

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, January 5, 2018 12:47 PM
To: Meggs, Geoff PREM:EX
Cc: Wong, Tamarra PREM:EX
Subject: VCO upgrades

Hi Geoff,

FYI, I've started the process of getting quotes for painting VCO (half of the space) to a maximum of \$25,000. This will take a couple of weeks.

As well, estimates are being obtained for repairs to table tops and cleaning chairs.

Yes, it has taken this long just to get to this stage!!

Judy

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

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, January 5, 2018 12:44 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: BCGV1354370 - Painting - Premiers Office

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: Magee, Tracey FIN:EX
Sent: Thursday, January 4, 2018 3:29 PM
To: Cavanagh, Judy PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: FW: BCGV1354370 - Painting - Premiers Office

Hi Judy and Danny,

Happy New Year to you both!

Please find attached the RFS for the painting as requested. Judy, please signoff and return to me for WSI to proceed with a site visit with contractors to assess the work and receive definitive quotes.

Thanks

Tracey Magee
Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, January 5, 2018 12:51 PM
To: MacMillan, Elizabeth PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: Upgrades at VCO

Hi Elizabeth,

This is to let you know that the paperwork is in process to get quotes for painting VCO, repairs to chairs and table tops and cleaning of all boardroom chairs. Yes, it has taken this long to get to this point!!

Based on “oral” estimates to paint all of VCO would be about \$50,000. I’ve asked for firm quotes not to exceed \$25,000 and hope to get a fair bit done.

This next step will take a couple of weeks.

Thanks.

Judy

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

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, January 5, 2018 2:57 PM
To: Wensink, Alison PREM:EX
Subject: FOI - 74284

I'm sorry Alison,

It looks like I scanned them and put them in my folder. Sorry about that.

Judy

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

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Sunday, January 7, 2018 10:14 AM
To: Clark, Layne PREM:EX
Subject: Labour

Hi s.22

Lynn and I just finished talking about a number of different things that can wait until I return.

We did talk about logistics around Harrison. She knows that the 2 of us haven't had a discussion yet about our content but I did say I thought it best that we are on the agenda on Monday afternoon. As well they have made the room Reservations but I confirmed that we are covering our own costs.

Have a good week

Judy
Sent from my iPhone

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 15, 2018 11:46 AM
To: MacMillan, Elizabeth PREM:EX
Cc: Massy, Michelle E PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Upgrades at VCO

Hi Everyone,

Shelley Canitz and I have been working on this budget line with Finance. It will happen at some point.

Sorry, I may have confused you as I was sending you "FYI" information re the painting etc.

Thanks.

Judy

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

From: MacMillan, Elizabeth PREM:EX
Sent: Monday, January 8, 2018 2:31 PM
To: Cavanagh, Judy PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: FW: Upgrades at VCO

Hi Judy – hope you're well s.22 .

Please see note below re budget structure. I think it would be wise and efficient to assign this separate line associated with the Vancouver Office directly to you. Please let me know if any concerns. By way of this note, I'll ask Michelle to advance this assignment.

Thanks
Elizabeth

From: Massy, Michelle E PREM:EX
Sent: Monday, January 8, 2018 10:08 AM
To: MacMillan, Elizabeth PREM:EX; Powell, Charlotte PREM:EX
Subject: RE: Upgrades at VCO

Yes there was a separate line entitled "Vancouver Cabinet Operations" that we did not look at

From: MacMillan, Elizabeth PREM:EX
Sent: Sunday, January 7, 2018 5:36 PM
To: Massy, Michelle E PREM:EX; Powell, Charlotte PREM:EX
Subject: FW: Upgrades at VCO

Hi there – I recall that there was separate line for VCO that we left untouched? Please is that so? If so, we should get it assigned to Judy.

From: Cavanagh, Judy PREM:EX
Sent: Friday, January 5, 2018 12:51 PM
To: MacMillan, Elizabeth PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: Upgrades at VCO

Hi Elizabeth,

This is to let you know that the paperwork is in process to get quotes for painting VCO, repairs to chairs and table tops and cleaning of all boardroom chairs. Yes, it has taken this long to get to this point!!

Based on “oral” estimates to paint all of VCO would be about \$50,000. I’ve asked for firm quotes not to exceed \$25,000 and hope to get a fair bit done.

This next step will take a couple of weeks.

Thanks.

