

From: [Higgins, Keira PREM:EX](#) on behalf of [Kennedy, Christine PREM:EX](#)
To: [JTT CSSP Secretariat JTT:EX](#)
Subject: Accepted: 1:00 PM DMC SSP

From: [Higgins, Keira PREM:EX](#) on behalf of [Kennedy, Christine PREM:EX](#)
To: [Mihlar, Fazil JTT:EX](#)
Subject: Accepted: 9:00 AM Briefing PO/JTT/MAH/FIN/EMBC
Start: Thursday, May 10, 2018 9:00:00 AM
End: Thursday, May 10, 2018 9:45:00 AM
Location: CONFERENCE CALL: Dial in: **s.15,s.17** ID: **s.15,s.17** (Fazil to MODERATE)

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: Meggs, Geoff PREM:EX
Subject: Accepted: Briefing Minister James RE: Cabinet
Start: Tuesday, May 15, 2018 11:00:00 AM
End: Tuesday, May 15, 2018 12:00:00 PM
Location: Room 153

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: Meggs, Geoff PREM:EX
Subject: Accepted: BRIEFING: Greater Vancouver Board of Trade Economic Scoreboard
Start: Tuesday, May 8, 2018 11:00:00 AM
End: Tuesday, May 8, 2018 11:45:00 AM
Location: Room 139 Rattenbury Room

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: s.17
Subject: Accepted: Briefing: Les McLaren, Dave Nikolejsin
Start: Tuesday, May 8, 2018 4:30:00 PM
End: Tuesday, May 8, 2018 5:00:00 PM
Location: PO

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: s.17
Subject: Accepted: Cabinet Briefing

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: s.17
Subject: Accepted: Cabinet Briefing
Start: Monday, May 28, 2018 3:30:00 PM
End: Monday, May 28, 2018 4:15:00 PM
Location: PO

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: Sheldan, Tim FLNR:EX
Subject: Accepted: CALL: Fisheries Strategies (Christine Kennedy/Wes Shoemaker)
Start: Thursday, May 3, 2018 3:30:00 PM
End: Thursday, May 3, 2018 3:45:00 PM
Location: s.15,s.17 Participants.s.15,s.17 Tim to mod

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: Sheldan, Tim FLNR:EX
Subject: Accepted: CALL: Quick Prep (5 mins) for Forest Policy Think Thank Mtg at 3:15 pm
Start: Monday, May 7, 2018 8:45:00 AM
End: Monday, May 7, 2018 8:50:00 AM
Location: s.15,s.17 Participant s.15,s.17 : Tim to mod

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: Papik, Stephanie PREM:EX
Subject: Accepted: check in
Start: Tuesday, May 8, 2018 11:30:00 AM
End: Tuesday, May 8, 2018 12:00:00 PM
Location: your office

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: Papik, Stephanie PREM:EX
Subject: Accepted: check in
Start: Tuesday, May 8, 2018 11:30:00 AM
End: Tuesday, May 8, 2018 12:00:00 PM
Location: your office

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: Lloyd, Evan GCPE:EX
Subject: Accepted: Climate Brand Working Group
Start: Tuesday, May 1, 2018 2:30:00 PM
End: Tuesday, May 1, 2018 4:00:00 PM
Location: s.15,s.17 Conference ID: s.15,s.17

Christine will call into the meeting.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: Zacharias, Mark ENV:EX
Subject: Accepted: Conf Call - DM De Brief - Calgary trip
Start: Friday, May 4, 2018 4:00:00 PM
End: Friday, May 4, 2018 4:30:00 PM
Location: Don's Office c **s.15,s.17** Participant **s.15,s.17** (Mark is the moderator)

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: Zacharias, Mark ENV:EX
Subject: Accepted: Conf Call - DM De Brief - Calgary trip
Start: Friday, May 4, 2018 4:00:00 PM
End: Friday, May 4, 2018 4:30:00 PM
Location: Don's Office or s.15,s.17 Participant s.15,s.1 (Mark is the moderator)
7

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: MacMillan, Elizabeth PREM:EX
Subject: Accepted: Conf Call re: Business Implications
Start: Tuesday, May 8, 2018 10:00:00 AM
End: Tuesday, May 8, 2018 10:30:00 AM
Location: Dial In: s.15,s.17 Participant ID: s.15,s.1 Elizabeth To Moderate

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From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: Christensen, Suzanne PREM:EX
Subject: Accepted: Discussion - Economic Development Strategy
Start: Friday, May 11, 2018 10:00:00 AM
End: Friday, May 11, 2018 11:00:00 AM
Location: PREM Rose Room PREM:EX

From: [Higgins, Keira PREM:EX](#) on behalf of [Wright, Don J. PREM:EX](#)
To: [Halls, Lori D PSA:EX](#)
Subject: Accepted: DMCPSI

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: Caul, Doug D IRR:EX
Subject: Accepted: MEETING: Doug. Don W, Don B re: TNG Accord
Start: Tuesday, May 15, 2018 1:00:00 PM
End: Tuesday, May 15, 2018 2:00:00 PM
Location: Don Wright's office

From: [Higgins, Keira PREM:EX](#) on behalf of [Wright, Don J. PREM:EX](#)
To: [MacMillan, Elizabeth PREM:EX](#)
Subject: Accepted: Mtg re: Fall 18 & Spr 19 Leg Drafting Priorities
Start: Friday, May 4, 2018 11:00:00 AM
End: Friday, May 4, 2018 11:30:00 AM
Location: Rose Room

From: [Higgins, Keira PREM:EX](#) on behalf of [Wright, Don J. PREM:EX](#)
To: [Meggs, Geoff PREM:EX](#)
Subject: Accepted: PA Pre-Brief

From: [Higgins, Keira PREM:EX](#) on behalf of [Wright, Don J. PREM:EX](#)
To: [Meggs, Geoff PREM:EX](#)
Subject: Accepted: PA Pre-Brief
Start: Thursday, May 10, 2018 2:15:00 PM
End: Thursday, May 10, 2018 2:30:00 PM
Location: PO

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: s.17
Subject: Accepted: Phone Call: Don Wright RE: ILAC
Start: Friday, May 4, 2018 3:30:00 PM
End: Friday, May 4, 2018 4:00:00 PM
Location: Don will call your cell

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: s.17
Subject: Accepted: Pre-Brief
Start: Wednesday, May 9, 2018 8:45:00 AM
End: Wednesday, May 9, 2018 9:00:00 AM
Location: PO

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: s.17
Subject: Accepted: Pre-Brief
Start: Wednesday, May 30, 2018 8:45:00 AM
End: Wednesday, May 30, 2018 9:00:00 AM
Location: PO

From: [Higgins, Keira PREM:EX](#) on behalf of [Wright, Don J. PREM:EX](#)
To: [Meggs, Geoff PREM:EX](#)
Subject: Accepted: Premier's Check-In

From: [Higgins, Keira PREM:EX](#) on behalf of [Kennedy, Christine PREM:EX](#)
To: [MacMillan, Elizabeth PREM:EX](#)
Subject: Accepted: SSP key pts

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: MacMillan, Elizabeth PREM:EX
Subject: Accepted: SSP key pts

Higgins, Keira PREM:EX

Subject: Booked for Christine Kennedy
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-05-10 9:00 AM
End: Thu 2018-05-10 9:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Higgins, Keira PREM:EX

Subject: Booked for Don Wright
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-05-10 9:00 AM
End: Thu 2018-05-10 9:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Higgins, Keira PREM:EX

Subject: Canceled: Booked for Christine Kennedy
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-05-10 9:00 AM
End: Thu 2018-05-10 9:45 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Importance: High

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Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Christina Zacharuk, Scott MacDonald, Glen Hansman and Teri Mooring

Location: Don's Office - room 272 West Annex, Parliament Buildings

Start: Thu 2018-05-03 11:00 AM

End: Thu 2018-05-03 11:30 AM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Zacharuk, Christina PSEC:EX; 'tmooring@bctf.ca'; 'ghansman@bctf.ca'; MacDonald, Scott D EDUC:EX

Importance: High

From: [Higgins, Keira PREM:EX](#) on behalf of [Kennedy, Christine PREM:EX](#)
To: [Bain, Don PREM:EX](#)
Subject: Canceled: MEETING: Fisheries Strategy / CFN
Importance: High

CFN has confirmed for May 4 at VCO. Thanks!

Higgins, Keira PREM:EX

Subject: CONFERENCE CALL: Christine Kennedy, Tim Sheldan, Rick Manwaring, Vivian Thomas, Becky Denlinger, Robert Turner, Don Zadravec, Eric Kristianson, Jennifer Fraser

Location: Dial-in Phone Numbers: s.15,s.17 Participant Conference ID s.15,s.17
Christine to moderate - ID:s.15,s.17

Start: Fri 2018-05-04 1:30 PM

End: Fri 2018-05-04 2:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Sheldan, Tim FLNR:EX; Manwaring, Richard G FLNR:EX; Thomas, Vivian P GCPE:EX; Denlinger, Becky EMBC:EX; Turner, Robert EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX

Categories: Conference call/phone

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: JTT CSSP Secretariat JTT:EX
Subject: Declined: 1:00 PM DMC SSP

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 3, 2018 11:07 AM
To: JTT CSSP Secretariat JTT:EX
Subject: Declined: 1:00 PM DMC SSP

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 1, 2018 2:46 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 3, 2018 1:19 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 1, 2018 9:10 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

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Withheld pursuant to/removed as

s.22

From: Higgins, Keira PREM:EX
To: Wensink, Alison PREM:EX
Subject: FW: Air Canada - MR OKENGE YUMAMORISHO - 23-May/YZF-YYJ (booking ref s.22) - Seat selection confirmation
Date: Friday, May 4, 2018 10:42:05 AM

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: Air Canada [mailto:confirmation@aircanada.ca]
Sent: Friday, May 4, 2018 10:40 AM
To: Higgins, Keira PREM:EX
Subject: Air Canada - MR OKENGE YUMAMORISHO - 23-May/YZF-YYJ (booking ref s.22) - Seat selection confirmation

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Seat selection confirmation

Your Seat Selection is confirmed

Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). Thank you for choosing Air Canada and we look forward to welcoming you on board.

Booking Date: May 02, 2018 Passengers MR OKENGE YUMAMORISHO



Please note that Air Canada reserves the right to move any passenger from an emergency exit row seat at any time prior to boarding or during the flight. The Preferred seat charge will be refunded in this case.





Booking Information

Booking Reference	s.22	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact OKENGE YUMAMORISHO KEIRA.HIGGINS@GOV.BC.CA		Air Canada 1-888-247-2262*
Online Services		Flight Arrivals and Departures 1-888-422-7533
Select Seats		*For use from phones in Canada, the continental USA, Hawaii and Alaska.
Manage My Booking (change, cancel, upgrade).		
Alert me of flight status changes directly to my mobile phone or email.		
Flight Arrivals & Departures check online if my flight is on time.		

- [Check-in](#) online and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary




Flight	From	To	Stops	Duration	Aircraft	Fare Type
 ¹ AC8222	Yellowknife Yellowknife (YZF), NT Wed 23-May 2018 13:35	Calgary Calgary Intl. (YYC), AB Wed 23-May 2018 16:01	0	2hr26	DH4	Flex Q
 Flight AC8222 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.						
 ¹ AC223	Calgary Calgary Intl. (YYC), AB Wed 23-May 2018 16:50	Vancouver Vancouver Intl. (YVR), BC Wed 23-May 2018 17:16 - M	0	1hr26	320	Flex Q
 ¹ AC8077	Vancouver Vancouver Intl. (YVR), BC Wed 23-May 2018 18:05 - M	Victoria Victoria Intl. (YYJ), BC Wed 23-May 2018 18:35	0	0hr30	DH4	Flex Q

Operated by ¹ Air Canada Express - Jazz

Passenger Information

1: MR OKENGE YUMAMORISHO : Adult (18+), Ticket Number: 0142194142885			
Frequent Flyer Pgm :	None	Meal Preference :	None
Payment Card :	s.17	Special Needs :	None
Seat Selection :	AC 8222 (YZF-YYC) - s.1 (Preferred) AC 223 (YYC-YVR) - 5,s. (Preferred) AC 8077 (YVR-YYJ) - 22		

Additional Charges

Purchase Summary	
Passenger Type	Adult
Departing Flight - Flex	
 Preferred Seat - s.15,s.22	30.00
 Preferred Seat -	20.00
 Standard Seat - s.22	10.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	3.00
Total additional charges and taxes (per passenger)	63.00
Number Of Passengers	1
Grand Total - Canadian Dollar (CAD)	\$63.00

Payment Information

MasterCard Credit/Debit Card s.17 - Amount paid: \$63.00
 The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$63.00 (Seat Selection)

From: Higgins, Keira PREM:EX on behalf of Zacharias, Mark ENV:EX
To: Yuma Morisho, Okenge PREM:EX; Wright, Don J. PREM:EX; Nikolejsin, Dave EMPR:EX
Subject: FW: CONFERENCE CALL: Don, Mark Z and Dave N - DM De Brief - Calgary trip

-----Original Appointment-----

From: Zacharias, Mark ENV:EX
Sent: Tuesday, May 1, 2018 3:10 PM
To: Zacharias, Mark ENV:EX; Wright, Don J. PREM:EX; Nikolejsin, Dave EMPR:EX
Subject: CONFERENCE CALL: Don, Mark Z and Dave N - DM De Brief - Calgary trip
When: Friday, May 4, 2018 3:30 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: **s.15,s.17** Participant **s.15,s.** (Mark is the moderator)

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From: [Higgins, Keira PREM:EX](#)
To: [Benn, Jennifer MCF:EX](#); [Shang, Cindy TAC:EX](#); [Duncan, Laurie ENV:EX](#); [Hansen, Erin AGRI:EX](#)
Subject: FW: Confirmation of attendance to the May 4, 2018 DMC
Date: Thursday, May 3, 2018 2:41:28 PM

Please confirm attendance.

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: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 2:13 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, May 4, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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: [Higgins, Keira PREM:EX](#)
To: [Wensink, Alison PREM:EX](#)
Subject: FW: First interprovincial meeting for a Seamless Canada - Réunion interprovinciale inaugurale pour un Canada sans faille
Date: Wednesday, May 2, 2018 1:13:13 PM

I'll leave this to you to book.

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

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

From: Yuma Morisho, Okenge PREM:EX
Sent: Wednesday, May 2, 2018 11:59 AM
To: 'Simon.Brown@forces.gc.ca'
Cc: Shortt, Amanda PREM:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Maranda, Pierrette IGRS:EX; Dawes, Sandra IGRS:EX; Smith, Grant H IGRS:EX
Subject: RE: First interprovincial meeting for a Seamless Canada - Réunion interprovinciale inaugurale pour un Canada sans faille

Thanks Simon. I will attend the June 27th meeting in Toronto. oym

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

From: Simon.Brown@forces.gc.ca [<mailto:Simon.Brown@forces.gc.ca>]
Sent: Tuesday, May 1, 2018 3:55 PM
To: Yuma Morisho, Okenge PREM:EX
Subject: RE: First interprovincial meeting for a Seamless Canada - Réunion interprovinciale inaugurale pour un Canada sans faille

Good Day Sir,

Thank you very much for your quick response to our request. I am not sure if you have had a chance to read the full email chain but there is an initiative underway to make inter-Province moves easier for military personnel as this is one of the largest causes of dissatisfaction amongst our personnel. The first step to this process is likely fully defining the problem, then working out what can possibly be done and then agreeing on a road map to get there. To that end do you think you might be able to attend the meeting in Toronto on June 27th, 2018? Unfortunately there is no funding with this request so we would be asking the Provincial Govt to cover your travel expenses.

Thank you again for your consideration.

Regards

LCdr / capc Simon Brown

Executive Assistant to Commander MARPAC / JTFP
Canadian Armed Forces
Simon.Brown@forces.gc.ca / Tel: 250-363-2802 / CSN: 333-2802

Chef de cabinet du commandant FMAR(P) / FOIP
Forces armées canadiennes

Simon.Brown@forces.gc.ca / Tel: 250-363-2802 / RRRC: 333-2802

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

From: Yuma Morisho, Okenge PREM:EX [<mailto:Okenge.YumaMorisho@gov.bc.ca>]

Sent: April-29-18 10:43 AM

To: Hammond, James JTT:EX <James.Hammond@gov.bc.ca>; Brown LCdr SD@MARPA HQ@Esquimalt <Simon.Brown@forces.gc.ca>

Cc: Costello Capt(N) BA@MARPA HQ@Esquimalt <BRIAN.COSTELLO2@forces.gc.ca>

Subject: Re: First interprovincial meeting for a Seamless Canada - Réunion interprovinciale inaugurale pour un Canada sans faille

Thanks for the introduction Jamie.

Simon/Brian: happy to discuss. Thanks, oym

Okenge Yuma Morisho

Deputy Minister

Intergovernmental Relations Secretariat

Office of the Premier

From: Hammond, James JTT:EX

Sent: Saturday, April 28, 2018 11:45 AM

To: Simon.Brown@forces.gc.ca; Yuma Morisho, Okenge PREM:EX

Cc: BRIAN.COSTELLO2@forces.gc.ca

Subject: Re: First interprovincial meeting for a Seamless Canada - Réunion interprovinciale inaugurale pour un Canada sans faille

Simon, Brian

I would like to introduce you both to Okenge Yuma Morisho who is deputy minister in the Premier's Office. Okenge has spent much time with the Federal government and privy Council office so he will understand where you're coming from. He also has oversight of the intergovernmental relations secretariat.

Okenge - Brian and Simon are the key advisors in the senior representative of the Canadian Armed Forces in B.C, Rear-Admiral Art McDonald's Office. Over to you three.

Jamie

James W. Hammond

Assistant Deputy Minister

International Strategy and Competitiveness Ministry of Jobs, Trade and Technology

Office: 778-698-8778

On Apr 27, 2018, at 9:23 AM, "Simon.Brown@forces.gc.ca<<mailto:Simon.Brown@forces.gc.ca>>" <Simon.Brown@forces.gc.ca<<mailto:Simon.Brown@forces.gc.ca>>> wrote:

Hi Jamie,

It was very nice to chat with you ^{s.22} on Monday and I'm glad to hear that everyone is doing well.

I am writing to solicit some advice for the Admiral. You will see from the message below that we are looking to make it easier for military folks posted across the country. One of the first steps that is being proposed is a meeting including Provincial representation from across the country, to help make the process better.

As you 'speak both languages' – military and provincial government – I wondered if you might be able to suggest someone who could best assist with this initiative.

Best Regards

Simon

LCdr / capc Simon Brown

Executive Assistant to Commander MARPAC / JTFP Canadian Armed Forces

Simon.Brown@forces.gc.ca<<mailto:Simon.Brown@forces.gc.ca>> / Tel: 250-363-2802 / CSN: 333-2802

Chef de cabinet du commandant FMAR(P) / FOIP Forces armées canadiennes

Simon.Brown@forces.gc.ca<<mailto:Simon.Brown@forces.gc.ca>> / Tel: 250-363-2802 / RRRC: 333-2802

From: Eldaoud MGen N@CMP Asst CMP@Ottawa-Hull

Sent: April-27-18 7:36 AM

To: Cadieu BGen TJ@3 Cdn Div HQ@Edmonton

<TREVOR.CADIEU@forces.gc.ca<<mailto:TREVOR.CADIEU@forces.gc.ca>>>; Cadden BGen SM@4 Cdn Div JTFC HQ@Toronto <stephen.cadden@forces.gc.ca<<mailto:stephen.cadden@forces.gc.ca>>>; Gosselin Bgen JPHH@QG 2 Div CA FOIE@Montreal

<HERCULE.GOSSELIN@forces.gc.ca<<mailto:HERCULE.GOSSELIN@forces.gc.ca>>>; Baines RAdm CA@MARLANT HQ@HALIFAX <Craig.Baines@forces.gc.ca<<mailto:Craig.Baines@forces.gc.ca>>>; Nixon BGen MA2@JTFN@Yellowknife <Mike.Nixon@forces.gc.ca<<mailto:Mike.Nixon@forces.gc.ca>>>; McDonald RAdm AG@MARPAC HQ@Esquimalt <Art.McDonald@forces.gc.ca<<mailto:Art.McDonald@forces.gc.ca>>>

Cc: Eldaoud MGen N@CMP Asst CMP@Ottawa-Hull

<Nicolas.Eldaoud@forces.gc.ca<<mailto:Nicolas.Eldaoud@forces.gc.ca>>>; Rousseau Col B@CMP D Mil Pers Staff@Ottawa-Hull <BERNARD.ROUSSEAU@forces.gc.ca<<mailto:BERNARD.ROUSSEAU@forces.gc.ca>>>; Wilson Maj C@28 Fd Amb@Ottawa-Hull <Cybele.Wilson@forces.gc.ca<<mailto:Cybele.Wilson@forces.gc.ca>>>; Harris Col CD@CMP DMFS@Ottawa-Hull <Dan.Harris@forces.gc.ca<<mailto:Dan.Harris@forces.gc.ca>>>; Stride T@CMP DMFS@Ottawa-Hull <TODD.STRIDE@forces.gc.ca<<mailto:TODD.STRIDE@forces.gc.ca>>>; Petruczynik EK@CMP@Ottawa-Hull

<EWA.PETRUCZYNIK@forces.gc.ca<<mailto:EWA.PETRUCZYNIK@forces.gc.ca>>>

Subject: First interprovincial meeting for a Seamless Canada - Réunion interprovinciale inaugurale pour un Canada sans faille

Fellow colleagues and JTF Commanders,

As you know, the first chapter of Canada's defense policy focuses on our people. The results of multiple surveys conducted over the years by the CAF indicate that the transient nature of our profession can cause significant stress to members and their families. In particular, interprovincial moves can cause hardship for our members and their families, particularly in the areas of education, health care, transportation, and spousal employment. It is to soften this reality that the CDS and CMP are proposing a "Seamless Canada" concept for CAF members and their families. The success of this concept requires provincial and territorial leaders to engage in a collective dialogue with senior CAF officials to discuss possible solutions to help mitigate interprovincial barriers faced by CAF members and their families. The purpose of this email is to ask you to assist me in determining and confirming who in the provincial government in your respective AOR is the best person to attend the inaugural Interprovincial Meeting for a Seamless Canada.

As a JTF commander, you benefit from a privileged platform being in a position where you may know who is the best government representative to be invited to a meeting of this nature. Some provinces, such as New Brunswick,

Nova Scotia, and Alberta have already designated politicians as "liaison officers" for military-provincial affairs which might be an appropriate level of government official to attend this meeting. I have attached a list of known contacts for your validation. In addition, I would ask you to recommend a provincial representative for the provinces and territories where we are missing such a representative. Please note that the person chosen should be of an appropriate level that allows them to represent the intentions of their government and to report to their respective Premiers.

The inaugural Interprovincial Meeting for a Seamless Canada will be held June 27, 2018 at the Canadian Forces College in Toronto. The purpose will be to present to the provincial/territorial representatives the reality experienced by military families during transfers between provinces and territories. We already know that some provinces will take the opportunity to recommend some common initiatives.

In short, I ask you to send me the list of people to invite by May 4th. If you prefer to provide this return via your staff, please direct them to Maj Cybele Wilson: cybele.wilson@forces.gc.ca <<mailto:cybele.wilson@forces.gc.ca>>. Finally, I would ask you to let these representatives know about this meeting and give them appropriate notice so that they may add it to their schedule.

I am available at your convenience to discuss with you any questions or comments that you may have. As you can imagine, this initiative has great potential and could perhaps help put an end to some of the bureaucratic logistical obstacles for interprovincial transfers of our members and their families. Thank you for supporting the CAF efforts to improve the quality of life for our members and their families.

Chers collègues commandants de FOIs,

Comme vous le savez, le premier chapitre de la politique de défense du Canada est axé sur notre personnel. Les résultats des multiples projets de recherche et sondages conduits de façon récurrente par les FAC indiquent que la nature nomadique de notre profession peut causer un stress important aux membres et à leurs familles. Les déménagements interprovinciaux peuvent causer des difficultés à nos membres et leurs familles, particulièrement dans les domaines de l'éducation, des soins de santé, du transport et de l'emploi des conjoints. C'est pour assouplir cette réalité que le CEMD et CPM proposent un concept d'un « Canada sans faille » pour les membres des FAC et leurs familles. Le succès de ce concept demande que les dirigeants provinciaux et territoriaux entament un dialogue collectif avec les cadres supérieurs des FAC afin de discuter de solutions possibles pour aider à atténuer les obstacles interprovinciaux auxquels font face les membres des FAC et leurs familles. Le but de ce courriel est de vous demander de m'appuyer afin de déterminer et confirmer qui au sein de l'appareil gouvernemental provincial est la meilleure personne pour assister à la Réunion interprovinciale inaugurale pour un Canada sans faille.

En tant que commandant de FOI vous profitez d'une plateforme privilégiée pour savoir qui est la meilleure personne à être invitée. Sachez cependant que certaines provinces, comme le Nouveau-Brunswick, la Nouvelle-Écosse, et l'Alberta ont déjà désigné des politiciens comme « agents de liaison » concernant les affaires militaires-provinciales. J'ai joint une liste de contacts connus pour votre validation. De plus, je vous demanderais de bien vouloir recommander un représentant provincial pour les provinces et les territoires où il nous manque un représentant. Veuillez noter que la personne choisie devrait être d'un niveau adéquat qui lui permette de représenter les intentions de son gouvernement et de se rapporter au niveau du premier ministre provincial.

La réunion interprovinciale inaugurale pour un Canada sans faille aura lieu le 27 juin au Collège des Forces canadiennes à Toronto. Celle-ci aura comme objectif de présenter aux représentants provinciaux la réalité vécue par les familles militaires lors de transferts entre provinces. Nous savons déjà que certaines provinces profiteront de l'occasion pour recommander la mise en place de certaines initiatives communes.

En somme, je vous demande de bien vouloir me communiquer la liste des personnes à inviter d'ici le 4 mai prochain. Si vous préférez effectuer votre retour à travers votre état-major, veuillez les diriger au Maj Cybèle Wilson: cybele.wilson@forces.gc.ca <<mailto:cybele.wilson@forces.gc.ca>>. Finalement, je vous demanderais de bien vouloir donner un avis à ces personnes afin qu'ils puissent mettre cette réunion à leur agenda dès que possible.

Je suis toujours disponible pour discuter avec vous. Comme vous pouvez l'imaginer cette initiative possède un grand potentiel et pourrait peut-être permettre de mettre fin à certains des plus grands obstacles à la mutation. Je

vous remercie de bien vouloir soutenir nos efforts qui visent l'amélioration de la qualité de vie de nos membres et de leurs familles.

Merci

Nic

MGen/mgén Nicolas (Nic) Eldaoud

Chief of Staff Strategic, Military Personnel Command (MPC) Canadian Armed Forces

Nicolas.Eldaoud@forces.gc.ca/<<mailto:Nicolas.Eldaoud@forces.gc.ca>> Tel: 613-901-8137/ CSN: 901-8137 / Cel: 613-462-2634

Chef d'état-major Stratégique, commandement du personnel militaire (CPM) Forces armées canadiennes

Nicolas.Eldaoud@forces.gc.ca<<mailto:Nicolas.Eldaoud@forces.gc.ca>> / Tél: 613-901-8137 / RCCC: 901-8137/ Cell: 613-462-2634

<Provincial Military Liaison List 2018.docx>

From: [Higgins, Keira PREM:EX](#)
To: [Dawes, Sandra IGRS:EX](#)
Subject: FW: Hotel Information - Western Premiers' Conference
Date: Thursday, May 3, 2018 11:26:22 AM

Hi Sandra,

Okenge is on the same flights as PJH (with the exception that he is travelling through to Victoria on the way home).

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: Nash, Amber PREM:EX
Sent: Tuesday, May 1, 2018 3:59 PM
To: Higgins, Keira PREM:EX
Subject: RE: Hotel Information - Western Premiers' Conference

Hi Keira,

Premier's got a bunch of travel surrounding this conference so it's been a bit tricky to nail down. Here's what we are looking at booking for Yellowknife:

Monday May 21st

Westjet Vic to Calgary Dep. 12:52pm Arriving 3:13pm
Westjet Calgary to Yellowknife Dep. 4:05pm Arriving 6:35pm

Wednesday May 23rd

Air Canada Yellowknife to Calgary Dep. 1:35pm Arriving: 4:01pm
Air Canada Calgary to Vancouver Dep. 4:50pm Arriving 5:16pm

A

From: Higgins, Keira PREM:EX
Sent: Monday, April 30, 2018 11:09 AM
To: Nash, Amber PREM:EX
Subject: FW: Hotel Information - Western Premiers' Conference

Hi Amber,

I am covering for Alison ^{s.22}. She has asked that I take care of booking Okenge's trip to Yellowknife for the Western Premiers' Conference. Would it be appropriate to book him on the same flight as Premier?

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: Dawes, Sandra IGRS:EX
Sent: Monday, April 30, 2018 9:24 AM
To: Higgins, Keira PREM:EX
Cc: Maranda, Pierrette IGRS:EX; Brubacher, Kelly IGRS:EX
Subject: FW: Hotel Information - Western Premiers' Conference

Hi Keira – see below for the hotel in Yellowknife. I don't have Premier Horgan's flights.

Thanks,
Sandra

From: Maranda, Pierrette IGRS:EX
Sent: Monday, February 19, 2018 5:06 PM
To: Nash, Amber PREM:EX
Cc: Yuma Morisho, Okenge PREM:EX; Wensink, Alison PREM:EX; Brubacher, Kelly IGRS:EX
Subject: FW: Hotel Information - Western Premiers' Conference

Amber:

Below is the info for the Western Premiers' Conference.

The meeting date is: May 22 (end of afternoon) ; May 23 until early afternoon.

(Please note that flights may be limited).

Pierrette

From: Shawn McCann [mailto:Shawn_McCann@gov.nt.ca]
Sent: Monday, February 12, 2018 7:46 AM
To: Jennifer Dallman-Sanders; Cathy Jewison; 'kate.durand@gov.yk.ca'; 'lezlee.dunn@gov.mb.ca'; 'Katia Carel (katia.carel@gov.mb.ca)'; 'Katie Findlater (Katie.Findlater@gov.mb.ca)'; 'heather.edwards@gov.ab.ca'; 'Cassandra Boschmann (cassandra.boschmann@gov.ab.ca)'; 'Steven Jarvis (steven.jarvis@gov.ab.ca)'; 'Bruce Tait' (bruce.tait@gov.ab.ca); 'Jeff.Legault@gov.mb.ca'; 'Matthew.Rogers@gov.mb.ca'; 'Tracy Kyak (tkyak@gov.nu.ca)'; 'Ashley Metz (ashley.metz@gov.sk.ca)'; 'Laurie Hutton (laurie.hutton@gov.sk.ca)'; Smith, Grant H IGRS:EX; 'Anna Fowler' (afowler@gov.nu.ca); Sigurdson, Judi IGRS:EX
Subject: Hotel Information - Western Premiers' Conference

Hello,

The hotel block booking information for Western Premiers' Conference is ^{s.15}

Yellowknife:

Thank you.

Mársi | Kinanaskomitin | Thank you | Merci | Hą́ı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi
Shawn McCann
Director, Intergovernmental Relations
Department of Executive and Indigenous Affairs
Government of the Northwest Territories

7th floor, Precambrian Building
PO Box 1320
4920 – 52nd Street
Yellowknife, NT X1A 2L9

Phone: 867-767-9137 Ext. 18066
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From: [Higgins, Keira PREM:EX](#)
To: [Nash, Amber PREM:EX](#)
Subject: FW: June 7 dinner, Board position
Date: Monday, May 7, 2018 8:58:11 AM

FYI – the Public Policy Forum wanted to ensure you are aware that the June 7th dinner has been postponed and will be scheduled in the early fall.

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: Ed Greenspon [mailto:ed.greenspon@ppforum.ca]
Sent: Thursday, April 19, 2018 8:50 PM
To: Wright, Don J. PREM:EX
Subject: June 7 dinner, Board position

Dear Don,

s.22 . Two quick and important things:
1. We are going to have to postpone until the early fall the June 7 dinner the Premier was going to co-host. We have some conflicts . . . Back to you soon about possible alternative availabilities.
s.22 . Let's punt that discussion for a year. Does that work for you?

Best,
Ed

From: Higgins, Keira PREM:EX
To: Wensink, Alison PREM:EX
Subject: FW: Okege - Air Canada - 23 May: Yellowknife - Victoria (Booking Reference: s.22
Date: Wednesday, May 2, 2018 8:42:04 AM
Attachments: Air_Canada_Booking_Confirmation s.22 .pdf
image001.png

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: Air Canada [mailto:confirmation@aircanada.ca]
Sent: Wednesday, May 2, 2018 8:25 AM
To: Higgins, Keira PREM:EX
Subject: Air Canada - 23 May: Yellowknife - Victoria (Booking Reference: s.22)

Booking Confirmation

QR Code



Booking Reference: s.22

Date of issue: 02 May, 2018



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Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Passengers



**Okenge Yuma
Morisha**

Seats

s.15

Ticket Number:

0142194142045



Depart

Economy Standard

Wednesday
23 May, 2018

13:35

Yellowknife

(YZF),
Northwest Territories



16:01

Calgary

Calgary Intl. (YYC),
Alberta

2hr26

s.15

Economy Q

Operated by: Air Canada Express - Jazz | Q400

Wednesday
23 May, 2018

16:50

Calgary

Calgary Intl. (YYC),
Alberta



17:16

Vancouver

Vancouver Intl. (YVR),
Terminal M

s.15 1hr26

Economy Q

Operated by: Air Canada | A320-200 | Wi-Fi

Wednesday
23 May, 2018

18:05

Vancouver

Vancouver Intl.
(YVR),
Terminal M



18:35

Victoria

Victoria Intl. (YYJ),
British Columbia

s.15 0hr30
Economy Q

Operated by: Air Canada Express - Jazz | Q400

Purchase summary

MasterCard

s.17

Amount paid: \$373.93

Full details can be found in
your attached
Itinerary/Receipt

Tax information

GST/HST no. 10009-2287
RT0001 \$17.81

1 adult



Air Transportation Charges

329.00



Taxes, fees and charges

44.93

GRAND TOTAL (Canadian dollars)

\$373⁹³

Baggage allowance

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Yellowknife (YZF) > Victoria (YYJ)



1st bag

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Including taxes



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Including taxes

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Max. dimensions per bag:
158.0 cm (62.0 in)

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Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

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From: Higgins, Keira PREM:EX
To: Wensink, Alison PREM:EX
Subject: FW: Okenge - Air Canada - Electronic Ticket Itinerary/Receipt
Date: Wednesday, May 2, 2018 8:41:04 AM
Attachments: ETIR_2-May-18.pdf

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

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

From: Air Canada [<mailto:Communication@aircanada.ca>]
Sent: Wednesday, May 2, 2018 8:39 AM
To: Higgins, Keira PREM:EX
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

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From: [Higgins, Keira PREM:EX](#)
To: [Wensink, Alison PREM:EX](#)
Subject: FW: Okenge - Your itinerary and receipt - May 21 YELLOWKNIFE NT, CANADA for MR OKENGE YUMA MORISHO
Date: Wednesday, May 2, 2018 8:42:05 AM
Attachments: [Electronic ticket receipt, May 21 for MR OKENGE YUMA MORISHO.pdf](#)

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: WestJet [<mailto:noreply@itinerary.westjet.com>]
Sent: Wednesday, May 2, 2018 8:18 AM
To: Higgins, Keira PREM:EX
Subject: Your itinerary and receipt - May 21 YELLOWKNIFE NT, CANADA for MR OKENGE YUMA MORISHO

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Your itinerary and receipt

Thanks for choosing WestJet! We look forward to welcoming you on board.
Note: this is an automated message and replies will not be received.

Reservation code	s.22
------------------	------



WESTJET Flight Number **WS 196**
CONFIRMED

Monday, 21 May

Departure: YYJ VICTORIA BC, CANADA
12:52PM

Arrival: YYC CALGARY INTL AB, CANADA
3:13PM

Please verify flight times prior to departure

Aircraft: BOEING 737 800 JET

Duration: 1hour(s) and 21minute(s)
Distance (in Miles): 453

Mr Okenge Yuma Morisho
Seat(s): **s.15,s.** / Confirmed
22
[Add to calendar](#)



WESTJET Flight Number **WS 3197**
Operated by: WESTJET ENCORE
CONFIRMED

Monday, 21 May

Departure: YYC CALGARY INTL AB, CANADA
4:05PM

Arrival: YZF YELLOWKNIFE NT, CANADA
6:35PM

Please verify flight times prior to departure

Aircraft: DEHAVILLAND DASH 8-400 TURBOPROP

Duration: 2hour(s) and 30minute(s)

Distance (in Miles): 785

Mr Okenge Yuma Morisho

Seat(s): **s.15,s. 22** / Confirmed

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Mr Okenge Yuma Morisho: [8382136321120](#)

We recommend making note of this information for your records as WestJet is only able to access itinerary and purchase details for seven days following the completion of your last flight. If you add this eTicket to your TripCase profile, your reservation and payment detail for this itinerary will be accessible for 13 months after the last flight has been flown.



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From: [Higgins, Keira PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: FW: Request: 15 minute call with DM Wright
Date: Thursday, May 3, 2018 8:58:18 AM
Attachments: [NR - Results - 2018 Q1 - FINAL.PDF](#)
[MD&A - 2018 Q1 - FINAL.PDF](#)

FYI – I will print these for your folder.

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: Hendry, Jackie PREM:EX
Sent: Thursday, May 3, 2018 8:55 AM
To: Higgins, Keira PREM:EX
Subject: FW: Request: 15 minute call with DM Wright

Hi Keira – I didn't see this email until this morning... but here is some more information.

