

Szabo, Maria PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, March 9, 2018 4:38 PM
To: Szabo, Maria PREM:EX
Subject: FW: Call for Records OOP-2018-81312 Records Due March 14, 2018
Attachments: Canvassing smartphones for SMS.PDF

Instructions that I don't quite get 😊

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

From: Wensink, Alison PREM:EX
Sent: Friday, March 9, 2018 3:40 PM
To: Cavanagh, Judy PREM:EX
Subject: Call for Records OOP-2018-81312 Records Due March 14, 2018

Hi Judy,

Please see the third round of the below request (**please note the different date range**), and please provide responsive records by *March 14th* :

For email records:

- Go to Sent Items folder and scroll down to date range
- **Option 1:** Drag and drop emails into a separate email to send to me. Depending on how many emails you have within this date range, you may need to break them up and send them in multiple parts
- **Option 2:** Highlight all emails, click on File – Save as Adobe PDF. The conversion can take a few minutes. I would recommend doing this in 2 or 3 sections
- **Option3:** Drag all responsive emails onto a USB stick and provide the stick to me

For text message records:

- Take screenshots of all conversations containing responsive records. Please see attached instructions for this

If you have any issues with compiling these records, please let me know and I will be happy to help!

Records of any and all emails (excluding attachments), text messages, BBMs, slack messages, and WhatsApp messages sent from Judith Cavanagh.

(Date Range for Record Search: From 09/01/2017 To 09/30/2017) 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 for your assistance with this request!

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*

Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, September 7, 2017 4:30 PM
To: Yu, Quinn FIN:EX
Cc: Meggs, Geoff PREM:EX
Subject: Budget Lock up - Vancouver Cabinet Office

Hi Quinn,

As per our discussion, I would like to be added to the list for the budget lock up that is taking place in the Vancouver Cabinet Office.

Thank you.

Judy

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Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, September 7, 2017 7:52 AM
To: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX; Wong, Tamarra PREM:EX
Subject: Premier's working meeting here today at noon

Importance: High

Hi Everyone,

The Premier +4 staff are working at VCO at noon. Please book S.15

I ordered and paid for the catering from the Bread Garden. – sandwiches, wraps, salad.

Danny you are listed as the contact for delivery and will receive the confirmation via email. It will be delivered between 11:45-12:15

Please set up the room by 11:30am - water, coffee (at noon) proper plates, cutlery, napkins (to eat the salad!)

They are on a tight schedule and will be leaving before 1:30pm.

Thanks.

Judy

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Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, September 11, 2017 11:50 AM
To: Wong, Tamarra PREM:EX
Subject: Revised Agenda - Sept 12 Judy
Attachments: Weekly Check Sept 11.docx

Here is the revised one with items from Geoff.

Judy

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Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, September 14, 2017 1:46 PM
To: Nash, Amber PREM:EX; Wong, Tamarra PREM:EX
Subject: Fwd: BCFED Union Renewal Conference 2017 - Requested Information
Attachments: image003.png; ATT00001.htm; ConferenceAgenda.pdf; ATT00002.htm; 1100-17let DM John Horgan Invitation to Speak.pdf; ATT00003.htm

Sent from my iPhone

Begin forwarded message:

From: Angela Boscariol <aboscariol@bcfed.ca>
Date: September 14, 2017 at 8:56:26 AM PDT
To: "Judy.Cavanagh@gov.bc.ca" <Judy.Cavanagh@gov.bc.ca>
Cc: Lynn Bueckert <LBueckert@bcfed.ca>
Subject: BCFED Union Renewal Conference 2017 - Requested Information

Hello Judy,

As per Lynn's request please find attached a copy of the Union Renewal Conference agenda which can be found on our BCFED website at <http://conference.bcfed.ca/unionrenewal/> . We have also attached is a copy of the invitation letter sent to the BC NDP MLAs.

We would also like to extend an invitation to Ministers to attend our Executive Council meeting on October 26, 2017. Please advise Lynn as to whom you would like us to send the invitations, and we will get in touch.

Thank you,
Angela

Angela Boscariol | Executive Assistant | BC Federation of Labour
200 - 5118 Joyce Street, Vancouver, BC V5R 4H1
Tel: 604-430-1421 / email: aboscariol@bcfed.ca

BRIEFING NOTE FOR INFORMATION

PREPARED FOR: PREMIER JOHN HORGAN

MEETING: Irene Lanzinger, President, BC Federation of Labour
Wednesday, September 20, 2017, 3:30 – 4:00PM

BACKGROUND:

This is the first meeting with the President of the BC Federation of Labour (BCFED), since forming government.

DISCUSSION:

- BCFED agenda: The BCFED and its affiliates' current activities.

ADDITIONAL BACKGROUND INFORMATION:

s.13

2. BCFED is holding a members' conference in Victoria, October 26, 2017 – October 28, 2017. The theme is "Making Work Work for Everyone". There are 4 plenaries with themes of improving work security, working conditions and access to good jobs. The Premier is participating as follows:
 - Premier is confirmed to speak on Friday, October 27th at 2pm
 - Premier, Cabinet and MLAs invited to a reception on Thursday, October 26th at 7pm. The invitation has been sent to the Whip's office.

