

## Shortt, Amanda PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:40 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Call for Records OOP-2018-81717 Records Due April 2, 2018

No records.

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

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**From:** Wensink, Alison PREM:EX  
**Sent:** Tuesday, March 27, 2018 3:58 PM  
**To:** Aaron, Sage PREM:EX; Brown, Evan PREM:EX; Clark, Layne PREM:EX; Dewar, Bob PREM:EX; Fogg, Bruce PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; McLaren, Chris PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Farmer, Leila PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor PREM:EX; Papik, Stephanie PREM:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Viaud, Chantille PREM:EX  
**Subject:** Call for Records OOP-2018-81717 Records Due April 2, 2018

Hello,

Please see the next round of the below request (**please note the new date range**) and please let me know by April 2<sup>nd</sup> whether or not you have any records responsive to the following request:

**Canvassed: All Staff**

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*All communication between Adam Olsen and the Premier or his staff.*

***(Date Range for Record Search: From 09/01/2017 To 02/28/2018) Date Format is MM/DD/YYYY***

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UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 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

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 2:23 PM  
**To:** 'Elaine Ausio'  
**Subject:** Accepted: Craig & Don Touch Base Phone Call

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:13 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Subject:** DMC - May 11, 2018

Hi everyone,

Please note that the PSA Workshop: Building Bridges Through Understanding the Village on May 11, 2018 has been cancelled and will be rescheduled for a later date. As such, the DMC on this date has been reinstated. **Please ensure you add an 8:30-10:00 DMC to your respective Deputy Minister's calendar for May 11, 2018.**

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

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:00 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** Accepted: DMCPPI

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:00 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** Accepted: DMCPPI

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:03 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** Accepted: DMCPPI

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 2:27 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** Accepted: DMCPsi

## **Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, March 28, 2018 2:26 PM  
**To:** 'Bosco, Pina (CAB)'  
**Subject:** RE: Meeting Request

Hi Pina,

Sounds great, thank you. Do you happen to know what the meeting will be regarding?

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

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**From:** Bosco, Pina (CAB) [<mailto:Pina.Bosco2@ontario.ca>]  
**Sent:** Wednesday, March 28, 2018 1:08 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Meeting Request

Hi Keira,

Let's reschedule their meeting to April 12<sup>th</sup> from 8:00-9:00. I will update the meeting invitation.

Thank you,

*Pina*

Pina Bosco  
Executive Advisor  
Office of the Secretary of the Cabinet  
416-325-7641

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**From:** Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]  
**Sent:** March-27-18 12:43 PM  
**To:** Bosco, Pina (CAB)  
**Subject:** RE: Meeting Request

Hi Pina,

Don's schedule for Toronto is now confirmed. He would be please to meet with Secretary Orsini on either April 12<sup>th</sup> prior to PPF (9:00 start) or April 13<sup>th</sup> prior to PT meeting (8:30 start).

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

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**From:** Bosco, Pina (CAB) [mailto:Pina.Bosco2@ontario.ca]  
**Sent:** Tuesday, February 27, 2018 9:39 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Meeting Request

Hi Keira,

That would work well. s.22  
s.22

Thank you,

*Pina*

Pina Bosco  
Executive Advisor  
Office of the Secretary of the Cabinet  
416-325-7641

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**From:** Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]  
**Sent:** February-26-18 5:27 PM  
**To:** Bosco, Pina (CAB)  
**Subject:** RE: Meeting Request

Hi Pina,

I tried calling but you are likely already gone for the day. Don would be happy to meet and is in Toronto on April 12<sup>th</sup>-13<sup>th</sup>. Did Secretary Orsini have a time in mind? Perhaps they could meet prior to the FPT Meeting on April 13th?

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

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**From:** Bosco, Pina (CAB) [mailto:Pina.Bosco2@ontario.ca]  
**Sent:** Monday, February 26, 2018 12:34 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** Meeting Request

Good afternoon Keira,

I would like to request a meeting with Secretary Wright and Secretary Steve Orsini in April (assuming Secretary Wright will be coming to Toronto). Could you please call me at 416-325-7641 and hopefully we can scheduled a 1 hour meeting during a mutually convenient date/time.