From: Alex McMillan [<mailto:AMcMillan@westernforest.com>]
Sent: Wednesday, May 2, 2018 6:23 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Request: 15 minute call with DM Wright

Jackie,

Is it safe to assume that our request from earlier today is not going to be possible to arrange? I appreciate the demands on DM Wright's schedule and knew the chances of connecting him with Shannon Janzen were slim, none the less, we felt it was important to make the offer.

I have taken the liberty of sending to you our quarterly earnings materials these are now public documents. Should the Deputy want to speak to us about our results or how we have addressed log exports in the contents (or any other issues), Shannon Janzen would welcome to speak with him at his convenience. Her cell number is: s.22

Cheers,
Alex

From: Alex McMillan
Sent: May 2, 2018 11:49 AM
To: jackie.hendry@gov.bc.ca
Subject: Request: 15 minute call with DM Wright

Jackie,

Following up on our call this morning. I would like to see if it is possible to arrange a 15 minute call

tomorrow morning (Thursday, May 3) between our Chief Forester and Vice President, Shannon Janzen and Deputy Minister Don Wright to discuss Western's Q1 results. Shannon can make herself available anytime starting at 6:30 am. Unfortunately, our annual general meeting with shareholders is scheduled between 8:30 and 10:30 and she is not available in that window.

Government has made several public comments about their desire to see a reduction in log exports by BC's forest industry. As a major player in the BC coastal forest industry, Western has taken significant strides to reduce our log exports over the last quarter. As part of our earnings release, Western will be quantifying these numbers which may increase interest in our results from more than business media (which is where we typically see media interest).

We felt DM Wright might find value in having a conversation with Shannon to talk about the results and provide him with the opportunity to ask questions directly to our company about the issue, our strategy and any other topics that might be of interest.

I would be able to send our earnings results once they are public later today (likely 4 to 5 pm) in advance of the call in order for DM Wright to have the opportunity to review them before speaking with Shannon.

Thank you very much in advance for your consideration. Happy to answer additional questions you might have, my mobile is: s.22

Kinds Regards,
Alex

Alex McMillan
Senior Director, Government Relations

Tel 604.648.4519
AMcMillan@westernforest.com

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From: [Higgins, Keira PREM:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: FW: Revised agenda: Materials - Reference Instructing Committee - Meeting May 2 at 9:30 am
Date: Wednesday, May 2, 2018 8:29:04 AM
Attachments: [Reference Instructing Committee - Draft agenda - May 2.pdf](#)
[image001.png](#)

FYI

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: Engelbrecht, Maya JAG:EX
Sent: Tuesday, May 1, 2018 4:57 PM
To: Richter, Connie JAG:EX; Nanninga, Tanera AG:EX; Higgins, Keira PREM:EX; Gooderham, Coleen E ENV:EX; Neilson, Kirsten ENV:EX; Carroll, Deborah ENV:EX; Frampton, Caelie ENV:EX; Wade, Debbie PREM:EX
Cc: AG LSB ADAG Executive Support Staff; Hill, Hayley JAG:EX; Brown, Nancy E JAG:EX; Harvey, James JAG:EX; 'Joe Arvay'; 'Catherine Boies Parker'
Subject: Revised agenda: Materials - Reference Instructing Committee - Meeting May 2 at 9:30 am

Good afternoon,

Please see a revised agenda attached. Apologies. Thank you.

Best regards,

Maya Engelbrecht

Executive Administrative Assistant
Office of the Assistant Deputy Attorney General
Ministry of Attorney General | Legal Services Branch
Phone: 250-356-9260 | Fax: 250-356-5111



 Please consider the environment before printing

This communication (both the message and any attachments) is confidential and is protected by solicitor-client privilege. It is intended only for the use of the person or persons to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

From: Engelbrecht, Maya JAG:EX
Sent: Tuesday, May 1, 2018 4:48 PM
To: Richter, Connie JAG:EX; Nanninga, Tanera AG:EX; Higgins, Keira PREM:EX; Gooderham, Coleen E ENV:EX; Neilson, Kirsten ENV:EX; Carroll, Deborah ENV:EX; Frampton, Caelie ENV:EX; Wade, Debbie PREM:EX

Cc: AG LSB ADAG Executive Support Staff; Hill, Hayley JAG:EX; Brown, Nancy E JAG:EX; Harvey, James JAG:EX; Yearwood, Paul JAG:EX; Morley, Gareth JAG:EX; 'Joe Arvay'; 'Catherine Boies Parker'
Subject: Materials - Reference Instructing Committee - Meeting May 2 at 9:30 am

Good afternoon,

Please see the attached materials for the Reference Instructing Committee meeting tomorrow at 9:30 am.

This meeting will be done via conference call, please dial s.15,s.17 and enter Participant ID: s.15,s.17 to attend. Thank you.

Best regards,

Maya Engelbrecht

Executive Administrative Assistant

Office of the Assistant Deputy Attorney General

Ministry of Attorney General | Legal Services Branch

Phone: 250-356-9260 | Fax: 250-356-5111



 Please consider the environment before printing

This communication (both the message and any attachments) is confidential and is protected by solicitor-client privilege. It is intended only for the use of the person or persons to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

From: [Higgins, Keira PREM:EX](#)
To: [Kennedy, Christine PREM:EX](#)
Bcc: [Higgins, Keira PREM:EX](#)
Subject: Fwd: Answer: Wildfire and Flood Report Rollout
Date: Wednesday, May 2, 2018 1:30:59 PM

Hi Christine,

Please see note below and advise.

Thanks,

Keira

Sent from my iPhone

Begin forwarded message:

From: "Geary, Orla FLNR:EX" <Orla.Geary@gov.bc.ca>
Date: May 2, 2018 at 1:30:07 PM PDT
To: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Subject: RE: Answer: Wildfire and Flood Report Rollout

Hi Keira!

Will there be supporting materials for this call?

Thanks,
Orla.

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 10:36 AM
To: Geary, Orla FLNR:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: RE: Answer: Wildfire and Flood Report Rollout

Hi everyone,

Please let me know if 1:30-2:30 on Friday does not work for your Executive.

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: Geary, Orla FLNR:EX
Sent: Wednesday, May 2, 2018 10:34 AM
To: Higgins, Keira PREM:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: RE: Answer: Wildfire and Flood Report Rollout

Good Morning;

1:30 pm would work better for Tim Sheldon.

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 10:30 AM
To: Beadman, Krista FLNR:EX; Geary, Orla FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: RE: Answer: Wildfire and Flood Report Rollout

Hi Everyone,

Okay, Christine can't do Friday morning but she could do between 1:00-3:00. Does 1:00 work for everyone?

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: Beadman, Krista FLNR:EX
Sent: Wednesday, May 2, 2018 10:28 AM
To: Higgins, Keira PREM:EX; Geary, Orla FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: Answer: Wildfire and Flood Report Rollout

Hi Keira

Rick Manwaring is scheduled to be in a meeting with Chief Ignace and Chief Day in response to a letter that was sent to the Minister regarding the Elephant Hill fire. Friday morning also works better for him.

Krista Beadman
Executive Administrative Assistant to
Rick Manwaring, Assistant Deputy Minister
Phone: 250-828-4449

From: Higgins, Keira PREM:EX

Sent: Wednesday, May 2, 2018 10:17 AM

To: Geary, Orla FLNR:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX

Subject: FW: Wildfire and Flood Report Rollout

Good morning everyone,

Christine Kennedy would like to please schedule a 1 hour call tomorrow from 9:00-10:00 to discuss the Wildfire and Flood Report rollout. Please let me know if your respective Executive/s have irreconcilable scheduling conflicts that cannot be changed.

Christine Kennedy

Tim Sheldon

Rick Manwaring

Vivian Thomas

Becky Denlinger

Robert Turner

Don Zadravec

Eric Kristianson

Jennifer Fraser

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: [Higgins, Keira PREM:EX](#)
To: [Wade, Debbie PREM:EX](#)
Bcc: [Higgins, Keira PREM:EX](#)
Subject: Fwd: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th
Date: Wednesday, May 2, 2018 6:20:13 PM

FYI

Sent from my iPhone

Begin forwarded message:

From: "Hahn, Andra EDUC:EX" <Andra.Hahn@gov.bc.ca>
Date: May 2, 2018 at 5:00:05 PM PDT
To: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Subject: RE: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th

Hi Keira
Minister Fleming will be in attendance.
Andra

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 10:05 AM
To: Wade, Debbie PREM:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Hahn, Andra EDUC:EX; Wakeman, Michelle PSSG:EX; White, Christine MAH:EX; Jackson, Lindsey B TRAN:EX; McKinstry, Cindy D FIN:EX; Holding, Marina TAC:EX
Subject: RE: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th

Hi Debbie,

Don will make it 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: Wade, Debbie PREM:EX
Sent: Wednesday, May 2, 2018 10:03 AM
To: Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Hahn, Andra EDUC:EX; Wakeman, Michelle PSSG:EX; White, Christine MAH:EX; Jackson, Lindsey B TRAN:EX; McKinstry, Cindy D FIN:EX; Holding, Marina TAC:EX; Higgins, Keira PREM:EX
Subject: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th

Hello every one;

I have been asked to help co-ordinate a Briefing for Geoff Meggs, Don Wright and the following Ministers;

- Hon Carole James
 - Hon Bruce Ralston
 - Hon Rob Fleming
 - Hon Mike Farnworth
 - Hon Selena Robinson
 - Hon Claire Trevena
 - Hon Melanie Mark
- Hon Lisa Beare

Meeting details are as follows;

DATE: Tuesday May 8th, 2018

TIME : 11:00-11:45am

Location: Room 139 – Rattenbury Room

Could you please discuss with your MA and get back to me as soon as possible on whether your Minister is available to attend. We understand this will be difficult to get all Ministers in attendance, and that QP most likely will go past 11:00am, however even if your Minister can come after QP until 11:30am that would be beneficial.

Thanks so much!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: [Higgins, Keira PREM:EX](#)
To: [Loubert, Danny PREM:EX](#)
Cc: [Szabo, Maria PREM:EX](#)
Subject: Let me know when you are ready to connect the video
Date: Friday, May 4, 2018 8:22:31 AM

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

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Tue 2018-05-08 1:00 PM
End: Tue 2018-05-08 1:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

Categories: Meeting

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Fri 2018-05-04 2:00 PM
End: Fri 2018-05-04 2:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

Categories: Meeting

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Heather Wood
Location: Don's Office - room 272 West Annex, Parliament Buildings

Start: Wed 2018-05-09 1:00 PM
End: Wed 2018-05-09 2:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wood, Heather FIN:EX

Categories: Meeting

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Lori Halls
Location: Don's Office

Start: Tue 2018-05-29 9:30 AM
End: Tue 2018-05-29 10:15 AM

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: Meeting organizer

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

Categories: Meeting

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Kathryn Young and Dick Vollet
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria BC

Start: Tue 2018-05-08 10:30 AM
End: Tue 2018-05-08 11:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Wright, Don J. PREM:EX
Required Attendees: Vollet, Dick [PH]; 'Kathryn Young'

Categories: Meeting

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Scott McCannell and Bob Peart
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Wed 2018-05-09 4:00 PM
End: Wed 2018-05-09 4:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Wright, Don J. PREM:EX
Required Attendees: 'Scott McCannell'

Categories: Meeting

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Suzanne Christensen and John Burrows
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Fri 2018-05-25 1:00 PM
End: Fri 2018-05-25 1:45 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Wright, Don J. PREM:EX
Required Attendees: Christensen, Suzanne PREM:EX (Suzanne.Christensen@gov.bc.ca); John Borrows

Categories: Meeting

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: Papik, Stephanie PREM:EX
Subject: New Time Proposed: MEETING: Christine and Stephanie - check in
Start: Tuesday, May 8, 2018 11:30:00 AM
End: Tuesday, May 8, 2018 12:00:00 PM
Location: your office

Hi Stephanie,

Christine is in Vancouver on Friday. Could we please move this meeting to Tuesday at 11:30?

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: Zacharias, Mark ENV:EX
Subject: New Time Proposed: MEETING: Don, Okenge, Mark Z and Dave N - DM De Brief - Calgary trip
Start: Friday, May 4, 2018 4:00:00 PM
End: Friday, May 4, 2018 4:30:00 PM
Location: Don's Office or s.15,s.17 Participant s.15,s.1 (Mark is the moderator)

Apologies but Don has been called into a meeting with PJH. Could we please move this meeting to 4:00 or reschedule for next week?

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
To: MacMillan, Elizabeth PREM:EX
Subject: New Time Proposed: Mtg re: Fall 18 & Spr 19 Leg Drafting Priorities
Start: Friday, May 4, 2018 11:00:00 AM
End: Friday, May 4, 2018 11:30:00 AM
Location: Rose Room

Don only has 30 minutes available for this meeting.

Thanks,

Keira

From: [Higgins, Keira PREM:EX](#) on behalf of [Kennedy, Christine PREM:EX](#)
To: [MacMillan, Elizabeth PREM:EX](#)
Subject: New Time Proposed: PHONE CALL: Christine and Elizabeth - SSP key pts

Christine has been called to a meeting with Don. Could we please move the call to an in-person meeting at 10:00 after DMC?

Higgins, Keira PREM:EX

Subject: PHONE CALL: Don Wright, Bruce Gibson and Surinder Ghog
Location: Bruce to call Don at (250) 356-2206

Start: Fri 2018-05-04 1:30 PM
End: Fri 2018-05-04 1:45 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Wright, Don J. PREM:EX
Required Attendees: brucegibson@apgroup.ca

Categories: Phone/conference

From: [Higgins, Keira PREM:EX](#)
To: [Geary, Orla FLNR:EX](#); [Hansen, Erin AGRI:EX](#)
Subject: RE: 15 min call today (3:30 pm?): Tim/Christine Kennedy/Wes S. (Fisheries Strategies)
Date: Thursday, May 3, 2018 10:20:20 AM
Attachments: [image001.png](#)

Hi Orla,

That works, please send a calendar invite.

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: Geary, Orla FLNR:EX
Sent: Thursday, May 3, 2018 10:12 AM
To: Hansen, Erin AGRI:EX; Higgins, Keira PREM:EX
Subject: 15 min call today (3:30 pm?): Tim/Christine Kennedy/Wes S. (Fisheries Strategies)
Importance: High

Good Morning:

Tim would like a quick 15 min call today with Christine & Wes re Fisheries Strategies.

The only time we have is at 3:30 pm. Can we make that time work??

Thanks!

O.



Orla Geary

Senior Executive Assistant to Deputy Minister Tim Sheldan

Deputy Minister's Office

Ministry of Forests, Lands and Natural Resource Operations

780 Blanshard Street, Victoria BC V8W 2H1

Office: (250) 387-8280

From: [Higgins, Keira PREM:EX](#)
To: [Kinnear, Lindsay PREM:EX](#)
Subject: RE: 20 min conf call re: business implications
Date: Tuesday, May 1, 2018 9:04:21 AM
Attachments: [image001.png](#)

Okay, she will make tomorrow work. Any time between 10:00-noon.

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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 1, 2018 9:01 AM
To: Higgins, Keira PREM:EX
Subject: RE: 20 min conf call re: business implications

Mihlar, Fazil JTT:EX;:EX; Hughes, Trevor LBR:EX

Lindsay Kinnear
Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 9:00 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: 20 min conf call re: business implications

Hi Lindsay,

Who are the others?

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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 1, 2018 8:59 AM
To: Higgins, Keira PREM:EX

Subject: RE: 20 min conf call re: business implications

Can you let me know what her availability is next week? A few time slots if possible and I will work with the others to find a spot.

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 8:58 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: 20 min conf call re: business implications

No. Sorry she has the whole day blocked off.

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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 1, 2018 8:57 AM
To: Higgins, Keira PREM:EX
Subject: RE: 20 min conf call re: business implications

No Way she can work in 20 minutes tomorrow anytime between 8:00 a.m. and 12:00 p.m. ??

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 8:52 AM
To: Kinnear, Lindsay PREM:EX

Subject: RE: 20 min conf call re: business implications

Hi Lindsay,

Sorry none of these options work for Christine. Do you want to look at next week?

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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 1, 2018 8:39 AM
To: Higgins, Keira PREM:EX
Subject: FW: 20 min conf call re: business implications

Good Morning ☺

Can you please take a look at Christine's calendar and let me know if she is available on either of these time slots for a call with Elizabeth?

Wed May 2nd -- 8 am to noon

Thurs May 3rd -- 5 to 6 pm

Fri May 4th -- 4:30 to 5:30 pm

Thank you,
Lindsay

Lindsay Kinnear
Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



From: MacMillan, Elizabeth PREM:EX
Sent: Monday, April 30, 2018 4:45 PM
To: Kinnear, Lindsay PREM:EX
Cc: Mihlar, Fazil JTT:EX; Kennedy, Christine PREM:EX; Hughes, Trevor LBR:EX
Subject: 20 min conf call re: business implications

Hello Lindsay – please work with the offices of Christine Kennedy, Fazil Mihlar and Trevor Hughes to see if there are 20 min in one of the times below that we could have a conference call.

Wed May 2nd --- 8 am to noon

Thurs May 3rd -- 5 to 6 pm

Fri May 4th -- 4:30 to 5:30 pm

This proposed call is further to direction presented at last week's DMC regarding the need for more robust consideration of business implications. The purpose is to discuss Christine, Fazil and Trevor's suggestions on the key questions and considerations that staff should undertake when assessing the business implications of a particular Cabinet or Cabinet Committee item. From this discussion, guidance for staff (similar to what is posted for CASA) will be drafted and posted on the intranet site with the cabinet submission template.

Many thanks

E

From: [Higgins, Keira PREM:EX](#)
To: [Wensink, Alison PREM:EX](#)
Cc: [Shortt, Amanda PREM:EX](#); [Mulloy, Eleanor PREM:EX](#)
Subject: RE: Access to Don's Calendar
Date: Thursday, May 3, 2018 1:42:26 PM

Permissions have been granted.

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: Wensink, Alison PREM:EX
Sent: Friday, April 27, 2018 12:47 PM
To: Higgins, Keira PREM:EX
Cc: Shortt, Amanda PREM:EX; Mulloy, Eleanor PREM:EX
Subject: Access to Don's Calendar

Hi Keira,

It was on my list this week to get Don to give Amanda and Eleanor read only access to Don's calendar (for when you and I are out of the office), but I didn't get a chance to ask him. Would you be able to ask him next time you are in with him?

Also – would you be able to give Amanda access to the Rose Room calendar?

Thanks so much!

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: [Higgins, Keira PREM:EX](#)
To: [Nash, Amber PREM:EX](#)
Subject: RE: Additional material for ILA convention
Date: Friday, May 4, 2018 1:38:10 PM

Okay, will you be sending a calendar invitation?

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: Nash, Amber PREM:EX
Sent: Friday, May 4, 2018 1:32 PM
To: Higgins, Keira PREM:EX
Subject: RE: Additional material for ILA convention

Confirming Don can call his cell.

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 1:28 PM
To: Nash, Amber PREM:EX
Subject: RE: Additional material for ILA convention

Okay no problem. We will make it 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: Nash, Amber PREM:EX
Sent: Friday, May 4, 2018 1:28 PM
To: Higgins, Keira PREM:EX
Subject: RE: Additional material for ILA convention

3:30pm def works better for the Premier.

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 1:20 PM
To: Nash, Amber PREM:EX
Subject: RE: Additional material for ILA convention

Hi Amber,

No worries, if preferred I can move things around and make 3:30 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: Nash, Amber PREM:EX
Sent: Friday, May 4, 2018 12:02 PM
To: Higgins, Keira PREM:EX
Subject: RE: Additional material for ILA convention

Oh Keira. This time isn't going to work anymore ☹ 5:45pm while he drives to airport is the best time now. Apologies.

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 11:45 AM
To: Nash, Amber PREM:EX
Subject: RE: Additional material for ILA convention

2:00 would be fabulous and I greatly appreciate it!

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: Nash, Amber PREM:EX
Sent: Friday, May 4, 2018 11:43 AM
To: Higgins, Keira PREM:EX
Subject: RE: Additional material for ILA convention

4pm won't work – but could do while he is waiting at Harbour Air (2pm)

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 11:31 AM
To: Nash, Amber PREM:EX
Subject: RE: Additional material for ILA convention

Hi Amber,

Is there any chance he could do 4:00?

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: Nash, Amber PREM:EX
Sent: Friday, May 4, 2018 11:21 AM
To: Higgins, Keira PREM:EX
Subject: FW: Additional material for ILA convention

Keira,

Could we confirm a call for Premier and Don on these materials today at 3:30pm?

Amber

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: May 4, 2018 at 7:34:31 AM PDT
To: s.17 "Meggs, Geoff PREM:EX"
<Geoff.Meggs@gov.bc.ca>, "McConnell, Sheena PREM:EX"
<Sheena.McConnell@gov.bc.ca>, "Van Meer-Mass, Kate PREM:EX"
<Kate.VanMeer-Mass@gov.bc.ca>
Subject: Additional material for ILA convention

Premier,

Here is a short Q&A on the Contractor Sustainability report that George Abbott and Chris Trumpy had done (contract started under former govt, we continued it).
ILA and TLA have been anxious to see it, and have complained about the Minister/Ministry sitting on it for so long.

FYI, I talked to Dave Elstone, head of the TLA on Wednesday to tell him we are on it. I also offered to meet with him to hear more of their particular issues.

Geoff/Sheena/Kate,

I am not sure who is accompanying the Premier, but could you make sure he has a chance to see this before he meets with anyone/speaks at the ILA meeting?
Thanks.

Don

From: [Higgins, Keira PREM:EX](#)
To: [Thomas, Vivian P GCPE:EX](#)
Subject: RE: Answer: Wildfire and Flood Report Rollout
Date: Wednesday, May 2, 2018 10:34:07 AM

Friday afternoon.

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: Thomas, Vivian P GCPE:EX
Sent: Wednesday, May 2, 2018 10:32 AM
To: Higgins, Keira PREM:EX
Subject: Re: Answer: Wildfire and Flood Report Rollout

Do you mean Thursday afternoon or Friday afternoon?

Vivian
250 213-2972

On May 2, 2018, at 10:30 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Everyone,

Okay, Christine can't do Friday morning but she could do between 1:00-3:00. Does 1:00 work for everyone?

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: Beadman, Krista FLNR:EX
Sent: Wednesday, May 2, 2018 10:28 AM
To: Higgins, Keira PREM:EX; Geary, Orla FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: Answer: Wildfire and Flood Report Rollout

Hi Keira

Rick Manwaring is scheduled to be in a meeting with Chief Ignace and Chief Day in response to a letter that was sent to the Minister regarding the Elephant Hill fire. Friday morning also works better for him.

Krista Beadman

Executive Administrative Assistant to
Rick Manwaring, Assistant Deputy Minister
Phone: 250-828-4449

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 10:17 AM
To: Geary, Orla FLNR:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: FW: Wildfire and Flood Report Rollout

Good morning everyone,

Christine Kennedy would like to please schedule a 1 hour call tomorrow from 9:00-10:00 to discuss the Wildfire and Flood Report rollout. Please let me know if your respective Executive/s have irreconcilable scheduling conflicts that cannot be changed.

Christine Kennedy
Tim Sheldan
Rick Manwaring
Vivian Thomas
Becky Denlinger
Robert Turner
Don Zadravec
Eric Kristianson
Jennifer Fraser

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: [Higgins, Keira PREM:EX](#)
To: [Geary, Orla FLNR:EX](#); [Beadman, Krista FLNR:EX](#); [Thomas, Vivian P GCPE:EX](#); [Fraser, Agnes EMBC:EX](#); [Kelly, Alisha EMBC:EX](#); [Zadravec, Don GCPE:EX](#); [Kristianson, Eric GCPE:EX](#); [Fraser, Jennifer TRAN:EX](#)
Subject: RE: Answer: Wildfire and Flood Report Rollout
Date: Wednesday, May 2, 2018 10:36:08 AM

Hi everyone,

Please let me know if 1:30-2:30 on Friday does not work for your Executive.

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: Geary, Orla FLNR:EX
Sent: Wednesday, May 2, 2018 10:34 AM
To: Higgins, Keira PREM:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: RE: Answer: Wildfire and Flood Report Rollout

Good Morning:

1:30 pm would work better for Tim Sheldon.

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 10:30 AM
To: Beadman, Krista FLNR:EX; Geary, Orla FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: RE: Answer: Wildfire and Flood Report Rollout

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Okay, Christine can't do Friday morning but she could do between 1:00-3:00. Does 1:00 work for everyone?

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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: Beadman, Krista FLNR:EX

Sent: Wednesday, May 2, 2018 10:28 AM

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Subject: Answer: Wildfire and Flood Report Rollout

Hi Keira

Rick Manwaring is scheduled to be in a meeting with Chief Ignace and Chief Day in response to a letter that was sent to the Minister regarding the Elephant Hill fire. Friday morning also works better for him.

Krista Beadman

Executive Administrative Assistant to
Rick Manwaring, Assistant Deputy Minister
Phone: 250-828-4449

From: Higgins, Keira PREM:EX

Sent: Wednesday, May 2, 2018 10:17 AM

To: Geary, Orla FLNR:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX

Subject: FW: Wildfire and Flood Report Rollout

Good morning everyone,

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Christine Kennedy
Tim Sheldan
Rick Manwaring
Vivian Thomas
Becky Denlinger
Robert Turner
Don Zadravec
Eric Kristianson
Jennifer Fraser

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: [Higgins, Keira PREM:EX](#)
To: [Geary, Orla FLNR:EX](#)
Subject: RE: Answer: Wildfire and Flood Report Rollout
Date: Wednesday, May 2, 2018 1:52:14 PM

Hi Orla,

Christine doesn't anticipate there will be anything new in advance.

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: Geary, Orla FLNR:EX
Sent: Wednesday, May 2, 2018 1:30 PM
To: Higgins, Keira PREM:EX
Subject: RE: Answer: Wildfire and Flood Report Rollout

Hi Keira!

Will there be supporting materials for this call?

Thanks,
Orla.

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 10:36 AM
To: Geary, Orla FLNR:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: RE: Answer: Wildfire and Flood Report Rollout

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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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Sent: Wednesday, May 2, 2018 10:34 AM
To: Higgins, Keira PREM:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer

TRAN:EX

Subject: RE: Answer: Wildfire and Flood Report Rollout

Good Morning:

1:30 pm would work better for Tim Sheldan.

From: Higgins, Keira PREM:EX

Sent: Wednesday, May 2, 2018 10:30 AM

To: Beadman, Krista FLNR:EX; Geary, Orla FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX

Subject: RE: Answer: Wildfire and Flood Report Rollout

Hi Everyone,

Okay, Christine can't do Friday morning but she could do between 1:00-3:00. Does 1:00 work for everyone?

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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: Beadman, Krista FLNR:EX

Sent: Wednesday, May 2, 2018 10:28 AM

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Subject: Answer: Wildfire and Flood Report Rollout

Hi Keira

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Krista Beadman

Executive Administrative Assistant to

Rick Manwaring, Assistant Deputy Minister

Phone: 250-828-4449

From: Higgins, Keira PREM:EX

Sent: Wednesday, May 2, 2018 10:17 AM

To: Geary, Orla FLNR:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX

Subject: FW: Wildfire and Flood Report Rollout

Good morning everyone,

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Christine Kennedy

Tim Sheldon

Rick Manwaring

Vivian Thomas

Becky Denlinger

Robert Turner

Don Zadravec

Eric Kristianson

Jennifer Fraser

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: [Higgins, Keira PREM:EX](#)
To: [Hendry, Jackie PREM:EX](#)
Subject: RE: April - Don Wright - RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - April 2018
Date: Wednesday, May 2, 2018 1:25:13 PM
Attachments: [Calendar Details Style - Don Wright.pdf](#)

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: Hendry, Jackie PREM:EX
Sent: Tuesday, May 1, 2018 9:00 AM
To: Nash, Amber PREM:EX; Higgins, Keira PREM:EX
Subject: FW: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - April 2018
Importance: High

Hello,

Amber: Please provide the Premier's calendar by May 7
Keira: Please provide calendars for Don and OYM.

Thanks so much

Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Tuesday, May 1, 2018 8:51 AM
Cc: CITZ OPEN INFOGROUP CITZ:EX
Subject: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - April 2018
Importance: High

Regarding [Ministerial Directive 02-2016: DISCLOSURE OF MINISTERS' AND DEPUTY MINISTERS' CALENDARS](#)

Please send your ministers', deputy ministers' and associate deputy ministers' calendar(s) for the month of April 2018

Please send the calendar(s) and harms assessment information by reply email or to the CITZ OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca) by May 10th, 2018

Please also provide the name or email address of who the approver(s) will be for each calendar you submit

What You Need to Do?

- 1. Create a PDF of the calendar records**
- 2. Conduct a harms assessment and provide those details**

**Detailed instructions are below*

Reminder: Calendars must be provided to IAO not later than 10 calendar days after the end of the month.

What Happens Next?

Upon receipt of the calendar(s), the Open Information analysts will review the records and remove any information that requires redaction. The analysts may contact you if they have any questions about possible harms associated with the records. The records will then be sent for review and approval by your ministry approver.

Distribution Lists:

We look forward to working with you and hope that we've captured the right people on our distribution list. If any names need to be added or deleted, please let us know.

If you have any questions or concerns, please contact any member of the Open Information team directly or through reply to this email address.

Many thanks,
IAO Open Information Team

Ryan Schumm
Dean Chan
Neil Frelick
Matthew Prodan, A/Manager

Link to [Open Information](#)

DETAILED INSTRUCTIONS AND REDACTION INFORMATION

1. Produce a PDF of the calendar records

- Open the calendar you want to print*
- Select File
- Select Print
- Select Print Options
- Select 'Adobe PDF' as your printer. If this is not available, print the calendar, scan and email the PDF

- Select 'Calendar Detail Style' from the Print Style options
- Select the date range (In the Print Range fields)
- Check the box for 'Hide details of private appointments'
- Select Print
- Save resulting PDF

** For minister's calendars, produce only the minister's calendar; Specific MLA or constituency-related duties need not be included.*

2. Conduct a harms assessment and provide those details

- Prepare and attach one clean copy of the records (no marks, hand written notes, sticky notes or highlighting);
- Prepare and attach one marked copy of the records where any harms are indicated:
- Indicate any personal information contained within any entries not marked Private
- Mark any Cabinet or Treasury Board entries. IAO needs to know if the entry pertains to an item that was prepared for cabinet/treasury board and if it ever went, or will go, to Cabinet or Treasury Board.
- Identify any legal advice or entries that might reveal solicitor-client privilege
- Other

3. Redaction Details:

While the calendars are not being redacted under FOIPPA, any redactions must reflect exceptions permitted under FOIPPA. In addition, entries previously considered "not responsive" (e.g. reservation numbers, teleconference information), based on agreement with an FOI applicant, will no longer be deemed not responsive. Instead, any information that would attract an exception permitted under FOIPPA will be redacted with any other information being removed. The below verbiage will be used where information is removed:

Severing Verbiage	FOIPPA Section
Cabinet Confidences	12
Advice/Recommendations	13
Legal Communications	14
Security Concern	15
Intergovernmental Communications	16
Government Financial Information	17
Personal Security	19
Business Information	21
Personal Information	22

From: [Higgins, Keira PREM:EX](#)
To: [Nash, Amber PREM:EX](#)
Subject: RE: Aspen Planers
Date: Wednesday, May 2, 2018 2:10:14 PM

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: Nash, Amber PREM:EX
Sent: Wednesday, May 2, 2018 2:08 PM
To: Higgins, Keira PREM:EX
Subject: RE: Aspen Planers

Hi Keira,

Best contact is Bruce Gibson:

Bruce Gibson
604 634 1240 (d)
s.22
brucegibson@apgroup.ca

Amber

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 1:43 PM
To: Nash, Amber PREM:EX
Subject: FW: Aspen Planers

Hi Amber,

Please send me the contact info when you have a minute.

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: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, May 2, 2018 12:35 PM
To: Higgins, Keira PREM:EX
Subject: FW: Aspen Planers

From: Wright, Don J. PREM:EX
Sent: Wednesday, May 2, 2018 12:33 PM
To: Nash, Amber PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: Re: Aspen Planers

Hi Amber,

Probably the best thing is to suggest that they set up a phone call with me, and I can explain where things are at. It will probably be more productive of their time to let me get things lined up first. If things go how I would like them, it may not even be necessary to have a meeting with PJH, but we can keep that in reserve.

Keira,

Could you get the contact info from Amber and set up a call.

Thanks.

Don

From: Amber Nash <Amber.Nash@gov.bc.ca>
Date: Wednesday, May 2, 2018 at 12:28 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Cc: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>
Subject: Aspen Planers

Hi Don,

We've had an inquiry from the Aspen Planers on the status of their meeting request. Wanted to know what action may have come from the meeting you had with PJH. Could you advise if we should we move forward to schedule this meeting or refer elsewhere for follow up?

Amber

From: [Higgins, Keira PREM:EX](#)
To: [Chandler, Alex FIN:EX](#)
Subject: RE: Attendance Survey - May 9 Treasury Board
Date: Friday, May 4, 2018 9:34:02 AM

Christine Kennedy will be in attendance.

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: Chandler, Alex FIN:EX
Sent: Friday, May 4, 2018 8:44 AM
To: Bain, Don PREM:EX; Connor, Tamara LASS:EX; Duncan, Kate EMPR:EX; Gibbs, Robb GCPE:EX; Giesbrecht, Mandy FIN:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Kang, Gurbrinder LASS:EX; Kinnear, Lindsay PREM:EX; Madevon, Solenn LASS:EX; Mulloy, Eleanor PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Spilker, Robyn FIN:EX; Taylor, Kathy J LASS:EX; White, Christine MAH:EX
Subject: Attendance Survey - May 9 Treasury Board

Good morning,

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

-
Treasury Board
Wednesday May 9, 2018
3:00 p.m.– 6:30 p.m.
Chambers

Alex Chandler
Executive Director
Treasury Board Staff
Ministry of Finance
Tel: 778-698-1542 | Fax: 250-356-7624
E-mail: alex.chandler@gov.bc.ca

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

From: [Higgins, Keira PREM:EX](#)
To: [Brown, Dawn A PREM:EX](#)
Subject: RE: Binder delivery
Date: Thursday, May 3, 2018 2:53:28 PM

Don will be here until 4:00.

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: Brown, Dawn A PREM:EX
Sent: Thursday, May 3, 2018 2:52 PM
To: McCartney, Angela PREM:EX; Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Subject: Binder delivery
Importance: High

Good afternoon ladies,

Looking for drop off times for the binders again.

Thanks,

Dawn A. Brown
Cabinet Operations|Office of the Premier
Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

From: [Higgins, Keira PREM:EX](#)
To: [Cleaver, Sheila C FIN:EX](#); [Hendry, Jackie PREM:EX](#)
Cc: [Wensink, Alison PREM:EX](#)
Subject: RE: BMO purchase card decline
Date: Wednesday, May 2, 2018 8:51:05 AM

Thanks Sheila!

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: Cleaver, Sheila C FIN:EX
Sent: Wednesday, May 2, 2018 8:08 AM
To: Hendry, Jackie PREM:EX
Cc: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Subject: RE: BMO purchase card decline

The monthly limit on Alison's PCard has been increased to 11K and is effective immediately.

From: Hendry, Jackie PREM:EX
Sent: Tuesday, May 1, 2018 2:59 PM
To: Cleaver, Sheila C FIN:EX
Cc: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Subject: FW: BMO purchase card decline

Hi Shelia,

Please increase the limit of our card by 1000.00 temporarily.

I will get back to you regarding obtaining another card for this office, as well as permanently increasing the limit on this card.

Thank you.

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 2:53 PM
To: Cleaver, Sheila C FIN:EX; Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: BMO purchase card decline

Hi Jackie,

Please send email as requested. The monthly limit will need to be bumped by \$1000 temporarily.

Sheila - I will discuss getting a card with Jackie.

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: Cleaver, Sheila C FIN:EX
Sent: Tuesday, May 1, 2018 2:51 PM
To: Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: BMO purchase card decline

Hi Keira,

The reason Alison's purchase card is being declined is the transaction you are trying to put through puts her "monthly limit" over her maximum 10K. Her transactions are currently at \$9,936.87 and **s.15,s.17**

I will need an Email from Alison's Expense Authority requesting an increase in her monthly limit. Pls enter the new "monthly limit" she will need and also if this limit is being increased permanently or just temporarily for this month.

Also, as mentioned, the purchase cards are issued to an employee and is not to be used by anyone other than the cardholder. We recommend having 2 cards/branch so there is a backup card for when the main cardholder is away – vacation, sick etc.

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl. 617 Government St. Victoria, BC V8W 9V1
Phone# (778) 698-8586

From: [Higgins, Keira PREM:EX](#)
To: [Tupper, Linsey PSA:EX](#)
Cc: [Canitz, Shelley L PREM:EX](#); [Redies, Janet PSA:EX](#); [Mandur, Tracy PSA:EX](#)
Subject: RE: BN and OICs for Bruce Richmond and Nick Grant
Date: Thursday, May 3, 2018 9:25:18 AM
Attachments: [Bruce Richmond BN.pdf](#)
[Nick Grant BN.pdf](#)
[image001.png](#)

Hi Linsey,

Please see the signed BNs for Bruce Richmond and Nick Grant.

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: Tupper, Linsey PSA:EX
Sent: Wednesday, May 2, 2018 1:06 PM
To: Higgins, Keira PREM:EX
Cc: Canitz, Shelley L PREM:EX; Redies, Janet PSA:EX; Mandur, Tracy PSA:EX
Subject: BN and OICs for Bruce Richmond and Nick Grant

Hi Keira,

Please find attached the BNs for the OIC appointments of Bruce Richmond and Nick Grant for Don's review and approval.

