map 
14:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
Suzanne Christensen, Female

[Add to Calendar](#)

Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Flex	\$186.64

+ Goods and Services Tax	\$9.85
--------------------------	--------

Billing	\$197.15
---------	----------

Taxes	\$9.85
-------	--------

Grand Total	\$207.00
--------------------	-----------------

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.



Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking s.22

Tuesday, September 5, 2017

Flight #227

18:30 Vancouver Harbour / Map 
19:05 Victoria Harbour / Map 

35 minutes

KK- Confirmed

Invoice s.17

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Non-Peak GO Flex	\$140.92

+ Goods and Services Tax	\$7.57
--------------------------	--------

1 Passenger(s) - GoFlex**Suzanne Christensen, Female**

Billing \$151.43

Taxes \$7.57

[Add to Calendar](#)**Grand Total \$159.00****Fare Conditions:**

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

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- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- **Luggage** restrictions based on fare booked. Please see **Luggage** for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
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Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 24, 2017 9:51 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: Priorities and Accountability Committee - Confirmation of September PA Meetings

Importance: High

FYI

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

From: Kinnear, Lindsay PREM:EX
Sent: Thursday, August 24, 2017 9:44 AM
To: Clark, Layne PREM:EX; Flesh, Cindy AEST:EX; Higgins, Keira PREM:EX; Hill, Robert LASS:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny MIT:EX; Marquis, Yvette FIN:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Robb, Amanda JTST:EX; Roberts, Connie A ABR:EX; Tello, Romeo PREM:EX; White, Emily EDUC:EX
Subject: Priorities and Accountability Committee - Confirmation of September PA Meetings
Importance: High

Good Morning,

Please note the following PA Meetings are now confirmed for September. Please update your Minister/Officials' Calendar.

PA
Thursday September 14th, 2017
2:00 p.m. – 4:00 p.m.
Chambers

PA
Thursday September 28th, 2017
2:00 p.m. – 4:00 p.m.
Chambers

Thank you,

Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 24, 2017 9:37 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: FW: Confirmation of CCWG Tuesday August 29th, 2017

Importance: High

FYI – it was booked for the Monday but has moved to the Tuesday. This is one of the meetings which you asked to be put in your calendar as happening but you do not attend.

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

From: Kinnear, Lindsay PREM:EX
Sent: Thursday, August 24, 2017 9:34 AM
To: Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Higgins, Keira PREM:EX; Iliffe, Liam PREM:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDSI:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nash, Amber PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Tello, Romeo PREM:EX; White, Emily EDUC:EX
Cc: Kovacs, Teresa PREM:EX
Subject: FW: Confirmation of CCWG Tuesday August 29th, 2017
Importance: High

Good Morning,

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

Thank you,

Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

From: Kinnear, Lindsay PREM:EX
Sent: Tuesday, August 22, 2017 1:00 PM
To: Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Higgins, Keira PREM:EX; Iliffe, Liam PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDSI:EX; Morton, Kaitlin MCF:EX; Nash, Amber PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Tello, Romeo PREM:EX; White, Emily EDUC:EX
Cc: Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Preyde, Anne M PREM:EX; Prisiak, Lisa PREM:EX
Subject: Confirmation of CCWG Tuesday August 29th, 2017

Good Afternoon,

Please note the following Child Care Working Group meeting has been confirmed in your Minister/Officials' Calendars.

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

CCWG Meeting

Date: Tuesday August 29th, 2017

Time: 4:15 p.m. – 6:15 p.m.

Location: Chambers

Thank you,

Lindsay Kinnear

Cabinet Operations | Office of the Premier

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

Ph: 250.387.5553 | Cell: 250.217.1983

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 24, 2017 9:12 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

FYI

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

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Thursday, August 24, 2017 9:09 AM
To: Mulloy, Eleanor FIN:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

HAS #

s.17

Company

Office Of The Premier - Deputy Minister's Office

Booking

s.22



Tuesday, September 5, 2017

Invoice s.17

Flight #212

All Skeds - Baggage : Checked Baggage Fee

\$0.00

11:30 Victoria Harbour / Map 
12:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
Suzanne Christensen, Female

[Add to Calendar](#)

Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Flex	\$186.64

+ Goods and Services Tax	\$9.85
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Billing	\$197.15
---------	----------