Many thanks,

*Pina*

Pina Bosco  
Executive Advisor  
Office of the Secretary of the Cabinet  
416-325-7641

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 2:25 PM  
**To:** 'Orsini, Steve (CAB)'  
**Subject:** Accepted: Meeting: Secretary Don Wright and Secretary Steve Orsini

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 11:37 AM  
**To:** Nikolejsin, Dave EMPR:EX  
**Subject:** Accepted: MEETING: Dave Nikolejsin and Don Wright

## Shortt, Amanda PREM:EX

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**Subject:** Canceled: MEETING: Don and Geoff - weekly meeting  
**Location:** s.15

**Start:** Wed 2018-04-04 9:00 AM  
**End:** Wed 2018-04-04 9:30 AM  
**Show Time As:** Free

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every Monday from 10:30 AM to 11:00 AM effective 11/20/2017 until 10/29/2018. There are 33 more occurrences.

**Meeting Status:** Not yet responded

**Organizer:** Wright, Don J. PREM:EX  
**Required Attendees:** Meggs, Geoff PREM:EX

**Importance:** High

## Shortt, Amanda PREM:EX

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**Subject:** MEETING: Don Wright and Evan Lloyd - review  
**Location:** s.15

**Start:** Mon 2018-04-09 3:00 PM  
**End:** Mon 2018-04-09 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Wright, Don J. PREM:EX  
**Required Attendees:** Lloyd, Evan GCPE:EX

## Shortt, Amanda PREM:EX

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**Subject:** MEETING: Don Wright and Evan Lloyd - review  
**Location:** s.15  
  
**Start:** Mon 2018-04-09 3:00 PM  
**End:** Mon 2018-04-09 4:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Wright, Don J. PREM:EX  
**Required Attendees:** Lloyd, Evan GCPE:EX

## Shortt, Amanda PREM:EX

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**Subject:** MEETING: Don Wright and Grant Main - review  
**Location:** s.15  
  
**Start:** Wed 2018-04-04 1:00 PM  
**End:** Wed 2018-04-04 2:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Wright, Don J. PREM:EX  
**Required Attendees:** Main, Grant TRAN:EX



## Shortt, Amanda PREM:EX

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**Subject:** MEETING: Don Wright and Lori Halls - weekly meeting  
**Location:** s.15

**Start:** Tue 2018-04-03 11:00 AM  
**End:** Tue 2018-04-03 11:30 AM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every Tuesday from 9:30 AM to 10:30 AM effective 1/30/2018 until 12/17/2018.

**Meeting Status:** Not yet responded

**Organizer:** Wright, Don J. PREM:EX  
**Required Attendees:** Halls, Lori D PSA:EX

## Shortt, Amanda PREM:EX

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**Subject:** MEETING: Don Wright, Cory Barga and Stephen King  
**Location:** s.22  
  
**Start:** Tue 2018-04-03 9:30 AM  
**End:** Tue 2018-04-03 10:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Wright, Don J. PREM:EX  
**Required Attendees:** Barga, Cory JAG:EX; King, Stephen E JAG:EX

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:40 PM  
**To:** Meggs, Geoff PREM:EX  
**Subject:** Accepted: Phone Call: PJH, Don & Geoff

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:38 PM  
**To:** s.17  
**Subject:** Accepted: Phone Call: PJH, Geoff & Don

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:35 PM  
**To:** PREM CAL PREM:EX  
**Subject:** Accepted: Phone Call: PJH, Geoff & Don

## Shortt, Amanda PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, March 28, 2018 12:36 PM  
**To:** 'Elaine Ausio'  
**Subject:** RE: Request for phone call with Deputy Minister Don Wright

Hi Elaine,

A calendar invitation would be most appreciated. Please have Craig call (250) 356-2206.

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

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**From:** Elaine Ausio [<mailto:eausio@boyden.com>]  
**Sent:** Wednesday, March 28, 2018 12:33 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Request for phone call with Deputy Minister Don Wright

Hi Keira,

That sounds great. What is the best number for Craig to be able to reach Don? Would you like me to send along a calendar invitation?

Thank you kindly,

Elaine Ausio  
Project Coordinator

Boyden  
Suite 1400  
900 West Hastings Street  
Vancouver, BC V6C 1E5  
Canada

t) +1 604 602 2595  
[www.boyden.com](http://www.boyden.com)

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**From:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Sent:** Wednesday, March 28, 2018 12:25 PM

**To:** Elaine Ausio <eausio@boyden.com>

**Subject:** RE: Request for phone call with Deputy Minister Don Wright

Hi Elaine,

Don would be happy to connect with Craig. Would a call tomorrow at 3:00 work?

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:** Elaine Ausio [<mailto:eausio@boyden.com>]

**Sent:** Wednesday, March 28, 2018 11:19 AM

**To:** Higgins, Keira PREM:EX

**Subject:** Request for phone call with Deputy Minister Don Wright

Good morning Keira,

I was hoping to connect with you as Craig Hemer, Partner at Boyden would like to connect with Deputy Minister Don Wright for a brief phone call regarding the ICBC CEO search. I wondered if you might be able to let me know when the Deputy Minister might have availability for a quick 5 minute phone call.