- Print the first page of the OIC on yellow paper and the second page on white paper.

The timing for these OICs are to be signed early next week, preferably for May 7th. Please return a signed copy of the BN to our office.

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: [Higgins, Keira PREM:EX](#)
To: [Nash, Amber PREM:EX](#)
Subject: RE: Briefing for Premier -May 8th
Date: Friday, May 4, 2018 11:00:07 AM



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: Nash, Amber PREM:EX
Sent: Friday, May 4, 2018 10:59 AM
To: Higgins, Keira PREM:EX
Subject: RE: Briefing for Premier -May 8th

Thanks Keira!

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 10:53 AM
To: Nash, Amber PREM:EX
Subject: RE: Briefing for Premier -May 8th

Hi Amber,

Just checking in as I haven't seen this one come through.

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: Wright, Don J. PREM:EX
Sent: Thursday, May 3, 2018 10:22 AM
To: Nash, Amber PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Re: Briefing for Premier -May 8th

Yes please. Thanks Amber

Sent from my iPhone

On May 3, 2018, at 10:02 AM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:

Hi Don,

Wanted to keep you in the loop too – I've just confirmed with Les this is a go for

Tuesday. Briefing is to update on the review.
Would you like to join this meeting?

Amber

From: Nash, Amber PREM:EX
Sent: Thursday, May 3, 2018 9:43 AM
To: Nikolejsin, Dave EMPR:EX; MacLaren, Les EMPR:EX
Subject: Briefing for Premier -May 8th

Hi Both,

I'd like to confirm a briefing for the Premier on BC Hydro for 4:30pm Tuesday May 8th.
Will you both be available to offer this briefing?

Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E:
amber.nash@gov.bc.ca

From: Higgins, Keira PREM:EX
To: Shortt, Amanda PREM:EX
Subject: RE: Call for Records OOP-2018-83198 Due May 11, 2018
Date: Wednesday, May 2, 2018 1:28:19 PM

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

From: Shortt, Amanda PREM:EX
Sent: Wednesday, May 2, 2018 10:34 AM
To: LP PO Deputy Minister; LP Premiers Vancouver Office; LP PO Executive Office
Cc: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-83198 Due May 11, 2018

Hello,

Please see the below request and please let me know by **May 11th** whether or not you have any records:

Canvassed: All Executive staff, all Vancouver staff, all DMO staff

All communications between the Deputy Minister's Office, or the Premier's Office and Josh Gordon from SFU; Copies of all contracts with

Josh Gordon. (Date range for Record Search: 01/01/2018 to 04/25/2018) Date Format is MM/DD/YYYY

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

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Amanda Shortt, Administrative Assistant
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1

From: [Higgins, Keira PREM:EX](#)
To: [Richter, Connie JAG:EX](#)
Subject: RE: CHANGE OF TIME - DMC - May 18, 2018
Date: Wednesday, May 2, 2018 8:28:03 AM

Yes, 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: Richter, Connie JAG:EX
Sent: Tuesday, May 1, 2018 5:37 PM
To: Higgins, Keira PREM:EX
Subject: RE: CHANGE OF TIME - DMC - May 18, 2018

Hi, is this still 1:00–2:30 on May 18th?

Thank you, C

From: Higgins, Keira PREM:EX
Sent: Friday, April 27, 2018 3:16 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Szabo, Maria PREM:EX
Subject: CHANGE OF TIME - DMC - May 18, 2018

Happy Friday everyone,

*Please note the **DMC on May 18th will now be held from 1:00-2:30** in Chambers/VCO.*

Maria – could you please adjust the VCO booking accordingly?

Many 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: [Higgins, Keira PREM:EX](#)
To: [McCann, Meghan EMPR:EX](#)
Cc: [MacLaren, Les EMPR:EX](#); [Fitzpatrick, Brigitte EMPR:EX](#)
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC
Date: Wednesday, May 2, 2018 2:15:14 PM

Noted – 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: McCann, Meghan EMPR:EX
Sent: Wednesday, May 2, 2018 2:14 PM
To: Higgins, Keira PREM:EX
Cc: MacLaren, Les EMPR:EX; Fitzpatrick, Brigitte EMPR:EX
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Les MacLaren will attend for Dave from Chambers, thanks.

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 2:13 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, May 4, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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: [Higgins, Keira PREM:EX](#)
To: [Ringma, Shalegh FIN:EX](#)
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC
Date: Wednesday, May 2, 2018 2:19:14 PM

Noted – 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: Ringma, Shalegh FIN:EX
Sent: Wednesday, May 2, 2018 2:18 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Jon Dube will no longer be attending on behalf of Heather Wood. Heather will just touch base with Lori to get the meeting download.

Thanks!

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 2:13 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, May 4, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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: [Higgins, Keira PREM:EX](#)
To: [Birnie, Kayla LBR:EX](#)
Cc: [Samath, Mayura LBR:EX](#)
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC
Date: Wednesday, May 2, 2018 3:13:17 PM

Hi Kayla,

Okay, will that also be the number for Mayura?

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: Birnie, Kayla LBR:EX
Sent: Wednesday, May 2, 2018 3:10 PM
To: Higgins, Keira PREM:EX
Cc: Samath, Mayura LBR:EX
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Yes that would be great, also on that List my number has since changed as we recently moved to UC it is now 778-974-2177.

Thanks so much,

Kayla Birnie
Manager, Executive Operations
Ministry of Labour

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 3:08 PM
To: Birnie, Kayla LBR:EX
Cc: Samath, Mayura LBR:EX
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Hi Kayla,

Will do. Would you like her name on the office contact list that I send out or do you prefer to keep yours?

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: Birnie, Kayla LBR:EX
Sent: Wednesday, May 2, 2018 3:03 PM
To: Higgins, Keira PREM:EX
Cc: Samath, Mayura LBR:EX
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Hey Keira,

Trevor will be attending from Chambers this Friday. I was wondering if you are able to add Mayura Samath (cc'd here on this email) to the Distribution lists. She will be taking over organizing Trevor's calendar etc.

Thanks so much,

Kayla Birnie
Manager, Executive Operations
Ministry of Labour

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 2:13 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, May 4, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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: [Higgins, Keira PREM:EX](#)
To: [McCann, Meghan EMPR:EX](#)
Subject: RE: Conoco Phillips BN
Date: Wednesday, May 2, 2018 8:31:05 AM

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: McCann, Meghan EMPR:EX
Sent: Tuesday, May 1, 2018 4:23 PM
To: Higgins, Keira PREM:EX
Subject: Conoco Phillips BN

Hi Keira,

Please see the attached BN for Don for the May.7th meeting, thanks.

Meghan McCann
Senior Executive Assistant to Deputy Minister Dave Nikolejsin
Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources
Direct: [250 952-0504](tel:250-952-0504)

From: [Higgins, Keira PREM:EX](#)
To: [Kennedy, Christine PREM:EX](#)
Bcc: [Higgins, Keira PREM:EX](#)
Subject: Re: Could you cancel Helijet?
Date: Wednesday, May 2, 2018 5:43:07 PM

Will do - thanks.

Sent from my iPhone

> On May 2, 2018, at 5:34 PM, Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca> wrote:
>
> Hotel too, but we may not need to do that til morning. Thanks so much.
>
> I will re-plan for next week.
>
> Christine

From: [Higgins, Keira PREM:EX](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists
Date: Wednesday, May 2, 2018 3:53:18 PM

Will do.

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: Canitz, Shelley L PREM:EX
Sent: Wednesday, May 2, 2018 3:44 PM
To: Higgins, Keira PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Keira – would you please add Vanessa Geary to your distribution list for these updates?

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 3:35 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Kelly, Samantha J HLTH:EX; Clark, Layne PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX
Subject: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists. Please welcome Mayura Samath to Trevor's Office!

Please advise if there are any further corrections to your area.

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: [Higgins, Keira PREM:EX](#)
To: [Tupper, Linsey PSA:EX](#)
Subject: RE: DMC - May 18th
Date: Tuesday, May 1, 2018 1:26:29 PM
Attachments: [image001.png](#)

Noted – 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: Tupper, Linsey PSA:EX
Sent: Tuesday, May 1, 2018 12:05 PM
To: Higgins, Keira PREM:EX
Subject: RE: DMC - May 18th

Hi Keira,

Lori plans have changed and she will NOW attend DMC on the 18th.

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Higgins, Keira PREM:EX
Sent: Friday, April 27, 2018 1:59 PM
To: Tupper, Linsey PSA:EX
Subject: RE: DMC - May 18th

Noted – 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: Tupper, Linsey PSA:EX
Sent: Friday, April 27, 2018 10:30 AM
To: Higgins, Keira PREM:EX
Subject: DMC - May 18th

Hi Keira,

Lori will be out of office on Friday, May 18th and has advised that she will not be in attendance at DMC, no alternate will be attending on her behalf.

Please let me know if you need anything further.

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: [Higgins, Keira PREM:EX](#)
To: [Ringma, Shalegh FIN:EX](#)
Subject: RE: DMC friday
Date: Wednesday, May 2, 2018 10:04:06 AM

Noted and she can send Jon.

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: Ringma, Shalegh FIN:EX
Sent: Wednesday, May 2, 2018 9:53 AM
To: Higgins, Keira PREM:EX
Subject: DMC friday

Morning Keira,

Heather Wood won't be in Friday, would it be okay to send an alternate to DMC. Jon Dube is acting for her that day.

Shalegh Ringma
Senior Executive Assistant to
Heather Wood ~ **Associate Deputy Minister and
Secretary to Treasury Board**
Room 104 - 617 Government Street Victoria BC | P: 778 698-1549
TREASURY BOARD STAFF
Ministry of Finance

From: [Higgins, Keira PREM:EX](#)
To: [Berry, Julia F HLTH:EX](#)
Cc: [Kelly, Samantha J HLTH:EX](#)
Subject: RE: DMC Tomorrow, May 4th
Date: Thursday, May 3, 2018 1:58:27 PM

Hi Julia,

There will be no advance materials.

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: Berry, Julia F HLTH:EX
Sent: Thursday, May 3, 2018 1:57 PM
To: Higgins, Keira PREM:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: DMC Tomorrow, May 4th

Hello Keira,
Will there be materials shared in advance of the meeting tomorrow morning?
Thank you,
Julia Berry
Program Assistant
Deputy Minister's Office
Phone: (778)698-0417
Ministry of Health | PO Box 9639 STN PROV GOVT | Victoria BC | V8W 9P1

From: [Higgins, Keira PREM:EX](#)
To: [Szabo, Maria PREM:EX](#)
Cc: [Loubert, Danny PREM:EX](#)
Subject: RE: DMC tomorrow
Date: Thursday, May 3, 2018 1:16:25 PM

Hi Maria,

I am still waiting on quite a few confirmations but Mark Sieben will definitely be at VCO. I will link the video at 8:20.

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: Szabo, Maria PREM:EX
Sent: Thursday, May 3, 2018 12:43 PM
To: Higgins, Keira PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: DMC tomorrow

Hi Keira,

Do you know who's attending from VCO?

If there are any as I suspect there will be, Danny is hoping the call can come at 8:20 instead.

Best,

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

From: [Higgins, Keira PREM:EX](#)
To: [Howie, Matthew IRR:EX](#); [Roberts, Connie A IRR:EX](#)
Cc: [McNeill, Carly IRR:EX](#)
Subject: RE: s.22
Date: Thursday, May 3, 2018 1:21:26 PM

Noted – 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: Howie, Matthew IRR:EX
Sent: Thursday, May 3, 2018 12:05 PM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: McNeill, Carly IRR:EX
Subject: s.22

Hi Keira/Connie,

s.22

ADM Trish Balcaen will be acting DM. Her cell is 250-896-1902.

Trish will also attend the June 8 DMC at Chambers from 8:30 – 10:00 AM. Thank you.

Matthew Howie
A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

From: [Higgins, Keira PREM:EX](#)
To: ["Samah Phillips"](#)
Cc: [Kathryn Young](#); ["Vollet, Dick \[PH\]"](#); ["Dallas, Tracy \[PH\]"](#)
Subject: RE: Follow up - meeting with Don Wright; St Paul's Hospital Foundation / May 8th
Date: Wednesday, May 2, 2018 11:07:09 AM

Hi Samah,

Many thanks. I will move the calendar invitation to 10:30.

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: Samah Phillips [<mailto:sphillips@boyden.com>]
Sent: Wednesday, May 2, 2018 11:02 AM
To: Higgins, Keira PREM:EX
Cc: Kathryn Young; 'Vollet, Dick [PH]'; 'Dallas, Tracy [PH]'
Subject: RE: Follow up - meeting with Don Wright; St Paul's Hospital Foundation / May 8th

Good morning Keira,

Thank you for your note and we completely understand. If we could please confirm for 10:30am, that would work well.

Regards,
Samah

Samah Phillips, Project Coordinator

[boyden](#)
t) +1 604 602 2577

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Wednesday, May 2, 2018 10:28 AM
To: Kathryn Young <kyoung@boyden.com>
Cc: 'Vollet, Dick [PH]' <DVollet@providencehealth.bc.ca>; 'Dallas, Tracy [PH]' <TDallas@providencehealth.bc.ca>; Samah Phillips <sphillips@boyden.com>
Subject: RE: Follow up - meeting with Don Wright; St Paul's Hospital Foundation / May 8th

Hi Kathryn,

My apologies but a mandatory meeting has come up for Don at 11:00 on May 8th. Would it be possible to move your meeting with him to either 10:30 or 1:00?

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: Higgins, Keira PREM:EX
Sent: Friday, April 13, 2018 3:38 PM
To: 'Kathryn Young'
Cc: Vollet, Dick [PH]; Dallas, Tracy [PH]; Samah Phillips
Subject: RE: Follow up - meeting with Don Wright; St Paul's Hospital Foundation / May 8th

Hi Kathryn,

I have sent a calendar invitation with the room information. Please just come directly to the West Annex and Security will buzz you in and direct you to our office.

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: Kathryn Young [<mailto:kyoung@boyden.com>]
Sent: Friday, April 13, 2018 3:08 PM
To: Higgins, Keira PREM:EX
Cc: Vollet, Dick [PH]; Dallas, Tracy [PH]; Samah Phillips
Subject: RE: Follow up - meeting with Don Wright; St Paul's Hospital Foundation / May 8th

Keira, thank you for circling back on this. Much appreciated.

Dick and I are both available on May 8th to be in Victoria and will plan to be at your office for 11 AM if that works. If there are any special instructions (for gaining access, etc.) please let us know.

Copied here are our respective assistant Tracy Dallas and Samah Phillips.



Kathryn Young
Partner

t) +1 604 602 2585
www.boyden.com

www.boyden.com/confidentiality

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From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>

Sent: Friday, April 13, 2018 1:35 PM

To: Kathryn Young <kyoung@boyden.com>

Subject: RE: Follow up - meeting with Don Wright

Hi Kathryn,

Don would be pleased to meet with you and Dick. I have included some dates/times which work for him for a 30 minute meeting in Victoria. Please let me know which is preferable for your schedule.

May 4th – 11:30-12:00; between 2:00-3:30

May 8th – between 11:00-12:00

May 9th – between 2:30-4:30

May 15th – between 11:00-12:00

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: Kathryn Young [<mailto:kyoung@boyden.com>]

Sent: Wednesday, April 11, 2018 4:44 PM

To: Higgins, Keira PREM:EX

Subject: Follow up - meeting with Don Wright

Keira, thanks again for the call yesterday. A shame that you had just had a scheduling meeting with Don just prior to us chatting. Was pleased to be able to draw your attention to my email and request (and now know to cc you on future correspondence) and am hoping you may have had a chance to connect with him about this. Any luck or update?

With thanks.



Kathryn Young
Chair, St. Paul's Hospital Foundation

t) +1 604 602 2585

From: [Higgins, Keira PREM:EX](#)
To: [Ringma, Shalegh FIN:EX](#)
Subject: RE: Heather Wood friday
Date: Tuesday, May 1, 2018 10:20:25 AM

Hi Shalegh,

Don needs a full hour. How about May 9th at 1:00-2:00?

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: Ringma, Shalegh FIN:EX
Sent: Tuesday, May 1, 2018 10:18 AM
To: Higgins, Keira PREM:EX
Subject: RE: Heather Wood friday

She has TB at 3pm, so if he's okay with her scooting out for that?

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 10:16 AM
To: Ringma, Shalegh FIN:EX
Subject: RE: Heather Wood friday

Hi Shalegh,

Don can meet Heather on May 9th at 2:30. Does that 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: Ringma, Shalegh FIN:EX
Sent: Tuesday, May 1, 2018 10:08 AM
To: Higgins, Keira PREM:EX
Subject: Heather Wood friday

Hi Keira,

Heather Wood was hoping^{s.22}
the Fri 1pm with Don could be postponed to the week after.

to check in with your office to see if

Shalegh Ringma

Senior Executive Assistant to

Heather Wood ~ **Associate Deputy Minister and
Secretary to Treasury Board**

Room 104 - 617 Government Street Victoria BC | P: 778 698-1549

TREASURY BOARD STAFF

Ministry of Finance

From: [Higgins, Keira PREM:EX](#)
To: [Nash, Amber PREM:EX](#)
Subject: RE: Hotel Information - Western Premiers' Conference
Date: Wednesday, May 2, 2018 8:32:04 AM

Many thanks Amber!

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: Nash, Amber PREM:EX
Sent: Tuesday, May 1, 2018 3:59 PM
To: Higgins, Keira PREM:EX
Subject: RE: Hotel Information - Western Premiers' Conference

Hi Keira,

Premier's got a bunch of travel surrounding this conference so it's been a bit tricky to nail down.
Here's what we are looking at booking for Yellowknife:

Monday May 21st

Westjet Vic to Calgary Dep. 12:52pm Arriving 3:13pm
Westjet Calgary to Yellowknife Dep. 4:05pm Arriving 6:35pm

OVERNIGHT: s.15 , Yellowknife

Wednesday May 23rd

Air Canada Yellowknife to Calgary Dep. 1:35pm Arriving: 4:01pm
Air Canada Calgary to Vancouver Dep. 4:50pm Arriving 5:16pm

A

From: Higgins, Keira PREM:EX
Sent: Monday, April 30, 2018 11:09 AM
To: Nash, Amber PREM:EX
Subject: FW: Hotel Information - Western Premiers' Conference

Hi Amber,

I am covering for Alison s.22 She has asked that I take care of booking
Okenge's trip to Yellowknife for the Western Premiers' Conference. Would it be appropriate to book
him on the same flight as Premier?

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: Dawes, Sandra IGRS:EX
Sent: Monday, April 30, 2018 9:24 AM
To: Higgins, Keira PREM:EX
Cc: Maranda, Pierrette IGRS:EX; Brubacher, Kelly IGRS:EX
Subject: FW: Hotel Information - Western Premiers' Conference

Hi Keira – see below for the hotel in Yellowknife. I don't have Premier Horgan's flights.

Thanks,
Sandra

From: Maranda, Pierrette IGRS:EX
Sent: Monday, February 19, 2018 5:06 PM
To: Nash, Amber PREM:EX
Cc: Yuma Morisho, Okenge PREM:EX; Wensink, Alison PREM:EX; Brubacher, Kelly IGRS:EX
Subject: FW: Hotel Information - Western Premiers' Conference

Amber:

Below is the info for the Western Premiers' Conference.

The meeting date is: May 22 (end of afternoon) ; May 23 until early afternoon.

(Please note that fights may be limited).

Pierrette

From: Shawn McCann [mailto:Shawn_McCann@gov.nt.ca]
Sent: Monday, February 12, 2018 7:46 AM
To: Jennifer Dallman-Sanders; Cathy Jewison; 'kate.durand@gov.yk.ca'; 'lezlee.dunn@gov.mb.ca'; 'Katia Carel (katia.carel@gov.mb.ca)'; 'Katie Findlater (Katie.Findlater@gov.mb.ca)'; 'heather.edwards@gov.ab.ca'; 'Cassandra Boschmann (cassandra.boschmann@gov.ab.ca)'; 'Steven Jarvis (steven.jarvis@gov.ab.ca)'; 'Bruce Tait' (bruce.tait@gov.ab.ca); 'Jeff.Legault@gov.mb.ca'; 'Matthew.Rogers@gov.mb.ca'; 'Tracy Kyak (tkyak@gov.nu.ca)'; 'Ashley Metz (ashley.metz@gov.sk.ca)'; 'Laurie Hutton (laurie.hutton@gov.sk.ca)'; Smith, Grant H IGRS:EX; 'Anna Fowler' (afowler@gov.nu.ca); Sigurdson, Judi IGRS:EX
Subject: Hotel Information - Western Premiers' Conference

Hello,

The hotel block booking information for Western Premiers' Conference is ^{s.15}

Yellowknife:

s.15

Thank you.

Mársi | Kinanaskomitin | Thank you | Merci | Hą́ı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

Shawn McCann

Director, Intergovernmental Relations

Department of Executive and Indigenous Affairs

Government of the Northwest Territories

7th floor, Precambrian Building

PO Box 1320

4920 – 52nd Street

Yellowknife, NT X1A 2L9

Phone: 867-767-9137 Ext. 18066

Fax: 867-873-0233

www.gov.nt.ca

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From: [Higgins, Keira PREM:EX](#)
To: [Yuma Morisho, Okenge PREM:EX](#)
Cc: [Lewthwaite, Jennifer TRAN:EX](#); [Wensink, Alison PREM:EX](#)
Subject: RE: Investors
Date: Friday, May 4, 2018 9:49:04 AM

Hi Okenge,

Please see note below.

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

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Friday, May 4, 2018 9:48 AM
To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX
Subject: Investors

Morning,

Thought we should probably flag that we are meeting with this group on Monday. Their request came directly to us vs. going through IGRS.

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

From: Teresa Sullivan [<mailto:tsullivan.associates@gmail.com>]
Sent: Thursday, May 3, 2018 1:21 PM
To: Verwoord, Cindy TRAN:EX
Subject: Investors

Hi Cindy,

I have a group of investors from China who have authority to invest in major infrastructure projects in Canada. They have direct authority to invest from the Chinese Government.

I can make them available to meet with the DM or ADM(S) responsible for major bridge infrastructure.

Thanks very much for your assistance. I apologize for the short notice.

Sincerely,

Teresa Sullivan
VP, Emerald Day agin Capital Ltd.

250.516.9664

Sent from my iPhone

From: [Higgins, Keira PREM:EX](#)
To: [Gooderham, Coleen E ENV:EX](#)
Subject: RE: Is Don in his office for the 3:30 and can we come over?
Date: Friday, May 4, 2018 8:35:31 AM
Attachments: [image001.png](#)

Same to you!!!

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: Gooderham, Coleen E ENV:EX
Sent: Friday, May 4, 2018 8:32 AM
To: Higgins, Keira PREM:EX
Subject: RE: Is Don in his office for the 3:30 and can we come over?

Thanks and Happy FRIDAYYYYY

Thank you

Coleen

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 8:29 AM
To: Gooderham, Coleen E ENV:EX
Subject: RE: Is Don in his office for the 3:30 and can we come over?

Sure!

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: Gooderham, Coleen E ENV:EX
Sent: Friday, May 4, 2018 8:16 AM
To: Higgins, Keira PREM:EX
Subject: Is Don in his office for the 3:30 and can we come over?



Coleen Gooderham

Senior Executive Assistant to
Mark Zacharias, Deputy Minister, Environment
Ministry of Environment & Climate Change Strategy
P: 250-387-5429/F: [250-387-6003](tel:250-387-6003)/ Coleen.Gooderham@gov.bc.ca

From: [Higgins, Keira PREM:EX](#)
To: [Kennedy, Christine PREM:EX](#)
Cc: [Wright, Don J. PREM:EX](#)
Subject: RE: June 4-5
Date: Tuesday, May 1, 2018 10:13:23 AM

Hi Christine,

Will do. Please let me know as soon as the flight locations are firmed up so I can secure travel.

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: Kennedy, Christine PREM:EX
Sent: Tuesday, May 1, 2018 10:10 AM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: June 4-5

Keira we are planning to get Don out on a coastal visit with FLNRO. Could you hold June 4-5 in his calendar (he chose these dates and FLNRO is aware of them). FLNRO will get a draft itinerary over the next couple of weeks. They will make sure to hold the time free for his WUSC conference call.

Thank you!

From: [Higgins, Keira PREM:EX](#)
To: [Brubacher, Kelly IGRS:EX](#)
Subject: RE: May 7-9
Date: Wednesday, May 2, 2018 3:30:16 PM

Hi Kelly,

Yes, he arrives at 4:20.

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: Brubacher, Kelly IGRS:EX
Sent: Wednesday, May 2, 2018 3:28 PM
To: Higgins, Keira PREM:EX
Subject: May 7-9

Hi Keira,

Does Okenge arrive about 4:30pm in Ottawa on May 7th? I have been asked to set up two meetings that day so need to have his flight information. Could you possibly forward his travel itinerary?

Thank you,

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

From: [Higgins, Keira PREM:EX](#)
To: [Molyneux, Jennifer CITZ:EX](#)
Subject: RE: May 31 - Speaking Engagement for UniverCITZy
Date: Tuesday, May 1, 2018 11:11:26 AM

Hi Jennifer,

Thanks. I have sent to Don for consideration.

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: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, May 1, 2018 10:37 AM
To: Higgins, Keira PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

The organizing committee is working on writing a session description for Don's session which will be published. They've kept it fairly high level. Please have Don review/approve the description below. If he'd like any changes to it, please advise.

Thank you.

Join Head of the Public Service, Don Wright, to hear about his Eight Parables of Leadership - a framework for leaders at all levels.
This is a unique opportunity to hear, straight from the Deputy to the Premier, about his beliefs about collaboration, mistakes, and the signals each of us send every day.

*referring to:

1. Look for, and develop leaders
2. Collaborate, collaborate, collaborate
3. What does government want from us? – tell them what they need to know, not necessarily what they want to hear
4. Mistakes? Yes.
5. 2 ears, one mouth
6. Go fast, go alone. Go far, go together
7. Leaders get strength from their behaviour, not their position
8. Every day we (as senior leaders) are sending signals – you are being observed – that's a responsibility so be aware

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 8:16 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Okay, 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: Molyneux, Jennifer CITZ:EX
Sent: Monday, April 30, 2018 4:43 PM
To: Higgins, Keira PREM:EX
Cc: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

The logistics for rooms is still being finalized. For the time being, please add to the calendar: UVic – Bob Wright Centre B150 (large auditorium). Parking Lot # TBD

Thanks.

From: Higgins, Keira PREM:EX
Sent: Friday, April 27, 2018 8:44 AM
To: Molyneux, Jennifer CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

That works. Where is the event being held?

SNs are not required.

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: Molyneux, Jennifer CITZ:EX

Sent: Thursday, April 26, 2018 3:34 PM
To: Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

Staff are getting ready to finalize the agenda for UniverCITZy in May. They currently have Don on the agenda for his Leadership Session on May 29th from 11:00 to 12:00 pm. Please confirm this timing works in Don's calendar and if you'd like us to prepare speaking notes for him. I'm attaching the draft agenda for your reference.

Thanks.

From: Higgins, Keira PREM:EX
Sent: Thursday, April 12, 2018 10:43 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

I could make him available at 10:30 but he can't before then as he has a meeting with PJH.

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: Molyneux, Jennifer CITZ:EX
Sent: Thursday, April 12, 2018 10:41 AM
To: Higgins, Keira PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

The event organizers in our Ministry are wondering if Don may be available earlier on May 29th. They are hoping he might be available to open our conference with Jill as it would be very inspiring and impactful. The timing they are looking at is between 9 and 11 am.

Thanks.

From: Higgins, Keira PREM:EX
Sent: Tuesday, April 3, 2018 4:01 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Will do – 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: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, April 3, 2018 3:56 PM
To: Higgins, Keira PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Thanks Keira. If you could hold that time as well and the time on the 31st, that would be great.

From: Higgins, Keira PREM:EX
Sent: Tuesday, April 3, 2018 3:43 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

He could be available between 11:00-2:00 on May 29th.

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: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, April 3, 2018 3:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

The conference organizers have asked me to check with you with regards to Don's availability on May 29th for the morning for his speaking engagement. Would he be available? Please also hold May 31 from 11:30 am 1:30 pm. We'll confirm the timing once the dates are sorted out.

Thanks.

From: Higgins, Keira PREM:EX
Sent: Tuesday, April 3, 2018 8:49 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

Don has a PA meeting on May 31st but can be available between 11:30-1:30. I will hold the time and ask that you send more detail once available.

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: Molyneux, Jennifer CITZ:EX
Sent: Thursday, March 29, 2018 2:46 PM
To: Higgins, Keira PREM:EX
Subject: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

This afternoon at Jill's meeting with Don, she discussed UniverCITZy 2018 with him. UniverCITZy is our ministry's 7th annual flagship Learning and Development event at the University of Victoria. Jill has invited Don as a special presenter to share his vision and thoughts on collaboration and he has agreed. She's asked me to touch base with you to ensure there is a hold in his calendar for this event. The speaking engagement would be for May 31. I don't have the exact timing as of yet but will confirm the details once they are made available to me. Closer to the date, if Don would like us to prepare any speaking material, we are happy to do so. Please let me know.

Thank you.

Jennifer Molyneux

Senior Executive Assistant
Deputy Minister's Office
Ministry of Citizens' Services
Email: Jennifer.Molyneux@gov.bc.ca
Phone: 250-387-0401

From: [Higgins, Keira PREM:EX](#)
To: [Fraser, Agnes EMBC:EX](#)
Cc: [Woodcock, Danielle EMBC:EX](#)
Subject: RE: Meeting Don Wright/ Maryam Golnaraghi
Date: Thursday, May 3, 2018 10:05:20 AM

Hi Agnes,

Don would be pleased to meet with Maryam, however, he does not currently have any Vancouver travel planned. I will contact Maryam the next time he is over there.

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: Fraser, Agnes EMBC:EX
Sent: Thursday, April 26, 2018 1:43 PM
To: Higgins, Keira PREM:EX
Cc: Woodcock, Danielle EMBC:EX
Subject: RE: Meeting Don Wright/ Maryam Golnaraghi

Good afternoon Keira,
Maryam Golnaraghi is hoping to meet Don Wright in person and will look forward to a suitable time when he is next in Vancouver.
Please let me know if I can assist further.

Kindly,
Agnes

From: Fraser, Agnes EMBC:EX
Sent: April 9, 2018 12:40 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Woodcock, Danielle EMBC:EX <Danielle.Woodcock@gov.bc.ca>
Subject: Meeting Don Wright/ Maryam Golnaraghi

Good afternoon Keira,

Becky has asked if Don Wright could meet with Dr Maryam Golnaraghi in Vancouver when its suitable in his schedule. I understand from Becky that they have spoken about this meeting.

Could you let me know if your preference would be to arrange this meeting directly or if I can assist Maryam's contact information:

- Email: s.22
maryam_golnaraghi@genevaassociation.org
- Phone: s.22

Please note Maryam's availability:

- April 24 - May 3
- May 14 - 21
- June 18 -22

Thank you,

Agnes Fraser, Senior Executive Assistant
Deputy Ministers Office, Emergency Management BC
Ministry of Public Safety and Solicitor General
Suite 4B - 940 Blanshard Street
Victoria BC V8W 3C8
Ph: (250) 356.0854

From: [Higgins, Keira PREM:EX](#)
To: ["Meredith Logan"](#)
Subject: RE: Meeting Request - Ambulance Paramedics and Emergency Dispatchers of BC's Advocacy Day
Date: Wednesday, May 2, 2018 1:11:12 PM
Attachments: [image001.png](#)

Hi Meredith,

My apologies but Don is fully booked on May 9th and will not be available to meet.

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: Meredith Logan [<mailto:mlogan@summa.ca>]
Sent: Wednesday, May 2, 2018 1:02 PM
To: Higgins, Keira PREM:EX
Subject: Meeting Request - Ambulance Paramedics and Emergency Dispatchers of BC's Advocacy Day
Importance: High

Hi Keira, wondering if Mr. Wright has any time to meet with the Ambulance Paramedics and Emergency Dispatchers of BC on May 9th during their advocacy day.

Look forward to hearing from you.

M.

From: Meredith Logan
Sent: Monday, April 9, 2018 7:22 PM
To: Meredith Logan (mlogan@summa.ca) <mlogan@summa.ca>
Subject: SAVE THE DATE - Ambulance Paramedics and Emergency Dispatchers of BC's Advocacy Day
Importance: High

Good afternoon,

On behalf of the Ambulance Paramedics and Emergency Dispatchers of BC, I am pleased to inform you that paramedics and dispatchers from across British Columbia will be coming to Victoria on May 9th for an advocacy day at the Legislative Assembly.

Please save the date in your calendar!

The Ambulance Paramedics and Emergency Dispatchers of BC invite you to meet with a delegation of paramedics from your region to discuss issues of concern to the profession

including the ongoing opioid crisis and how we can more effectively deliver healthcare in our communities. The role of paramedicine is changing and our members are looking forward to telling you about the challenges that they face on a daily basis.

Our over four thousand (4,000) paramedics are the sole Paramedic service providers and our emergency dispatchers service almost the entire province. Our Police and Fire call takers/dispatchers provide services for 37 different agencies and take over 1 million 911 calls per year throughout the province. This year alone, our members have fielded over 550,000 calls already, making us the largest and busiest Paramedic service in Canada and one of the largest in the world. Our Police and Fire call takers and dispatchers provide service for 37 different agencies and take over 1 million 911 calls per year throughout the province.

For many years, the Ambulance Paramedics and Emergency Dispatchers of BC have worked with decision-makers to improve paramedicine in British Columbia through constructive engagement and collaboration.

Representatives from Ambulance Paramedics and Emergency Dispatchers of BC will follow up with your office with a meeting request in the coming weeks. We hope that your schedule is amenable and you are able to accept this invitation. Meetings can also be proactively coordinated with Alik Angaladian at 613-235-1400 x 249 or via email at aangaladian@summa.ca or via Meredith Logan who can be reached at 613-235-1400 x 237 or by email at mlogan@summa.ca.

If you have any questions or require any further information, please do not hesitate to contact us. We are confident that by working together we can develop pragmatic solutions to the challenges that our province's paramedics currently face. Thank you in advance for your consideration.

Sincerely,



Cameron Eby
President
Ambulance Paramedics and Emergency Dispatchers of BC

Meredith Logan
Consultant
Summa Strategies Canada
613.235.1400 x 237

mlogan@summa.ca
www.summa.ca

From: [Higgins, Keira PREM:EX](#)
To: ["Brian Hawrysh"](#)
Subject: RE: Meeting Request with Deputy Minister Wright
Date: Thursday, May 3, 2018 2:45:29 PM

Thank you. I have the meeting confirmed as follows:

MEETING: Don Wright and Brian Hawrysh, Rob Mitchell, Greg Stewart, John Gillis, Ken Kalesnikoff

Date: May 9, 2018

Time: 3:15-3:45

Location: Rose Room – 272 West Annex, Parliament Buildings, Victoria

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: Brian Hawrysh [<mailto:BHawrysh@bcwood.com>]
Sent: Thursday, May 3, 2018 2:38 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request with Deputy Minister Wright

Thank you Keira,

Here are the names of BC Wood's Directors who will be attending the meeting on the 9th.

Mr. Rob Mitchell	BC Wood – Board, Chair	Vista Railing Systems - President
Mr. Greg Stewart	BC Wood – Board, Vice Chair	Sinclar Group Forest Products - President
Mr. John Gillis	BC Wood – Board, Past Chair	Centurion Lumber Manufacturing - Vice President
Mr. Ken Kalesnikoff	BC Wood – Board, Member	Kalesnikoff Lumber– President & CEO
Mr. Brian Hawrysh	BC Wood - CEO	

Best Regards.... Brian

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: May-03-18 2:33 PM
To: Brian Hawrysh
Subject: RE: Meeting Request with Deputy Minister Wright

Hi Brian,

Sounds good. Please send me the names of anyone who will be in attendance with you.

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: Brian Hawrysh [<mailto:BHawrysh@bcwood.com>]
Sent: Thursday, May 3, 2018 2:29 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request with Deputy Minister Wright

Hi Kiera,

That's great. That being the case, could I ask for a half hour between 3:15 and 3:45 PM. I can then build the rest of our schedule around those times.... Brian

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: May-03-18 2:22 PM
To: Brian Hawrysh
Subject: RE: Meeting Request with Deputy Minister Wright

Hi Brian,

We are located in room 272 in the West Annex of the Parliament Buildings (directly above the Premier's Office).

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: Brian Hawrysh [<mailto:BHawrysh@bcwood.com>]
Sent: Thursday, May 3, 2018 2:21 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request with Deputy Minister Wright

Hi Keira

Thank you for your help with this request. We will certainly want to meet with Deputy Minister that afternoon. Before fixing an exact time can I ask where his office is located. Is it in the West Annex and is that attached to the Parliament Buildings. I am just trying to get a sense of how far we will be walking to the Deputy Minister's office.

Regards... Brian

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: May-03-18 10:09 AM
To: Brian Hawrysh
Subject: RE: Meeting Request with Deputy Minister Wright

Hi Brian,

Don would be pleased to meet on May 9th and has availability for a 30 minute meeting between

2:30-4:30. Please let me know what time is best for your schedule.

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: Brian Hawrysh [<mailto:BHawrysh@bcwood.com>]

Sent: Friday, April 13, 2018 2:33 PM

To: Higgins, Keira PREM:EX

Subject: Meeting Request with Deputy Minister Wright

Hello Keira,

Thank you for your assistance earlier this morning. As discussed, I am writing on behalf of BC Wood's Board of Director to request a meeting with Deputy Minister Wright. As a bit of background, the BC Wood Specialties Group is a non-profit trade association that represents the value-added wood products industry in the Province. We have been active for almost thirty years, with most of our activities focused on market development and capacity building within the value-added wood products sector. We are partially supported by the Provincial government with funding for programs that are administered by Forest Innovation Investment.