Judy

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Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, January 16, 2018 10:32 AM
To: Loubert, Danny PREM:EX
Subject: RE: Inter-Ministry Billing

Thanks Danny.

Judy

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

From: Loubert, Danny PREM:EX
Sent: Monday, January 15, 2018 5:08 PM
To: Cavanagh, Judy PREM:EX
Subject: Re: Inter-Ministry Billing

Hi Judy,

I have reviewed this invoice. At the bottom it states the amount will be Journal Vouchered to us which means it will be applied to us automatically. No further action is required.

Warmest Regards,

Danny Loubert
Support Staff
Vancouver Cabinet Office
604 775 1600

On Jan 15, 2018, at 17:06, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Please process for payment.

Thanks.

Judy

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

From: Magee, Tracey FIN:EX
Sent: Friday, January 12, 2018 7:43 AM
To: Cavanagh, Judy PREM:EX

Cc: Loubert, Danny PREM:EX
Subject: FW: Inter-Ministry Billing

Hi Judy,

Please see the attached statement from Asset Inventory and Recovery for the furniture items that went to surplus. You are charged recycling fees when they dispose of items that are of no use and put for sale at the public sales.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Fercho, Chelsea CITZ:EX
Sent: Wednesday, January 10, 2018 3:02 PM
To: Magee, Tracey FIN:EX
Subject: Inter-Ministry Billing

Please see the attached as a copy for your records.
This document has already been processed by Asset Investment Recovery

Thank you,

Chelsea Fercho | Financial Clerk | Asset Investment Recovery | Shared Services BC
Ph: 250-952-5070 | e: Chelsea.Fercho@gov.bc.ca | m: PO Box 9454, Stn Prov Govt, Victoria BC V8W 9V7



<PRD0000671619LIST1S QPFI Z_AIR_CUSCFE.pdf>

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, January 23, 2018 3:26 PM
To: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX; Oreck, Mira PREM:EX; Bain, Don PREM:EX; Kingston, Charlotte PREM:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX
Subject: Revised Jan 24th agenda and other information

Hi All,

Attached is a revised agenda for tomorrow's meeting. Please note that the time is 11am. If ^{s.22}, we won't deal with the agenda item, emergency procedures.

A phone in option is available (especially for those under-the-weather), the conference call coordinates are as follows:

- s.15,s.17
-
-

We also thought it would be best to cancel a pot-luck lunch due to the amount of illness currently besieging this office and lack of interest 😊 We'll have one in the near future when there is more "robustness" happening.

And finally, Boardroom 4 is set up for the morning PO call at 9am – do join.

Looking forward to our first meeting.

Judy

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

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, January 24, 2018 1:26 PM
To: Cavanagh, Judy PREM:EX
Subject: Carving
Attachments: ATT00001.txt

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, January 24, 2018 1:26 PM
To: McCarthy, Tom IRR:EX
Cc: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: RE: carving at VCO

I will Tom, Thank you.

Judy

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

From: McCarthy, Tom IRR:EX
Sent: Wednesday, January 24, 2018 9:31 AM
To: Cavanagh, Judy PREM:EX
Cc: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: Re: carving at VCO

Sounds great. I can touch base with Karl Morgan to nail the story down. Can you send me a pic of the house post to prompt me of it's various elements when I talk to him?

Sent from my iPhone

On Jan 24, 2018, at 8:40 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi Tom,

This is wonderful information about a beautiful carving. I've copied other VCO staff. Do you mind if we have the information printed as we intend to create a binder with information about all the art in the office (once we get it. It will be on the coffee table in reception.

We'd have to "nail" down some of the information (about the salmon and eagle).

Thank you for sharing your knowledge.

Judy

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

From: McCarthy, Tom IRR:EX
Sent: Wednesday, January 24, 2018 12:09 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: carving at VCO

Hi Judy!