- BCFED asked for Cabinet members to meet with Executive Council on Thursday, October 26th. No commitment has been made as the House is in session.
3. BCFED has priority areas and are meeting with the Ministers responsible. There are many issues in each priority area with a few highlighted below:
- JOBS – Minister Ralston
 - Interested in creating a job strategy, in particular rural areas – forestry, technology, green jobs etc.
 - Want labour representation on the "Emerging Economy Task Force". Have submitted 2 names.
 - Address legislation, rules, regulations and inaction that contribute directly to a decline in good jobs.
 - LABOUR RELATIONS BOARD AND CODE, EMPLOYMENT STANDARDS ACT – Minister Bains/Attorney General Eby
 - Address organizational issues, underfunding, and insufficient staff.
 - Stakeholder review of both the Labour Relations Code and the Employment Standards Act to review union certification processes, the self-help kit for employment standards complaints, exemptions and numerous other issues.
 - WORKERS' COMPENSATION AND HEALTH AND SAFETY – Minister Bains/Attorney General Eby
 - Balance the stakeholder representation on the Board of Directors.
 - Review compensation law, policy and administration.
 - Bring criminal charges against employers for work accidents causing death that are due to negligence.
 - APPRENTICESHIP AND TRAINING – Minister Mark
 - Change the governance structure of the Industry Training Association (ITA) to include business, labour, educators and government.
 - A number of areas for consideration include ratios of red seal apprentices, financial incentives, procurement requirements, curriculum etc.

In addition to these priority areas, the BCFED affiliates also have priorities, such as, a poverty reduction strategy, child care, environmental assessment and climate action strategies, to name a few.

Prepared by: Judy Cavanagh, Executive Director Operations and Strategic Initiatives
 Phone: 604-775-1662
 Date: September 18, 2017

Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, September 21, 2017 12:05 PM
To: Wong, Tamarra PREM:EX
Subject: AGENDA for wkly meeting Judy
Attachments: Weekly Check Sept 22.docx; OP Financial Roles and Responsibilities.docx; OP HR Roles and Responsibilities Sept 2017.docx

Hi Tamarra,

Attached is an agenda and 2 documents. Layne may get a chance to talk to Geoff about HR, if not, I will on Friday.

Thanks.

Judy

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Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, September 25, 2017 11:36 AM
To: Henry, David A FIN:EX
Cc: Tello, Romeo PREM:EX
Subject: Power cords and calendar access on IPHONE

Hi David,

I left my power cord for the Surface Pro, in a Victoria office. Someone scooped it. Can you please purchase 2 new ones for VCO. We will keep one here as a spare for others to use when they forget theirs. S.22

As well, I would like to have access to the VCO calendar, Geoff Meggs and the Premier's calendar on IPHONE. I understand that a special "app" or something is required. Please make the request.

Thanks David,

Judy

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Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, September 26, 2017 10:23 AM
To: Holmwood, Jen PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX; McConnell, Sheena PREM:EX; Wong, Tamarra PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: RE: Webster awards

Hi Jen and Elizabeth,

The steps involved to buy 3 tickets for the Jack Webster Awards are as follows

1. Fill out a Business Expense Approval Form (BEA) (attached) for all 3 tickets (Elizabeth can you assist)
2. Provide a rationale for 3 of you to attend
3. Elizabeth can use her purchase card to buy the tickets (after I have approved the BEA)

The Minister's purchase their own tickets through their office. The Premier's Office will not be purchasing a table.

Elizabeth can phone the organizers and provide the names of all the attendees and ask to be seated, if possible, at the same table.

Elizabeth this will be coded as STOB 6531.

Let me know if you need any further assistance.

Judy

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From: Holmwood, Jen PREM:EX
Sent: Monday, September 25, 2017 3:04 PM
To: Cavanagh, Judy PREM:EX
Subject: Webster awards

Hi Judy,

We need to attend the Webster awards coming up in October. There will be three premier's office staff (Sage, Sheena and me) and 5-7 ministers. I wonder if buying a table makes sense at this point? Are you able to help me with the process of this or direct me to someone who can?

<http://jackwebster.com/dinnertickets/>

Thanks!

Jen Holmwood, Deputy Communications Director
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8 | 250-818-4881

Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, September 28, 2017 2:53 PM
To: Parte, Maura PSA:EX; Clark, Layne PREM:EX; Canitz, Shelley L PREM:EX
Cc: Klak, Steve M FIN:EX
Subject: Transition travel costs for MAs

Maura is going to talk to Lori Halls regarding the payment for travel for MAs from July 18-Oct. 1.

I just talked to S.22 a "transitional MA" who recently became a permanent MA. All her travel expenses have been submitted through her Minister office and paid by MOF (she thinks MOF).

It would seem to me that from July 18th onward all costs for travel, relocation etc. should be paid from the Minister's offices. Or, is there a recognized period of transition that extends beyond July 18th?

Maura will get back to us.

Thanks.

Judy

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Cavanagh, Judy PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, September 28, 2017 5:41 PM
To: Wong, Tamarra PREM:EX
Subject: Weekly Check in Judy
Attachments: Estimates Process Draft Sept 28.docx; Work plan.docx; Weekly Check Sept 29.docx; Premier's Office Planning Session - Draft Agenda.docx

Hi Tamarra,

Here's the

1. Agenda
2. Change Craft Proposal
3. Estimates – note on process and Workplan

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