In the past, BC Wood's Board, all company owners or senior executives, has met with both Ministers and Deputy Ministers of the Government of British Columbia. These meetings were, for the most part, an opportunity for BC Wood to brief the representatives of the Provincial government on our activities and the issues that are important to the value-added wood products sector in BC. More recently, I and a number of BC Wood's Board members including, Greg Stewart from the Sinclair Group, Ken Kalesnikoff from Kalesnikoff Lumber, Bill Downing from Structurlam Products and Rob Mitchell from BW Creative, have engaged as part of the Wood Secretariat in discussions around potential changes to forest policy in the Province. We have heard from the Premier of his Government's interest in maximizing the value from the fibre harvested in the Province and ensuring that specialty wood products manufacturers have access to the fiber they need to prosper and grow. It is in the context of these issues that we are seeking a meeting with Deputy Minister Wright.

I fully recognize that the Deputy Minister's schedule must be tight, so, I am trying to make the best use of available time. I have already arranged for a meeting with Minister Donaldson late in the afternoon of May 9th. I was hoping that the Deputy Minister could accommodate a meeting earlier on the same day. I expect that BC Wood will be represented by a small number of its' Board, three or four individuals at most. I look forward to hearing from you about the availability of Deputy Minister Wright. Please do not hesitate to contact me if you have any questions regarding BC Wood and/or this request.

Best regards... Brian

Brian Hawrysh

CEO, BC Wood Specialties Group

#200 – 9292 200th Street

Langley, BC, V1M 3A6

Tel 604-882-7100

Fax 604-882-7300

Email: bhawrysh@bcwood.com



From: [Higgins, Keira PREM:EX](#)
To: ["Scott McCannell"](#)
Subject: RE: Meeting with Don
Date: Thursday, May 3, 2018 11:29:23 AM
Attachments: [image001.png](#)

Hi Scott,

Thank you for confirming. I have sent you a calendar invitation. If you could please forward it to Bob it would be most appreciated.

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: Scott McCannell [<mailto:smccannell@pea.org>]
Sent: Thursday, May 3, 2018 11:22 AM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting with Don

Thanks Keira. That will work.

Regards

Scott



Scott McCannell • Executive Director
Professional Employees Association
Tel: 250-385-8791 ext. 203 • Toll Free: 1-800-779-7736 • Fax: 250-385-6629
505-1207 Douglas Street, Victoria, BC V8W 2E7

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: May-03-18 10:38 AM
To: Scott McCannell
Subject: RE: Meeting with Don

Hi Scott,

Don would be pleased to meet with you and Bob on May 9th from 4:00-4:30. Please let me know if the timing works for your schedule.

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: Scott McCannell [mailto:smccannell@pea.org]
Sent: Wednesday, April 25, 2018 11:45 AM
To: Higgins, Keira PREM:EX
Cc: Bob Peart
Subject: Meeting with Don

Hi Keira,

I would like to request a 30 minute meeting with Don Wright that would include Bob Peart and me. Bob is leading a working group of various stakeholders that is focussed on the government's current review of professional reliance.

If possible, the following times would work for us:

- May 3: 9am, anytime after 2:00 pm
- May 7: anytime
- May 8: 1:30
- May 9: 1:30 to 5:00

Please suggest other times if these are not workable.

Regards

Scott McCannell



Scott McCannell • Executive Director
Professional Employees Association
Tel: 250-385-8791 ext. 203 • Toll Free: 1-800-779-7736 • Fax: 250-385-6629
505-1207 Douglas Street, Victoria, BC V8W 2E7

From: [Higgins, Keira PREM:EX](#)
To: [Howie, Matthew IRR:EX](#); [Bain, Don PREM:EX](#)
Subject: RE: Meeting with Doug, Don W, Don B re: TNG Accord
Date: Thursday, May 3, 2018 10:21:20 AM

Hi Matthew,

May 15th between 1:00-2:00 works well for Don.

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: Howie, Matthew IRR:EX
Sent: Thursday, May 3, 2018 9:23 AM
To: Higgins, Keira PREM:EX; Bain, Don PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: Meeting with Doug, Don W, Don B re: TNG Accord

hi Keira/Don,

Doug has asked for a meeting with Don Wright and Don Bain regarding the Tsilhqot'in National Government Accord.

This meeting should be 30-45 minutes and should occur ahead of the June 5 meeting with MSF/MDD/MDE/MGH and the TNG (which Don Bain will also attend as the PO's representative).

Below is Doug's availability. Please let me know when you (Don B) and Don W are available for a 30- to 45-minute meeting. Doug can go to Don W's office for the meeting and I presume Don B will likely phone in from Vancouver.

- (1.) **Tues, May 15:** 1:00 – 2:00 PM
- (2.) **Wed, May 16:** all day
- (3.) **Fri, May 18:** 2:45 PM – on
- (4.) **Tues, May 22:** all day
- (5.) **Wed, May 23:** 3:30 PM – on
- (6.) **Thurs, May 24:** 2:00 PM - on

Matthew Howie

A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

From: [Higgins, Keira PREM:EX](#)
To: [Bridges, Kelsey PSEC:EX](#)
Subject: RE: Meeting with Glen Hansman - May 3
Date: Tuesday, May 1, 2018 10:32:24 AM

Cancelled – 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: Bridges, Kelsey PSEC:EX
Sent: Tuesday, May 1, 2018 10:28 AM
To: Higgins, Keira PREM:EX
Subject: Meeting with Glen Hansman - May 3

Good morning Keira,

This meeting is going to be postponed. Can you please cancel the meeting request? Glen Hansman has reached out Christina asking if we were going to send a cancellation, but this was booked through Don's calendar.

Thank you!

Kelsey Bridges
Senior Executive Assistant
Public Sector Employers' Council Secretariat
Province of BC
Tel: 778 698-8541 | Cell: 250-213-7059
gov.bc.ca/PSEC



From: [Higgins, Keira PREM:EX](#)
To: [Jordan, Annette IGRS:EX](#)
Bcc: [Higgins, Keira PREM:EX](#)
Subject: Re: Meeting with Minister Fraser
Date: Friday, May 4, 2018 4:55:37 PM

Maybe Kelly? He is definitely in Ottawa though.

Sent from my iPhone

> On May 4, 2018, at 4:49 PM, Jordan, Annette IGRS:EX <Annette.Jordan@gov.bc.ca> wrote:

>

> Okay. But their DMO said that IGRS had called asking if Okenge could attend. Not sure who that was.

>

> Sent from my iPhone

>

>> On May 4, 2018, at 4:23 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>>

>> Hi Annette,

>>

>> Please pass along that Okenge is in Ottawa and will not be available to participate.

>>

>> 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

>>

>>

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

>> From: Jordan, Annette IGRS:EX

>> Sent: Friday, May 4, 2018 3:36 PM

>> To: Higgins, Keira PREM:EX

>> Subject: Meeting with Minister Fraser

>>

>> Hi Keira,

>>

>> Connie Roberts in Minister Fraser's office just got a hold of me saying that she had heard from her DMO about OYM attending the meeting between Minister Fraser and the HC of Australia. If Okenge would like to attend that would be fine. Meeting is at 8:30 on Tuesday.

>>

>> Sent from my iPhone

From: [Higgins, Keira PREM:EX](#)
To: [Windrim, Craig IGRS:EX](#)
Subject: RE: OYM availability for luncheon May 7
Date: Friday, May 4, 2018 9:54:04 AM
Attachments: [image001.png](#)

Hi Craig,

Sorry Okenge is in Ottawa.

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: Windrim, Craig IGRS:EX
Sent: Friday, May 4, 2018 9:51 AM
To: Higgins, Keira PREM:EX
Subject: FW: OYM availability for luncheon May 7

Keira, please see below, can you assess Okenge's last –minute availability and interest, and let me know?

Best,

Craig

From: Windrim, Craig IGRS:EX
Sent: Friday, May 4, 2018 9:50 AM
To: Wensink, Alison PREM:EX
Subject: OYM availability for luncheon May 7

Dear Allison,

If available, would Okenge be interested in attending a luncheon with the new Consul General of the Republic of Indonesia, Dr. Tuti IRMAN (Mrs.), at 12:00 on Monday, May 7?

Sincerely,

Craig Windrim
Protocol Manager
Intergovernmental Relations Secretariat | Government of British Columbia
+1 (250) 508-3264

www.gov.bc.ca/officeofprotocol
www.gov.bc.ca/bureauduprotocole
Intergovernmental Relations Secretariat
620 Superior Street, Victoria, BC, V8V 1V2



From: [Higgins, Keira PREM:EX](#)
To: [Kinnear, Lindsay PREM:EX](#)
Subject: RE: PHONE CALL: Christine and Elizabeth - SSP key pts
Date: Thursday, May 3, 2018 1:32:26 PM

Christine has another meeting. How about between 2:30-4:30?

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: Kinnear, Lindsay PREM:EX
Sent: Thursday, May 3, 2018 1:30 PM
To: Higgins, Keira PREM:EX
Subject: RE: PHONE CALL: Christine and Elizabeth - SSP key pts

Can she do 11:30? Right after her meeting with Don & Geoff in the Rose Room?

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary

Cabinet Operations | Office of the Premier

Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6

Ph: 250.387.6020 | Fx: 250.387.7392

<< OLE Object: Picture (Device Independent Bitmap) >>

-----Original Appointment-----

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Thursday, May 3, 2018 1:15 PM
To: Massy, Michelle E PREM:EX; Kinnear, Lindsay PREM:EX
Subject: New Time Proposed: PHONE CALL: Christine and Elizabeth - SSP key pts
When: Friday, May 4, 2018 12:30 PM-1:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: CK to ph EM @ s.17

Christine has been called to a meeting with Don. Could we please move the call to an in-person meeting at 10:00 after DMC?

From: [Higgins, Keira PREM:EX](#)
To: [Jordan, Annette IGRS:EX](#)
Subject: RE: phone meeting with OYM
Date: Wednesday, May 2, 2018 3:27:16 PM

Hi Annette,

Please have him call my line at (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

From: Jordan, Annette IGRS:EX
Sent: Wednesday, May 2, 2018 3:24 PM
To: Higgins, Keira PREM:EX
Subject: RE: phone meeting with OYM

Hi Keira,

Kevin Lamb is available at 11 tomorrow. Would it be better for OYM to call Kevin or Kevin to call OYM?

Kevin's number is 604 694 6170.

Sincerely yours,

Annette Jordan
A/Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 3:14 PM
To: Jordan, Annette IGRS:EX
Subject: RE: phone meeting with OYM

Hi Annette,

Okenge is available tomorrow between 10:00-noon and 1:00-2:00.

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: Jordan, Annette IGRS:EX

Sent: Wednesday, May 2, 2018 2:44 PM

To: Higgins, Keira PREM:EX

Subject: phone meeting with OYM

Hello Keira,

The Honorary Consul for Australia was hoping to arrange a phone meeting with Okenge this week sometime if possible. He had been scheduled to meet him last week while Okenge was in Vancouver but that didn't work out. Can you let me know if Okenge has any time in his calendar?

Sincerely yours,

Annette Jordan

A/Protocol Manager

Office of Protocol

Intergovernmental Relations Secretariat

Tel: +1-604-660-6816 Fax: +1-604-660-2520

Mobile: +1-604-561-4431

3rd Floor – 865 Hornby Street

Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street

Victoria, BC V8V 1V2

Page 165 to/à Page 168

Withheld pursuant to/removed as

s.14

From: [Higgins, Keira PREM:EX](#)
To: [Nicholson, Riley FIN:EX](#)
Subject: RE: Regrets: CHANGE OF TIME - DMC - May 18, 2018
Date: Friday, May 4, 2018 4:02:15 PM

Okay, just keep me posted.

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: Nicholson, Riley FIN:EX
Sent: Friday, May 4, 2018 3:06 PM
To: Higgins, Keira PREM:EX
Subject: RE: Regrets: CHANGE OF TIME - DMC - May 18, 2018

Hi Keira,

With the dates of Estimates still moving around, Lori^{s.22}
and she indicated that she may attend DMC either way. I will keep you posted once I know more.

Thanks,

Riley

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 10:19 AM
To: Nicholson, Riley FIN:EX
Subject: RE: Regrets: CHANGE OF TIME - DMC - May 18, 2018

Noted – 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: Nicholson, Riley FIN:EX
Sent: Tuesday, May 1, 2018 10:15 AM
To: Higgins, Keira PREM:EX
Subject: RE: Regrets: CHANGE OF TIME - DMC - May 18, 2018

Thanks! ^{s.22}

Heather shortly). Thx.

likely Heather Wood Acting (I will confirm

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 9:52 AM
To: Nicholson, Riley FIN:EX
Subject: RE: Regrets: CHANGE OF TIME - DMC - May 18, 2018

Noted – thanks.

Please send s.22 the info for the Acting DM.

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: Nicholson, Riley FIN:EX
Sent: Tuesday, May 1, 2018 9:36 AM
To: Higgins, Keira PREM:EX
Subject: Regrets: CHANGE OF TIME - DMC - May 18, 2018

Hi Keira,

Lori s.22 must send her regrets to this DMC.

Thank you,

Riley

From: Higgins, Keira PREM:EX
Sent: Friday, April 27, 2018 3:16 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Szabo, Maria PREM:EX
Subject: CHANGE OF TIME - DMC - May 18, 2018

Happy Friday everyone,

*Please note the **DMC on May 18th will now be held from 1:00-2:30** in Chambers/VCO.*

Maria – could you please adjust the VCO booking accordingly?

Many 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: [Higgins, Keira PREM:EX](#)
To: [Henry, David A FIN:EX](#)
Cc: [PREM Tech](#)
Subject: RE: Request for assistance - Thursday 1:00
Date: Thursday, May 3, 2018 1:04:26 PM

Hi David,

Who is coming over to help us?

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: Henry, David A FIN:EX
Sent: Wednesday, May 2, 2018 10:50 AM
To: Higgins, Keira PREM:EX
Cc: PREM Tech
Subject: RE: Request for assistance - Thursday 1:00

Yes we will be there to help out for sure Keira!
1pm it is.

David

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 10:41 AM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Request for assistance - Thursday 1:00

Good morning,

Govt staff is coming to our office tomorrow at 1:00 to do an extensive FOI search on Don's computer. As he is on a Mac (and there are sure to be unforeseen problems) could we please request tech assistance at 1:00? The total process will take until 4:00 but I am hoping we just need someone here for the beginning. The note that was sent regarding the search is as follows:

For PCs, we use the "advanced" search function that permits us to run a date-specified query with a series of key words/phrases. We need to be able to confirm that the inbox, sent, deleted and all subfolders are searched before we run the standard queries. Since this is our first Mac search, we were wondering if your IM/IT professional might be able to be on hand at least at the beginning to ensure that our search is running correctly in the Mac system?

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: [Higgins, Keira PREM:EX](#)
To: [Henry, David A FIN:EX](#)
Cc: [PREM Tech](#)
Subject: RE: Request for assistance - Thursday 1:00
Date: Wednesday, May 2, 2018 10:51:08 AM

Many 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: Henry, David A FIN:EX
Sent: Wednesday, May 2, 2018 10:50 AM
To: Higgins, Keira PREM:EX
Cc: PREM Tech
Subject: RE: Request for assistance - Thursday 1:00

Yes we will be there to help out for sure Keira!
1pm it is.

David

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 10:41 AM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Request for assistance - Thursday 1:00

Good morning,

Govt staff is coming to our office tomorrow at 1:00 to do an extensive FOI search on Don's computer. As he is on a Mac (and there are sure to be unforeseen problems) could we please request tech assistance at 1:00? The total process will take until 4:00 but I am hoping we just need someone here for the beginning. The note that was sent regarding the search is as follows:

For PCs, we use the "advanced" search function that permits us to run a date-specified query with a series of key words/phrases. We need to be able to confirm that the inbox, sent, deleted and all subfolders are searched before we run the standard queries. Since this is our first Mac search, we were wondering if your IM/IT professional might be able to be on hand at least at the beginning to ensure that our search is running correctly in the Mac system?

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: [Higgins, Keira PREM:EX](#)
To: ["John Borrows"](#)
Subject: RE: Request for meeting
Date: Friday, May 4, 2018 11:01:06 AM

Perfect! Thank you very much.

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: John Borrows [<mailto:jborrows@uvic.ca>]
Sent: Friday, May 4, 2018 10:53 AM
To: Higgins, Keira PREM:EX
Subject: Re: Request for meeting

Good news.

Can we make this or 1 pm on May 25th?

John

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Friday, May 4, 2018 10:46 AM
To: John Borrows
Subject: RE: Request for meeting

Hi John,

That is much appreciated, thank you!

Don is fully booked on May 9th but could meet on May 24th – 10:00-10:45 or May 25th – between 1:00-3:00. Please let me know which is best and I will send a calendar invitation.

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: John Borrows [<mailto:jborrows@uvic.ca>]
Sent: Thursday, May 3, 2018 3:41 PM
To: Higgins, Keira PREM:EX
Subject: Re: Request for meeting

I would be very happy meet with your group.

May is free on the 24th, 25th, 29th, 30th, 31st. The afternoon of the 11th is also free. I am also free on the 9th, from 1-2: this is actually the best time.

John Borrowes

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>

Sent: Thursday, May 3, 2018 10:56 AM

To: John Borrowes

Cc: Mulloy, Eleanor PREM:EX

Subject: Request for meeting

Hi Dr. Burrows,

Deputy Minister Don Wright has had several people suggest he meet with you to discuss indigenous relations. I am wondering if you might have availability to come to the Legislature for a 45 minute meeting sometime in May? Assistant Deputy Minister, Suzanne Christensen, would also join the 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

From: [Higgins, Keira PREM:EX](#)
To: [Cleaver, Sheila C FIN:EX](#)
Subject: RE: Request for PCard
Date: Thursday, May 3, 2018 9:44:19 AM

Thanks Sheila!

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: Cleaver, Sheila C FIN:EX
Sent: Thursday, May 3, 2018 9:43 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request for PCard

Thank You Keira, will get processed today.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl. 617 Government St. Victoria, BC V8W 9V1
Phone# (778) 698-8586

From: Higgins, Keira PREM:EX
Sent: Thursday, May 3, 2018 9:23 AM
To: Cleaver, Sheila C FIN:EX
Subject: Request for PCard

Hi Sheila,

Please see the attached request for PCard.

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: [Higgins, Keira PREM:EX](#)
To: ["brucegibson@apgroup.ca"](mailto:brucegibson@apgroup.ca)
Subject: RE: Request for phone call
Date: Thursday, May 3, 2018 8:21:17 AM

Hi Bruce,

I will schedule the call for 1:30-1:45 on Friday and will send you a calendar invitation. If you could please forward the invitation to Surinder it would be most appreciated. Will you be in the same room or are conference details preferred?

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: brucegibson@apgroup.ca [<mailto:brucegibson@apgroup.ca>]
Sent: Wednesday, May 2, 2018 3:58 PM
To: Higgins, Keira PREM:EX
Subject: Re: Request for phone call

Kiera

Thank you a call on Friday would be great. Is it possible to set a specific time as it would be most productive is to have Surinder Ghog the owner of Aspen Planers on the call with Mr. Wright.

Regards,

Bruce

Bruce Gibson
604 634 1240 (d)
s.22
brucegibson@apgroup.ca

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
To: ""brucegibson@apgroup.ca"" <brucegibson@apgroup.ca>
Date: 05/02/2018 02:22 PM
Subject: Request for phone call

Hi Bruce,

I understand that you have been awaiting time to meet with Premier Horgan. Deputy Minister Don Wright has

suggested that it may be beneficial for you and him to have a phone call for an update on where things are at. Might you be available on Friday between 1:00-2:00 for a 15 minute phone call?

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: [Higgins, Keira PREM:EX](#)
To: ["AMcMillan@westernforest.com"](#)
Cc: [Hendry, Jackie PREM:EX](#)
Subject: RE: Request: 15 minute call with DM Wright
Date: Thursday, May 3, 2018 8:57:18 AM

Hi Alex,

Jackie just sent me the documents. I will ensure they are shared with Don.

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: Higgins, Keira PREM:EX
Sent: Thursday, May 3, 2018 8:18 AM
To: 'AMcMillan@westernforest.com'
Cc: Hendry, Jackie PREM:EX
Subject: RE: Request: 15 minute call with DM Wright

Hi Alex,

I will need to review this request with Don prior to scheduling and unfortunately it is not likely that I will have a chance to discuss it with him this morning. If you feel that Don should see the information today I would recommend sending it to me by email and I can forward it to him.

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: Alex McMillan
Sent: May 2, 2018 11:49 AM
To: jackie.hendry@gov.bc.ca
Subject: Request: 15 minute call with DM Wright

Jackie,

Following up on our call this morning. I would like to see if it is possible to arrange a 15 minute call tomorrow morning (Thursday, May 3) between our Chief Forester and Vice President, Shannon Janzen and Deputy Minister Don Wright to discuss Western's Q1 results. Shannon can make herself available anytime starting at 6:30 am. Unfortunately, our annual general meeting with shareholders is scheduled between 8:30 and 10:30 and she is not available in that window.

Government has made several public comments about their desire to see a reduction in log exports by BC's forest industry. As a major player in the BC coastal forest industry, Western has taken significant strides to reduce our log exports over the last quarter. As part of our earnings release, Western will be quantifying these numbers which may increase interest in our results from more than business media (which is where we typically see media interest).

We felt DM Wright might find value in having a conversation with Shannon to talk about the results and provide him with the opportunity to ask questions directly to our company about the issue, our strategy and any other topics that might be of interest.

I would be able to send our earnings results once they are public later today (likely 4 to 5 pm) in advance of the call in order for DM Wright to have the opportunity to review them before speaking with Shannon.

Thank you very much in advance for your consideration. Happy to answer additional questions you might have, my mobile is: s.22

Kinds Regards,
Alex

Alex McMillan
Senior Director, Government Relations

Tel 604.648.4519
AMcMillan@westernforest.com

westernforest.com



Western Forest Products Inc.
DEFINING A HIGHER STANDARD™

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From: [Higgins, Keira PREM:EX](#)
To: [Lewthwaite, Jennifer TRAN:EX](#)
Subject: RE: Rush letters for signature
Date: Tuesday, May 1, 2018 11:00:26 AM
Attachments: [Assurance Letter - s.13](#)
[Assurance Letter -](#)
[Assurance Letter -](#)
[Assurance Letter -](#)
[Assurance Letter -](#)
[Assurance Letter -](#)
[Assurance Letter -](#)

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: Higgins, Keira PREM:EX
Sent: Monday, April 30, 2018 12:41 PM
To: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Rush letters for signature

Hi Jennifer,

Please see the 7th letter **s.13**

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: Lewthwaite, Jennifer TRAN:EX
Sent: Monday, April 30, 2018 11:25 AM
To: Higgins, Keira PREM:EX
Cc: Willow, Vicki TRAN:EX; Tekano, Murray TRAN:EX; Main, Grant TRAN:EX
Subject: Rush letters for signature
Importance: High

Hi Keira,

Please find attached rush letters for Don's signature. Your expedient attention to these would be appreciated.

If you have any questions, please give me a shout.

Regards,

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

PH: 250-387-3077

Cell: 250-882-7527

From: [Higgins, Keira PREM:EX](#)
To: [Sieben, Mark PSSG:EX](#)
Subject: RE: Thank you
Date: Friday, May 4, 2018 8:51:02 AM

My pleasure! Sorry you got disconnected.

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: Sieben, Mark PSSG:EX
Sent: Friday, May 4, 2018 8:50 AM
To: Higgins, Keira PREM:EX
Subject: Thank you

Thanks for bringing the group back to me, Keira. :)

M.

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: [Higgins, Keira PREM:EX](#)
To: [Kinnear, Lindsay PREM:EX](#)
Subject: RE: this week -- 30-45 min w/Don & Geoff
Date: Tuesday, May 1, 2018 9:31:22 AM
Attachments: [image001.png](#)



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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 1, 2018 9:30 AM
To: Higgins, Keira PREM:EX
Subject: RE: this week -- 30-45 min w/Don & Geoff

s.22 Will send invite shortly.

Thanks again,
Lindsay

Lindsay Kinnear
Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 9:28 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: this week -- 30-45 min w/Don & Geoff

Yes and I have reserved it for this 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

From: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 1, 2018 9:26 AM

To: Higgins, Keira PREM:EX
Subject: RE: this week -- 30-45 min w/Don & Geoff

Perfect. Is the Rose Room Available?

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 9:04 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: this week -- 30-45 min w/Don & Geoff

Yes – 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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 1, 2018 9:04 AM
To: Higgins, Keira PREM:EX
Subject: RE: this week -- 30-45 min w/Don & Geoff

Do these times work for Suzanne as well? I don't see her confirmation in the thread.

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 9:00 AM
To: Kinnear, Lindsay PREM:EX

Subject: FW: this week -- 30-45 min w/Don & Geoff

FYI – please see below and send calendar invite.

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: Wade, Debbie PREM:EX
Sent: Tuesday, May 1, 2018 8:59 AM
To: Higgins, Keira PREM:EX
Subject: Re: this week -- 30-45 min w/Don & Geoff

Hi Keira

Geoff can do 11am or 2pm.

Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: 2018-05-01 8:15 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: FW: this week -- 30-45 min w/Don & Geoff

Hi Debbie,

Please see below. Don could do 30 minutes on Friday at either 11:00; 2:00 or 3:30. Do any of those options work for Geoff?

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: Christensen, Suzanne PREM:EX
Sent: Monday, April 30, 2018 5:10 PM
To: MacMillan, Elizabeth PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: RE: this week -- 30-45 min w/Don & Geoff

Sounds good Elizabeth, although I'm hoping it won't be tomorrow.

I did start going through the package, but have not done a thorough job at this point.

Suzanne

From: MacMillan, Elizabeth PREM:EX
Sent: Monday, April 30, 2018 1:22 PM
To: Christensen, Suzanne PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: this week -- 30-45 min w/Don & Geoff

Hello Suzanne – on Friday we dropped-off the most recent version of Fall 18 and Spr 19 legislative drafting priorities to you, Don and Geoff and I indicated to Don that I would seek some time (does 30 to 45 min seem appropriate to you?) this week for the four of us to meet to walk thru them.

The urgency is to ID at least the top priorities for government to allow the majority of these RFLs to be scheduled to ctte review before the Planning Session. Whilst some ministries will be well underway preparing these RFLs (as per March 16th DMC discussion) experience would indicate that others will not get going in earnest until they get a ctte date.

I've copied Keira on this note, and in the event that you are supportive, would ask her if she could find said 30 to 45 min for the four of us to meet.

Thank-you
Elizabeth

From: [Higgins, Keira PREM:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: RE: this week -- 30-45 min w/Don & Geoff
Date: Tuesday, May 1, 2018 1:24:29 PM

Elizabeth already sent the request for 11:00.

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: Wade, Debbie PREM:EX
Sent: Tuesday, May 1, 2018 1:22 PM
To: Higgins, Keira PREM:EX
Subject: RE: this week -- 30-45 min w/Don & Geoff

Hi Keira;

Geoff has a few requests coming in for Friday, do you know which of the times below might work best for Don?

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Wade, Debbie PREM:EX
Sent: Tuesday, May 1, 2018 8:59 AM
To: Higgins, Keira PREM:EX
Subject: Re: this week -- 30-45 min w/Don & Geoff

Hi Keira

Geoff can do 11am or 2pm.

Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: 2018-05-01 8:15 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: FW: this week -- 30-45 min w/Don & Geoff

Hi Debbie,

Please see below. Don could do 30 minutes on Friday at either 11:00; 2:00 or 3:30. Do any of those options work for Geoff?

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: Christensen, Suzanne PREM:EX
Sent: Monday, April 30, 2018 5:10 PM
To: MacMillan, Elizabeth PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: RE: this week -- 30-45 min w/Don & Geoff

Sounds good Elizabeth, although I'm hoping it won't be tomorrow.

I did start going through the package, but have not done a thorough job at this point.

Suzanne

From: MacMillan, Elizabeth PREM:EX
Sent: Monday, April 30, 2018 1:22 PM
To: Christensen, Suzanne PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: this week -- 30-45 min w/Don & Geoff

Hello Suzanne – on Friday we dropped-off the most recent version of Fall 18 and Spr 19 legislative drafting priorities to you, Don and Geoff and I indicated to Don that I would seek some time (does 30 to 45 min seem appropriate to you?) this week for the four of us to meet to walk thru them.

The urgency is to ID at least the top priorities for government to allow the majority of these RFLs to be scheduled to ctte review before the Planning Session. Whilst some ministries will be well underway preparing these RFLs (as per March 16th DMC discussion) experience would indicate that others will not get going in earnest until they get a ctte date.

I've copied Keira on this note, and in the event that you are supportive, would ask her if she could find said 30 to 45 min for the four of us to meet.

Thank-you
Elizabeth

Page 190

Withheld pursuant to/removed as

s.22

From: [Higgins, Keira PREM:EX](#)
To: [Lewthwaite, Jennifer TRAN:EX](#)
Subject: RE: Updated Assurance Letters
Date: Wednesday, May 2, 2018 2:10:15 PM

Okay, 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: Lewthwaite, Jennifer TRAN:EX
Sent: Wednesday, May 2, 2018 2:10 PM
To: Higgins, Keira PREM:EX
Subject: RE: Updated Assurance Letters

Correct. Two have dropped out...

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 2:08 PM
To: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Updated Assurance Letters

Hi Jennifer,

Just to confirm, are there only supposed to be 5 letters?

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: Lewthwaite, Jennifer TRAN:EX
Sent: Wednesday, May 2, 2018 1:55 PM
To: Higgins, Keira PREM:EX
Subject: Updated Assurance Letters

Hi Keira,

Please find attached amended letters for Don's consideration. Our legal team made adjustments and I understand that Grant has connected with Don about the changes.

Please return signed PDF's to me for distribution.

Thank you.

Jen

From: [Higgins, Keira PREM:EX](#)
To: [Lewthwaite, Jennifer TRAN:EX](#)
Subject: RE: Updated Assurance Letters
Date: Thursday, May 3, 2018 9:25:19 AM
Attachments: [Assurance Letter - s.22](#)
[Assurance Letter -](#)
[Assurance Letter -](#)
[Assurance Letter -](#)
[Assurance Letter -](#)

Hi Jennifer,

Please see the updated signed letters.

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: Lewthwaite, Jennifer TRAN:EX
Sent: Wednesday, May 2, 2018 1:55 PM
To: Higgins, Keira PREM:EX
Subject: Updated Assurance Letters

Hi Keira,

Please find attached amended letters for Don's consideration. Our legal team made adjustments and I understand that Grant has connected with Don about the changes.

Please return signed PDF's to me for distribution.

Thank you.

Jen

From: [Higgins, Keira PREM:EX](#)
To: [Kennedy, Christine PREM:EX](#)
Subject: RE: Wildfire and Flood Report Rollout
Date: Wednesday, May 2, 2018 8:29:03 AM

Will do – 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: Kennedy, Christine PREM:EX
Sent: Tuesday, May 1, 2018 5:15 PM
To: Higgins, Keira PREM:EX
Subject: Wildfire and Flood Report Rollout

Keira tomorrow could you arrange a call for Thursday morning (I can go to Vancouver later if needed) or Friday early afternoon (I would call from VCO) with: the following people to discuss the Wildfire and Flood Report rollout.

Tim Sheldon
Rick Manwaring
Vivian Thomas
Becky Denlinger
Robert Turner
Don Zadravec
Eric Kristianson
Jennifer Fraser s.22

Thank you!

From: [Higgins, Keira PREM:EX](#)
To: [Fraser, Jennifer TRAN:EX](#)
Cc: [Geary, Orla FLNR:EX](#); [Beadman, Krista FLNR:EX](#); [Thomas, Vivian P GCPE:EX](#); [Fraser, Agnes EMBC:EX](#); [Kelly, Alisha EMBC:EX](#); [Zadravec, Don GCPE:EX](#); [Kristianson, Eric GCPE:EX](#)
Subject: RE: Wildfire and Flood Report Rollout
Date: Wednesday, May 2, 2018 10:25:07 AM

Hi Jennifer,

No worries, Christine said [s.22](#) that she could loop you in after.

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: Fraser, Jennifer TRAN:EX
Sent: Wednesday, May 2, 2018 10:23 AM
To: Higgins, Keira PREM:EX
Cc: Geary, Orla FLNR:EX; Beadman, Krista FLNR:EX; Thomas, Vivian P GCPE:EX; Fraser, Agnes EMBC:EX; Kelly, Alisha EMBC:EX; Zadravec, Don GCPE:EX; Kristianson, Eric GCPE:EX
Subject: Re: Wildfire and Flood Report Rollout

Hi Keira,

[s.22](#)

If we

can do it friday, that is good for me.

Thanks,

Jennifer

Jennifer Fraser, RPF
Regional Manager Project Delivery & Planning Services, SIR
Director Trans Canada Highway Program
Ministry of Transportation and Infrastructure
C. 250-318-7195

On May 2, 2018, at 6:17 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Good morning everyone,

Christine Kennedy would like to please schedule a 1 hour call tomorrow from 9:00-10:00 to discuss the Wildfire and Flood Report rollout. Please let me know if your respective Executive/s have irreconcilable scheduling conflicts that cannot be changed.

Christine Kennedy
Tim Sheldan
Rick Manwaring
Vivian Thomas
Becky Denlinger
Robert Turner
Don Zadravec
Eric Kristianson
Jennifer Fraser

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: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
To: Mihlar, Fazil JTT:EX
Subject: Tentative: 1:00 PM MTG Fazil/Christine K/Christine L/Nathan
Start: Monday, May 7, 2018 1:00:00 PM
End: Monday, May 7, 2018 2:00:00 PM
Location: Fazil's Victoria Office/Call Christine K: 250-356-2206

Christine has a meeting at the Leg with Don that doesn't finish until 1:00. She will either need calling details or for the meeting to commence at 1:15.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 10:04 AM
To: Kwan, Shirley JTT:EX; Jang, Monica JTT:EX
Subject: RE: 1:00 PM MTG Fazil/Christine K/Christine L/Nathan

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: Kwan, Shirley JTT:EX
Sent: Monday, May 7, 2018 10:04 AM
To: Higgins, Keira PREM:EX; Jang, Monica JTT:EX
Subject: RE: 1:00 PM MTG Fazil/Christine K/Christine L/Nathan

Hi Keira -

I quickly spoke with Fazil on Christine's conflict. Will do this by call at 1pm. I'll change the calendar invite and will have staff call your line.

Shirley

-----Original Appointment-----

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Monday, May 7, 2018 8:58 AM
To: Kwan, Shirley JTT:EX; Jang, Monica JTT:EX
Subject: Tentative: 1:00 PM MTG Fazil/Christine K/Christine L/Nathan
When: Monday, May 7, 2018 1:00 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Boardroom 8036, 8th Floor - 1810 Blanshard Street

Christine has a meeting at the Leg with Don that doesn't finish until 1:00. She will either need calling details or for the meeting to commence at 1:15.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 9:39 AM
To: Kwan, Shirley JTT:EX
Subject: RE: TELEPRESENCE BRIEFING REQUEST for Christine K

Done – 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: Kwan, Shirley JTT:EX
Sent: Monday, May 7, 2018 9:29 AM
To: Higgins, Keira PREM:EX
Subject: RE: TELEPRESENCE BRIEFING REQUEST for Christine K

Good Morning Keira -

Apologies for the changes, but Fazil advised that TP isn't needed as everyone has the materials. I'll be changing this to a conference call.

May I ask you to cancel both locations and thank you again for your assistance with this.

I'll let the other knows.

Shirley

From: Kwan, Shirley JTT:EX
Sent: Friday, May 4, 2018 11:35 AM
To: Higgins, Keira PREM:EX
Subject: RE: TELEPRESENCE BRIEFING REQUEST for Christine K

Thank you again!

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 11:32 AM
To: Kwan, Shirley JTT:EX
Subject: RE: TELEPRESENCE BRIEFING REQUEST for Christine K

Hi Shirley,

Confirming I have booked the TP rooms.

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: Kwan, Shirley JTT:EX
Sent: Friday, May 4, 2018 11:24 AM
To: Higgins, Keira PREM:EX
Subject: RE: TELEPRESENCE BRIEFING REQUEST for Christine K

Good Morning Keira -

I've heard back from everyone and would like to confirm May 10th at 9am-9:45am. May I please confirm that VCO and 617 Govt Street telepresence is booked.

Attached materials for this meeting and a calendar invite to come shortly once I hear back the telepresence room is booked.

Shirley

From: Higgins, Keira PREM:EX
Sent: Thursday, May 3, 2018 8:14 AM
To: Kwan, Shirley JTT:EX
Subject: RE: TELEPRESENCE BRIEFING REQUEST for Christine K

Morning,

Please see Christine's availability below:

May 8th – 9:00-9:45
May 10th – 9:00-9:45; 1:00-1:45
May 11th – between 9:00-10:45

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: Kwan, Shirley JTT:EX
Sent: Wednesday, May 2, 2018 5:08 PM
To: Higgins, Keira PREM:EX
Subject: TELEPRESENCE BRIEFING REQUEST for Christine K

Hi Keira -

I've been asked to schedule 30 min to 1 hour briefing next week with Christine K, Doug Foster or Heather Davidson, Rob Mingay, Becky Denlinger, Jacquie Dawes and Fazil re: Irregular Immigration.

Can you please advise what works in Christine K's schedule and if telepresence is available too.