Thank you kindly,

Elaine Ausio

Project Coordinator

Boyden

Suite 1400

900 West Hastings Street

Vancouver, BC V6C 1E5

Canada

t) +1 604 602 2595

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**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, March 28, 2018 3:04 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Travel expense question

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

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**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Wednesday, March 28, 2018 2:55 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Travel expense question

Thanks. Just putting it in now and will send it to Shelley for CAS approval.  
~S

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, March 28, 2018 2:16 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** Re: Travel expense question

Hi! It was Shelley Canitz.

Sent from my iPhone

On Mar 28, 2018, at 12:56 PM, Poldrugovac, Saija FIN:EX <[Saija.Poldrugovac@gov.bc.ca](mailto:Saija.Poldrugovac@gov.bc.ca)> wrote:

Hey Keira,  
Who is the expense approver for this?  
Thanks!  
~S

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, March 23, 2018 3:57 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Travel expense question

Hi Saija,

Please see the Reimbursement Claim (as discussed).

Thanks,

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister



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**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Friday, March 23, 2018 2:59 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Travel expense question

You will need to make sure that the supplier numbers for both are included.  
Minister Heyman is s.22  
Christine Kennedy is s.22

Code it to s.17

Send it to me and I will make sure it's entered before end of fiscal. I will also do the JV to transfer MGH's costs to his coding.

~S

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, March 23, 2018 2:53 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Travel expense question

Hi Saija,

Sounds great. I know how to do that claim.

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

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**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Friday, March 23, 2018 2:53 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Travel expense question

Actually, Change of plans.

Can you only claim his travel amount on the iExpense.  
Then we will reimburse the other amount as a reimbursement claim. That way we can code it to where we need to.

Is that ok?

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, March 23, 2018 2:50 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Travel expense question

Feb 23<sup>rd</sup>.

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

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**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Friday, March 23, 2018 2:50 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Travel expense question

When was the travel for?

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, March 23, 2018 2:49 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Travel expense question

Hi Saija,

Okay, I have never done a JV. Do I call Minister Heyman's Office to get the info I need or is there somewhere I find it online?

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

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**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Friday, March 23, 2018 2:47 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Travel expense question

If you reimburse him through iExpense for their travel, we will need to JV Minister Heyman's amount to his Ministry. I will also need to do a zero dollar invoice to take that amount off of Don's supplier amount and add it to Minister Heyman and Christine's supplier number.

The other option would be for the travellers to pay Don back and claim it themselves. Don would have to email them advising he received the money (kind of like a receipt) and include a copy of the BC Ferries receipt. This would be the cleaner option but not sure if you want to ask them to do that....

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, March 23, 2018 2:42 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Travel expense question

Christine Kennedy (who is an ADM in our office) and Minister George Heyman.

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Friday, March 23, 2018 2:41 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Travel expense question

Who are the travellers?

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, March 23, 2018 2:40 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Travel expense question

Yes, I just wasn't sure if I could claim the extra passengers under his travel.....

**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:** Poldrugovac, Saija FIN:EX  
**Sent:** Friday, March 23, 2018 2:39 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Travel expense question

Hmmmm He uses iExpense doesn't he?

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, March 23, 2018 2:37 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** Travel expense question

Hi Saija,

Don paid for 2 passengers on a ferry trip for government business; both are government employees.  
How do you recommend I claim the expenses?

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

**Shortt, Amanda PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, March 29, 2018 10:47 AM  
**To:** Young, Olivia JTT:EX  
**Subject:** Re: Weekly Economic Strategy Discussion - April 04

Apologies but Christine has another committee at that time. I will touch base on Tuesday regarding alternate scheduling options.

Thanks,

Keira

Sent from my iPhone

On Mar 29, 2018, at 10:14 AM, Young, Olivia JTT:EX <[Olivia.Young@gov.bc.ca](mailto:Olivia.Young@gov.bc.ca)> wrote:

Good Morning Keira,

We are requesting to move Weekly Economic Strategy Discussion from Wednesday April 04 at 3:30pm to Friday April 06 at 9:30am, does Christine Kennedy have time in her calendar for that proposed new time?

Thank you,

Olivia Young  
A/Executive Administrative Assistant  
Technology, Innovation and Economic Development Division  
778 698-1708

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Withheld pursuant to/removed as

s.14