Here's the background:

- The art is actually styled as a Coast Salish house-post (as distinct from a totem pole, houseposts were typically in front of doorways, and shorter in stature than totem poles – and are a Salish tradition).
- The housepost was carved by Tsawwassen First Nation artist Karl Morgan in 2008/09, in preparation for the Treaty Effective Date celebration of the Tsawwassen First Nation Final Agreement. Karl is a prominent Tsawwassen artist whose work is featured at the Tsawwassen ferry terminal, downtown Tsawwassen, the Tsawwassen Mills mall, and other places.
- The art was commissioned by Tsawwassen First Nation to be a gift to the Government of British Columbia, from TFN, on the occasion of the Treaty Effective Date, on April 3rd, 2009. Karl was commissioned to carve three house-posts – one 'full-size' piece and two smaller replicas of the first piece. The full-size piece hangs in the Executive Council chambers of Tsawwassen First Nation opposite the head of the table. The smaller replicas were gifted by TFN to BC and Canada on April 3rd, to commemorate the event.
- What I know of the symbolism is as follows:
 - The salmon, I believe, identify the journey the Tsawwassen people went through on their way to treaty.
 - The sun symbolizes 'a new day' – the dawning of a new future under Treaty and self-government.
 - The forest, longhouse etc represent Tsawwassen Lands – you should be able to see English Bluff, which is the big bluff to the south of Highway 17 as you drive to the ferry.
 - I believe the eagle represents the Tsawwassen people, but I can't quite remember that one.

As for where it hangs – my only request is that it hang straight, and that it be hung in a prominent place to remind folks of the solemn commitment to honour treaty commitments and support our Treaty Nations as they work to rebuild their futures.

Prior to joining BC, I worked for TFN for approx. 10 years in a variety of treaty implementation and management roles... so I'm partial to it!

Cheers!

Tom

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, January 23, 2018 8:52 AM
To: McCarthy, Tom IRR:EX
Subject: carving at VCO

Hi Tom,

Would love to have more information about the carving at VCO. Also, if you have any thoughts on where it should be placed, please let me know.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, January 25, 2018 10:50 AM
To: Nash, Amber PREM:EX
Cc: Clark, Layne PREM:EX
Subject: Ginger Goodwin Memorial

Hi Amber,

Ginger Goodwin --- 100 year anniversary, Starts the day after the June 21 Executive Council Meeting. A couple of good opportunities that could be combined, as we discussed.

<http://www.cumberlandmuseum.ca/events/miners-memorial-weekend-2/>

Judy

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

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, January 26, 2018 4:53 PM
To: Andersen, Kris TAC:EX
Subject: FW: carving at VCO

Kris,

The Art Bank may be interested in this sculpture for it's files. We are going to keep it in VCO but it does need to be installed properly. I will send you a photo.

Thanks.

Judy

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

From: McCarthy, Tom IRR:EX
Sent: Wednesday, January 24, 2018 9:31 AM
To: Cavanagh, Judy PREM:EX
Cc: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
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P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

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Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, January 26, 2018 5:00 PM
To: Andersen, Kris TAC:EX
Subject: Photo of Carving
Attachments: ATT00001.txt

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

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 9:25 AM
To: Parte, Maura PSA:EX
Subject: RE: 2 items

Thanks Maura,

Judy

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

From: Parte, Maura PSA:EX
Sent: Monday, January 29, 2018 8:53 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: 2 items

Good morning Judy,

- 1 – Will follow-up with payroll re: s.22
- 2 – Yes, will set up a time for Wednesday am, calendar invite to follow.

Maura

From: Cavanagh, Judy PREM:EX
Sent: Friday, January 26, 2018 5:25 PM
To: Parte, Maura PSA:EX
Subject: 2 items

Hi Maura,

Just a couple of things:

1. s.22 says he has not yet received his ROE or his last pay with vacation pay. He left on Dec. 9th.
2. I'm meeting Geoff on Jan. 31 at 3pm, Can we talk on Wed. morning anytime between 10-12 about s.22 . If so, just send me a calendar invite. I am s.22

Thanks Maura,

Judy

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Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 9:26 AM
To: Szabo, Maria PREM:EX
Subject: FW: VPN | DTS | OWA and remote working

Hi,

Looks like additional current instructions --- to add to the Orientation Manual and perhaps the operational manual(?)

Thanks.

Judy

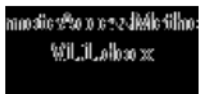
Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Canitz, Shelley L PREM:EX
Sent: Monday, January 29, 2018 9:02 AM
To: Van Meer-Mass, Kate PREM:EX; Cavanagh, Judy PREM:EX
Subject: FW: VPN | DTS | OWA and remote working

Judy and Kate – sorry if I sent this already – but here are some more instructions from PremTech on how to connect remotely. Can't remember if I sent them already.