Thank you!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Monday, May 7, 2018 10:09 AM
To: Mihlar, Fazil JTT:EX
Subject: Accepted: 1:00 PM MTG Fazil/Christine K/Christine L/Nathan

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 10:14 AM
To: Shortt, Amanda PREM:EX
Subject: RE: Call for Records OOP-2018-83348 Due May 17, 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

From: Shortt, Amanda PREM:EX
Sent: Friday, May 4, 2018 5:00 PM
To: LP PO Executive Office; LP Premiers Vancouver Office; LP PO Deputy Minister
Cc: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-83348 Due May 17, 2018

Hello,

Please see the request below and please let me know by May 17th whether or not you have any records:

Canvassed: All staff

All drafts and correspondence from the level of the Deputy Minister's Office or higher, regarding the news release titled
"Government will help low-

income families manage electricity costs" <https://news.gov.bc.ca/releases/2018EMPR0004-000311> (Date Range:
12/02/2017 To 01/15/2018) Date

Format is MM/DD/YYYY

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

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Amanda Shortt, Administrative Assistant
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 11:02 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet meeting May 16, 2018

Don and Christine will be in attendance.

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: Brown, Dawn A PREM:EX
Sent: Monday, May 7, 2018 11:00 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam GCPE:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa MMHA:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Wakeman, Michelle PSSG:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; 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; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for Cabinet meeting May 16, 2018
Importance: High

Good morning,

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

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

CABINET

Wednesday, May 16, 2018
9:00 a.m. – 11:30 a.m.
Chambers

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 11:03 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for CCWG meeting May 16, 2018

Christine will be in attendance.

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: Brown, Dawn A PREM:EX
Sent: Monday, May 7, 2018 10:59 AM
To: Benn, Jennifer MCF:EX; Bond, Allison MCF:EX; Brown, Dawn A PREM:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Colins, Tracey L PREM:EX; Dube, Jonathan FIN:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Higgins, Keira PREM:EX; Iliffe, Liam GCPE:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; MacDonald, Scott D EDUC:EX; Massey, Christine MCF:EX; Massy, Michelle E PREM:EX; McCrea, Jennifer EDUC:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Robinson, Jon PREM:EX; Sampson, Laura EDUC:EX; Scambler, Teresa LASS:EX; Sharma, Niki MCF:EX; Sures, Lauren EDUC:EX; Szabo, Maria PREM:EX; Tran, Kim C (Victoria) MCF:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; 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; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for CCWG meeting May 16, 2018
Importance: High

Good Morning,

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

If requesting leave, please contact Nikki Sharma, and CC: Tracey Colins, and myself for the attendance survey.

CCWG

Wednesday May 16, 2018
3:15- 4:00 p.m.
Chambers

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 11:03 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet meeting May 17, 2018

Don and Christine will be in attendance.

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: Brown, Dawn A PREM:EX
Sent: Monday, May 7, 2018 11:02 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam GCPE:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa MMHA:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Wakeman, Michelle PSSG:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; 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; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for Cabinet meeting May 17, 2018
Importance: High

Good morning,

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

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

CABINET

Thursday, May 17, 2018
2:00 p.m. – 6:00 p.m.
Chambers

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Monday, May 7, 2018 11:05 AM
To: Little, Christine JTT:EX
Subject: New Time Proposed: CONFERENCE CALL: Christine K, Christine L, Angelo Cocco and Kerry Young - Weekly Economic Strategy Discussion

Apologies but a DMC committee has been scheduled which conflicts. Could we please move to May 18th at either 9:30/11:30?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 11:08 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for MHAWG meeting May 15, 2018

Christine will be in attendance.

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: Brown, Dawn A PREM:EX
Sent: Monday, May 7, 2018 10:57 AM
To: Brown, Dawn A PREM:EX; Canitz, Shelley L PREM:EX; Clark, Layne PREM:EX; Enemark, Gord FIN:EX; Faust, Marnie L GCPE:EX; Gervais, Monica PREM:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Hansen, Lucy HLTH:EX; Harrison, Veronica EDUC:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Lindsay-Baugh, Anna MMHA:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Pommelet, Lisa MMHA:EX; Rollheiser, Kate MMHA:EX; Scambler, Teresa LASS:EX; Szabo, Maria PREM:EX; Wade, Debbie PREM:EX; Wakeman, Michelle PSSG:EX; White, Christine MAH:EX; White, Emily MCF:EX
Cc: Brown, Dawn A PREM:EX; 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; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for MHAWG meeting May 15, 2018
Importance: High

Good morning,

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

If requesting leave, please contact Sarah Gotto, and CC: Monica Gervais, and myself for the attendance survey.

MHAWG

Tuesday, May 15, 2018
1:30 p.m. – 3:30 p.m.
Chambers

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 11:26 AM
To: 'Kathryn Young'
Cc: Vollet, Dick [PH]
Subject: RE: Tomorrow's meeting with Don; briefing note

Thank you Kathryn.

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: Kathryn Young [<mailto:kyoung@boyden.com>]
Sent: Monday, May 7, 2018 11:15 AM
To: Higgins, Keira PREM:EX
Cc: Vollet, Dick [PH]
Subject: Tomorrow's meeting with Don; briefing note

Hello Keira,

Dick Vollet and I are very much looking forward to seeing Don tomorrow and to being back in Victoria at this great time of year. Thanks so much again for helping to facilitate the discussion.

I thought Don might appreciate a bit of information and context in advance of our chat (and our time with him is limited) and so I asked that the attached be prepared. Hoping this briefing document will be of value to him.

Thanks again, and see you tomorrow.



Kathryn Young
Chair, St. Paul's Hospital Foundation

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 1:14 PM
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th

Hi Lindsey,

This isn't our meeting. It's Geoff's.

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: Jackson, Lindsey B TRAN:EX
Sent: Monday, May 7, 2018 12:49 PM
To: Higgins, Keira PREM:EX
Subject: RE: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th

Hi,

Is this confirmed?

Meeting details are as follows;

DATE: Tuesday May 8th, 2018

TIME : 11:00-11:45am

Location: Room 139 – Rattenbury Room

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Jackson, Lindsey B TRAN:EX
Sent: May-02-18 10:21

To: Higgins, Keira PREM:EX

Subject: RE: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th

Hello,

Minister Trevena will make it work.

Best Regards,

Lindsey

Lindsey Jackson

Administrative Coordinator to the Honourable Claire Trevena

Minister of Transportation and Infrastructure

250-953-4848

Lindsey.B.Jackson@gov.bc.ca

From: Higgins, Keira PREM:EX

Sent: May-02-18 10:05

To: Wade, Debbie PREM:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Hahn, Andra EDUC:EX; Wakeman, Michelle PSSG:EX; White, Christine MAH:EX; Jackson, Lindsey B TRAN:EX; McKinstry, Cindy D FIN:EX; Holding, Marina TAC:EX

Subject: RE: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th

Hi Debbie,

Don will make it 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: Wade, Debbie PREM:EX

Sent: Wednesday, May 2, 2018 10:03 AM

To: Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Hahn, Andra EDUC:EX; Wakeman, Michelle PSSG:EX; White, Christine MAH:EX; Jackson, Lindsey B TRAN:EX; McKinstry, Cindy D FIN:EX; Holding, Marina TAC:EX; Higgins, Keira PREM:EX

Subject: Briefing: Greater Vancouver Board of Trade Economic Scoreboard being Released May 10th

Hello every one;

I have been asked to help co-ordinate a Briefing for Geoff Meggs, Don Wright and the following Ministers;

- Hon Carole James
- Hon Bruce Ralston
- Hon Rob Fleming
- Hon Mike Farnworth
- Hon Selena Robinson
- Hon Claire Trevena
- Hon Melanie Mark
- Hon Lisa Beare

Meeting details are as follows;

DATE: Tuesday May 8th, 2018

TIME : 11:00-11:45am

Location: Room 139 – Rattenbury Room

Could you please discuss with your MA and get back to me as soon as possible on whether you Minister is available to attend. We understand this will be difficult to get all Ministers in attendance, and that QP most likely will go past 11:00am, however even if you Minister can come after QP until 11:30am that would be beneficial.

Thanks so much!

Debbie Wade

Executive Coordinator to the Chief of Staff

Office of the Premier

250-356-2785

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 1:19 PM
To: Smith, George AG:EX
Cc: Nanninga, Tanera AG:EX
Subject: RE: Meeting with Don Wright

Okay, 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

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

From: Smith, George AG:EX
Sent: Monday, May 7, 2018 1:16 PM
To: Higgins, Keira PREM:EX
Cc: Nanninga, Tanera AG:EX
Subject: RE: Meeting with Don Wright

Yes. RM 232.

It's regarding the German report and another issue, which he is aware of.

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

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 1:13 PM
To: Smith, George AG:EX
Cc: Nanninga, Tanera AG:EX
Subject: RE: Meeting with Don Wright

Okay, should Don come to your office? What is the meeting 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

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

From: Smith, George AG:EX
Sent: Monday, May 7, 2018 11:48 AM
To: Higgins, Keira PREM:EX
Cc: Nanninga, Tanera AG:EX
Subject: RE: Meeting with Don Wright

Great. Let's do 8am tomorrow.

Thanks Keira

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

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 11:45 AM
To: Smith, George AG:EX
Subject: RE: Meeting with Don Wright

Hi George,

He could do tomorrow at 8:00-8:30 or Wednesday at 2:30-3:00.

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

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

From: Smith, George AG:EX
Sent: Monday, May 7, 2018 11:36 AM
To: Higgins, Keira PREM:EX
Subject: Meeting with Don Wright

Hi Keira,

When would be the earliest we could arrange a meeting between the AG and Don Wright?

-George

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 2:24 PM
To: Thomson, Lia MAH:EX
Subject: RE: Invite | Housing Policy Branch Monthly Information Session

Hi Lia,

Thanks, I have it confirmed in Don's calendar.

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: Thomson, Lia MAH:EX
Sent: Friday, May 4, 2018 1:27 PM
To: Higgins, Keira PREM:EX
Subject: RE: Invite | Housing Policy Branch Monthly Information Session

Hi Keira,

Housing has confirmed that **May 23rd at 10:30am** would be great. The address is 614 Humboldt Street | 4th Floor | Crowsnest (their general gathering area for these types of meetings).

You have the questions that I had passed along earlier, but please let me know if you require anything else.

Thank you!

Lia Thomson | Senior Executive Assistant
Deputy Minister's Office

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 10:43 AM
To: Thomson, Lia MAH:EX
Subject: RE: Invite | Housing Policy Branch Monthly Information Session

Hi Lia,

If we could push it until 10:30 then he could do any of these dates:

May 23
June 14
June 21
July 12

Thanks,

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

From: Thomson, Lia MAH:EX
Sent: Friday, May 4, 2018 10:37 AM
To: Higgins, Keira PREM:EX
Subject: RE: Invite | Housing Policy Branch Monthly Information Session

Hi Keira,

I think that they are open to working with Don's schedule, so if the earliest Don can be at an event is 10:30am (or even 11am if that would be more ideal...?), then they will work around that.

Would you like me to go ahead and propose May 23rd at either 10:30 or 11:00am?

Thank you,

Lia Thomson | Senior Executive Assistant
Deputy Minister's Office

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 10:31 AM
To: Thomson, Lia MAH:EX
Subject: RE: Invite | Housing Policy Branch Monthly Information Session

Hi Lia,

The only option that would work for Don is May 23rd. Unfortunately that timing is almost impossible for his schedule. He has a daily call with PJH at 9:00 and the earliest he can be at an event is 10:30.

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: Thomson, Lia MAH:EX
Sent: Friday, May 4, 2018 10:24 AM
To: Higgins, Keira PREM:EX
Subject: RE: Invite | Housing Policy Branch Monthly Information Session

Hi Keira,

OHCS does not have a set schedule, but has informed me that any Tuesday, Wednesday or Thursday between 9:00-10:00am work the most ideally for their group. If there is a date or two that work well for Don, let me know and I will pass these along. OHCS can then work this around Don's schedule. ☺

Thank you,

Lia Thomson | Senior Executive Assistant
Deputy Minister's Office

From: Higgins, Keira PREM:EX
Sent: Thursday, May 3, 2018 10:57 AM
To: Thomson, Lia MAH:EX
Subject: RE: Invite | Housing Policy Branch Monthly Information Session

Hi Lia,

Don would be please to attend one of your upcoming sessions. Please send me the dates and times for the next 3 sessions and I will let you know which works best for Don.

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: Thomson, Lia MAH:EX
Sent: Monday, April 30, 2018 10:38 AM
To: Higgins, Keira PREM:EX
Subject: Invite | Housing Policy Branch Monthly Information Session

Good morning Keira,

ADM for Housing, Greg Steves' office has contacted us and is wondering if Don Wright would be available to attend one of their upcoming Monthly Information Sessions.

OHCS has confirmed that they will happily work with whatever works with Don's schedule, and accommodate.

I have attached an outline prepared by OHCS on suggested questions for Don.

Thank you!

Lia Thomson | Senior Executive Assistant
Deputy Minister's Office
Ministry of Municipal Affairs and Housing
6th Floor | 800 Johnson Street | Victoria BC | V8N 9N7
Phone: 250-387-9108

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 2:46 PM
To: McLaren, Chris PREM:EX
Subject: RE: INFO Re: June 7 EVENT now POSTPONED - Western Dinner, Public Policy Forum

Hi Chris,

I have nothing more than what is in the email below.

I forwarded (the mentioned) email to Amber earlier today.

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: McLaren, Chris PREM:EX
Sent: Monday, May 7, 2018 2:44 PM
To: Higgins, Keira PREM:EX
Subject: INFO Re: June 7 EVENT now POSTPONED - Western Dinner, Public Policy Forum

Hi Keira,
Can you shed any light on this invite?
Thanks,
Chris

From: Rochon, Jake PREM:EX
Sent: Monday, May 7, 2018 2:04 PM
To: McLaren, Chris PREM:EX; Nash, Amber PREM:EX
Subject: FW: June 7 EVENT now POSTPONED - Western Dinner, Public Policy Forum

FYI! Chris – can I leave with you to figure this out? Would you like me to ack?

From: Kelly Cyr [<mailto:Kelly.Cyr@ppforum.ca>]
Sent: Monday, May 7, 2018 9:21 AM
To: OfficeofthePremier, Office PREM:EX
Subject: June 7 EVENT now POSTPONED - Western Dinner, Public Policy Forum

Hi Amber,

The Premier was scheduled to speak at our June 7th Western Dinner and we wanted to advise you that the dinner has been rescheduled to September 19th. Keira Higgins has forwarded to you an email that our CEO Edward Greenspon had sent Don Wright to advise of this change.

Could you please confirm that this has now been removed from the Premiers agenda and could you also let us know if the Premier is available to speak at the dinner on September 19th?

Thanks for your time!

Best
Kelly

--

Kelly Cyr

Director of Operations | Directrice des opérations

Public Policy Forum | Forum des politiques publiques

1400 - 130 rue Albert Street, Ottawa, ON, K1P 5G4

W. 613-238-7858 ext. 248

C. 613-914-6677

kelly.cyr@ppforum.ca

[@ppforumca](#)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 2:50 PM
To: Yuma Morisho, Okenge PREM:EX
Subject: Stephen Brown

Hi Okenge,

Stephen Brown needs to speak with you regarding your Ottawa trip. Could you please call him when you land or tomorrow morning?

Cell – s.17

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, May 7, 2018 2:59 PM
To: s.17
Subject: Tentative: E to take - MEETING: PJH, Don, Geoff - Cabinet Briefing

Elizabeth will be taking this meeting on Don's behalf – thanks Keira.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, May 7, 2018 3:02 PM
To: s.17
Subject: Declined: E to take - MEETING: PJH, Don, Geoff - Cabinet Briefing

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 8, 2018 8:55 AM
To: Main, Grant TRAN:EX
Subject: Accepted: PHONE CALL: Don and Grant

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 10:19 AM
To: 'Ased Said'
Cc: Wensink, Alison PREM:EX
Subject: RE: Request for a meeting or coffee with Okenge

Hi Ased,

Okenge is currently out of town on Government business. I will try to catch him to ask if the meeting can proceed when he returns at the end of the week.

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: Ased Said [[mailto:s.22](#)]
Sent: Tuesday, May 8, 2018 9:10 AM
To: Higgins, Keira PREM:EX
Subject: Request for a meeting or coffee with Okenge

Good morning Keira,

I received an out of office reply ^{s.22}
assist.

listing you as someone who can

I am wondering if Okenge has time for me to come down to his office or meet him for coffee somewhere downtown on Wednesday, May 16 in the morning or mid-day. Okenge and I had a telephone conversation on Wednesday, February 28 and I wanted to follow up with a face to face conversation with him. I wouldn't need any more than 30 minutes of his time if this is a possibility and he is available. Thank you for checking with him on whether I can meet with him.

Ased

Higgins, Keira PREM:EX

Subject: BREAKFAST: Christine Kennedy, Don Wright, Tim Sheldon, Minister Donaldson, Becky Denlinger, Minister Farnworth, Jennifer Fraser, Rick Manwaring, Robert Turner, Maureen Chapman and George Abbott

Location: Hotel Grand Pacific - The Pacific Restaurant - reservation under Premier's Office

Start: Thu 2018-05-10 7:30 AM

End: Thu 2018-05-10 8:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Sheldon, Tim FLNR:EX; Minister, FLNR FLNR:EX; Denlinger, Becky EMBC:EX; Minister, PSSG PSSG:EX; Fraser, Jennifer TRAN:EX; Manwaring, Richard G FLNR:EX; Turner, Robert EMBC:EX; Maureen@skawahlook.com; s.22 Wright, Don J. PREM:EX (Don.J.Wright@gov.bc.ca)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 12:18 PM
To: Thomson, Lia MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: DM Contact Lists

Hi Lia,

s.22

Thank you for letting me know. I will update the list on Friday.

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: Thomson, Lia MAH:EX
Sent: Tuesday, May 8, 2018 10:46 AM
To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: DM Contact Lists

Hi Keira,

s.22

Morgan Genzale will be taking over my position

s.22 so I am hoping that the DM Contact List and Public Key Contact List can be updated to reflect this.

Let me know if you need anything from me.

Thank you!

Lia Thomson | Senior Executive Assistant
Deputy Minister's Office
Ministry of Municipal Affairs and Housing
6th Floor | 800 Johnson Street | Victoria BC | V8N 9N7
Phone: 250-387-9108

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 1:00 PM
To: Silverio, Lisa FLNR:EX
Subject: RE: BREAKFAST: Christine Kennedy, Don Wright, Tim Sheldan, Minister Donaldson, Becky Denlinger, Minister Farnworth, Jennifer Fraser, Rick Manwaring, Robert Turner, Maureen Chapman and George Abbott

Many 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: Silverio, Lisa FLNR:EX
Sent: Tuesday, May 8, 2018 12:51 PM
To: Higgins, Keira PREM:EX
Subject: RE: BREAKFAST: Christine Kennedy, Don Wright, Tim Sheldan, Minister Donaldson, Becky Denlinger, Minister Farnworth, Jennifer Fraser, Rick Manwaring, Robert Turner, Maureen Chapman and George Abbott

Hello,
This has been noted in MDDs Calendar, thank you.

Lisa

-----Original Appointment-----

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Tuesday, May 8, 2018 12:15 PM
To: Sheldan, Tim FLNR:EX; Minister, FLNR FLNR:EX; Denlinger, Becky EMBC:EX; Minister, PSSG PSSG:EX; Fraser, Jennifer TRAN:EX; Manwaring, Richard G FLNR:EX; Turner, Robert EMBC:EX; 'Maureen@skawahlook.com'; s.22 ; Wright, Don J. PREM:EX
Subject: BREAKFAST: Christine Kennedy, Don Wright, Tim Sheldan, Minister Donaldson, Becky Denlinger, Minister Farnworth, Jennifer Fraser, Rick Manwaring, Robert Turner, Maureen Chapman and George Abbott
When: Thursday, May 10, 2018 7:30 AM-8:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: Hotel Grand Pacific - The Pacific Restaurant - reservation under Premier's Office

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Lori Halls - weekly meeting
Location: Don's Office

Start: Fri 2018-05-25 3:00 PM
End: Fri 2018-05-25 4:00 PM
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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, May 8, 2018 1:27 PM
To: Little, Christine JTT:EX
Subject: Accepted: Weekly Economic Strategy Discussion - CK/CL/AC/KY

Higgins, Keira PREM:EX

Subject: Discussion - Economic Development Strategy
Location: PREM Rose Room PREM:EX

Start: Fri 2018-05-11 10:00 AM
End: Fri 2018-05-11 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Christensen, Suzanne PREM:EX
Required Attendees: Kennedy, Christine PREM:EX; Papik, Stephanie PREM:EX; Farmer, Leila PREM:EX; Robinson, Jon PREM:EX; Higgins, Keira PREM:EX
Resources: PREM Rose Room PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 1:43 PM
To: Christensen, Suzanne PREM:EX
Subject: Accepted: Discussion - Economic Development Strategy

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, May 8, 2018 1:45 PM
To: Little, Christine JTT:EX
Subject: New Time Proposed: CONFERENCE CALL: Christine K, Christine L, Angelo Cocco and Kerry Young - Weekly Economic Strategy Discussion

Hi – I am so sorry but we have some major items coming down this Thursday. Could we please move this call to Tuesday at either 9:00/11:30?

Thanks so much,

Keira

Higgins, Keira PREM:EX

Subject: CABINET
Location: Chambers

Start: Wed 2018-05-09 9:00 AM
End: Wed 2018-05-09 11:00 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Good afternoon,

Please note the following change of time for the cabinet meeting scheduled for tomorrow, May 9.

Cabinet

Wednesday, May 09, 2018	Wednesday, May 09, 2018
(NOW) 9:00 a.m. – 11:00 a.m.	(WAS) 9:00 a.m. – 11:30 a.m.
Chambers	Chambers

Please update your Minister/Official's calendar to reflect this change.

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 2:11 PM
To: Dhanota, Surjit LASS:EX
Subject: Request for assistance

Hi Surjit,

We have a massive picture that we need assistance putting up on a wall. Could you please send someone to assist when there is time?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 2:18 PM
To: Tupper, Linsey PSA:EX
Subject: RE: DMCPPI - July

Hi Linsey,

Please see availability below:

July 12th – between 10:30-3:30

July 13th – after 10:30

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: Tupper, Linsey PSA:EX
Sent: Tuesday, May 8, 2018 2:15 PM
To: Higgins, Keira PREM:EX
Subject: DMCPPI - July

Hi Keira,

Would I be able to get a couple of dates in July for a DMCPPI meeting (preferably early July)

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 2:51 PM
To: Young, Olivia JTT:EX
Subject: RE: CONFERENCE CALL: Christine K, Christine L, Angelo Cocco and Kerry Young - Weekly Economic Strategy Discussion

Hi Olivia,

Thank you so much. Christine is happy to do both.

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: Young, Olivia JTT:EX
Sent: Tuesday, May 8, 2018 2:48 PM
To: Higgins, Keira PREM:EX
Subject: RE: CONFERENCE CALL: Christine K, Christine L, Angelo Cocco and Kerry Young - Weekly Economic Strategy Discussion

Thanks Keira! I will send the updated invite for Monday at 1030. Shall I cancel the Friday meeting for May 18?

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 2:46 PM
To: Young, Olivia JTT:EX
Subject: RE: CONFERENCE CALL: Christine K, Christine L, Angelo Cocco and Kerry Young - Weekly Economic Strategy Discussion

Hi Olivia,

She could do Monday at 10:30 or Tuesday at 3:30.

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: Young, Olivia JTT:EX **On Behalf Of** Little, Christine JTT:EX
Sent: Tuesday, May 8, 2018 2:44 PM
To: Higgins, Keira PREM:EX
Cc: Albrecht, Christine JTT:EX
Subject: RE: CONFERENCE CALL: Christine K, Christine L, Angelo Cocco and Kerry Young - Weekly Economic Strategy Discussion

Hi Keira,

Does Christine have availability on Monday by chance or can you propose an alternate time on Tuesday please?

Thank you,

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

-----Original Appointment-----

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Tuesday, May 8, 2018 1:45 PM
To: Young, Olivia JTT:EX; Albrecht, Christine JTT:EX
Subject: New Time Proposed: CONFERENCE CALL: Christine K, Christine L, Angelo Cocco and Kerry Young - Weekly Economic Strategy Discussion
When: Thursday, May 10, 2018 11:00 AM-12:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Conference Call s.15.s.17 Participant ID s.15.s.17 (CL to Moderate)

Hi – I am so sorry but we have some major items coming down this Thursday. Could we please move this call to Tuesday at either 9:00/11:30?

Thanks so much,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, May 8, 2018 2:53 PM
To: Little, Christine JTT:EX
Subject: Accepted: Weekly Economic Strategy Discussion - CK/CL/AC/KY

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 8, 2018 3:15 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, May 8, 2018 3:47 PM
To: Kristianson, Eric GCPE:EX
Subject: Accepted: Government Caucus Briefing

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 3:53 PM
To: Silverio, Lisa FLNR:EX
Subject: RE: Meeting with Don & MDD

Done – 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: Silverio, Lisa FLNR:EX
Sent: Tuesday, May 8, 2018 3:53 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting with Don & MDD

Yes please, 11am is perfect

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 3:15 PM
To: Silverio, Lisa FLNR:EX
Subject: RE: Meeting with Don & MDD

Thanks. Did you want to move the time?

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: Silverio, Lisa FLNR:EX
Sent: Tuesday, May 8, 2018 2:13 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting with Don & MDD

Clarity on the coast fibre questions

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 2:00 PM
To: Silverio, Lisa FLNR:EX
Subject: RE: Meeting with Don & MDD

Hi Lisa,

Shall we move the meeting to 11:00 now that Cabinet has been shortened? Also do you know the topic for discussion?

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: Silverio, Lisa FLNR:EX
Sent: Friday, May 4, 2018 10:05 AM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting with Don & MDD

Thanks Kiera, Don's office works well. Will find out discussion topic...

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 10:02 AM
To: Silverio, Lisa FLNR:EX
Subject: RE: Meeting with Don & MDD

Hi Lisa,

Sounds good. Shall we do it here in Don's Office since they will be in Cabinet prior?

Please let me know the topic for discussion.

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: Silverio, Lisa FLNR:EX
Sent: Friday, May 4, 2018 9:56 AM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting with Don & MDD

Can we book May 9th 11:30-12

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 9:53 AM
To: Silverio, Lisa FLNR:EX
Subject: RE: Meeting with Don & MDD

Hi Lisa,

Please see availability below:

May 9th – 11:30-12:00; 2:30-3:00
May 10th – 1:00-1:30

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: Silverio, Lisa FLNR:EX
Sent: Friday, May 4, 2018 9:50 AM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting with Don & MDD

Thank Kiera,
MDD is speaking at COFI on Tuesday at that time. Are there any other options next week?

From: Higgins, Keira PREM:EX
Sent: Friday, May 4, 2018 9:48 AM
To: Silverio, Lisa FLNR:EX
Subject: RE: Meeting with Don & MDD

Hi Lisa,

Sorry but Don has multiple meetings with PJH on Monday and is fully booked. He could meet with Minister on Tuesday at 12:30 if that works?

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: Silverio, Lisa FLNR:EX
Sent: Friday, May 4, 2018 9:40 AM
To: Higgins, Keira PREM:EX
Subject: Meeting with Don & MDD

Good Morning Kiera,
Hope you are doing well! Minister has asked me to arrange a meeting with Don Wright on Monday, May 7th. Minister is available 9:45am-10:15am or 4:30pm onwards. Could you let me know if any of these times will work for Don, thank you.



Lisa Silverio
Administrative Coordinator to the
Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural Development
t 250.356.6211 f 250.387.1040

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 4:11 PM
To: Kennedy, Christine PREM:EX
Subject: FW: MEETING: Fisheries Strategy / CFN

Hi Christine,

I had sent the below email to Don but it appears the meeting may not yet be confirmed. Should I call Paul?

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: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Thursday, May 3, 2018 2:37 PM
To: Bain, Don PREM:EX
Subject: RE: MEETING: Fisheries Strategy / CFN

Hi Don,

Christine is no longer in Vancouver so I am going to go ahead and cancel this meeting. She mentioned that you had rescheduled a Coast First Nations Meeting and would like to attend the portion after Cabinet ends by phone. Could you please forward the calendar invitation and add calling details?

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

-----Original Appointment-----

From: Bain, Don PREM:EX
Sent: Thursday, May 3, 2018 2:24 PM
To: Higgins, Keira PREM:EX
Subject: New Time Proposed: MEETING: Fisheries Strategy / CFN
When: Friday, May 4, 2018 10:30 AM-12:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Vancouver Cabinet Offices

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 9, 2018 9:08 AM
To: Kristianson, Eric GCPE:EX
Subject: Tentative: Technical Briefing dry run

Christine will attend a portion of the briefing.

Page 247

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 9:50 AM
To: Harvey, James JAG:EX
Subject: Tentative: Reference

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 9:56 AM
To: Carr, Helen IGRS:EX; Dayman, Marlene JAG:EX; Tupper, Linsey PSA:EX
Subject: RE: Welcome to the Public Service Wednesday May 16th

Thanks Helen!

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: Carr, Helen IGRS:EX
Sent: Tuesday, May 8, 2018 10:35 PM
To: Dayman, Marlene JAG:EX; Tupper, Linsey PSA:EX; Higgins, Keira PREM:EX
Subject: Welcome to the Public Service Wednesday May 16th

Please find attached the roll out for the entire day next week. Don and Lori are welcome to arrive prior to noon to observe the official Oath Ceremony (11:20-12:00). Thanks!

Helen Carr Protocol Manager | Office of Protocol
Intergovernmental Relations Secretariat
PO Box 9422 Stn Prov Govt, Victoria BC V8W 9V1

Office Location | 2nd Floor, 620 Superior Street | Victoria, BC V8V 1V2
250.883.4496 (Cell)
250.356.2814 Fax
www.protocol.gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 11:01 AM
To: Clark, Layne PREM:EX
Subject: RE: Rose Room

It's free all morning. Take your pick of time.

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: Clark, Layne PREM:EX
Sent: Wednesday, May 9, 2018 11:01 AM
To: Higgins, Keira PREM:EX
Subject: RE: Rose Room

Haha is there any time it's available tomorrow?

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 10:59 AM
To: Clark, Layne PREM:EX
Subject: RE: Rose Room

You are the 3rd person to request it....sorry but it's already booked.

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: Clark, Layne PREM:EX
Sent: Wednesday, May 9, 2018 10:59 AM
To: Higgins, Keira PREM:EX
Subject: Rose Room

Hi Keira,

Can I book the Rose room at 2PM tomorrow? For one hour.

Thanks,

Layne

Layne Clark
Director of Liaison and Coordination
Premier's Office
P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 11:12 AM
To: Kristianson, Eric GCPE:EX
Subject: RE: Abbott and Chapman

Hi Eric,

Apologies but I do not have the ability to book any other rooms in the Leg (also it is my understanding that they are only available for MLA use).

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: Kristianson, Eric GCPE:EX
Sent: Wednesday, May 9, 2018 11:06 AM
To: Higgins, Keira PREM:EX
Subject: Re: Abbott and Chapman

Thanks Keira, is it possible that you could book a meeting room in the leg for that time?

I ask because I've had no contact with them.

Eric Kristianson
ADM Strategic Issues Division
GCPE

On May 9, 2018, at 10:46 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Eric,

My apologies but the Rose Room is booked tomorrow afternoon for PA.

Thank,

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: Kristianson, Eric GCPE:EX
Sent: Wednesday, May 9, 2018 10:43 AM
To: Higgins, Keira PREM:EX

Cc: Kennedy, Christine PREM:EX; Ryckman, Scott GCPE:EX

Subject: Abbott and Chapman

Keira,

I was hoping we could get the Rose room from 1:30-2:15 tomorrow so Abbott and Chapman could listen into the technical briefing. If they have access to a computer. Scott Ryckman in our shop can arrange a link for them.

Is this doable?

Thanks

Eric Kristianson
ADM Strategic Issues
GCPE
778-584-1248

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 1:09 PM
To: s.17
Subject: Accepted: Estimates Briefing: General Policies

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 1:09 PM
To: s.17
Subject: Accepted: Estimates Briefing: Operational Budget

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 9, 2018 1:10 PM
To: GCPE R 617 Government Street, N406, Board Room 2 (Seats 14 people) GCPE:EX
Subject: Accepted: Eric Krsitianson

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 1:10 PM
To: Halls, Lori D PSA:EX
Subject: Accepted: DMCPPI

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 2:39 PM
To: Kennedy, Christine PREM:EX
Subject: FW: INVITATION - Chamber luncheon with Premier Horgan - May 15, 2018

Hi Christine,

Please see note below and let me know if you wish to attend.

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: Rey, Rachelle (CA - British Columbia) [mailto:racrey@deloitte.ca]
Sent: Wednesday, May 9, 2018 2:35 PM
To: Higgins, Keira PREM:EX
Cc: Harris, Megan (CA - British Columbia)
Subject: FW: INVITATION - Chamber luncheon with Premier Horgan - May 15, 2018

Hi Keira,

It was lovely to speak with you today.

Please let us know if ADM Kennedy is free to join us at the Chamber luncheon. Jamie will be at the head table with the Premier & Chamber CEOs; our Deloitte table attendees are listed below:

- **Pat MacNeil – Director, Deloitte**
- **Denise Ho – Director, Deloitte**
- **Stephen Ward – Ex Director, MoF**
- **Megan Harris, Senior Manager, Deloitte**
- **Clare Cathro – Manager, Deloitte**
- **Cheryl Fletcher – Senior Manager, Deloitte**
- **Nathan Nankivell - Executive Director, JTT**
- **Adam Taylor – CFP, FLNR**
- **Carolyn Bell, - Executive Director HLTH**

I welcome your response and thanks so much.

Rachelle Rey
Paraprofessional to
Jamie Sawchuk | Partner | Consulting
Deloitte
Tel/Direct 250-978-4462 | Fax 778-374-0497
racrey@deloitte.ca | www.deloitte.ca

From: Sawchuk, Jamie (CA - British Columbia)
Sent: Tuesday, May 8, 2018 9:56 PM
To: Christine Kennedy (christine.kennedy@gov.bc.ca) <christine.kennedy@gov.bc.ca>
Subject: INVITATION - Chamber luncheon with Premier Horgan - May 15, 2018

Christine,

On Tuesday, May 15, 2018, Deloitte is sponsoring the Victoria Chamber of Commerce luncheon with Premier Horgan where he will be sharing his regional priorities. I am hoping you can join us as our guest at the luncheon.

Specific details on the luncheon are below. Please let us know if you can make it.

Cheers,
Jamie



British Columbia | Public Sector | April 2018

Lunch with Premier Horgan

Victoria Chamber of Commerce

Tuesday, May 15, 2018
11:30 AM - 1:15 PM PST
Crystal Gardens
720 Douglas St
Victoria, BC V8W 3M7

Join Deloitte and the Greater Victoria, Saanich Peninsula, WestShore, Sooke Region and Esquimalt Chambers to hear Premier John Horgan speak on his government's vision for the Province of British Columbia as well as regional priorities.



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Megan Harris
Strategic Account Senior Manager – BC Government | National Sales Office
D: 250-978-4422 | M: 250-882-8013
megaharris@deloitte.ca | deloitte.ca

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Deloitte is proud to be a National Partner
of the Canadian Olympic team

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Jamie Sawchuk
Partner
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www.deloittedigital.ca



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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 2:41 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: PA Pre-Brief

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Mon 2018-05-14 3:00 PM
End: Mon 2018-05-14 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: PA
Location: Chambers

Start: Thu 2018-05-10 2:30 PM
End: Thu 2018-05-10 4:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs on Thursday every other week from 2:00 PM to 4:00 PM effective 1/18/2018 until 7/26/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 3:08 PM
To: Zacharuk, Christina PSEC:EX
Subject: Accepted: PSEC Council Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 3:26 PM
To: 'Christian Kittleson'
Cc: Vangie Johnson
Subject: RE: Invitation to the Distinguished Entrepreneur of the Year Award Gala - May 11th

Hi Christian,

My apologies for the delay. Unfortunately Don does already have another commitment on Friday and will not be available to attend the Gala. Many thanks for holding the seats for as long as you did.

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: Christian Kittleson [mailto:Christian.Kittleson@ca.ey.com]
Sent: Wednesday, May 9, 2018 2:11 PM
To: Higgins, Keira PREM:EX
Cc: Vangie Johnson
Subject: RE: Invitation to the Distinguished Entrepreneur of the Year Award Gala - May 11th

No worries. Just holding those seats until we hear back. Thanks Keira. CK

Christian Kittleson
EY, Victoria Practice Lead
+1 7785872376

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Date: May 9, 2018 at 2:09:20 PM PDT
To: Christian Kittleson <Christian.Kittleson@ca.ey.com>
Cc: Vangie Johnson <vangie.johnson@ca.ey.com>
Subject: RE: Invitation to the Distinguished Entrepreneur of the Year Award Gala - May 11th

Hi Christian,

I am really sorry but I still haven't heard back from Don.

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: Christian Kittleson [mailto:Christian.Kittleson@ca.ey.com]
Sent: Wednesday, May 9, 2018 2:06 PM
To: Higgins, Keira PREM:EX
Cc: Vangie Johnson
Subject: RE: Invitation to the Distinguished Entrepreneur of the Year Award Gala - May 11th

Hi Keira

I'm assuming Don is unavailable but just wanted to confirm. Thanks.