Taxes	\$9.85
-------	--------

Grand Total	\$207.00
--------------------	-----------------

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo



50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking s.22

Tuesday, September 5, 2017

Flight #371/Twin Otter
17:00 Vancouver Harbour / Map 
17:30 Victoria Harbour / Map 

30 minutes

KK- Confirmed

Invoice s.17	
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All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Non-Peak GO Flex	\$140.92

+ Goods and Services Tax	\$7.57
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1 Passenger(s) - GoFlex	Billing	\$151.43
• Suzanne Christensen, Female	Taxes	\$7.57
<u>Add to Calendar</u>	Grand Total	\$159.00

Fare Conditions:

Refundable up to 15 minutes prior to Departure
 Changeable up to 15 minutes prior to Departure
 Select Seating \$10 (space permitting)
 50% cancellation fee for groups of 4+ if cancelled within
 24 hrs of departure

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 25 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

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35 lbs. Guaranteed
 15 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
 \$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

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- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- **Luggage** restrictions based on fare booked. Please see **Luggage** for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- **The maximum weight per single piece of luggage is 50 pounds.**
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- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
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- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

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Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 24, 2017 8:54 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

FYI

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

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Thursday, August 24, 2017 8:51 AM
To: Mulloy, Eleanor FIN:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account



HAS # s.17
Company Office Of The Premier - Deputy Minister's Office

Booking s.22

Tuesday, August 29, 2017

Flight #210

Invoice s.17
All Skeds - Baggage : Checked Baggage Fee \$0.00

10:30 Victoria Harbour / Map 
11:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoGold
Suzanne Christensen, Female

[Add to Calendar](#)

Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Gold	\$219.97

+ Goods and Services Tax	\$11.52
--------------------------	---------

Billing	\$230.48
Taxes	\$11.52
Grand Total	\$242.00

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Complimentary Select Seating
50% cancel fee for groups of 4+ if cancelled within 24 hrs departure

Guaranteed Baggage:

50 lbs. All routes

Standby Baggage:



50 lbs. on all routes
\$1/lb. over 50 lbs.

Booking

s.22

Tuesday, August 29, 2017

Flight #227

18:30 Vancouver Harbour / Map 
19:05 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoGold
Suzanne Christensen, Female

[Add to Calendar](#)

Invoice s.17

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Gold	\$219.97

+ Goods and Services Tax	\$11.52
--------------------------	---------

Billing	\$230.48
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Grand Total	\$242.00

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Complimentary Select Seating
50% cancel fee for groups of 4+ if cancelled within 24 hrs departure

Guaranteed Baggage:
50 lbs. All routes

Standby Baggage:
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\$1/lb. over 50 lbs.

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Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 24, 2017 8:26 AM
To: Christensen, Suzanne PREM:EX
Subject: Meetings

I have bumped up with your meeting with Jon to 1:00 on Monday as he has a call with Mike Harcourt in the Minister's office.

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 24, 2017 8:24 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: WILL YOU BE ATTENDING? FW: Hold for LRC Meeting

Jon is in Victoria on Monday so will book a meeting in your offices with him for that day. I will book you over to Vancouver on Tuesday to arrive at 11:05 and return on the 630pm flight (Harbour Air is always the cheaper alternative to Helijet).

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

From: Christensen, Suzanne PREM:EX
Sent: Wednesday, August 23, 2017 5:03 PM
To: Mulloy, Eleanor FIN:EX
Subject: RE: WILL YOU BE ATTENDING? FW: Hold for LRC Meeting

Yes. Although I think this may mess up one of my coffee dates. Is Jon in Victoria Tuesday? If so, please book me back around 4 if possible. If he's in Vancouver please book me back as late as possible on the cheapest option of HA and Helijet

From: Mulloy, Eleanor FIN:EX
Sent: Wednesday, August 23, 2017 12:31 PM
To: Christensen, Suzanne PREM:EX
Subject: WILL YOU BE ATTENDING? FW: Hold for LRC Meeting

Please see meetings below. If you are attending them, I will need to book flights for you for next Tuesday.