From: Henry, David A FIN:EX
Sent: Monday, January 22, 2018 12:41 PM
To: Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX
Cc: PREM Tech
Subject: VPN | DTS | OWA and remote working

Good afternoon,
Sorry for the delay son this, find attached a document we have created which has information about VPN and DTS.
As well as some tips.



Also below is a document on working outside the workplace from OCIO/77000.



http://www.cio.gov.bc.ca/local/cio/working_outside_workplace/working_outside_the_workplace_policy.pdf

There is a wealth of information there about what needs to be done if anything else is required – including supervisor approval, home assessment etc.

David Henry
Service Manager
Premier's Office Technology Support
@: Prem.tech@gov.bc.ca
Tel: 250-953-5151

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 10:06 AM
To: Wong, Tamarra PREM:EX
Subject: RE: Time and Leave for Approval

Hi Tamarra,

Approved.

Judy

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

From: Wong, Tamarra PREM:EX
Sent: Monday, January 29, 2018 10:06 AM
To: Cavanagh, Judy PREM:EX
Subject: Time and Leave for Approval

Hi Judy,

Please let me know if you would like me to approve the following requests:

1. s.22

2.

3.

Thanks,

Tamarra Wong
Executive Coordinator to the Chief of Staff
Office of the Premier
E: tamarra.wong@gov.bc.ca
Tel: 250-356-2785 | Cell: 250-208-3085

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 11:42 AM
To: Parte, Maura PSA:EX
Subject: RE: 2 items

Holy Mackerel,

That is their title but they are hired as employees.....Wow, we may need to retroactively do something for s.22 as well because he thought he was paying into pension etc.....

Yikes, what a problem.....

Yes, let's talk Thursday.

Judy

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

From: Parte, Maura PSA:EX
Sent: Monday, January 29, 2018 11:39 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: 2 items

Hi Judy,

I followed up on s.22 and apparently the ROE is sent to Service Canada 5 days after employment ends and a copy is not sent by the government to the employee, they have to get it through Service Canada.

With regards to his vacation pay out, I have learned that as a s.22 he was not receiving any benefits, including vacation.

This creates an issue for s.22, he apparently is not receiving benefits either per past practice. I appreciate that the intention is to provide him with benefits so we will need to discuss and possibly amend his OIC to reflect this.

Let's add this to our agenda for this week, I will seek advice in the meantime. I will send a calendar invite for Thursday as I won't have time on Wednesday morning to cover this in full.

Thank you,
Maura

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 9:25 AM
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Subject: RE: 2 items

Thanks Maura,

Judy

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Subject: 2 items

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- 2. I'm meeting Geoff on Jan. 31 at 3pm, Can we talk on Wed. morning anytime between 10-12 about s.22. If so, just send me a calendar invite. I am s.22.

Thanks Maura,

Judy

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Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 12:56 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: Organization Charts REVISION

Yes.

I think we can ask these folks to do the ones we need for estimates.

Sent from my iPhone

On Jan 29, 2018, at 12:22 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

That looks good – ok if I share up here?

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 11:27 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: Organization Charts REVISION

Hi Shelley,

I'm using this one that shows Direct Reports.

Judy

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

From: Westfall, Sandra FIN:EX
Sent: Monday, January 29, 2018 11:17 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Organization Charts REVISION

Hi Judy, here you go!

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 11:16 AM
To: Westfall, Sandra FIN:EX
Subject: RE: Organization Charts REVISION

Hi Sandra,

Oh please remove her box as we were trying to capture the Direct Reports.

Thanks.

Judy

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

From: Westfall, Sandra FIN:EX
Sent: Monday, January 29, 2018 10:59 AM
To: Cavanagh, Judy PREM:EX
Cc: Clark, Heather L FIN:EX
Subject: RE: Organization Charts REVISION

Hi Judy, she reports directly to Okenge, do you want me to change the reporting relationship or remove her box?

Sandra

From: Cavanagh, Judy PREM:EX
Sent: Monday, January 29, 2018 10:08 AM
To: Westfall, Sandra FIN:EX
Cc: Clark, Heather L FIN:EX
Subject: RE: Organization Charts REVISION

Hi Sandy,

11am will be the best. If we don't hear from them, I am going to leave it in.

Judy

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

From: Westfall, Sandra FIN:EX
Sent: Monday, January 29, 2018 10:05 AM
To: Cavanagh, Judy PREM:EX
Cc: Clark, Heather L FIN:EX
Subject: RE: Organization Charts REVISION

Good Morning Judy, FYI, I am still waiting to hear back from IGRS. What is the deadline for the information 11:00? 11:30?