Christian Kittleson
EY, Victoria Practice Lead
+1 7785872376

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Date: May 4, 2018 at 9:24:05 AM PDT
To: Christian Kittleson <Christian.Kittleson@ca.ey.com>
Cc: Vangie Johnson <vangie.johnson@ca.ey.com>
Subject: RE: Invitation to the Distinguished Entrepreneur of the Year Award Gala - May 11th

Hi Christian,

What time does the event 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

From: Christian Kittleson [mailto:Christian.Kittleson@ca.ey.com]
Sent: Friday, May 4, 2018 9:12 AM
To: Higgins, Keira PREM:EX
Cc: Vangie Johnson; Christian Kittleson
Subject: Invitation to the Distinguished Entrepreneur of the Year Award Gala - May 11th
Importance: High

Hi Keira, I realize this is terribly short notice but as Don is a Victoria resident I'm hopeful he may be interested in attending this wonderful event as my guest on May 11th. I would appreciate you putting this invitation in front of him. Thanks so much!

Good afternoon Don,

I hope you're well.

I would like to invite you and a guest to the Gustavson School of Business, Distinguished Entrepreneur of the Year Award gala here in Victoria on Friday May 11th. This is a black tie event and I feel one of Victoria's finest annual events. I sit on the Board of the School so I might be a bit biased.

This year Stuart Butterfield (Founder of Flickr) is the recipient and joins a stellar list of previous award winners including Don Mattrick, David Foster, Chip Wilson, Jeff Mallett, and Clive Beddoe to name a few. I have included a link to the event below.

Please let me know if you are available to join us and if you are, whether you will bring a guest. Thanks so much and I hope to see you on May 11th.

<https://www.uvic.ca/gustavson/faculty/community/entrepreneurs/>

Best regards, CK.

Christian Kittleson | Partner | Advisory

Ernst & Young LLP
Mobile: +1 7785872376 | Christian.Kittleson@ca.ey.com

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 3:32 PM
To: 'Ased Said'
Cc: Wensink, Alison PREM:EX
Subject: RE: Request for a meeting or coffee with Okenge

Hi Ased,

Okenge would be pleased to meet with you on May 16th at 10:00-10:30. I will send a calendar invitation.

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: Ased Said [mailto:s.22]
Sent: Tuesday, May 8, 2018 9:10 AM
To: Higgins, Keira PREM:EX
Subject: Request for a meeting or coffee with Okenge

Good morning Keira,

I received an out of office reply ^{s.22}
assist.

listing you as someone who can

I am wondering if Okenge has time for me to come down to his office or meet him for coffee somewhere downtown on Wednesday, May 16 in the morning or mid-day. Okenge and I had a telephone conversation on Wednesday, February 28 and I wanted to follow up with a face to face conversation with him. I wouldn't need any more than 30 minutes of his time if this is a possibility and he is available. Thank you for checking with him on whether I can meet with him.

Ased

Higgins, Keira PREM:EX

Subject: MEETING: Okenge Yuma-Morisho and Ased Said
Location: Okenge's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Wed 2018-05-16 10:00 AM
End: Wed 2018-05-16 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Yuma Morisho, Okenge PREM:EX
Required Attendees: Ased Said

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 3:35 PM
To: Shortt, Amanda PREM:EX
Subject: RE: Call for Records OOP-2018-83524 Due May 24, 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

From: Shortt, Amanda PREM:EX
Sent: Wednesday, May 9, 2018 3:32 PM
To: LP PO Executive Office; LP Premiers Vancouver Office; LP PO Deputy Minister
Cc: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX
Subject: Call for Records OOP-2018-83524 Due May 24, 2018

Hello,

Please see the below request and please let me know by May 24, 2018 whether or not you have any records:

Canvassed: ALL STAFF

All records in the Minister's and Deputy Minister's Office regarding NationBuilder, including, but not limited to the search terms nation/nations;

broadcaster/broadcasters; community insights; accounts; enterprise; invoices. (Date Range for Record Search: From 07/18/2017 To 04/28/2018) Date

Format is MM/DD/YYYY

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.

Amanda Shortt, Administrative Assistant
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Heather Wood - bi-weekly meeting
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Thu 2018-05-24 10:00 AM
End: Thu 2018-05-24 10:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wood, Heather FIN:EX

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Heather Wood - bi-weekly meeting
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Thu 2018-06-07 2:00 PM
End: Thu 2018-06-07 2:45 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wood, Heather FIN:EX

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Heather Wood - bi-weekly meeting
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Thu 2018-06-21 10:00 AM
End: Thu 2018-06-21 10:45 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wood, Heather FIN:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 3:43 PM
To: Ringma, Shalegh FIN:EX
Subject: RE: Request for bi-weekly meeting

Awesome – 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: Ringma, Shalegh FIN:EX
Sent: Wednesday, May 9, 2018 3:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for bi-weekly meeting

Hi Keira, I can make both those times work.

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 3:06 PM
To: Ringma, Shalegh FIN:EX
Subject: Request for bi-weekly meeting

Hi Shalegh,

Don would like to please schedule a 45 minute bi-weekly meeting with Heather. I have proposed some times that work for Don but we can always adjust as needed. Also, there are a few dates in the summer that I will likely just cancel. Please let me know if these work for Heather.

May 24th – 10:00-10:45

June 7th – 2:00-2:45

And then every second Thursday from 10:00-10:45 going forward

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

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Heather Wood - bi-weekly meeting
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Thu 2018-08-02 10:00 AM
End: Thu 2018-08-02 10:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wood, Heather FIN:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Heather Wood - bi-weekly meeting
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Thu 2018-09-13 10:00 AM
End: Thu 2018-09-13 10:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wood, Heather FIN:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-09-10 11:30 AM
End: Mon 2018-09-10 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 3:45 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

UBCM

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 3:47 PM
To: Zacharuk, Christina PSEC:EX
Subject: New Time Proposed: CONFERENCE CALL: Christina Zacharuk, Don Wright and Geoff Meggs - Bargaining Update

PA has shifted and now ends at 4:30. Could we please move this call to 4:30 to accommodate?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 3:59 PM
To: Bridges, Kelsey PSEC:EX; Wade, Debbie PREM:EX
Subject: RE: Bargaining Update Weekly Phone Calls

They are in Don's calendar?

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: Bridges, Kelsey PSEC:EX
Sent: Wednesday, May 9, 2018 3:58 PM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: Bargaining Update Weekly Phone Calls

Hello!

When I sent the invite, the recurrence did not set, so I will be re-sending the invite for the series.

Then, I will be cancelling tomorrow's call as it needs to be rescheduled, but Christina is not available.

Sorry and thank you!

Kelsey Bridges
Senior Executive Assistant
Public Sector Employers' Council Secretariat
Province of BC
Tel: 778 698-8541 | Cell: 250-213-7059
gov.bc.ca/PSEC



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 9, 2018 4:09 PM
To: Harvey, James JAG:EX
Subject: Declined: Reference

Don has another commitment in the morning.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 9, 2018 4:11 PM
To: Bridges, Kelsey PSEC:EX
Subject: RE: Bargaining Update Weekly Phone Calls

s.22

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: Bridges, Kelsey PSEC:EX
Sent: Wednesday, May 9, 2018 4:11 PM
To: Higgins, Keira PREM:EX
Subject: RE: Bargaining Update Weekly Phone Calls

s.22

Thanks,
Kelsey

From: Higgins, Keira PREM:EX
Sent: May 9, 2018 4:10 PM
To: Bridges, Kelsey PSEC:EX <Kelsey.Bridges@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Bargaining Update Weekly Phone Calls

Looks good to me!

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: Bridges, Kelsey PSEC:EX
Sent: Wednesday, May 9, 2018 4:07 PM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Bargaining Update Weekly Phone Calls

The series is started for May 31st for calls from 4 – 4:30pm.

May 10th and May 17th have been cancelled.

May 24th is scheduled for 4:15 – 4:45pm.

Are there more changes to be made?

Thanks,
Kelsey

From: Higgins, Keira PREM:EX
Sent: May 9, 2018 4:05 PM
To: Bridges, Kelsey PSEC:EX <Kelsey.Bridges@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Bargaining Update Weekly Phone Calls

I don't have it on May 17th because of Cabinet.

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: Bridges, Kelsey PSEC:EX
Sent: Wednesday, May 9, 2018 4:04 PM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Bargaining Update Weekly Phone Calls

I only have May 24th with a start time of 4:15pm.

Are there more dates that need to change?

Thanks,
Kelsey

From: Higgins, Keira PREM:EX
Sent: May 9, 2018 4:01 PM
To: Bridges, Kelsey PSEC:EX <Kelsey.Bridges@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Bargaining Update Weekly Phone Calls

Also we had changed a lot of the times so the new invite doesn't work for most Thursday's for the next month.

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: Bridges, Kelsey PSEC:EX
Sent: Wednesday, May 9, 2018 3:58 PM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: Bargaining Update Weekly Phone Calls

Hello!

When I sent the invite, the recurrence did not set, so I will be re-sending the invite for the series.

Then, I will be cancelling tomorrow's call as it needs to be rescheduled, but Christina is not available.

Sorry and thank you!

Kelsey Bridges

Senior Executive Assistant

Public Sector Employers' Council Secretariat

Province of BC

Tel: 778 698-8541 | Cell: 250-213-7059

gov.bc.ca/PSEC



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:19 AM
To: Kennedy, Christine PREM:EX
Subject: Re: Wildfire Report Printed Copies

Okay sounds good. I am going to ask that the mailroom send them directly down to the press gallery.

Thanks,

Keira

Sent from my iPhone

> On May 10, 2018, at 7:56 AM, Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca> wrote:
>
> The print copies of the wildfire report for the media briefing will be delivered by courier at 9:30 this morning. These will be heavy so we should make sure these are directed down to the press gallery rather than upstairs as these will be heavy. We can probably take a few copies out for our office.
>
> GCPE will distribute the print copies after Chief Chapman and George Abbott have delivered their remarks.
>
> Don's remarks today are pretty brief at the start of the technical briefing but as always you are so totally welcome to come and watch them.
>
> Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:21 AM
To: Kristianson, Eric GCPE:EX; Kennedy, Christine PREM:EX
Cc: Sherlock, Stephanie GCPE:EX; Zadravec, Don GCPE:EX
Subject: RE: 2 things

Hi Eric,

I understand that the reports will be quite heavy so have asked that they be sent directly to the press gallery.

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: Kristianson, Eric GCPE:EX
Sent: Thursday, May 10, 2018 8:08 AM
To: Kennedy, Christine PREM:EX; Higgins, Keira PREM:EX
Cc: Sherlock, Stephanie GCPE:EX; Zadravec, Don GCPE:EX
Subject: 2 things

Thanks for your help over the past week, I think we've got just about everything nailed down.

2 things:

- I understand that the reports and executive summaries will be sent to Keira's office. When they arrive, can you please let Stephanie Sherlock know so that her team can help distribute at the technical briefing at 1:30.
- Don wanted to make an on-the-record point about the work the public service did last year in fire and flood. While much of that will be addressed by MDD in his response to the report, we recommend that if he is so inclined, he should have a chat with Palmer. Please let us know if he'd like us to facilitate this.

Thanks

Eric Kristianson
ADM Strategic Issues
GCPE
778-584-1248

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:20 AM
To: Kennedy, Christine PREM:EX
Subject: RE: Email Question

Hi Christine,

I don't have anything like that but the DMs of the Ministry's would likely have a distribution list.

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

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

From: Kennedy, Christine PREM:EX
Sent: Thursday, May 10, 2018 8:19 AM
To: Higgins, Keira PREM:EX
Subject: Email Question

Do we have mailing lists that would let us send an email from Don to all staff in FLNRO and EMBC?

I am thinking about a note from him that would go out at the time the wildfire report is released, and that would mimic the remarks he will make downstairs. It's nice if it can come directly from him, but if we need to send it in his name but distributed via Tim and Becky that's fine too.

Thank you.

Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:22 AM
To: Carr, Helen IGRS:EX; Dayman, Marlene JAG:EX
Subject: RE: WtPS next week

Noted – 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: Carr, Helen IGRS:EX
Sent: Thursday, May 10, 2018 6:57 AM
To: Dayman, Marlene JAG:EX; Higgins, Keira PREM:EX
Subject: WtPS next week

For Don and Richardsd's info, Bobbi Plecas, not Lori Halls will be joining them for the Storytelling.

Cheers

Helen Carr Protocol Manager | Office of Protocol
Intergovernmental Relations Secretariat
PO Box 9422 Stn Prov Govt, Victoria BC V8W 9V1

Office Location | 2nd Floor, 620 Superior Street | Victoria, BC V8V 1V2
250.883.4496 (Cell)
250.356.2814 Fax
www.protocol.gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:23 AM
To: Thomas, Vivian P GCPE:EX
Subject: RE: BC Flood and Wildfire Review

Hi Vivian,

They are going to be sent directly to the press gallery and my understanding is that they are to arrive at the building at 9:30 so 10:00 delivery to the press gallery would be a safe bet.

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: Thomas, Vivian P GCPE:EX
Sent: Wednesday, May 9, 2018 9:01 PM
To: Higgins, Keira PREM:EX
Subject: RE: BC Flood and Wildfire Review

Hi Keira,

Can you let me know when you've received the reports and executive summaries, since we'll need a bunch to hand out at the media briefing Thursday afternoon.

Thx,

Vivian Thomas
Communications Director
Ministry of Forests, Lands, Natural Resource Operations
and Rural Development
Tel: 250 356-2475 cell: 250 213-2972
Vivian.Thomas@gov.bc.ca

From: Darcy Vermeulen [<mailto:dvermeulen@contextresearch.ca>]
Sent: Wednesday, May 9, 2018 5:35 PM
To: Thomas, Vivian P GCPE:EX
Cc: Kristianson, Eric GCPE:EX; Fraser, Jennifer TRAN:EX
Subject: BC Flood and Wildfire Review - News release

Hey Vivian,

As promised, please find attached our news release for tomorrow. It is scheduled to go out on the wires at 2:30pm PST

tomorrow afternoon. I'll leave this with you to print. The printed reports (both full and executive summary) should arrive with attention to Keira Higgins by 9:30am to her office.

Best,
Darcy

—

Darcy Vermeulen
Senior Consultant
Context Research Ltd
714 - 744 West Hastings St
Vancouver, BC V6C 1A5
T (604) 669-7300 ext 209
C (604) 368-8228
www.contextresearch.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 10, 2018 8:31 AM
To: Kot, Jill CITZ:EX
Subject: Declined: DMCPSC (Recurring mtg ends 05/22/2018)

Conflicts with Cabinet.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:37 AM
To: Halls, Lori D PSA:EX
Cc: Wright, Don J. PREM:EX; Bronee, Rueben PSA:EX
Subject: RE: Premier's Awards Provincial Finalists

Hi Lori,

Will do – 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: Halls, Lori D PSA:EX
Sent: Wednesday, May 9, 2018 4:23 PM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX; Bronee, Rueben PSA:EX
Subject: Premier's Awards Provincial Finalists

Keira

Attached is a memo we'd like Don to send out on Monday, May 14th to Deputy Ministers announcing the provincial finalists. A related article will go up on @Work the following Wednesday.

Don - I've amended the Nominee to reflect it is the Organization Committee for the BC Cabinet – First Nations Gathering that is being nominated and not Cabinet itself.

Lori Halls
Deputy Minister
BC Public Service Agency

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 9:13 AM
To: Geary, Orla FLNR:EX; Fraser, Agnes EMBC:EX
Subject: RE: Distribution lists

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: Geary, Orla FLNR:EX
Sent: Thursday, May 10, 2018 9:12 AM
To: Higgins, Keira PREM:EX; Fraser, Agnes EMBC:EX
Subject: RE: Distribution lists

FLNR All.

Thanks,
Orla



Orla Geary

Senior Executive Assistant to Deputy Minister Tim Sheldan
Deputy Minister's Office
Ministry of Forests, Lands and Natural Resource Operations
780 Blanshard Street, Victoria BC V8W 2H1
Office: (250) 387-8280

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 9:10 AM
To: Geary, Orla FLNR:EX; Fraser, Agnes EMBC:EX
Subject: Distribution lists

Hi Ladies,

Could you please let me know what the all-staff distribution lists for FLNRO and EMBC are called in the GAL?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 9:20 AM
To: Fraser, Agnes EMBC:EX
Cc: Geary, Orla FLNR:EX
Subject: RE: Distribution lists

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: Fraser, Agnes EMBC:EX
Sent: Thursday, May 10, 2018 9:17 AM
To: Higgins, Keira PREM:EX
Cc: Geary, Orla FLNR:EX
Subject: RE: Distribution lists

EMBC ALL STAFF

From: Higgins, Keira PREM:EX
Sent: May 10, 2018 9:10 AM
To: Geary, Orla FLNR:EX <Orla.Geary@gov.bc.ca>; Fraser, Agnes EMBC:EX <Agnes.Fraser@gov.bc.ca>
Subject: Distribution lists

Hi Ladies,

Could you please let me know what the all-staff distribution lists for FLNRO and EMBC are called in the GAL?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 9:25 AM
To: Sherlock, Stephanie GCPE:EX; Kristianson, Eric GCPE:EX; Kennedy, Christine PREM:EX; Thomas, Vivian P GCPE:EX
Cc: Zadravec, Don GCPE:EX; Tounsi, Marielle GCPE:EX; Emerson, Kim GCPE:EX; Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX
Subject: RE: 2 things

Hi Stephanie,

Sounds good – 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: Sherlock, Stephanie GCPE:EX
Sent: Thursday, May 10, 2018 9:24 AM
To: Kristianson, Eric GCPE:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Thomas, Vivian P GCPE:EX
Cc: Zadravec, Don GCPE:EX; Tounsi, Marielle GCPE:EX; Emerson, Kim GCPE:EX
Subject: RE: 2 things

Hi Kiera – please expect Kim Emerson and Marielle Tounsi at 1:00 pm to pick up the reports to take to the theatre for the technical briefing. Thanks!

Stephanie Sherlock
Director, Media Relations
Government Communications & Public Engagement
778-584-1254

From: Andrews, Scott GCPE:EX
Sent: Thursday, May 10, 2018 9:06 AM
To: Kristianson, Eric GCPE:EX <Eric.Kristianson@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Thomas, Vivian P GCPE:EX <Vivian.Thomas@gov.bc.ca>
Cc: Sherlock, Stephanie GCPE:EX <Stephanie.Sherlock@gov.bc.ca>; Zadravec, Don GCPE:EX <Don.Zadravec@gov.bc.ca>; Tounsi, Marielle GCPE:EX <Marielle.Tounsi@gov.bc.ca>
Subject: RE: 2 things

Great thanks Kiera.

I'll stop by your office before the technical briefing.

Scott Andrews
Media Relations Officer
Government Communications and Public Engagement
250-886-2784

From: Kristianson, Eric GCPE:EX
Sent: Thursday, May 10, 2018 8:33 AM
To: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Thomas, Vivian P GCPE:EX
Cc: Sherlock, Stephanie GCPE:EX; Zdravec, Don GCPE:EX; Andrews, Scott GCPE:EX
Subject: RE: 2 things

Thanks Keira

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:30 AM
To: Kristianson, Eric GCPE:EX; Kennedy, Christine PREM:EX; Thomas, Vivian P GCPE:EX
Cc: Sherlock, Stephanie GCPE:EX; Zdravec, Don GCPE:EX
Subject: RE: 2 things

Hi all,

Change of plans, the reports are coming to my office as originally planned. I will let everyone know when they arrive.

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: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:21 AM
To: Kristianson, Eric GCPE:EX; Kennedy, Christine PREM:EX
Cc: Sherlock, Stephanie GCPE:EX; Zdravec, Don GCPE:EX
Subject: RE: 2 things

Hi Eric,

I understand that the reports will be quite heavy so have asked that they be sent directly to the press gallery.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 9:41 AM
To: Quigley, Shanna SDPR:EX
Subject: RE: DMC - May 18

Hi Shanna,

That's fine, 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: Quigley, Shanna SDPR:EX
Sent: Thursday, May 10, 2018 9:40 AM
To: Higgins, Keira PREM:EX
Subject: DMC - May 18

Good morning Keira,

David Galbraith, DM has to be in Vancouver on Friday, May 18. He would like to attend DMC at VCO from 1:00 – 2:30pm.

Please advise if this is acceptable.

Thank you,

Shanna Quigley

Secretariat for DMCSI and A/ Senior Executive Assistant
To Deputy Minister David Galbraith
Ministry of Social Development and Poverty Reduction
778-698-7600

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 10:33 AM
To: Kish, Gillian PSA:EX
Cc: Holliss, Jeanne PSA:EX
Subject: RE: Top Work Unit announcements for DMs

Hi Gillian,

You can send them all together as I will need to reformat them all anyway. Please just make sure all the attachments are saved under the corresponding Ministry.

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: Kish, Gillian PSA:EX
Sent: Thursday, May 10, 2018 10:30 AM
To: Higgins, Keira PREM:EX
Cc: Holliss, Jeanne PSA:EX
Subject: RE: Top Work Unit announcements for DMs

Hi Keira,

Thanks for this. Would you prefer I send you the remaining letters/attachments combined in one email, or does it work for you to continue getting them as separate emails?

I'm half-way through sending them, so can change this process for the last half, if you'd like.

Gillian

Gillian Kish, Corporate Recognition and Long Service Awards Manager
Policy, Innovation and Engagement Branch | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | 250.216.7069

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 10:27 AM
To: Kish, Gillian PSA:EX
Cc: Holliss, Jeanne PSA:EX
Subject: RE: Top Work Unit announcements for DMs

Hi Gillian,

Thank you. Don wants these all printed on our letter head and to sign each individually. We will get them out as soon as possible and I will let you know when complete.

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: Kish, Gillian PSA:EX

Sent: Thursday, May 10, 2018 10:21 AM

To: Higgins, Keira PREM:EX

Cc: Holliss, Jeanne PSA:EX

Subject: Top Work Unit announcements for DMs

Hi Keira,

Thank you in advance for sending the Top Work Unit award announcements out; your help is very much appreciated!

In a few moments, I will start to send you the individual emails for each Deputy Minister. Each message also contains an attached Top Work Unit list (pdf) tailored for each ministry.

Instructions:

- Please forward each email, removing the "sent" header information (my name, date, etc.) and the word "Fwd" in the email subject line
- You may wish to include Don's e-signature at the bottom of the email

Could you kindly send me a note once you have sent these out? After the DMs have received the announcement from Don, I will then be able to follow up with each ministry's SHR office with further details. If you have any questions or run into any issues, please don't hesitate to call me directly.

Thank you again for your assistance with this.

Gillian

Gillian Kish, Corporate Recognition and Long Service Awards Manager

Policy, Innovation and Engagement Branch | BC Public Service Agency

976 Meares St. | Victoria BC | V8V 3J4 | 250.216.7069

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 11:09 AM
To: 'Darcy Vermeulen'
Cc: Fraser, Jennifer TRAN:EX
Subject: RE: BC Flood and wildfire review reports

Hi Darcy,

Confirming arrival.

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: Darcy Vermeulen [<mailto:dvermeulen@contextresearch.ca>]
Sent: Thursday, May 10, 2018 10:39 AM
To: Higgins, Keira PREM:EX
Cc: Fraser, Jennifer TRAN:EX
Subject: Re: BC Flood and wildfire review reports

Thanks for the heads up. They were sent FedEx Priority Overnight so should be there soon.

I just tracked the package and it left on a truck from the FedEx facility in Saanich at 8:30am. Here is the tracking number for your reference: 809685656520

Best,
Darcy

Darcy Vermeulen
Senior Consultant
604-368-8228

On Thu, May 10, 2018 at 10:04 AM -0700, "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca> wrote:

Hi Darcy,

Will do. I have not received them yet.

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: Darcy Vermeulen [<mailto:dvermeulen@contextresearch.ca>]
Sent: Thursday, May 10, 2018 10:01 AM
To: Higgins, Keira PREM:EX
Subject: BC Flood and wildfire review reports

Hey Keira,

Could you confirm for me if/when our reports arrive safely to your office?

Thanks!
Darcy

Darcy Vermeulen
Senior Consultant
604-368-8228

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 11:10 AM
To: Sherlock, Stephanie GCPE:EX; Kristianson, Eric GCPE:EX; Kennedy, Christine PREM:EX; Thomas, Vivian P GCPE:EX
Cc: Zdravec, Don GCPE:EX; Tounsi, Marielle GCPE:EX; Emerson, Kim GCPE:EX
Subject: RE: 2 things

Hi everyone,

Confirming the reports have arrived in our office and are ready for pick-up at your convenience.

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: Sherlock, Stephanie GCPE:EX
Sent: Thursday, May 10, 2018 9:24 AM
To: Kristianson, Eric GCPE:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Thomas, Vivian P GCPE:EX
Cc: Zdravec, Don GCPE:EX; Tounsi, Marielle GCPE:EX; Emerson, Kim GCPE:EX
Subject: RE: 2 things

Hi Kiera – please expect Kim Emerson and Marielle Tounsi at 1:00 pm to pick up the reports to take to the theatre for the technical briefing. Thanks!

Stephanie Sherlock
Director, Media Relations
Government Communications & Public Engagement
778-584-1254

From: Andrews, Scott GCPE:EX
Sent: Thursday, May 10, 2018 9:06 AM
To: Kristianson, Eric GCPE:EX <Eric.Kristianson@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Thomas, Vivian P GCPE:EX <Vivian.Thomas@gov.bc.ca>
Cc: Sherlock, Stephanie GCPE:EX <Stephanie.Sherlock@gov.bc.ca>; Zdravec, Don GCPE:EX <Don.Zdravec@gov.bc.ca>; Tounsi, Marielle GCPE:EX <Marielle.Tounsi@gov.bc.ca>
Subject: RE: 2 things

Great thanks Kiera.

I'll stop by your office before the technical briefing.

Scott Andrews
Media Relations Officer
Government Communications and Public Engagement
250-886-2784

From: Kristianson, Eric GCPE:EX
Sent: Thursday, May 10, 2018 8:33 AM
To: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Thomas, Vivian P GCPE:EX
Cc: Sherlock, Stephanie GCPE:EX; Zdravec, Don GCPE:EX; Andrews, Scott GCPE:EX
Subject: RE: 2 things

Thanks Keira

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:30 AM
To: Kristianson, Eric GCPE:EX; Kennedy, Christine PREM:EX; Thomas, Vivian P GCPE:EX
Cc: Sherlock, Stephanie GCPE:EX; Zdravec, Don GCPE:EX
Subject: RE: 2 things

Hi all,

Change of plans, the reports are coming to my office as originally planned. I will let everyone know when they arrive.

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: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 8:21 AM
To: Kristianson, Eric GCPE:EX; Kennedy, Christine PREM:EX
Cc: Sherlock, Stephanie GCPE:EX; Zdravec, Don GCPE:EX
Subject: RE: 2 things

Hi Eric,

I understand that the reports will be quite heavy so have asked that they be sent directly to the press gallery.

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

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Thu 2018-05-17 1:00 PM
End: Thu 2018-05-17 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 10, 2018 11:55 AM
To: JTT CSSP Secretariat JTT:EX
Subject: Accepted: *HOLD* 9:00 AM DM CSSP

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 10, 2018 11:55 AM
To: JTT CSSP Secretariat JTT:EX
Subject: Declined: *HOLD* 9:00 AM DM CSSP

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 11:58 AM
To: Kwan, Shirley JTT:EX
Subject: RE: Week of May 14th, DMC SSP

Done – 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: Kwan, Shirley JTT:EX
Sent: Thursday, May 10, 2018 11:32 AM
To: Higgins, Keira PREM:EX
Subject: RE: Week of May 14th, DMC SSP

Hi Keira -

Please remove May 15th and we have sent a calendar invite for May 18th at 9am-10:30am.

Thank you again!

Shirley

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 8, 2018 9:27 AM
To: Kwan, Shirley JTT:EX
Subject: RE: Week of May 14th, DMC SSP

Hi Shirley,

Sorry but she already has DMC Emergency Management and Cabinet that day. A 3rd committee will not be possible.

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: Kwan, Shirley JTT:EX
Sent: Tuesday, May 8, 2018 9:26 AM
To: Higgins, Keira PREM:EX
Subject: RE: Week of May 14th, DMC SSP

Hi Keira -

Just wondering if Christine has a 1 hour slot on May 17th for DMC SSP?

Shirley

From: Kwan, Shirley JTT:EX
Sent: Monday, May 7, 2018 1:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: Week of May 14th, DMC SSP

Ok, thanks Keira. If you can hold both of these dates and timeframes. I'll get back to you once we have checked in on a few DM's.

Shirley

From: Higgins, Keira PREM:EX
Sent: Monday, May 7, 2018 1:32 PM
To: Kwan, Shirley JTT:EX
Subject: RE: Week of May 14th, DMC SSP

Hi Shirley,

Please see Christine's availability below:

May 15th – 9:00-10:30

May 18th – 9:00-10:30

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: Kwan, Shirley JTT:EX
Sent: Monday, May 7, 2018 1:06 PM
To: Higgins, Keira PREM:EX
Subject: Week of May 14th, DMC SSP

Hello Keira -

Need to find a new date and timeframe next week due to cancelation of DMC SSP today. Can you please advise an 1hr to 1 ½ hr that works in Christine K's schedule.

Thank you!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 12:00 PM
To: Brown, Dawn A PREM:EX
Subject: RE: binder delivery

Hi Dawn,

3:30 for Don please.

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: Brown, Dawn A PREM:EX
Sent: Thursday, May 10, 2018 10:51 AM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: binder delivery
Importance: High

Good morning ladies,

Looking for binder delivery times for tomorrow please.

Thank you and have a great day ☺

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 1:47 PM
To: Wright, Don J. PREM:EX
Subject: RE: Updated Cabinet Confidential PA Deck

Will do – 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: Wright, Don J. PREM:EX
Sent: Thursday, May 10, 2018 1:43 PM
To: Higgins, Keira PREM:EX
Subject: Fwd: Updated Cabinet Confidential PA Deck

Could you please put this into a white background and then print out three copies, two slides per page, two-sided printing of this. Thanks.

Sent from my iPhone

Begin forwarded message:

From: "Kennedy, Christine PREM:EX" <Christine.Kennedy@gov.bc.ca>
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Subject: Updated Cabinet Confidential PA Deck

It is all here.

s.13,s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 1:56 PM
To: Kennedy, Christine PREM:EX
Subject: RE: If you have a second, could we check this on the display in chambers?

Will do. Don had me change the background to white and print a few of them. Should I change it to white for the display as well?

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: Kennedy, Christine PREM:EX
Sent: Thursday, May 10, 2018 1:55 PM
To: Higgins, Keira PREM:EX
Subject: If you have a second, could we check this on the display in chambers?

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:16 PM
To: Sheldon, Tim FLNR:EX
Cc: Geary, Orla FLNR:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists - Tim Sheldon.pdf; FLNRO_TWUlist_10Best.pdf

Hi Tim,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:18 PM
To: Bond, Allison MCF:EX
Cc: Benn, Jennifer MCF:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Allison Bond.pdf; CFD_TWUlist_10Best.pdf

Hi Allison,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:20 PM
To: Halls, Lori D PSA:EX
Cc: Tupper, Linsey PSA:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Lori Halls.pdf;
PSA_TWUlist_10Best.pdf

Hi Lori,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:21 PM
To: Hughes, Trevor LBR:EX
Cc: Samath, Mayura LBR:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists - Trevor Hughes.pdf; LBR_TWUlist_10Best.pdf

Hi Trevor,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:22 PM
To: Zacharias, Mark ENV:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Mark Zacharias.pdf; ENV_TWUlist_10Best.pdf

Hi Mark,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:24 PM
To: Fyfe, Richard J JAG:EX
Cc: Richter, Connie JAG:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Richard Fyfe.pdf;
AG_TWUlist_10Best.pdf

Hi Richard,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:25 PM
To: Nikolejsin, Dave EMPR:EX
Cc: McCann, Meghan EMPR:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Dave Nikolejsin.pdf; EMPR_TWUlist.pdf

Hi Dave,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:27 PM
To: Galbraith, David J SDPR:EX
Cc: Quigley, Shanna SDPR:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- David Galbraith.pdf;
SDPR_TWUlist_10Best.pdf

Hi Dave,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:28 PM
To: Wanamaker, Lori FIN:EX
Cc: Nicholson, Riley FIN:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists-Lori Wanamaker.pdf;
FIN_TWUlist_10Best.pdf

Hi Lori,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:31 PM
To: Main, Grant TRAN:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Grant Main.pdf;
TRAN_TWUlist_10Best.pdf

Hi Grant,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:32 PM
To: Kot, Jill CITZ:EX
Cc: Molyneux, Jennifer CITZ:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Jill Kot.pdf; CITZ_TWUlist_10Best.pdf

Hi Jill,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:35 PM
To: Sieben, Mark PSSG:EX
Cc: Duncan, Nikki PSSG:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Mark Sieben.pdf; PSSG_TWUlist_10Best.pdf

Hi Mark,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:36 PM
To: Brown, Stephen R HLTH:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit Awards - Stephen Brown.pdf; HLTH_TWUlist.pdf

Hi Stephen,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:38 PM
To: Caul, Doug D IRR:EX
Cc: Howie, Matthew IRR:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit Awards - Doug Caul.pdf; IRR_TWUlist.pdf

Hi Doug,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:39 PM
To: Dawes, Jacquie MAH:EX
Cc: Thomson, Lia MAH:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit Awards - Jacquie Dawes.pdf; MAH_TWUlist.pdf

Hi Jacquie,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:41 PM
To: Jardine, Kevin EAO:EX
Cc: Matzanke, Elise EAO:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit Awards - Kevin Jardine.pdf; EAO_TWUlist.pdf

Hi Kevin,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:42 PM
To: Lloyd, Evan GCPE:EX
Cc: Faust, Marnie L GCPE:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit Awards - Evan Lloyd.pdf; GCPE_TWUlist.pdf

Hi Evan,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:43 PM
To: Shoemaker, Wes AGRI:EX
Cc: Hansen, Erin AGRI:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit Awards - Wes Shoemaker.pdf; AGR_TWUlist.pdf

Hi Wes,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:47 PM
To: Denlinger, Becky EMBC:EX
Cc: Fraser, Agnes EMBC:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit Awards - Becky Denlinger.pdf; EMBC_TWUlist.pdf

Hi Becky,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:50 PM
To: MacDonald, Scott D EDUC:EX
Cc: Sampson, Laura EDUC:EX
Subject: Top Work Unit memo
Attachments: Top Work Unit Awards - Scott MacDonald.pdf; EDUC_TWUlist.pdf

Hi Scott,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:53 PM
To: Kish, Gillian PSA:EX
Cc: Holliss, Jeanne PSA:EX
Subject: RE: TWU letters

Hi Gillian,

No problem.

I have a letter to Jennifer Davenport (who is not in GAL). Please send me an email contact.

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: Kish, Gillian PSA:EX
Sent: Thursday, May 10, 2018 2:52 PM
To: Higgins, Keira PREM:EX
Cc: Holliss, Jeanne PSA:EX
Subject: TWU letters

Thank you for sending out the letters from Don this afternoon, Keira. We really appreciate your assistance with this!

Gillian

Gillian Kish, Corporate Recognition and Long Service Awards Manager
Policy, Innovation and Engagement Branch | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | 250.216.7069

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:57 PM
To: Yuma Morisho, Okenge PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Okenge Yuma Morisho.pdf; PO_TWUlist_10Best.pdf

Hi Okenge,

My apologies. Please see the correct attachment.

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: Yuma Morisho, Okenge PREM:EX
Sent: Thursday, May 10, 2018 2:55 PM
To: Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Top Work Unit memo

Thanks Keira. The second attachment appears to be addressed to MIRR. oym

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 2:30 PM
To: Yuma Morisho, Okenge PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Top Work Unit memo

Hi Okenge,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 3:02 PM
To: XT:Davenport, Jennifer AG:IN
Subject: Top Work Unit memo
Attachments: Top Work Unit award and 10 Best Places to Work semi-finalists- Jennifer Davenport.pdf; PGT_TWUlist_10Best.pdf

Hi Jennifer,

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 3:12 PM
To: Tupper, Linsey PSA:EX
Cc: Canitz, Shelley L PREM:EX; Prisiak, Lisa PREM:EX; Redies, Janet PSA:EX; Mandur, Tracy PSA:EX
Subject: RE: BN and OICs for Ian Donaldson and Susan Stanford
Attachments: Scan_20180510.pdf; Scan_20180510.pdf

Hi Linsey,

Please see the approved BNs for Ian Donaldson and Susan Stanford.

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: Tupper, Linsey PSA:EX
Sent: Tuesday, May 8, 2018 11:36 AM
To: Higgins, Keira PREM:EX
Cc: Canitz, Shelley L PREM:EX; Prisiak, Lisa PREM:EX; Redies, Janet PSA:EX; Mandur, Tracy PSA:EX
Subject: BN and OICs for Ian Donaldson and Susan Stanford

Hi Keira,

Please find attached the BN's for the OIC appointments of Ian Donaldson and Susan Stanford for Don's review and approval.

- Print the first page of the OIC on yellow paper and the second page on white paper.

Please return a signed copy of the BN to our office. The timing for these OICs are to be signed early this week, preferably by Wednesday, May 9th.