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

From: Klus, Arianna PREM:EX
Sent: Wednesday, August 23, 2017 11:44 AM
To: Bourke, Brynn CITZ:EX; Bracewell, Barb HLTH:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Doyle, Sheila PREM:EX; Hanna, Jean L PREM:EX; Higgins, Keira PREM:EX; Hill, Robert LASS:EX; Johnson, Lisa E AGRI:EX; Kang, Gurbrinder LASS:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Massy, Michelle E PREM:EX; Moore, Gayle JAG:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera JAG:EX; Nash, Amber PREM:EX; Preyde, Anne M PREM:EX; Russell, Shannon PREM:EX; Swystun, Corinne L JAG:EX; Tello, Romeo PREM:EX; Wakeman, Michelle PSSG:EX
Subject: Hold for LRC Meeting

Good Afternoon,

Please HOLD the following LRC Meeting dates in your Minister/Officials' Calendar.

Legislative Review Committee

Tuesday, August 29th, 2017
12:00pm – 2:00pm

Premier's Vancouver Office / Chambers

Tuesday, September 5th, 2017

1:00pm – 3:00pm

Premier's Vancouver Office

Friday, September 8th, 2017

11:30pm-1:30pm

Chambers

Regards,

Arianna Klus

Cabinet Committee Assistant

Cabinet Operations, Office of the Premier

T: (250) 356-6187 C: (250) 213-8216

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Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 24, 2017 8:17 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: Eleanor can you search my email and H drive re all these FOI requests?

Will do!

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

From: Christensen, Suzanne PREM:EX
Sent: Wednesday, August 23, 2017 5:14 PM
To: Mulloy, Eleanor FIN:EX
Subject: Eleanor can you search my email and H drive re all these FOI requests?

I see a lot of them have come in in the last few days with deadlines that seem very near.

I'm s.22 back online.

Suzanne Christensen
Assistant Deputy Minister
Priorities and Accountability Office
Office of the Premier
Phone: 250-387-3563
Cell: 250-888-4301

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 21, 2017 3:39 PM
To: Christensen, Suzanne PREM:EX
Subject: RE: Meeting s.22

Set up for August 30th for 2 at his offices in 1515 Blanshard Street

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

From: Christensen, Suzanne PREM:EX
Sent: Friday, August 18, 2017 10:48 AM
To: Mulloy, Eleanor FIN:EX
Subject: Re: Meeting s.22

Oh no! I'm so sorry. I meant the DM of mental health and addictions. Can you change it over? He should be available sooner.

Sent from my iPhone

On Aug 18, 2017, at 9:09 AM, Mulloy, Eleanor FIN:EX <Eleanor.Mulloy@gov.bc.ca> wrote:

I have set up the meeting for September 11th at 9am in Stephen's offices. s.22
s.22

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

From: Christensen, Suzanne PREM:EX
Sent: Thursday, August 17, 2017 4:43 PM
To: Mulloy, Eleanor FIN:EX
Subject: Meeting s.22

Can you set up an hour meeting with me and the DM of health s.22 ? I'm happy to go up there, or have it here.

He and I talked and he agreed to this meeting.

Thanks

Suzanne

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Friday, August 18, 2017 11:58 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: Meeting s.22

Will do!

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

From: Christensen, Suzanne PREM:EX
Sent: Friday, August 18, 2017 10:48 AM
To: Mulloy, Eleanor FIN:EX
Subject: Re: Meetings s.22

Oh no! I'm so sorry. I meant the DM of mental health and addictions. Can you change it over? He should be available sooner.

Sent from my iPhone

On Aug 18, 2017, at 9:09 AM, Mulloy, Eleanor FIN:EX <Eleanor.Mulloy@gov.bc.ca> wrote:

I have set up the meeting for September 11th at 9am in Stephen's offices. s.22
s.22

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

From: Christensen, Suzanne PREM:EX
Sent: Thursday, August 17, 2017 4:43 PM
To: Mulloy, Eleanor FIN:EX
Subject: Meeting s.22

Can you set up an hour meeting with me and the DM of health s.22 ? I'm happy to go up there, or have it here.

He and I talked and he agreed to this meeting.

Thanks

Suzanne

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 17, 2017 4:27 PM
To: Christensen, Suzanne PREM:EX
Subject: MSP

I have left you a note on your chair about your MSP s.22

See you on the 28th!