Sandra

From: Cavanagh, Judy PREM:EX
Sent: Sunday, January 28, 2018 6:47 PM
To: Westfall, Sandra FIN:EX
Cc: Clark, Heather L FIN:EX
Subject: RE: Organization Charts REVISION

Hi Sandra,

No don't follow up with Mira as I will be able to make a decision based on this information. Don is new and Bob is on contract so, the directory may not be current.

If you find out about the IGRS reporting structure let me know.

Thanks.

Judy

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

From: Westfall, Sandra FIN:EX
Sent: Sunday, January 28, 2018 2:38 PM
To: Cavanagh, Judy PREM:EX
Cc: Clark, Heather L FIN:EX
Subject: RE: Organization Charts REVISION

Hi Judy, David Currie, the communications director for Finance, had no concerns as long as the names and positions of staff in the PO are freely available to the public on the BC government directory. I searched the directory and there are a couple of names that do not come up, Don Bain and Bob Dewar, so the titles only chart may have to be the one you use. He also suggested I check with Mira Oreck, Director, Stakeholder Relations and I see she works out of the Vancouver Cabinet Office. Do you want me to follow up with her?

I am still going to follow up with IGRS on the reporting relationship for the Associate DM of IGRS first thing in the morning.

Thank you Judy,

Sandra

Sandra Westfall
Strategic Human Resources Branch
Serving the Ministry of Finance and the Office of the Premier
Phone: (250) 812-7566

From: Cavanagh, Judy PREM:EX
Sent: Sunday, January 28, 2018 11:43 AM
To: Westfall, Sandra FIN:EX
Subject: Re: Organization Charts REVISION

Hi Sandra

I'll be at Harrison Hot Springs making a presentation to the BC Federation of Labour Officers and senior staff.

Thanks for the updates. But I won't use either unless I hear from you. As, I will have other opportunities to do so. I'd rather have it all approved then be hasty

Thanks again

Judy

Sent from my iPhone

On Jan 28, 2018, at 11:23 AM, Westfall, Sandra FIN:EX <Sandra.Westfall@gov.bc.ca> wrote:

Good Morning Judy, thank you for understanding and responding! With respect to Pierrette Maranda's position, when I look in the system that position does report directly to Don Wrights position, so I have left it in and strategically placed it under the DM IGRS position. I am going to inquire first thing tomorrow morning with IGRS and will advise ASAP if this changes.

I have attached two org charts, one with names and one without. I have removed "draft" and added a date to the bottom right side of the page.

I sent a reminder email to GCPE, hopefully will hear back first thing in the morning.

Question: Is your event in BC or another province. I just want to confirm that noon Monday is BC time ☺

Sandra

Sandra Westfall

*Strategic Human Resources Branch
Serving the Ministry of Finance and the Office of the Premier
Phone: (250) 812-7566*

From: Cavanagh, Judy PREM:EX
Sent: Sunday, January 28, 2018 5:34 AM
To: Westfall, Sandra FIN:EX
Cc: Clark, Heather L FIN:EX
Subject: Re: Organization Charts REVISION

Hi Sandra.

Darn technology. I know I too make assumptions that I hit the send key and it's gone. It's happened to me in the past where I found an email or two in Draft. It's not like threatening, please don't stress about it.

I like both layouts but for this purpose, prefer the first. Thanks for sending 2 options. For the first one, if the box for P Miranda was deleted can it be laid out vertically the same as the Chief of Staff side? This way it shows all the Direct reports.

As we don't know about the names being released is it possible to revise Option 1 for layout as noted above and remove the names? If you find out the names are ok then leave them.

I have until noon on Monday to finalize. I would get them printed at the event as I ll be there today.

Thanks

Judy

Sent from my iPhone

On Jan 26, 2018, at 11:05 PM, Westfall, Sandra FIN:EX <Sandra.Westfall@gov.bc.ca> wrote:

Hi Judy, omg, I just read your email and I was surprised you didn't get my drafts I had done for you. I had these done on Thursday and thought I had sent, but I found this in my draft folder. I am so sorry. I don't know if you can still use them. I still haven't heard back from GCPE on whether or not you can hand them out. I will monitor my email over the weekend and if I can make any changes for you, I will make myself available to you. The attached pdf has two pages as I wanted to provide you with two options. The second option will print on legal, while the first can be printed on letter.