Thanks,

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 8:31 AM
To: Smith, Sheila M TRAN:EX; Viveiros, Natalia MAH:EX; Westgate, Rachael TRAN:EX; Sawatsky, Kim TRAN:EX
Subject: RE: MTG Request: Transportation Planning

Will do – 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: Smith, Sheila M TRAN:EX
Sent: Friday, May 11, 2018 8:27 AM
To: Higgins, Keira PREM:EX; Viveiros, Natalia MAH:EX; Westgate, Rachael TRAN:EX; Sawatsky, Kim TRAN:EX
Subject: RE: MTG Request: Transportation Planning

Good Morning Keira;
s.22 may I please ask that you hold Christine's availability on
Wednesday 1:00 to 2:30
Thank you

Sheila

Sheila M. Smith
A/Manager of Divisional Operations, Partnerships Department
Ministry of Transportation and Infrastructure
Email: Sheila.M.Smith@gov.bc.ca
Tel: 250 387-9753
Cell: 778 677-3378

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 8:23 AM
To: Viveiros, Natalia MAH:EX; Westgate, Rachael TRAN:EX; Sawatsky, Kim TRAN:EX
Cc: Smith, Sheila M TRAN:EX
Subject: RE: MTG Request: Transportation Planning

Hi Natalia,

Please see Christine's availability below in yellow.

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: Viveiros, Natalia MAH:EX
Sent: Friday, May 11, 2018 8:03 AM
To: Westgate, Rachael TRAN:EX; Sawatsky, Kim TRAN:EX; Higgins, Keira PREM:EX
Cc: Smith, Sheila M TRAN:EX
Subject: RE: MTG Request: Transportation Planning

Good Morning Rachael,

The only day/time Kevin is not available during your suggested time slots is Friday.
s.22

Thank you ☺

Natalia Viveiros,
Executive Administrative Assistant to Kevin Volk, Assistant Deputy Minister
Community & Legislative Services Division
☎ Office: 778-698-3482 ☎ Cell: 250 480-9346

From: Westgate, Rachael TRAN:EX
Sent: Thursday, May 10, 2018 4:34 PM
To: Viveiros, Natalia MAH:EX; Sawatsky, Kim TRAN:EX; Higgins, Keira PREM:EX
Cc: Smith, Sheila M TRAN:EX
Subject: MTG Request: Transportation Planning

Hello ladies,

Looking for availability for Kevin, Christine and Patrick to meet re: Transportation Planning next week. Apologies for the tight turnaround – looking for 30 minutes, can be a call if needed. Timeslots are as follows:

Wednesday, May 16 12:00-2:30pm – 1:00-2:30
Thursday, May 17 12:00-1:00pm - no
Friday, May 18 – full availability – 2:30-3:00

Thanks,

Rachael Westgate
Executive Administrative Assistant- Partnerships Department
Transportation and Infrastructure
Phone w: (250) 387-5062 c: (250) 893-1084

Page 339

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 8:32 AM
To: Campbell, Sue LBR:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi Sue,

Sorry that won't work for Don. He has meetings beginning at 2:30 with PJH and will not be available for the rest of the day.

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: Campbell, Sue LBR:EX
Sent: Thursday, May 10, 2018 5:03 PM
To: Higgins, Keira PREM:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi

I now have the Third House schedule. As a result, I have to adjust the meeting with Don Wright. Is he available at 3:30 pm for ½ hour?

Thanks
Sue

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 3:07 PM
To: Campbell, Sue LBR:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi Sue,

May 29th at 2:00-2:30 works for Don. Please let me know the topic for discussion.

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: Campbell, Sue LBR:EX
Sent: Thursday, May 10, 2018 10:31 AM

To: Higgins, Keira PREM:EX
Subject: MEETING WITH DON WRIGHT

Hi

I'd like to arrange a meeting with Minister Bains and Don Wright during the last week of session.

I'm looking at the following times. Please let me know if Don is available.

May 28	10:00-10:30am; ½ hr between 3:00-4:00
May 29	½ hr between 2pm and 4pm
May 30	½ hr between 3pm and 6pm
May 31	½ hr between 2pm and 3:00pm, ½ between 4pm-6:00pm

Regards,

Sue Campbell
Administrative Coordinator
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0912 | Email: sue.campbell@gov.bc.ca

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 8:33 AM
To: Loubert, Danny PREM:EX
Subject: RE: DMC

Thanks you too!

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: Loubert, Danny PREM:EX
Sent: Friday, May 11, 2018 8:31 AM
To: Higgins, Keira PREM:EX
Subject: RE: DMC

Thanks Keira,

Have a good weekend 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 8:31 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: DMC

Hi Danny,

No it was cancelled.

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: Loubert, Danny PREM:EX
Sent: Friday, May 11, 2018 8:30 AM
To: Higgins, Keira PREM:EX
Subject: DMC

Hi Keira,

Was there any one for DMC this morning?

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 11:11 AM
To: Ryan, Louise CITZ:EX
Subject: RE: MEETING Christine Kennedy and CJ Ritchie - Digital Strategy

No worries. The new date/time is great.

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: Ryan, Louise CITZ:EX
Sent: Friday, May 11, 2018 10:10 AM
To: Higgins, Keira PREM:EX
Subject: RE: MEETING Christine Kennedy and CJ Ritchie - Digital Strategy

Good Morning Keira,

I just had to switch this meeting until June 7th ...1130 am ...with our apologies as CJ is s.22

Please let me know if Christine would prefer another day and time , and I would be happy to reschedule to a time more convenient for her.

Best regards,

Louise Ryan
Senior Executive Assistant to Associate Deputy Minister/GCIO CJ Ritchie
Ministry of Citizens Services
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

c. 778-587-4540 t. 778-698-3374 e. louise.ryan@gov.bc.ca
<< OLE Object: Picture (Device Independent Bitmap) >>

From: Higgins, Keira PREM:EX
Sent: Thursday, April 12, 2018 9:23 AM
To: Ryan, Louise CITZ:EX
Subject: RE: MEETING Christine Kennedy and CJ Ritchie - Digital Strategy

Hi Louise,

Sounds great. June 5th is wide-open. Take your pick of time.

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: Ryan, Louise CITZ:EX
Sent: Thursday, April 12, 2018 9:20 AM
To: Higgins, Keira PREM:EX
Subject: RE: MEETING Christine Kennedy and CJ Ritchie - Digital Strategy

Can we also move May 8th then so they are not so close together...
If we move May 8th to June 5th or similar CJ would be able to talk about a number of significant events...
Let me know if you would prefer any other option...

Thanks so much,

Louise Ryan

Senior Executive Assistant to Associate Deputy Minister/GCIO CJ Ritchie
Ministry of Citizens Services
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

c. 778-587-4540 t. 778-698-3374 e. louise.ryan@gov.bc.ca
<< OLE Object: Picture (Device Independent Bitmap) >>

From: Higgins, Keira PREM:EX
Sent: Thursday, April 12, 2018 8:22 AM
To: Ryan, Louise CITZ:EX
Subject: RE: MEETING Christine Kennedy and CJ Ritchie - Digital Strategy

Hi Louise,

Let's do April 30th at 9:00 please.

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: Ryan, Louise CITZ:EX

Sent: Wednesday, April 11, 2018 4:08 PM
To: Higgins, Keira PREM:EX
Subject: FW: MEETING Christine Kennedy and CJ Ritchie - Digital Strategy

Subject: RE: MEETING Christine Kennedy and CJ Ritchie - Digital Strategy

April 16th at 11am or April 30th at 9am would work for CJ ...

-----Original Appointment-----

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Wednesday, April 11, 2018 3:21 PM
To: Ryan, Louise CITZ:EX; Nelson, Shirley D CITZ:EX; Malpass, Allison CITZ:EX
Subject: New Time Proposed: MEETING Christine Kennedy and CJ Ritchie - Digital Strategy
When: Tuesday, April 17, 2018 11:00 AM-11:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: PREM Rose Room PREM:EX

My apologies but Don has requested that Christine be in a meeting at 11:00. I am hoping 10:00 will work for the reschedule but if not please feel free to call me to look at alternate scheduling options.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Friday, May 11, 2018 11:12 AM
To: Ritchie, CJ CITZ:EX
Subject: Accepted: 11:30 AM MTG Christine Kennedy / CJ Ritchie

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 12:46 PM
To: Wright, Don J. PREM:EX
Subject: RE: As discussed

Hi Don,

Will do – 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: Wright, Don J. PREM:EX
Sent: Friday, May 11, 2018 12:45 PM
To: Higgins, Keira PREM:EX
Subject: Fwd: As discussed

Hi,

Could I get you to put this on my formal letterhead and have it ready for me to sign when I get back? Please cc Lori Halls. Thanks Keira.

Sent from my iPhone

Begin forwarded message:

From: "Wright, Don J. PREM:EX" <don.j.wright@gov.bc.ca>
Date: May 11, 2018 at 10:54:51 AM PDT
To: Geoff Meggs <geoff.meggs@gov.bc.ca>
Subject: As discussed

Hi Geoff,

As discussed, I would ask you to review this to identify any inaccuracies.

Thanks.

Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 12:52 PM
To: Wright, Don J. PREM:EX
Subject: RE: Heads up for 2:00

Hi Don,

Will do – 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: Wright, Don J. PREM:EX
Sent: Friday, May 11, 2018 12:52 PM
To: Higgins, Keira PREM:EX
Subject: Re: Heads up for 2:00

Hi,

Thanks for this. I had a few minutes free so I just contacted him now.

Also, could you schedule a “check in” meeting with Doug Hughes for next week.
Not urgent, so just whenever it fits in.

Thanks.

Don

Sent from my iPhone

On May 11, 2018, at 12:45 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Don,

George from the AG’s Office needs to speak to you today regarding an urgent item. I have asked that he call your cell at 2:00 and will add it to your calendar.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, May 11, 2018 12:52 PM
To: Brown, Stephen R HLTH:EX
Subject: Accepted: Touch base with DM Brown (Stephen Brown/Don Wright)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 1:25 PM
To: Bracewell, Barb MMHA:EX
Subject: RE: Request for 45 minute meeting - Don Wright

Hi Barb,

Sounds good. No rush. Let me know when you hear back.

Thanks,

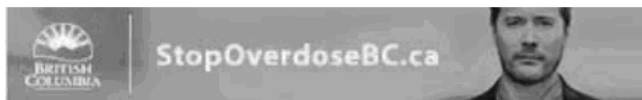
Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Bracewell, Barb MMHA:EX
Sent: Friday, May 11, 2018 1:10 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for 45 minute meeting - Don Wright

Good afternoon Keira. I have just sent an email to Doug (he is in Vancouver with our Minister and speaking on a panel). If he does not get back to me in the next couple of hours, I will choose Monday at 1:00. Thanks.

Barb Bracewell

Senior Executive Assistant to
Doug Hughes, Deputy Minister | Ministry of Mental Health and Addictions
250-952-1049



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From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 1:02 PM
To: Bracewell, Barb MMHA:EX
Subject: Request for 45 minute meeting - Don Wright

Hi Barb,

Don would like to please schedule a 45 minute "check in" meeting with Doug Hughes for next week. Please let me know which option is best for his schedule:

May 14th – 1:00-1:45
May 18th – between 10:30-1:00

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 1:31 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Kelly, Samantha J HLTH:EX; Clark, Layne PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX
Subject: Deputy Minister Contact list - Confidential and Public Lists
Attachments: 11 May 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists. Please welcome Morgan Genzale to Jacquie's Office!

Please advise if there are any further corrections to your area.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 3:09 PM
To: Nash, Amber PREM:EX; Wensink, Alison PREM:EX
Subject: RE: WPC Flights

Hi Amber,

Sounds great.

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: Nash, Amber PREM:EX
Sent: Friday, May 11, 2018 2:28 PM
To: Higgins, Keira PREM:EX
Subject: RE: WPC Flights

Thanks Keira. We may change to Air Canada. I will let you know on Monday if this is the case.

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 11:24 AM
To: Nash, Amber PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: WPC Flights

Hey Amber,

Please let us know if you change PJH's flight and we will do the same with Okenge's.

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: Brubacher, Kelly IGRS:EX
Sent: Friday, May 11, 2018 10:09 AM
To: Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: WPC Flights

Hi Keira,

You may want to discuss with Okenge possibly changing his WPC flights as there may be a WestJet strike. See below.

Thank you,

Kelly

From: Maranda, Pierrette IGRS:EX
Sent: Thursday, May 10, 2018 6:05 PM
To: Nash, Amber PREM:EX
Cc: Brubacher, Kelly IGRS:EX; Dawes, Sandra IGRS:EX
Subject: WestJet strike vote

Hi Amber,

In the news today: "WestJet pilots could walk off the job as early as May 19 after voting 91 per cent in favour of striking." (<http://www.cbc.ca/news/business/westjet-alpa-pilots-strike-vote-1.4656703>) According to the article, talks could still avert a strike, and the pilots' union has said that as a goodwill gesture it will not strike during the long weekend.

PJH's current plans call for him to fly WestJet to Yellowknife on May 22 and return via Air Canada on May 23.

I am leaving it to your office, but you might want to look at Air Canada flights on May 22.

Thanks,

Pierrette

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Doug Hughes - touch base
Location: Don's Office - room 272 West Annex

Start: Mon 2018-05-14 1:00 PM
End: Mon 2018-05-14 1:45 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hughes, Doug J MMHA:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 3:34 PM
To: Bracewell, Barb MMHA:EX
Subject: RE: Request for 45 minute meeting - Don Wright

Done – thanks!

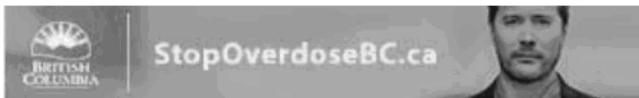
Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Bracewell, Barb MMHA:EX
Sent: Friday, May 11, 2018 3:30 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for 45 minute meeting - Don Wright

Hi Keira – I have not heard from Doug – so will you please send a calendar invite for Monday at 1:00? Many thanks.

Barb Bracewell

Senior Executive Assistant to
Doug Hughes, Deputy Minister | Ministry of Mental Health and Addictions
250-952-1049



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From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 1:02 PM
To: Bracewell, Barb MMHA:EX
Subject: Request for 45 minute meeting - Don Wright

Hi Barb,

Don would like to please schedule a 45 minute “check in” meeting with Doug Hughes for next week. Please let me know which option is best for his schedule:

May 14th – 1:00-1:45
May 18th – between 10:30-1:00

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Saturday, May 12, 2018 3:37 PM
To: Wright, Don J. PREM:EX
Subject: Re: Draft response to Thomas Cromwell's final report

Will do - thanks.

Sent from my iPhone

On May 12, 2018, at 2:23 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:

Hi Keira,

No urgency on this, but could you set up a 10 minute phone call with Mr Cromwell. I just want to thank him for his help.

Thanks.

Don

From: Lori Halls <Lori.D.Halls@gov.bc.ca>
Date: Monday, April 30, 2018 at 8:19 AM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Cc: Keira Higgins <Keira.Higgins@gov.bc.ca>
Subject: RE: Draft response to Thomas Cromwell's final report

Thanks. Attached is his contact information:

Lori Halls
Deputy Minister
BC Public Service Agency

From: Wright, Don J. PREM:EX
Sent: Monday, April 30, 2018 8:15 AM
To: Halls, Lori D PSA:EX
Subject: Re: Draft response to Thomas Cromwell's final report

I am fine with this.

Also, could you get me his contact info so I can call him to thank him personally?

Thanks.

Don

From: Lori Halls <Lori.D.Halls@gov.bc.ca>
Date: Monday, April 30, 2018 at 8:12 AM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Cc: Keira Higgins <Keira.Higgins@gov.bc.ca>
Subject: Draft response to Thomas Cromwell's final report

Don

Here is a draft letter for your review. We'd like to post Thomas Cromwell's final monitoring report and your response, along with the Final report to Jay today. Let me know if you have any comments/changes.

Given the positive nature of Thomas's final monitoring report, we've kept this short.

Lori Halls
Deputy Minister
BC Public Service Agency

<Tom Cromwell.vcf>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 14, 2018 6:07 AM
To: Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Canitz, Shelley L PREM:EX
Subject: s.22

Hi everyone,

s.22

Alison/Eleanor - there is a signed letter from Don on my desk. When you have time could you please scan it and send it to me?

Thanks,

Keira

Sent from my iPhone

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 14, 2018 11:30 AM
To: Mulloy, Eleanor PREM:EX
Subject: Re: As per your request

Thank you!

From: EMULLOY <Eleanor.Mulloy@gov.bc.ca>
Sent: May-14-18 8:11 AM
To: Higgins, Keira PREM:EX
Subject: As per your request

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 14, 2018 11:58 AM
To: Mulloy, Eleanor PREM:EX
Subject: Re: As per your request

s.22

s.22 Thanks for your help today. I really appreciate it.

From: Mulloy, Eleanor PREM:EX
Sent: May-14-18 11:50 AM
To: Higgins, Keira PREM:EX
Subject: RE: As per your request

Done :) s.22

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

From: Higgins, Keira PREM:EX
Sent: Monday, May 14, 2018 11:42 AM
To: Mulloy, Eleanor PREM:EX
Subject: Re: As per your request

Hi Eleanor,

Sorry to bug you again. Could you please send me this letter without the attachment as the content has changed and I have the updated version electronically.

Thanks,

Keira

From: EMULLOY <Eleanor.Mulloy@gov.bc.ca>
Sent: May-14-18 8:11 AM
To: Higgins, Keira PREM:EX
Subject: As per your request

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 14, 2018 12:28 PM
To: Michell, Jennifer FIN:EX
Subject: Re: Premier's Awards Announcement

Absolutely!

From: Michell, Jennifer FIN:EX
Sent: May-14-18 12:20 PM
To: Higgins, Keira PREM:EX
Subject: RE: Premier's Awards Announcement

Are we able to share this with our executive team?

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

From: Higgins, Keira PREM:EX
Sent: Monday, May 14, 2018 12:13 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Holliss, Jeanne PSA:EX; Kennedy, Christine PREM:EX
Subject: Premier's Awards Announcement

Good afternoon,

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

Thanks,

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

Higgins, Keira PREM:EX

Subject: CABINET
Location: VCO

Start: Wed 2018-09-26 10:00 AM
End: Wed 2018-09-26 12:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Cabinet

Wednesday, September 26, 2018 (NOW) 10:00 a.m. – 12:30 p.m. (NOW) VCO	Wednesday, September 26, 2018 (WAS) 9:00 a.m. – 11:30 a.m. (WAS) Chambers
---	---

*Please note videoconference and teleconference will not be an option for this meeting.

Please update your Minister/Official's calendar to reflect these changes.

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, May 15, 2018 8:42 AM
To: Brownsey, Silas TRAN:EX
Subject: Accepted: Transportation Planning

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 15, 2018 8:44 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 8:49 AM
To: Szabo, Maria PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: DMC - May 25th

Importance: High

Hi Maria,

Just a heads up DMC on May 25th has been cancelled.

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: Brown, Dawn A PREM:EX
Sent: Monday, May 14, 2018 10:06 AM
To: Brown, Dawn A PREM:EX; Chaggar, Sam LASS:EX; Dhanota, Surjit LASS:EX; Ennis, Randall LASS:EX; Higgins, Keira PREM:EX; Huck, Ron LASS:EX; Kinnear, Lindsay PREM:EX; Marzinzik, Terry LASS:EX; Massy, Michelle E PREM:EX; Newton, Christine LASS:EX; Spraggett, Randy LASS:EX; Taylor, Kathy J LASS:EX
Subject: Week of May 21, 2018
Importance: High

Good morning,

Please note that the DMC meeting scheduled for Friday, May 25, 2018 has been **CANCELLED**.

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 8:58 AM
To: Kelly, Samantha J HLTH:EX
Cc: Berry, Julia F HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Samantha,

Don doesn't have an hour but he could add 30 minutes before (2:00-3:00). Please let me know if that works.

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: Kelly, Samantha J HLTH:EX
Sent: Monday, May 14, 2018 8:31 AM
To: Higgins, Keira PREM:EX
Cc: Berry, Julia F HLTH:EX
Subject: RE: Meeting with DM Brown

Good morning Keira,

DM Brown has asked if we could add an hour to the meeting with Don.

Please advise if this is possible.

Thank you!

Samantha Kelly | A/Senior Executive Assistant
Deputy Minister's Office
Ministry of Health
Ph: 250 952-1590

Ministry of Health | PO Box 9639 STN PROV GOVT | Victoria BC | V8W 9P1

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From: Berry, Julia F HLTH:EX
Sent: Friday, May 11, 2018 12:47 PM
To: Higgins, Keira PREM:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Keira,

Steve and Don have been chatting over the last few days and decided that they should meet to touch base generally and about updates. I hope this is helpful.

I have sent the invite.
Please let me know if there is anything else I can do.
Thanks,

Julia Berry
Program Assistant
Deputy Minister's Office
(778)698-0417

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 12:31 PM
To: Berry, Julia F HLTH:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Julia,

Please send and please let me know what the meeting is 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

From: Berry, Julia F HLTH:EX
Sent: Friday, May 11, 2018 12:27 PM
To: Higgins, Keira PREM:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Keira,
I have asked and Steve would prefer in person. Are you able to send the invite over or would you like me to?
Thanks,

Julia Berry
Program Assistant
Deputy Minister's Office
(778)698-0417

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 12:23 PM
To: Berry, Julia F HLTH:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Julia,

It is up to Steve. If he would like an in-person meeting it will be here in Don's Office.

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: Berry, Julia F HLTH:EX
Sent: Friday, May 11, 2018 12:19 PM
To: Higgins, Keira PREM:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Keira,
May 25th from 2:30 – 3:00 pm works for Steve. Would Don prefer an in person meeting or a phone call?
Thanks,

Julia Berry
Program Assistant
Deputy Minister's Office
(778)698-0417

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 12:13 PM
To: Berry, Julia F HLTH:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Julia,

May 24th – 11:30-12:00
May 25th – 2:30-3:00
June 1st – between 10:00-4:00

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: Berry, Julia F HLTH:EX
Sent: Friday, May 11, 2018 12:11 PM
To: Higgins, Keira PREM:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Keira,
Thanks so much. There are a few conflicts in Steve's calendars during those times, however, and I am waiting to hear back about a few of them. In the meantime, are you able to provide a few dates beyond the 23rd of May?

Best,

Julia Berry
Program Assistant
Deputy Minister's Office
(778)698-0417

From: Higgins, Keira PREM:EX
Sent: Friday, May 11, 2018 12:07 PM
To: Berry, Julia F HLTH:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: RE: Meeting with DM Brown

Hi Julia,

Please see Don's availability below:

May 18th – between 11:00-1:00
May 22nd – between 1:30-4:30
May 23rd – between 3:00-4:30

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: Berry, Julia F HLTH:EX
Sent: Friday, May 11, 2018 9:10 AM
To: Higgins, Keira PREM:EX
Cc: Kelly, Samantha J HLTH:EX
Subject: Meeting with DM Brown

Good morning Keira,
My office has asked me to arrange a time for Don and Stephen to meet, sometime within the next few weeks. Are you able to send over some times that work for Don?
Thank you,
Julia Berry
Program Assistant
Deputy Minister's Office
(778)698-0417

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 15, 2018 9:03 AM
To: Brown, Stephen R HLTH:EX
Subject: Accepted: Touch base with DM Wright (Stephen Brown/Don Wright)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 9:08 AM
To: McCann, Meghan EMPR:EX
Subject: RE: Meeting request Dave and Christine this week

Hi Meghan,

She has full availability this afternoon after 2:00 or Thursday after 2:00.

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

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

From: McCann, Meghan EMPR:EX
Sent: Saturday, May 12, 2018 8:20 AM
To: Higgins, Keira PREM:EX
Subject: Meeting request Dave and Christine this week

Hi Keira,

Dave is asking for a 30 minute call with Christine this coming week. Can you please advise what options are open for her schedule? Thanks,

Meghan McCann
Senior Executive Assistant to Deputy Minister Dave Nikolejsin Deputy Minister's Office | Ministry of Energy, Mines, and
Petroleum Resources
Direct: 250 952-0504

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, May 15, 2018 9:14 AM
To: Nikolejsin, Dave EMPR:EX
Subject: Accepted: PHONE CALL: Dave Nikolejsin and Christine Kennedy

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 10:00 AM
To: 'Cromwell, Thomas'
Subject: RE: Request for 10 minute call

That is perfect. Many thanks. I will have Don call you at the number listed below.

Thank you,

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: Cromwell, Thomas [mailto:TCromwell@blg.com]
Sent: Tuesday, May 15, 2018 9:54 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request for 10 minute call

How about May 18 at 11 am PDT (I'll be in Ottawa, so it will be 2 for me). I can be reached at my office number – 604 632 3460.

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: May-15-18 12:46 PM
To: Cromwell, Thomas <TCromwell@blg.com>
Subject: Request for 10 minute call

Good morning Honourable Cromwell,

Deputy Minister Don Wright would like to please request a 10 minute call with you (no urgency). Please let me know if you have availability during one of the below dates/times:

May 17th – between 1:30-2:00; 4:00-4:30
May 18th – 10:30-12:00
May 22nd – between 1:30-4:30
May 23rd – between 3:00-4:30

Thank you,

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

Higgins, Keira PREM:EX

Subject: PA
Location: Chambers

Start: Thu 2018-06-14 2:00 PM
End: Thu 2018-06-14 4:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs on Thursday every other week from 2:00 PM to 4:00 PM effective 1/18/2018 until 7/26/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Good morning everyone,

Below are the Hold dates for the Priorities and Accountability Committee meetings from January 18, 2018 to July 26, 2018.

Currently all meetings are scheduled in Chambers – 2:00 p.m. – 4:00 p.m.

January 18

February 1
February 18

March 1
March 15

April 12
April 26

May 10
May 31

June 14
June 28

July 12
July 26

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

Subject: CABINET
Location: Chambers

Start: Wed 2018-06-06 9:00 AM
End: Wed 2018-06-06 11:30 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: CABINET
Location: Chambers

Start: Wed 2018-06-13 9:00 AM
End: Wed 2018-06-13 11:30 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: CABINET
Location: Chambers

Start: Wed 2018-06-20 9:00 AM
End: Wed 2018-06-20 11:30 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: CABINET
Location: Chambers

Start: Wed 2018-07-04 9:00 AM
End: Wed 2018-07-04 11:30 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: CABINET
Location: Chambers

Start: Wed 2018-07-11 9:00 AM
End: Wed 2018-07-11 11:30 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 11:18 AM
To: Molyneux, Jennifer CITZ:EX
Cc: Furtado, Angelina CITZ:EX
Subject: RE: DMCPSC - May 17 - Rescheulding Mtg to 1:1 Mtg w/DM's

Hi Jennifer,

Please see availability below:

May 22nd – between 2:30-4:30
May 23rd – between 10:00-noon
May 24th – between 1:00-4:00

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: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, May 15, 2018 11:13 AM
To: Higgins, Keira PREM:EX
Cc: Furtado, Angelina CITZ:EX
Subject: FW: DMCPSC - May 17 - Rescheulding Mtg to 1:1 Mtg w/DM's
Importance: High

Hi Keira,

As noted below, the May 17 DMCPSC is cancelled. We'd like to schedule a 30 minute meeting with your DM, Bobbi Sadler, ADM, Procurement and Supply Services and Tracee Schmidt, Executive Director, Strategic Partnerships Office, Procurement and Supply Services to review the materials which supports the new approach to procurement which will be going to Priorities and Accountabilities in mid-June.

If you could please provide me with a couple of options that Christine would be available to meet with them at your office, I will send a meeting request. We'd like to have these meetings scheduled for next week (week of May 22).

Thank you.

From: CITZ Deputy Minister, CITZ:EX
Sent: Monday, May 14, 2018 4:19 PM
To: Brown, Stephen R HLTH:EX; Christensen, Suzanne PREM:EX; Fyfe, Richard J AG:EX; Halls, Lori D PSA:EX; Kennedy, Christine PREM:EX; Main, Grant TRAN:EX; Mihlar, Fazil JTT:EX; Pridmore, Kerry CITZ:EX; Sadler, Bobbi CITZ:EX; Wanamaker, Lori FIN:EX
Cc: Dayman, Marlene JAG:EX; Furtado, Angelina CITZ:EX; Kelly, Samantha J HLTH:EX; Kwan, Shirley JTT:EX; Lewis, Susan L CITZ:EX; Molyneux, Jennifer CITZ:EX; Mulloy, Eleanor PREM:EX; Nicholson, Riley FIN:EX; Richter, Connie AG:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Walsh, Sara M HLTH:EX; Wensink, Alison PREM:EX
Subject: DMCPSC - May 17 - Cancellation Notice

Dear Deputy Ministers of DMCPS,

Due to scheduling conflicts, I am cancelling DMCPS on May 17. However, our Minister will be going to Priorities and Accountabilities in mid-June and I am asking for your support on our new approach to procurement prior to that date. I have asked Bobbi Sadler and Tracee Schmidt to meet with each of you individually to go over the materials next week. Your office will receive a request for 30 minutes of your time shortly. Please feel free to invite your ADM representative on the Strategic Partnerships Advisory Committee, the ADM Committee that supports DMCPS.

Sincerely,

Jill Kot

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, May 15, 2018 1:19 PM
To: CITZ Deputy Minister, CITZ:EX
Subject: Accepted: Christine/Suzanne/Bobbi/Tracee re: DMCPSC Material for P&A

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 3:01 PM
To: Wade, Debbie PREM:EX
Subject: RE: Telepresence Service Information

Hi Debbie,

There is no onsite TP (closest is 617 Govt). However, TP only links into other Govt TP systems and it is not the same as a video conference. You could likely use the Rose Room for that if it is a Lync 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

From: Wade, Debbie PREM:EX
Sent: Tuesday, May 15, 2018 2:58 PM
To: Higgins, Keira PREM:EX
Subject: RE: Telepresence Service Information

Hi Keira;

Geoff is wanting to do a Video Conference for the Director's meeting on Friday May 18th from 9:00-10:00am. Do we have one available in the West Annex? I did not see this address on the given locations, but I was sure we had one up stairs.

thx

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Thursday, August 31, 2017 2:34 PM
To: Bracewell, Barb HLTH:EX; Brosz, Corinne M ENV:EX; Chapotelle, Jacqueline TRAN:EX; Cliffe, Ashley CSCD:EX; Flesh, Cindy AEST:EX; Gibbs, Lisa EDUC:EX; Giuliano, Angela HLTH:EX; Hahn, Andra EDUC:EX; Johnson, Lisa E AGRI:EX; Johnstone, Susan LBR:EX; Marquis, Yvette FIN:EX; Marshall, Samantha EMPR:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Molyneux, Jennifer MTIC:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Robb, Amanda JTST:EX; Roberts, Connie A ABR:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Van Wensem, Casey SDSI:EX; Wade, Debbie HLTH:EX; Wakeman, Michelle PSSG:EX; White, Christine CSCD:EX; White, Emily MCF:EX
Cc: BCPSA Agency DMC Admin & Operational Support; Nash, Amber PREM:EX; Clark, Layne PREM:EX; Wong, Tamarra PREM:EX; Whitehorne, Laura MTIC:EX
Subject: Telepresence Service Information

Good afternoon,

The BC Government OCIO manages seven Telepresence systems, these systems are high-definition videoconferencing units that have life-size video images and allow for content sharing.

The Telepresence systems are located Victoria, Vancouver, Kamloops, Kelowna and Prince George.

All of our Telepresence documentation including locations, room access guides and how to schedule the rooms are on our SSBC website: <https://ssbc-client.gov.bc.ca/voice/userguides/#telepresence>

The [Frequently Asked Questions](#) and [How to schedule a Telepresence meeting](#) guides may be particularly useful.

Please let us know if you have any questions or concerns, we will be more than happy to walk you through the details of the service.

If a 30 minute orientation session is required please send us an email and we will coordinate a date and time.

Thank you and have a nice day,

Laura Whitehorne

Conferencing Services

Phone: 250 356-0287

Email: Conferencing.Services@gov.bc.ca



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 3:13 PM
To: Wade, Debbie PREM:EX; Wright, Don J. PREM:EX; Meggs, Geoff PREM:EX
Subject: RE: Levi Sampson - Director & President

Done – 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: Wade, Debbie PREM:EX
Sent: Tuesday, May 15, 2018 3:09 PM
To: Wright, Don J. PREM:EX; Meggs, Geoff PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Levi Sampson - Director & President

Geoff, I have added this to your contact list.

Keira, could you please add Levi to Don's contacts.
Thanks!
Debb



Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

Higgins, Keira PREM:EX

Subject: Booked for Geoff
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Fri 2018-05-18 9:00 AM
End: Fri 2018-05-18 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 3:15 PM
To: Cleaver, Sheila C FIN:EX; Mulloy, Eleanor PREM:EX
Subject: RE: BMO purchase card

Okay sounds good, 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: Cleaver, Sheila C FIN:EX
Sent: Tuesday, May 15, 2018 3:13 PM
To: Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX
Subject: BMO purchase card

Hi Eleanor and Keira,

Just wanted to let you know there was an error with your cards and they are being re-produced so I will not be receiving your BMO purchase cards until next week.

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl. 617 Government St. Victoria, BC V8W 9V1
Phone# (778) 698-8586

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 3:33 PM
To: Gedney, Vanessa R MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

Apologies but he has a PSA event that morning.

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: Gedney, Vanessa R MAH:EX
Sent: Tuesday, May 15, 2018 3:27 PM
To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Would he be available on June 12th in the am?

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 3:13 PM
To: Gedney, Vanessa R MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

Unfortunately we already have the time held for a similar session in another Ministry. Is there a future date we might consider?

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: Gedney, Vanessa R MAH:EX
Sent: Tuesday, May 15, 2018 3:06 PM

To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: FW: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Keira, would Don be available for the Community and Legislative Divisional Forum on June 14th, anytime between 9:00 – 1:00 pm? They would be interested if he would be available to speak about his background in the public and private sector.

The morning will be spent unpacking WES Scores and celebrating/discussing our Top Work Unit Award.

From: Rai, Diana MAH:EX
Sent: Tuesday, May 15, 2018 2:52 PM
To: Gedney, Vanessa R MAH:EX
Cc: Rai, Diana MAH:EX
Subject: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

We are having an annual Divisional Forum in which we will be covering a few things with our staff:

Unpacking of WES Scores –
Celebrating our Successes – Led by Kevin and EDs
Discussing top work award

We would also like to see if Don Wright, the head of the BCPSA, would be available to speak on his background in the public sector as well as the private sector. We could most certainly build our schedule around his time.

Would Jacquie also be interested in perhaps kicking off the forum? We would appreciate that very much as well.

Cheers,

Diana Rai
Executive Coordinator | Community and Legislative Services Division
Assistant Deputy Minister's Office
Ministry of Municipal Affairs and Housing
6th Floor, 800 Johnson St | Victoria BC V8W 9N7
Desk: 778.698.2847 | Cell: 250.889.9805 | Fax: 250.387.7973

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:18 AM
To: Nash, Amber PREM:EX
Subject: RE: June 7 Dinner with Don Wirght

Hi Amber,

I just wanted to confirm that the June 7th dinner was the PPF Dinner which we found out will be rescheduled to September.

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: Nash, Amber PREM:EX
Sent: Thursday, May 3, 2018 1:50 PM
To: Higgins, Keira PREM:EX
Subject: June 7 Dinner with Don Wirght

Hi Keira,

Awhile back Don asked me to hold the evening of June 7th for a dinner for the Premier – I believe this is to be with the Presidents of Universities, but wanted to confirm and start firming up the details.

Amber

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:19 AM
To: Nash, Amber PREM:EX
Cc: McLaren, Chris PREM:EX
Subject: FW: INFO Re: June 7 EVENT now POSTPONED - Western Dinner, Public Policy Forum

Hi Amber,

Please see info below which pertains to my last email regarding June 7th.

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: McLaren, Chris PREM:EX
Sent: Monday, May 7, 2018 2:44 PM
To: Higgins, Keira PREM:EX
Subject: INFO Re: June 7 EVENT now POSTPONED - Western Dinner, Public Policy Forum

Hi Keira,
Can you shed any light on this invite?
Thanks,
Chris

From: Rochon, Jake PREM:EX
Sent: Monday, May 7, 2018 2:04 PM
To: McLaren, Chris PREM:EX; Nash, Amber PREM:EX
Subject: FW: June 7 EVENT now POSTPONED - Western Dinner, Public Policy Forum

FYI! Chris – can I leave with you to figure this out? Would you like me to ack?

From: Kelly Cyr [mailto:Kelly.Cyr@ppforum.ca]
Sent: Monday, May 7, 2018 9:21 AM
To: OfficeofthePremier, Office PREM:EX
Subject: June 7 EVENT now POSTPONED - Western Dinner, Public Policy Forum

Hi Amber,

The Premier was scheduled to speak at our June 7th Western Dinner and we wanted to advise you that the dinner has been rescheduled to September 19th. Keira Higgins has forwarded to you an email that our CEO Edward Greenspon had sent Don Wright to advise of this change.

Could you please confirm that this has now been removed from the Premiers agenda and could you also let us know if the Premier is available to speak at the dinner on September 19th?

Thanks for your time!

Best
Kelly

--

Kelly Cyr

Director of Operations | Directrice des opérations

Public Policy Forum | Forum des politiques publiques

1400 - 130 rue Albert Street, Ottawa, ON, K1P 5G4

W. 613-238-7858 ext. 248

C. 613-914-6677

kelly.cyr@ppforum.ca

[@ppforumca](#)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:20 AM
To: Silverio, Lisa FLNR:EX; Wade, Debbie PREM:EX
Subject: RE: Rose Room

Hi Lisa,

The Rose Room holds 8 people.

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: Silverio, Lisa FLNR:EX
Sent: Wednesday, May 16, 2018 8:10 AM
To: Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Subject: Rose Room

Good Morning,
FLNRO staff are inquiring about the capacity of the Rose Room, can you let me know. Thanks,



Lisa Silverio
Administrative Coordinator to the
Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural Development
t 250.356.6211 f 250.387.1040

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:22 AM
To: Clark, Layne PREM:EX
Subject: RE: Rose Room

Hi Layne,

Sorry it is already booked.