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 17, 2017 3:56 PM
To: Christensen, Suzanne PREM:EX
Subject: Time on Line

<https://timepay.gov.bc.ca/>

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 17, 2017 3:28 PM
To: Christensen, Suzanne PREM:EX
Subject: RE: Strategic agenda - DATE AVAILABLE

After discussion with Keira, it looks like the only time we will be able to get Don and Geoff will be for ½ day session on August 29th. I checked all the Fridays in September for Don but he is s.22. I have booked the pre-meeting for August 28th at 130pm and put the meeting in the Rose Room in case others join in.

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

From: Christensen, Suzanne PREM:EX
Sent: Thursday, August 17, 2017 1:05 PM
To: Mulloy, Eleanor FIN:EX
Subject: FW: Strategic agenda

From: Christensen, Suzanne PREM:EX
Sent: Thursday, August 17, 2017 1:05 PM
To: Meggs, Geoff PREM:EX; Wright, Don J. PREM:EX; Lloyd, Evan GCPE:EX; Gibbs, Robb GCPE:EX; Aaron, Sage PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Strategic agenda

Hello

As we move towards fall, and full engagement by Ministers and Ministries, the central offices managing communications, policy and the Cabinet agenda are working to make sure government's priorities are reflected in the work being done. Many initiatives are arriving daily.

This is challenging, and the risk is accomplishing many small things that support government's priorities, while major elements linger incomplete, or losing focus on one of our commitments. Central direction, beyond that provided in the platform and mandate letters, is required.

Having central direction from the Premier's leadership team will allow a strategic agenda to be formed. That will be useful in guiding Ministers, Ministries and staff over the coming months.

A strategic agenda can be reviewed by the Priorities and Accountability committee and provide a useful checkpoint as we move forward.

I've discussed this with Don, and haven't had an opportunity to discuss with Evan and Geoff. In the interest of time, I am going to ask my assistant to try and schedule a time in early September for ½-1 day for us to work through this together.

Thanks

Suzanne Christensen
Assistant Deputy Minister
Priorities and Accountability Office
Office of the Premier

Phone: 250-387-3563

Cell: 250-888-4301

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 17, 2017 2:10 PM
To: Christensen, Suzanne PREM:EX
Subject: Government Committments August 2017.xlsx
Attachments: Government Committments August 2017.xlsx

Please see attached draft for your review.

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 17, 2017 8:44 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: Rose room booking

I have booked the Rose Room and will let everyone know.

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

From: Christensen, Suzanne PREM:EX
Sent: Wednesday, August 16, 2017 5:34 PM
To: Mulloy, Eleanor FIN:EX
Subject: Rose room booking

Eleanor

Can you see if the meeting booked for 11:00 tomorrow with Robb Gibbs can happen in the Rose Room and if so, let attendees know?

Thanks

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Wednesday, August 16, 2017 3:15 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: Service Request for GAL - Suzanne Christensen

FYI

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

From: Lee, Bonnie FIN:EX
Sent: Wednesday, August 16, 2017 3:10 PM
To: Mulloy, Eleanor FIN:EX
Cc: Lee, Penny FIN:EX
Subject: RE: Service Request for GAL - Suzanne Christensen

Hi Eleanor,

My apologies, as I forgot to include you in my email to Penny with the iStore number for this request yesterday.

Suzanne's GAL information has now been updated, but I noticed there is a typo in her office. There is a glitch in iStore that will convert punctuation into gibberish sometimes.
I've submitted order 810965 to have this fixed.

Christensen, Suzanne PREM:EX

Assistant Deputy Minister

General	Organization	Phone/Notes	Member Of	E-mail Addresses
Name				
First:	Suzanne	Initials:	<input type="checkbox"/>	Last: Christensen
Display:	Christensen, Suzanne PREM:EX		Alias:	SCHRISTE
Address: 272 West Annex, Parliament Buildings				
City:	Victoria	Title:	Assistant Deputy Minister	
State:	BC	Company:	Office of the Premier	
Zip code:	V8W 9E1	Department:	Deputy Minister�s O	
Country/Region:	CANADA	Office:	Priorities and Accountability	
E-mail Address:	Suzanne.Christensen@gov.bc.ca		Assistant:	Eleanor Mulloy
		Phone:	250-387-3563	
<input type="button" value="Add to Contacts"/> <input type="button" value="Actions"/>				

OK Cancel Apply

Please let me know if you have any questions about this.