Sandra

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, January 24, 2018 8:44 AM
To: Westfall, Sandra FIN:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: RE: Organization Charts REVISION

Sorry, I thought I had mentioned Directors for the Chief of Staff office --
-- there are no ADMs (that title isn't part of a Premier's office). Don't drill further for Don Wright's side.

Thanks.

Judy

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

From: Westfall, Sandra FIN:EX
Sent: Wednesday, January 24, 2018 8:42 AM
To: Cavanagh, Judy PREM:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: RE: Organization Charts REVISION

Thanks Judy, Yesterday, we discussed going to the ADM level only and I see you are drilling it down further. I will try and get this back to you this morning!!

Sandra

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, January 24, 2018 8:37 AM
To: Westfall, Sandra FIN:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: RE: Organization Charts REVISION

Hi Sandra

Chips really has outdated informationso, I hope this isn't going to be too much work for you. I've handwritten names and the layout (right spots) on another sheet of paper. If my title is too long, just put Vancouver Cabinet Office

I'm also attaching a draft chart that Layne Clark is trying to put together but I notice that she has left out titles. We'd like help with that one much later – perhaps in late February/March.

I'm at 604-775-1662 if anyone needs to talk to me.

Thanks again,

Judy

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

From: Westfall, Sandra FIN:EX
Sent: Tuesday, January 23, 2018 5:09 PM
To: Cavanagh, Judy PREM:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: RE: Organization Charts

Hi Judith, further to our conversation today, attached is a draft high-level org chart for your review and feedback. I am going to check with our GCPE Communications Director to see if there are any implications to distributing this to external clients.

Enjoy your evening!

Sandra Westfall

Sandra Westfall
Strategic Human Resources Branch
Serving the Ministry of Finance and the Office of the Premier
Phone: (250) 812-7566

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, January 23, 2018 11:33 AM
To: McKinstry, Cindy D FIN:EX
Cc: Westfall, Sandra FIN:EX
Subject: RE: Organization Charts

Thank you Cindy. Sandra and I have already spoken.

Judy

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

From: McKinstry, Cindy D FIN:EX
Sent: Tuesday, January 23, 2018 11:13 AM
To: Cavanagh, Judy PREM:EX
Cc: Westfall, Sandra FIN:EX
Subject: RE: Organization Charts

Hi Judy,

Sandra Westfall from Strategic Human Resources can help. I have cc'd her on this note.

Thanks,
Cindy

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, January 23, 2018 10:47 AM
To: McKinstry, Cindy D FIN:EX
Subject: Organization Charts

Hi Cindy,

Does your area produce organization charts? I'd like to have one developed that shows the Premier's Office in its entirety to be used as a handout. I'd need to discuss what makes sense regarding detail, names etc.

Thanks.

Judy

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

<PREM_DRAFT v2.pdf>

<PREM_DRAFT_Option1_with_names.pdf>

<PREM_DRAFT_Option1_without_names.pdf>

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, January 31, 2018 5:56 AM
To: s.22
Subject: Request for leave

Hi s.22

We need to have another discussion about your request for leave. Yesterday was a lot of information coming at once.

I want to check a couple of things before final approval so that we can have an informed discussion and decision. I have a call with Maura before noon and with Geoff in the afternoon.

We can talk in the morning and later in the day.

See you soon

Judy

Sent from my iPhone

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, January 31, 2018 1:24 PM
To: Hagglund, Jarrett GCPE:EX
Cc: Szabo, Maria PREM:EX
Subject: VCO guidelines

Hi Jarrett,

As per our discussion, attached are the guidelines that were given to MAs. There may be a few updates. This is a good base to use to create a document for holding media events here.

Maria, I'll tell you more about it.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
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P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, January 31, 2018 4:08 PM
To: Parkinson, Elizabeth PREM:EX
Subject: SIGNED BEA Aria and Media luncheon

Hi Elizabeth,

Here they are.
Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
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From: JCAVANAG [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Wednesday, January 31, 2018 3:50 PM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, January 31, 2018 4:30 PM
To: Parte, Maura PSA:EX; Canitz, Shelley L PREM:EX
Subject: RE: OIC Instructions

Excellent, thank you for the clarification.

Judy

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P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: Tuesday, January 30, 2018 10:12 AM
To: Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX
Subject: OIC Instructions

Hello,

s.12

Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
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