Thanks,
Bonnie

Bonnie Lee
Senior Service Desk Analyst

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 9-250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>



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From: Lee, Bonnie FIN:EX
Sent: Tuesday, August 15, 2017 4:33 PM
To: Lee, Penny FIN:EX
Subject: RE: Service Request for GAL - Suzanne Christensen

Submitted under 810714 ☺

Bonnie Lee
Senior Service Desk Analyst

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 9-250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>



This email, including any attachments, may include confidential information and may be protected by law. If you have received this communication in error, please notify me immediately and delete the message, including any attachments without disclosing or using it.

From: Lee, Penny FIN:EX
Sent: Tuesday, August 15, 2017 4:27 PM
To: Lee, Bonnie FIN:EX
Subject: Service Request for GAL - Suzanne Christensen

Hi Bonnie, can you update the GAL listing as described below. I have pasted the existing GAL entry for Suzanne which has incorrect information. Can you send an email to Eleanor Mulloy and a cc to me with the istore order number. Thank you.

Penny

From: Lee, Penny FIN:EX [<mailto:Penny.Lee@gov.bc.ca>]
Sent: Tuesday, August 15, 2017 4:22 PM
To: FIN IMB Service Desk (78912) FIN:EX; Lee, Penny FIN:EX
Subject: Service Request

Checkout Information

--Site Contact Information--

Name: Penny
Phone:
Address:

--Billing Information--

Account: PREM-DEPUTY MINISTER'S OFFICE
Ministry Number: 004
Responsibility Centre: 36B10
Service Code: 36205
Project Number: 3600000
Expense Authority Name: Jackie Hendry

Request(s)

--Account - GAL Update--

First Name: Suzanne
Last Name: Christensen
IDIR: SCHRISTE
Brief Description of what is required:
Address -
Room 272 West Annex, Parliament Buildings
Title - Assistant Deputy Minister
Department-Deputy Minister's Office
Office: Priorities and Accountability
Assistant: Eleanor Mulloy
Phone-250-387-3563

Christensen, Suzanne PREM:EX

Christensen, Suzanne PREM:EX

General Organization Phone/Notes Member Of E-mail Addresses

Name

First: Suzanne Initials: Last: Christensen

Display: Christensen, Suzanne PREM: Alias: SCHRISTE

Address: 272-501 Belleville St Title:

City: Victoria Company: Office of the Premier

State: BC Department:

Zip code: V8W 9E1 Office:

Country/Region: CANADA Assistant: Alison Wensink

Phone: 250 387-5830

E-mail Address: Suzanne.Christensen@gov.bc.ca

Add to Contacts Actions

OK Cancel Apply

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Wednesday, August 16, 2017 2:58 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: DMC Agenda - August 18, 2017
Attachments: DMC Agenda August 18 2017.docx; Corporate Risk Performance Update 2016_17 June 05_17 FINAL.DOCX

FYI

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

From: Higgins, Keira PREM:EX
Sent: Wednesday, August 16, 2017 2:54 PM
To: Baskerville, Shannon AVED:EX; Bond, Allison MCF:EX; Brown, Stephen R HLTH:EX; Carroll, Sandra JTST:EX; Caul, Doug D ABR:EX; Dawes, Jacquie CSCD:EX; Denlinger, Becky TRAN:EX; Fyfe, Richard J JAG:EX; Galbraith, David J FIN:EX; Halls, Lori D PSA:EX; Hughes, Doug J HLTH:EX; Hughes, Trevor LBR:EX; Kot, Jill MTIC:EX; Lloyd, Evan GCPE:EX; MacDonald, Scott D EDUC:EX; Main, Grant TRAN:EX; Mihlar, Fazil MIT:EX; Nikolejsin, Dave MNGD:EX; Plecas, Bobbi ENV:EX; Sheldan, Tim FLNR:EX; Shoemaker, Wes AGRI:EX; Sieben, Mark PSSG:EX; Taylor, Sheila A SDSI:EX; Wanamaker, Lori FIN:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Zacharias, Mark ENV:EX; Zacharuk, Christina PSEC:EX; Kennedy, Christine PREM:EX
Cc: Benn, Jennifer MCF:EX; Birnie, Kayla LBR:EX; Bracewell, Barb HLTH:EX; Cameron, Tara D ENV:EX; Canitz, Shelley L PREM:EX; Casanova, Tamara HLTH:EX; Clifford, Kate JTST:EX; Cochrane, Marlene MEM:EX; Cook, Jeannette MTIC:EX; Cornett, Kathy M PSSG:EX; Crozier, Bev ENV:EX; Dayman, Marlene JAG:EX; Duncan, Nikki PSSG:EX; Fair, Susan P AGRI:EX; Fraser, Agnes TRAN:EX; French, Shawna ABR:EX; Gedney, Vanessa R CSCD:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin ENV:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hodson, Georgina AGRI:EX; Howie, Matthew ABR:EX; Jang, Monica SBRT:EX; Jones, Lisa FLNR:EX; Kiewiet, Nargis HLTH:EX; Klus, Arianna PREM:EX; Kwan, Shirley JTST:EX; Lenz, Allison TRAN:EX; Lewthwaite, Jennifer TRAN:EX; MacLean, Shelley PREM:EX; Massy, Michelle E PREM:EX; McCann, Meghan MEM:EX; Meadows, Jennifer L JTST:EX; Mulloy, Eleanor FIN:EX; Nicholson, Riley FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Janta M SBRT:EX; Quigley, Shanna SDSI:EX; Richter, Connie JAG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Sampson, Laura EDUC:EX; Shatzko, Pam J MIT:EX; Smith, Curtis ENV:EX; Smollett, Debbie AVED:EX; Stearn, Anne HLTH:EX; Stonnell, Jennifer FIN:EX; Tates, Nancy FLNR:EX; Taylor, Diane Ruth MTIC:EX; Teng, Zita EDUC:EX; Thompson, Laurel CSCD:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Welgush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; Whitford, Kelly M AVED:EX; Wilson, Barbara A PSEC:EX; Woodcock, Danielle TRAN:EX; Yap, Joyce MIT:EX
Subject: DMC Agenda - August 18, 2017

Good afternoon,

Please see the attached agenda and corresponding attachment for the August 18th DMC meeting.

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

From: Mulloy, Eleanor PREM:EX
Sent: Tuesday, August 15, 2017 4:37 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: MEETING REQUEST

I have confirmed the meeting for noon tomorrow and put in your calendar.

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

From: Brosz, Corinne M ENV:EX
Sent: Tuesday, August 15, 2017 4:26 PM
To: Mulloy, Eleanor FIN:EX
Subject: RE: MEETING REQUEST

Hi Eleanor,

I have availability at noon, or at 5PM. I hope one of these times works with Suzanne's schedule.

Cheers,

Corinne Brosz
Administrative Assistant to the **Honourable George Heyman**
Minister of Environment and Climate Change Strategy

From: Mulloy, Eleanor FIN:EX
Sent: Tuesday, August 15, 2017 4:16 PM
To: Brosz, Corinne M ENV:EX
Subject: MEETING REQUEST

As per our phone call, Minister Heyman would like to meet with Suzanne Christensen, ADM, Priorities and Accountabilities Office, for 30 minutes tomorrow (August 16) to discuss Professional Reliance.

Thank you in advance.

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 14, 2017 2:02 PM
To: Christensen, Suzanne PREM:EX
Subject: Approve: Meeting Invite - Housing Working Group

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 14, 2017 11:34 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: Peart, touch base...

Done for Thursday, August 31st at 10:00am. He will meet you by the West Annex Main doors to head for coffee.

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

From: Christensen, Suzanne PREM:EX
Sent: Sunday, August 13, 2017 2:11 PM
To: Mulloy, Eleanor FIN:EX
Subject: FW: Peart, touch base...

Can you set up a coffee date for Bob and me s.22 ?

thanks

From: Bob Peart s.22
Sent: Friday, August 4, 2017 9:16 AM
To: Christensen, Suzanne PREM:EX
Subject: Peart, touch base...

Hi Suzanne, and congratulations on your appointment. You have worked hard and deserve this recognition and responsibility.

I was hoping that you would have time for a meeting sometime in the next couple weeks to touch base and get a sense of your priorities, particularly on landuse-forestry-environment-indigenous matters, and discuss how I might be able to assist the government with moving this important conversation forward.

Please let me know what times might work for you and I would be glad to swing by your office.

I look forward to the conversation.

(I note that Rob and Eric are involved as well, that is good news they are each good folk.)

My best,

Bob
s.22

Nature does not hurry, yet everything is accomplished. Lao Tzu

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Monday, August 14, 2017 11:19 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: GREETINGS and request for a 15-minute coffee meeting

s.22

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

From: Christensen, Suzanne PREM:EX
Sent: Sunday, August 13, 2017 2:36 PM
To: Singh, Nancy K AVED:EX
Subject: RE: GREETINGS and request for a 15-minute coffee meeting

Hello Nancy

s.22

See you then.

Suzanne Christensen
Assistant Deputy Minister
Priorities and Accountability Office
Office of the Premier

Phone: 250-387-3563
Cell: 250-888-4301

From: Singh, Nancy K AVED:EX
Sent: Tuesday, August 8, 2017 11:28 AM
To: Christensen, Suzanne PREM:EX
Cc: Holt, Lynne FIN:EX; nancysingh1@gmail.com
Subject: GREETINGS and request for a 15-minute coffee meeting

Good morning Suzanne,

Regards,

Nancy Singh
A/Executive Director
Sector Business Innovation Branch
(250) 217-5387

Ministry of
Advanced Education,
Skills and Training

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Friday, August 11, 2017 12:07 PM
To: Christensen, Suzanne PREM:EX
Subject: FW: Request for meeting with Suzanne Christiansen and Doug Caul early next week

FYI – Set up for Wednesday, August 15th at 10am in your office. Doug will be walking the meeting material in.

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

From: Wensink, Alison PREM:EX
Sent: Friday, August 11, 2017 12:02 PM
To: Howie, Matthew ABR:EX
Cc: Higgins, Keira PREM:EX; Mulloy, Eleanor FIN:EX
Subject: RE: Request for meeting with Suzanne Christiansen and Doug Caul early next week

Hi Matthew,

I've cc'ed Eleanor Mulloy who can assist you with booking a meeting for Suzanne.

Kind regards,

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

From: Howie, Matthew ABR:EX
Sent: Friday, August 11, 2017 11:56 AM
To: Wensink, Alison PREM:EX
Cc: Howie, Matthew ABR:EX; Higgins, Keira PREM:EX
Subject: Request for meeting with Suzanne Christiansen and Doug Caul early next week
Importance: High

Hi Alison,

Does Keira book meetings for Suzanne? Doug mentioned that he and Suzanne ran in to each other after this morning's DMC and agreed to meet at Suzanne's office early next week to discuss MIRR's upcoming Aug 30 Cabinet submission/presentation.

If so, Doug is available all of Monday through Wednesday except for Monday from 10:00 AM – 12:00 PM, during which he'll be in minister briefings.

Matthew Howie
A/Senior Executive Assistant to

Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Friday, August 11, 2017 10:59 AM
To: Christensen, Suzanne PREM:EX
Subject: PHONE MESSAGE

Please call Rita Chand at 250-886-3482 when you have a chance. She needs to talk to you about Transition Expenses.

She called at 10:50am today.

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 10, 2017 11:31 AM
To: Christensen, Suzanne PREM:EX
Subject: Document1 (3)
Attachments: Document1 (3).docx

I have added the page numbers you like, changed the entire document to portrait, did some light formatting and ran spell check.

Eleanor

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, August 10, 2017 10:21 AM
To: Christensen, Suzanne PREM:EX
Subject: Document1 (3)
Attachments: Document1 (3).docx

Please see attached.

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Wednesday, August 9, 2017 11:23 AM
To: Christensen, Suzanne PREM:EX
Subject: FW: Validating Your IDIR

I have Jon doing this now. FYI – his employee number is ^{s.22}

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

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, August 9, 2017 10:35 AM
To: Mulloy, Eleanor FIN:EX
Subject: Validating Your IDIR

Your Government IDIR ID

What is an IDIR?

Your IDIR is the unique identifier you use to log on to your workstation and to access many government applications, including Employee Self Service, where your leave and pay information is located, and AskMyHR, where you can get answers for a variety of questions related to your employment.

Your branch administrator or supervisor will let you know your IDIR ID and your temporary password on or near your first day of work. You will have to change this password when you log on to your workstation for the first time.

It is recommended that you restart your computer after logging on for the first time. After you've successfully rebooted and logged back on to your workstation, you will have to validate your IDIR.

Validating Your IDIR

You won't be able to validate your IDIR on your first day of work if you are new to the BC Public Service.

Follow these steps:

- Start at the [Time & Pay Portal](#)
- Click on the Self Service (PeopleSoft) tab and launch the application by clicking the icon in the middle of the window
- Click on Click here to begin ESS Validation
- Enter your six digit employee number and use the drop-down calendar to enter your date of birth
- Click Submit. You should get a response that says, "You have successfully validated your IDIR"
- Wait 30 minutes
- Go back to Employee Self Service. When you launch the application this time you will be taken to the icons to view your pay, and other features
- If you don't see the icons, go to the [Time & Pay Portal](#), click on the Self Service (PeopleSoft) tab and follow the instructions in the yellow box to clear your cache

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Wednesday, August 9, 2017 9:36 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: Head's up - meeting re September Legislative Agenda

This has been setup for tomorrow at 10:30am. It is a conference call as Minister Farnworth is in Vancouver for the week.

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

From: Lloyd, Evan GCPE:EX
Sent: Friday, August 4, 2017 6:34 PM
To: Christensen, Suzanne PREM:EX; Wright, Don J. PREM:EX; Meggs, Geoff PREM:EX; Gibbs, Robb GCPE:EX
Cc: Mulloy, Eleanor FIN:EX
Subject: Re: Head's up - meeting re September Legislative Agenda

Sounds good. Thanks

From: Suzanne Christensen <Suzanne.Christensen@gov.bc.ca>
Date: Friday, August 4, 2017 at 6:26 PM
To: Don Wright <Don.J.Wright@gov.bc.ca>, Geoff Meggs <Geoff.Meggs@gov.bc.ca>, Robb Gibbs <Robb.Gibbs@gov.bc.ca>, "Lloyd, Evan GCPE:EX" <Evan.Lloyd@gov.bc.ca>
Cc: "Mulloy, Eleanor FIN:EX" <Eleanor.Mulloy@gov.bc.ca>
Subject: Head's up - meeting re September Legislative Agenda

Robb and I were meeting with Elizabeth MacMillan today, who set out what she currently has for the fall legislative agenda. She had discussed with Mike Farnworth, but had not yet talked to Geoff about it. Don, I'm not sure to what extent you and Elizabeth had talked before you left.

With timelines tight, and a strong interest in ensuring the legislative calendar meets strategic needs, and is manageable with available resources, I'm going to ask Eleanor in my office to try and get us (along with Mike Farnworth) together early next week to confirm the list Elizabeth is working from meets those needs.

Suzanne Christensen
Assistant Deputy Minister
Priorities and Accountability Office
Office of the Premier
Phone: 250-387-3563
Cell: 250-888-4301

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Tuesday, August 8, 2017 12:06 PM
To: Christensen, Suzanne PREM:EX
Subject: Cabinet iPad

Your iPad for the Cabinet meetings has been dropped off and is charging at your desk. It needs to be updated with information from you so when you are back, I will call Robin Tsang to come and get it up and running for your use.

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

Wensink, Alison PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Tuesday, August 8, 2017 11:01 AM
To: Christensen, Suzanne PREM:EX
Subject: RE: Can you correct my phone number in the GAL?

You are able to update some limited information in the GAL which is a lot handier than it used to be. Here are the instructions:

1. <https://77000.gov.bc.ca/index?page=home> Please go into this link
2. On the left hand side of the screen you will see "Update GAL Info"
3. Click on that link and a pop-up will appear with your information and you will be able to click through and update what information is missing/wrong.

If there are any hiccups, please let me know.

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

From: Christensen, Suzanne PREM:EX
Sent: Friday, August 4, 2017 5:42 PM
To: Mulloy, Eleanor FIN:EX
Subject: Can you correct my phone number in the GAL?

Thank you.

Suzanne Christensen
Assistant Deputy Minister
Priorities and Accountability Office
Office of the Premier
Phone: 250-387-3563
Cell: 250-888-4301