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: Clark, Layne PREM:EX
Sent: Tuesday, May 15, 2018 5:07 PM
To: Higgins, Keira PREM:EX
Subject: Rose Room

Hi Keira,

Can I book the rose room tomorrow from 11AM – 12PM?

Layne

Layne Clark
Director of Liaison and Coordination
Premier's Office
P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:44 AM
To: Burton, Danielle PSA:EX
Subject: Correspondence

Hi Danielle,

Just a quick thank you for the exceptional formatting work and prep you did on those Ombudsperson letters. It was a real treat to receive. Thanks so much!

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:48 AM
To: 'Michelle Cha'
Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Michelle,

Thank you.

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: Michelle Cha [mailto:Michelle.Cha@rci.rogers.com]
Sent: Wednesday, May 16, 2018 8:41 AM
To: Higgins, Keira PREM:EX
Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Thanks so much.

Phil will be accompanied by Cindy Grauer, Government relations consultant BC.

1:30pm, Tuesday May 22nd is confirmed.

Michelle Cha
Executive Assistant to Phil Lind, Vice Chairman

Corporate Affairs
333 Bloor Street East, 10th Floor
Toronto, ON M4W 1G9

michelle.cha@rci.rogers.com
o 416-935-3501 m 416-400-3501



From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: May 16, 2018 11:34 AM
To: Michelle Cha <Michelle.Cha@rci.rogers.com>
Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Michelle,

I received your voicemail and have the meeting confirmed in Don's calendar. The address you have is correct and is also in my signature below. Could you please send me the title for the woman who will accompany Phil?

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: Michelle Cha [<mailto:Michelle.Cha@rci.rogers.com>]

Sent: Tuesday, May 15, 2018 5:08 PM

To: Higgins, Keira PREM:EX

Subject: Re: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Kiera

We are just working out the logistics for this appointment

I will have everything confirmed tomorrow

Thanks for holding this time

Get [Outlook for iOS](#)

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>

Sent: Tuesday, May 15, 2018 11:39:23 AM

To: Michelle Cha

Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Michelle,

Don is available on May 22nd at 1:30. Please let me know if that works.

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: Michelle Cha [<mailto:Michelle.Cha@rci.rogers.com>]

Sent: Monday, May 14, 2018 12:46 PM

To: Higgins, Keira PREM:EX

Subject: FW: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Keira,

I'm so sorry to have left this so long. It appears now that May 23rd isn't good for Phil.

Would May 22nd, 24th and 25th.

Phil could do any of those days.

Let me know.

Again – apologies for leaving this so long.

Michelle Cha
Executive Assistant to Phil Lind, Vice Chairman

Corporate Affairs
333 Bloor Street East, 10th Floor
Toronto, ON M4W 1G9

michelle.cha@rci.rogers.com
o 416-935-3501 m 416-400-3501



From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: May 4, 2018 12:59 PM
To: Michelle Cha <Michelle.Cha@rci.rogers.com>
Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Michelle,

Sounds good, let me know once you confirm.

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: Michelle Cha [<mailto:Michelle.Cha@rci.rogers.com>]
Sent: Friday, May 4, 2018 8:22 AM
To: Higgins, Keira PREM:EX
Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Keira,

May 23rd is great. Just let me look at the hellijet for flights times to confirm appointment but think 3pm would work.

Many thanks.

Michelle Cha
Executive Assistant to Phil Lind, Vice Chairman

Corporate Affairs

333 Bloor Street East, 10th Floor
Toronto, ON M4W 1G9

michelle.cha@rci.rogers.com
o 416-935-3501 m 416-400-3501



From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: May 3, 2018 2:07 PM
To: Michelle Cha <Michelle.Cha@rci.rogers.com>
Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Michelle,

May 23rd would be ideal. Don has availability between 9:00-noon and 3:00-4:30.

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: Michelle Cha [<mailto:Michelle.Cha@rci.rogers.com>]
Sent: Thursday, May 3, 2018 11:05 AM
To: Higgins, Keira PREM:EX
Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

No worried Keira. Phil can always travel to Victoria.

Here are the dates he is out West.

May 22nd/23/24 – fly home May 25th
May 30th/31/June 1, 4 – fly home June 5
June 20/21 – fly home June 22
July 30th, 31st, Aug 1, 2 – fly home on August 3
August 27, 28, 29, 30 – fly home August 31
Sept. 17/18/19/20 – fly out Sept. 21
Oct. 22, 23, 24, - fly home Oct. 25th
Nov. 26, 27, 28 – fly home Nov. 29

Thanks again.

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: May 3, 2018 1:02 PM

To: Michelle Cha <Michelle.Cha@rci.rogers.com>

Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Michelle,

My apologies for the delay in getting back to you. Don would be pleased to meet with Phil in Vancouver, however, we do not currently have any trips scheduled. If you would like to touch base again in a few weeks or let me know if Phil is planning any trips to Victoria it would be most appreciated.

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: Michelle Cha [<mailto:Michelle.Cha@rci.rogers.com>]

Sent: Thursday, April 26, 2018 12:29 PM

To: Higgins, Keira PREM:EX

Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Keira,

Let me know if we can try and schedule a meeting with Phil and Don in Vancouver.

Phil will be in Vancouver a lot over the next 4 months.

Many thanks.

Michelle Cha

Executive Assistant to Phil Lind, Vice Chairman

Corporate Affairs

333 Bloor Street East, 10th Floor

Toronto, ON M4W 1G9

michelle.cha@rci.rogers.com

o 416-935-3501 m 416-400-3501



From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>

Sent: April 18, 2018 4:16 PM

To: Michelle Cha <Michelle.Cha@rci.rogers.com>

Subject: RE: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Michelle,

My apologies but Don is in Vancouver on May 11th for a half-day Government 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

From: Michelle Cha [<mailto:Michelle.Cha@rci.rogers.com>]
Sent: Wednesday, April 18, 2018 1:11 PM
To: Higgins, Keira PREM:EX
Subject: Message for Don Wright from Phil Lind - Request for Meeting May 11th

Hi Keira,

The message below is for Don. Thanks.

Dear Don,

I was delighted to meet you earlier this year when you were able to attend one of the the Lind Initiative events.

Rogers will shortly be announcing a significant investment in our wireless network in British Columbia and I will be spending time in British Columbia assisting the local team with execution.

I will be in Victoria on May 11 (in the am) and am hoping to meet with you to talk about Rogers activities in BC generally and our network plans for British Columbia.

Let me know if your schedule permits a meeting.

Best, Phil

Michelle Cha
Executive Assistant to Phil Lind, Vice Chairman

Corporate Affairs
333 Bloor Street East, 10th Floor
Toronto, ON M4W 1G9

michelle.cha@rci.rogers.com
o 416-935-3501 m 416-400-3501



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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:55 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the May 18, 2018 DMC

Good morning,

*Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, May 18, 2018 from **1:00-2:30** in Chambers/VCO.*

Those who have already notified me that their DM is unavailable do not need to reply.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:55 AM
To: Moreau, Denise CITZ:EX
Cc: Canitz, Shelley L PREM:EX; Cook, Jeannette CITZ:EX
Subject: RE: DMC Presentation (Jill Kot)

Thanks Denise!

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: Moreau, Denise CITZ:EX
Sent: Wednesday, May 16, 2018 8:51 AM
To: Higgins, Keira PREM:EX
Cc: Canitz, Shelley L PREM:EX; Cook, Jeannette CITZ:EX
Subject: DMC Presentation (Jill Kot)

Hi Kiera,

Here is Jill's presentation for DMC.

Please let me know if you need anything else.

Denise
for Jeannette Cook

Denise Moreau | Manager, Corporate Initiatives
Deputy Minister's Office
Ministry of Citizens' Services
o 250.356-7970 | simultaneously rings on cell

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Christine Kennedy and Amy Miller
Location: Don's Office - 272 West Annex

Start: Wed 2018-05-16 2:00 PM
End: Wed 2018-05-16 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Miller, Amy FIN:EX; Kennedy, Christine PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 16, 2018 9:13 AM
To: JTT CSSP Secretariat JTT:EX
Subject: Accepted: 9:00 AM DM CSSP

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 16, 2018 9:14 AM
To: JTT CSSP Secretariat JTT:EX
Subject: Declined: 9:00 AM DM CSSP

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 10:11 AM
To: Kennedy, Christine PREM:EX
Subject: FW: Materials for: Minister Dix Technical briefing: Providence Health Care
Attachments: MoH presentation - 16 May 2018 - version 3.pdf; ATT00001.htm

FYI

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: Wade, Debbie PREM:EX
Sent: Wednesday, May 16, 2018 10:09 AM
To: Higgins, Keira PREM:EX
Subject: FW: Materials for: Minister Dix Technical briefing: Providence Health Care

Hi Keira;

I am forwarding you this background material for tonight's meeting with Minister Dix / Don / Geoff.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Singh, Jasmyn HLTH:EX
Sent: Wednesday, May 16, 2018 9:46 AM
To: Wade, Debbie PREM:EX
Cc: Hansen, Lucy HLTH:EX
Subject: Fwd: Materials for: Minister Dix Technical briefing: Providence Health Care

For Geoff, ahead of tonight's meeting on St. Paul's
:)

Sent from my iPhone

Begin forwarded message:

From: "Andrachuk, Andrea HLTH:EX" <Andrea.Andrachuk@gov.bc.ca>
To: "Singh, Jasmyn HLTH:EX" <Jasmyn.Singh@gov.bc.ca>
Cc: "Moulton, Holly HLTH:EX" <Holly.Moulton@gov.bc.ca>, "Hansen, Lucy HLTH:EX" <Lucy.Hansen@gov.bc.ca>
Subject: Materials for: Minister Dix Technical briefing: Providence Health Care

Hi Jasmyn,

Please find attached the materials for the Minister's technical briefing on Providence this evening.

Many thanks,

Andrea Andrachuk | Manager, Executive Program Operations
Office of the Deputy Minister
Ministry of Health

P: 778-698-8391

email: andrea.andrachuk@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 10:25 AM
To: Wade, Debbie PREM:EX
Subject: RE: Materials for: Minister Dix Technical briefing: Providence Health Care

Yes, it's me😊

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: Wade, Debbie PREM:EX
Sent: Wednesday, May 16, 2018 10:25 AM
To: Higgins, Keira PREM:EX
Subject: RE: Materials for: Minister Dix Technical briefing: Providence Health Care

Oh thank you Keira! Does Christine have an assistant (for future dealings)

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 10:11 AM
To: Wade, Debbie PREM:EX
Subject: RE: Materials for: Minister Dix Technical briefing: Providence Health Care

Hi Debbie,

Thank you. Don won't be in attendance, however, Christine will attend in his stead. I will share the materials with her.

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: Wade, Debbie PREM:EX
Sent: Wednesday, May 16, 2018 10:09 AM
To: Higgins, Keira PREM:EX
Subject: FW: Materials for: Minister Dix Technical briefing: Providence Health Care

Hi Keira;

I am forwarding you this background material for tonight's meeting with Minister Dix / Don / Geoff.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Singh, Jasmyn HLTH:EX
Sent: Wednesday, May 16, 2018 9:46 AM
To: Wade, Debbie PREM:EX
Cc: Hansen, Lucy HLTH:EX
Subject: Fwd: Materials for: Minister Dix Technical briefing: Providence Health Care

For Geoff, ahead of tonight's meeting on St. Paul's
:)

Sent from my iPhone

Begin forwarded message:

From: "Andrachuk, Andrea HLTH:EX" <Andrea.Andrachuk@gov.bc.ca>
To: "Singh, Jasmyn HLTH:EX" <Jasmyn.Singh@gov.bc.ca>
Cc: "Moulton, Holly HLTH:EX" <Holly.Moulton@gov.bc.ca>, "Hansen, Lucy HLTH:EX" <Lucy.Hansen@gov.bc.ca>
Subject: Materials for: Minister Dix Technical briefing: Providence Health Care

Hi Jasmyn,
Please find attached the materials for the Minister's technical briefing on Providence this evening.

Many thanks,

Andrea Andrachuk | Manager, Executive Program Operations
Office of the Deputy Minister
Ministry of Health

P: 778-698-8391
email: andrea.andrachuk@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 10:52 AM
To: Holliss, Jeanne PSA:EX
Subject: RE: Top Work Units - Electronic Signature
Attachments: Don Wright e-sig.docx

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: Holliss, Jeanne PSA:EX
Sent: Wednesday, May 16, 2018 10:48 AM
To: Higgins, Keira PREM:EX
Subject: Top Work Units - Electronic Signature

Good morning Keira,

I have an easy request for you this time!! ☺

Can you please provide us with Don's electronic signature for the Top Work Unit (TWU) and subsequent 10 Best Places to Work certificates? Based on all of the DM email announcements you sent out last week, we are currently in production for the TWU certificates that will be going to print on Friday and require Don's signature (see attached) for our graphic designer to complete them all.

If you have any questions please check with Rueben or I.

Many thanks,
Jeanne

Jeanne Holliss

Manager, Corporate Engagement Initiatives |
BC Public Service Agency | 976 Meares Street |
Victoria BC | V8V 1T7 | Phone: 250.516.3848 |
AskMyHR: www.gov.bc.ca/myhr



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 16, 2018 12:47 PM
To: Denlinger, Becky EMBC:EX
Subject: Accepted: DMC - Emergency Management

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 1:05 PM
To: Halls, Lori D PSA:EX; Zacharuk, Christina PSEC:EX
Cc: Tupper, Linsey PSA:EX; Bridges, Kelsey PSEC:EX
Subject: Correspondence
Attachments: BC Crown Counsel Association - May 11, 2018.pdf

Hi Lori/Christina,

We received the attached correspondence on May 15, 2018 from the BC Crown Counsel Association. Don asked that I share it with you as an FYI.

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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Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 1:28 PM
To: 'Andy.Calitz@lngcanada.ca'
Cc: Susannah.Pierce@lngcanada.ca; Robert.Klager@shell.com
Subject: RE: Invitation from Andy Calitz - CEO, LNG Canada

Hi Mr. Calitz,

I would like to please confirm that Don Wright will be in attendance. I have also left a voicemail with your office.

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: E.Affonso@lngcanada.ca [mailto:E.Affonso@lngcanada.ca] **On Behalf Of** Andy.Calitz@lngcanada.ca
Sent: Tuesday, May 15, 2018 8:33 AM
To: Higgins, Keira PREM:EX
Cc: Susannah.Pierce@lngcanada.ca; Robert.Klager@shell.com
Subject: Invitation from Andy Calitz - CEO, LNG Canada

Dear Mr. Wright,

Please see attached Invitation.

Sincerely,

Andy Calitz
Chief Executive Officer
LNG Canada
Mobile: +1 778 960 7084
Tel: +1 587 233 4721
Email: Andy.Calitz@lngcanada.ca
Web: LNGCanada.ca

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 3:40 PM
To: Hansen, Erin AGRI:EX; Wensink, Alison PREM:EX
Subject: RE: AGRI Leaders Team Gathering May 17/18 in Victoria

Hi Erin,

Could you please send the Final agenda for the event tomorrow?

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: Hansen, Erin AGRI:EX
Sent: Friday, April 20, 2018 1:54 PM
To: Wensink, Alison PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: FW: AGRI Leaders Team Gathering May 17/18 in Victoria

Hi Alison.

s.22 I am sending this to you to see if we may get a hold in Don's calendar.

It became necessary for us to shift the dates of the AGRI Leaders Team Gathering which I had previously discussed with Keira taking place later in May but will now be held on May 17 & 18, 2018 at the Parkside Hotel. Don has a role and I have attached the draft agenda for your reference. Is Don available on May 17th at 10:15 am?

Thanks,

Erin Hansen

Senior Executive Assistant to Wes Shoemaker
Deputy Minister of the Ministry of Agriculture
250-356-1800 Erin.Hansen@gov.bc.ca

From: Hansen, Erin AGRI:EX
Sent: Thursday, April 5, 2018 9:31 AM
To: Higgins, Keira PREM:EX; Tupper, Linsey PSA:EX
Cc: Hodson, Georgina AGRI:EX
Subject: AGRI Leaders Team Gathering May 23-24th in Victoria

Good morning.

Wes Shoemaker would like to invite Don and Lori to attend all or part of the Agriculture Leaders Team Gathering at Parkside Hotel in Victoria on May 23rd and the morning of May 24th. This is an annual leadership meeting which involves about 40 Agriculture staff from around the province including Executive, Management and Leadership Cohorts. The

agenda has quite a bit of corporate information for download and discussion and I can send you a copy of the agenda once it has been finalized.

Thanks,

Erin Hansen

Senior Executive Assistant to Wes Shoemaker
Deputy Minister of the Ministry of Agriculture
250-356-1800 Erin.Hansen@gov.bc.ca

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and George Hoberg
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Wed 2018-05-23 3:30 PM
End: Wed 2018-05-23 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hoberg, George

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 3:55 PM
To: 'Hoberg, George'
Cc: Quayle, Moura
Subject: RE: UBC Policy School Capstone Project

Hi George,

Sounds good. I have sent you a calendar invitation for 3:30-4:00 on May 23rd in Don's Office.

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: Hoberg, George [mailto:george.hoberg@ubc.ca]
Sent: Wednesday, May 16, 2018 3:51 PM
To: Higgins, Keira PREM:EX
Cc: Quayle, Moura
Subject: Re: UBC Policy School Capstone Project

Hi - good to hear he can see me. The afternoon spot is preferable. 3:30?

George

Sent from my iPhone

On May 16, 2018, at 8:36 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi George,

Don has availability to meet with you for 30 minutes on May 23rd between 9:00-10:00 or 3:00-4:30.
Please let me know if there is a time that works for your schedule.

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: Hoberg, George [mailto:george.hoberg@ubc.ca]
Sent: Wednesday, May 2, 2018 11:25 AM
To: Wright, Don J. PREM:EX
Cc: Higgins, Keira PREM:EX; Quayle, Moura
Subject: UBC Policy School Capstone Project

Dear Don,

I'm sorry that I missed you when you visited the UBC Policy School to talk to our students this term. It was great of you to take the time to visit and I hope we can begin to explore closer relations between the Policy School and the BC government. One opportunity is involvement in our capstone course. In these projects, we have students work with real world clients on policy analyses. About 2/3rds of the students travel abroad, but I'm in charge of part of the 1/3 that stay home and only travel locally. I was hoping you'd be willing to talk through ideas of potential BC government clients in the environment, energy, resources policy space. What we are looking for is clients who have a policy problem they would benefit from (or tolerate) having a group of UBC MPPGA students working on, under my supervision. This project would run from January to March 2019.

Would it be possible to arrange a brief meeting to discuss? Or if not face to face then a phone call? I will be in Victoria May 22-23 if you have any time in that window.

Hope to talk to you soon.
George

George Hoberg
Professor
Environment and Natural Resource Policy
School of Public Policy and Global Affairs
University of British Columbia
Vancouver, BC V6T 1Z2
604 822-3728
@ghoberg

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 8:17 AM
To: s.17
Subject: Accepted: Cabinet Briefing

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Withheld pursuant to/removed as

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 8:21 AM
To: Canitz, Shelley L PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; MacMillan, Elizabeth PREM:EX
Subject: RE: Provincial Clerk Contact Info

Hi everyone,

I will take care of this.

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: Canitz, Shelley L PREM:EX
Sent: Thursday, May 17, 2018 8:19 AM
To: Higgins, Keira PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: Fwd: Provincial Clerk Contact Info

Keira - let's discuss this today.

Begin forwarded message:

From: "MacMillan, Elizabeth PREM:EX" <Elizabeth.MacMillan@gov.bc.ca>
Date: May 16, 2018 at 6:20:12 PM PDT
To: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>
Cc: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: RE: Provincial Clerk Contact Info

Hi Kate – the Clerk is Don Wright and I think Tristan is after an updated contact from Sandy Wharf in his office. I'm guessing that would be Shelley, but have copied her to be sure.

Cheers

E

From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, May 16, 2018 4:23 PM
To: MacMillan, Elizabeth PREM:EX
Subject: FW: Provincial Clerk Contact Info

Hi Elizabeth,

Kate Ryan-Lloyd suggested I reach out to you to see if you are the contact now or if you have an idea of who would be.

Kate

From: Ryan-Lloyd, Kate [<mailto:Kate.Ryan-Lloyd@leg.bc.ca>]

Sent: Wednesday, May 16, 2018 4:22 PM

To: Van Meer-Mass, Kate PREM:EX

Subject: Re: Provincial Clerk Contact Info

I wonder if the term is meant to refer to a Cabinet Secretary role, such as Elizabeth MacMillan?

Kate Ryan-Lloyd

Deputy Clerk and Clerk of Committees | Legislative Assembly of BC | Room 224, Parliament Buildings |
Victoria, BC V8V 1X4 | Tel: 250.356.2895 | Fax: 250.356.8172

On May 16, 2018, at 4:18 PM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

Hi Kate,

Do you have any idea who this would be now?

From: Oreck, Mira PREM:EX

Sent: Wednesday, May 16, 2018 3:48 PM

To: Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX

Subject: FW: Provincial Clerk Contact Info

Do either of you know anything about this?

From: Wilson, Tristan [<mailto:Tristan.Wilson@pco-bcp.gc.ca>]

Sent: Wednesday, May 16, 2018 12:30 PM

To: Oreck, Mira PREM:EX

Subject: FW: Provincial Clerk Contact Info

Hi Mira, I sent this email to Sandy but it bounced back. Could you please update the info for me?

Many thanks

Tristan

Tristan Wilson

Multimedia Services Manager/ Gestionnaire des services multimédias

Multimedia Services/Services multimédias

Privy Council Office/Bureau du Conseil privé

Government of Canada/Gouvernement du Canada

Ottawa, Canada K1A 0A3

twilson@pco-bcp.gc.ca

Telephone/Téléphone 613-957-5290

From: Wilson, Tristan

Sent: Wednesday, May 16, 2018 3:25 PM

To: 'sandy.wharf@gov.bc.ca' <sandy.wharf@gov.bc.ca>

Subject: Provincial Clerk Contact Info

Good Afternoon, I am the Manager of AV services with the Privy Council Office. We are responsible for Secure calls for the Prime Minister, Cabinet Ministers as well as our Clerk. Each summer we prepare a briefing book for the Ministers. Would you be able to have a look at last year's document and confirm that the contact numbers etc. are still current/correct? For the Secure lines I have blanked out the dialing prefix.

Thanks very much

Tristan

PROVINCIAL/TERRITORIAL CLERKS SECURE CALL OFFICE LOCATIONS

LOCATION	CONTACT	SECURE NUMBER
Vancouver, BC	Sandy Wharf Sandy.Wharf@gov.bc.ca 250-387-3563	s.15,s.17
Edmonton, Alberta	Peter Lemieux peter.lemieux@gov.ab.ca 780-427-6665	
Toronto, Ontario	William Bromm William.Bromm2@ontario.ca 416-325-7378	
Quebec City, Quebec	Guillaume Garon Guillaume.Garon@mce.gouv.qc.ca 418-644-7600 #8888	
Halifax, NS	Francene Comeau Francene.Comeau@novascotia.ca 902-424-6783	
Charlottetown, PEI	Rick Singer rlsinger@gov.pe.ca 902-368-6386	

Tristan Wilson

Multimedia Services Manager/ Gestionnaire des services multimédias

Multimedia Services/Services multimédias

Privy Council Office/Bureau du Conseil privé

Government of Canada/Gouvernement du Canada
Ottawa, Canada K1A 0A3
twilson@pco-bcp.gc.ca
Telephone/Téléphone 613-957-5290

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 8:25 AM
To: 'twilson@pco-bcp.gc.ca'
Cc: 'Gendron, Luc (SSC/SPC)'
Subject: FW: Provincial Clerk Contact Info

Hi Tristan,

The BC location is Victoria and I am now the contact. My info is below in my signing block. I have done all security clearance and am partially briefed to handle the phone. The rest of the briefing will be occurring this summer.

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: Wilson, Tristan
Sent: Wednesday, May 16, 2018 3:25 PM
To: 'sandy.wharf@gov.bc.ca' <sandy.wharf@gov.bc.ca>
Subject: Provincial Clerk Contact Info

Good Afternoon, I am the Manager of AV services with the Privy Council Office. We are responsible for Secure calls for the Prime Minister, Cabinet Ministers as well as our Clerk. Each summer we prepare a briefing book for the Ministers. Would you be able to have a look at last year's document and confirm that the contact numbers etc. are still current/correct? For the Secure lines I have blanked out the dialing prefix.

Thanks very much
Tristan

PROVINCIAL/TERRITORIAL CLERKS SECURE CALL OFFICE LOCATIONS

LOCATION	CONTACT	SECURE NUMBER
Vancouver, BC	Sandy Wharf Sandy.Wharf@gov.bc.ca 250-387-3563	s.15,s.17

Edmonton, Alberta	Peter Lemieux peter.lemieux@gov.ab.ca 780-427-6665	s.15,s.17
Toronto, Ontario	William Bromm William.Bromm2@ontario.ca 416-325-7378	
Quebec City, Quebec	Guillaume Garon Guillaume.Garon@mce.gouv.qc.ca 418-644-7600 #8888	
Halifax, NS	Francene Comeau Francene.Comeau@novascotia.ca 902-424-6783	
Charlottetown, PEI	Rick Singer rlsinger@gov.pe.ca 902-368-6386	

Tristan Wilson
 Multimedia Services Manager/ Gestionnaire des services multimédias
 Multimedia Services/Services multimédias
 Privy Council Office/Bureau du Conseil privé
 Government of Canada/Gouvernement du Canada
 Ottawa, Canada K1A 0A3
twilson@pco-bcp.gc.ca
 Telephone/Téléphone 613-957-5290

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 8:26 AM
To: Clark, Layne PREM:EX
Subject: RE: OOP

Hi Layne,

No you don't, would you like me to book it?

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: Clark, Layne PREM:EX
Sent: Wednesday, May 16, 2018 4:50 PM
To: Higgins, Keira PREM:EX
Subject: OOP

Hi Keira,

Do we still have the Chambers booked tomorrow from 3-4?

Layne

Layne Clark
Director of Liaison and Coordination
Premier's Office
P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 17, 2018 8:30 AM
To: Miller, Amy FIN:EX
Subject: Accepted: Follow-up Conversation

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 8:39 AM
To: Tupper, Linsey PSA:EX
Subject: RE: DMC - June 1

Noted – 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: Tupper, Linsey PSA:EX
Sent: Wednesday, May 16, 2018 4:28 PM
To: Higgins, Keira PREM:EX
Subject: DMC - June 1

Hi Keira,

Lori will not be in attendance at DMC on June 1st s.22

No alternates will be attending.

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don and Geoff - weekly meeting
Location: Geoff's Office

Start: Mon 2018-06-04 10:30 AM
End: Mon 2018-06-04 11:00 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 29 more occurrences.

Meeting Status: Not yet responded

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

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Wanamaker - weekly meeting
Location: Don's Office - room 272 West Annex, Victoria

Start: Mon 2018-06-04 11:00 AM
End: Mon 2018-06-04 11:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:00 AM to 11:30 AM effective 11/20/2017 until 4/22/2019. There are 54 more occurrences.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wanamaker, Lori FIN:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-06-04 11:30 AM
End: Mon 2018-06-04 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 8:48 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check in

Don is on a tour in Port Alberni.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 8:48 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Halls - weekly meeting
Location: Don's Office

Start: Tue 2018-06-05 9:30 AM
End: Tue 2018-06-05 10:30 AM
Show Time As: Free

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

Importance: High

Don is on a tour this week.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 8:49 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 8:49 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: MEETING: PJH, Geoff and Don

Don is on a tour in Port Alberni.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 8:50 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

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Withheld pursuant to/removed as

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 9:18 AM
To: Campbell, Sue LBR:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi Sue,

Great, I have moved the meeting to May 28th at 2:30-3:00.

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: Campbell, Sue LBR:EX
Sent: Thursday, May 17, 2018 9:08 AM
To: Higgins, Keira PREM:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi

MHB has time after QP from 2:30-3:00pm. It sounds like this time could work.

Sue

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 9:06 AM
To: Campbell, Sue LBR:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi Sue,

Don is with Premier at that time but could do anything between 2:30-3:30.

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: Campbell, Sue LBR:EX
Sent: Thursday, May 17, 2018 9:05 AM
To: Higgins, Keira PREM:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi

The meeting is on May 28 at 4:00pm. He has House Duty at 4:30pm. Can it be moved earlier to 3:30-4:00?

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 8:31 AM
To: Campbell, Sue LBR:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi Sue,

Don has been called into a meeting with Premier. Could we please move our meeting to begin at 4:30?

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: Campbell, Sue LBR:EX
Sent: Thursday, May 10, 2018 5:03 PM
To: Higgins, Keira PREM:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi

I now have the Third House schedule. As a result, I have to adjust the meeting with Don Wright. Is he available at 3:30 pm for ½ hour?

Thanks
Sue

From: Higgins, Keira PREM:EX
Sent: Thursday, May 10, 2018 3:07 PM
To: Campbell, Sue LBR:EX
Subject: RE: MEETING WITH DON WRIGHT

Hi Sue,

May 29th at 2:00-2:30 works for Don. Please let me know the topic for discussion.

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: Campbell, Sue LBR:EX
Sent: Thursday, May 10, 2018 10:31 AM
To: Higgins, Keira PREM:EX
Subject: MEETING WITH DON WRIGHT

Hi

I'd like to arrange a meeting with Minister Bains and Don Wright during the last week of session.

I'm looking at the following times. Please let me know if Don is available.

May 28	10:00-10:30am; ½ hr between 3:00-4:00
May 29	½ hr between 2pm and 4pm
May 30	½ hr between 3pm and 6pm
May 31	½ hr between 2pm and 3:00pm, ½ between 4pm-6:00pm

Regards,

Sue Campbell
Administrative Coordinator
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0912 | Email: sue.campbell@gov.bc.ca

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 9:22 AM
To: 'Rita Goodwin'
Subject: RE: Phone call with Don and Marcia today

Hi Rita,

That is perfect, 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: Rita Goodwin [mailto:rita.goodwin@gov.ab.ca]
Sent: Thursday, May 17, 2018 9:22 AM
To: Higgins, Keira PREM:EX
Subject: RE: Phone call with Don and Marcia today

Yes, that will work. Thank you. Is Don's cell phone the best number to reach him at that time?

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Thursday, May 17, 2018 10:15 AM
To: Rita Goodwin
Subject: RE: Phone call with Don and Marcia today

Hi Rita,

He has time at 1:30PDT. Does that work for Marcia?

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: Rita Goodwin [mailto:rita.goodwin@gov.ab.ca]
Sent: Thursday, May 17, 2018 9:14 AM
To: Higgins, Keira PREM:EX
Subject: Phone call with Don and Marcia today

Hi Keira,
Would Don have time today to speak with Marcia? It's just for a check-in. Let me know what could work.
Thank you.

Rita Goodwin
Deputy Minister's Office
Alberta Executive Council

Tel: 780-422-4910

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 17, 2018 9:54 AM
To: Denlinger, Becky EMBC:EX
Subject: Accepted: DMC - Emergency Management

Christine will join by phone.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 10:04 AM
To: Harvey, James JAG:EX
Subject: Tentative: Reference

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 11:10 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Okay sounds good.

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: Nanninga, Tanera AG:EX
Sent: Thursday, May 17, 2018 11:09 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG/Don weekly call

MDE is at the Justice Summit all day on the 1st...let me chat with him, he might be fine just to cancel for that week.

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 11:05 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Hi Tanera,

We are in Estimates on both days and are fully booked. Could we do June 1st after 10:00?

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: Nanninga, Tanera AG:EX
Sent: Thursday, May 17, 2018 11:04 AM
To: Higgins, Keira PREM:EX
Subject: AG/Don weekly call

Hi Keira,

Since they've added a caucus meeting on the 31st from 8:45-10, can we reschedule the weekly call? Does Don have any other times free on the 30th or 31st?

Cheers,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 11:11 AM
To: Gooderham, Coleen E ENV:EX
Subject: RE: ENV Attendee - DMC May 31



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: Gooderham, Coleen E ENV:EX
Sent: Thursday, May 17, 2018 11:10 AM
To: Higgins, Keira PREM:EX
Subject: RE: ENV Attendee - DMC May 31

Oh man thanks for catching that for me. Sorry.

Thank you

Coleen

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 11:09 AM
To: Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>
Subject: RE: ENV Attendee - DMC May 31

Hi Coleen,

Sounds good, also just a note for the delegate, DMC is on June 1st.

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: Gooderham, Coleen E ENV:EX
Sent: Thursday, May 17, 2018 11:07 AM
To: Higgins, Keira PREM:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: ENV Attendee - DMC May 31

Jim Standen will be attending for Mark.

Thank you

Coleen

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 8:54 AM
To: Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>
Subject: RE: Request: DMC May 31

Sounds good – 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: Gooderham, Coleen E ENV:EX
Sent: Thursday, May 17, 2018 8:53 AM
To: Higgins, Keira PREM:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: Request: DMC May 31

Morning

May Mark be excused on May 31 for DMC as he is needed in Alaska? I will advise the delegate.

Thank you



Coleen Gooderham
Senior Executive Assistant to
Mark Zacharias, Deputy Minister, Environment
Ministry of Environment & Climate Change Strategy
P: 250-387-5429/F: 250-387-6003/ Coleen.Gooderham@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 11:21 AM
To: 'Michelle Cha'
Subject: RE: Phil Lind Meeting - Tues. May 22nd

Hi Michelle,

Noted, 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: Michelle Cha [<mailto:Michelle.Cha@rci.rogers.com>]
Sent: Thursday, May 17, 2018 11:20 AM
To: Higgins, Keira PREM:EX
Subject: Phil Lind Meeting - Tues. May 22nd

Hi Keira,

Just wanted to let you know that Phil will be coming on his own to see Don Wright. Cindy Grauer won't be joining Phil.

Thank you.

Hope you have a great long weekend.

Michelle Cha
Executive Assistant to Phil Lind, Vice Chairman

Corporate Affairs
333 Bloor Street East, 10th Floor
Toronto, ON M4W 1G9

michelle.cha@rci.rogers.com
o 416-935-3501 m 416-400-3501



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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 11:38 AM
To: JTT CSSP Secretariat JTT:EX
Subject: Declined: 1:00 PM DMC SSP

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Wed 2018-05-23 3:00 PM
End: Wed 2018-05-23 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Thu 2018-05-24 11:30 AM
End: Thu 2018-05-24 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 11:51 AM
To: s.17
Subject: Accepted: Meeting: Eby, Heyman

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 11:51 AM
To: s.17
Subject: Accepted: Meeting: PJH, Eby, Farnworth

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 12:05 PM
To: Nash, Amber PREM:EX
Subject: RE: Chambers free at 3:30 - 4:30pm today?

Hi Amber,

I will book it for him.

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: Nash, Amber PREM:EX
Sent: Thursday, May 17, 2018 11:57 AM
To: Higgins, Keira PREM:EX
Subject: Chambers free at 3:30 - 4:30pm today?

I have a big meeting for the Premier and could use the space if it is.

A

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 12:23 PM
To: s.17
Subject: Accepted: Meeting: Eby, Heyman

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 12:43 PM
To: McEvoy, Michael OIPC:EX
Subject: Accepted: Lunch with Michael McEvoy and Don Wright

Page 022 to/à Page 023

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 1:38 PM
To: Nash, Amber PREM:EX
Subject: RE: Briefing tomorrow for Premier

Hi Amber,

That won't work as it is DMC immediately prior and the room will take a while to clear and will need to be cleaned.

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: Nash, Amber PREM:EX
Sent: Thursday, May 17, 2018 1:25 PM
To: Higgins, Keira PREM:EX
Subject: Briefing tomorrow for Premier

Hi Keira,

Could we book Chambers from 2:30 – 3:30pm for the Premier? He has an estimates briefing and we could use a little extra room for all the folks joining this one.

Amber

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 1:45 PM
To: Poldrugovac, Saija FIN:EX; Janke, Debra FIN:EX
Subject: RE: Scan From <Device Name>
Attachments: Scan_20180517.pdf

Hi Debra,

Over to you^{s.22}

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: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 1:42 PM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Scan From <Device Name>

Hi Saija,

Here is the Business Expense Form for Don that we discussed earlier. Could you please forward it through the correct channels?

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: KHIGGINS [mailto:Keira.Higgins@gov.bc.ca]
Sent: Thursday, May 17, 2018 1:40 PM
To: Higgins, Keira PREM:EX
Subject: Scan From <Device Name>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 1:46 PM
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Noted – 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: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 1:09 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hello Again,

Another update to the attendees:

Minister Trevena
DM Grant Main
ADM Silas Brownsey
MA James Papadopoulos

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: May-17-18 12:53
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Noted – 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: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:50 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi,

Only one of our MA's will be attending (James Papadopoulos) along with Minister Trevena and DM Grant Main.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: May-17-18 12:42
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Sounds great. I have the meeting confirmed for June 13th at 11:30 in Don's Office.

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: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi,

Let us confirm 11:30-12:00pm on Wed, June 13th. Our attendees are:

Minister Trevena
DM Grant Main
MA Will Beale
MA James Papadopoulos

I have requested BN to be completed by June 6th and I will forward them along.

Best Regards,
Lindsey

Lindsey Jackson

Administrative Coordinator to the Honourable Claire Trevena

Office of the Minister of Transportation and Infrastructure

250-387-1978

Lindsey.B.Jackson@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: May-17-18 12:26
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Why don't we do June 13th right after Cabinet in Don's Office?

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: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:24 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Keira,

Regarding the 30 minute meeting request with DM Wright from Minister Trevena about Pacific Gateway. Here are some options:

Tuesday, June 5th, 2:00 or any time after

Tuesday, June 12th, between 1100-1:00 OR 3:30 or later

Wednesday, June 13th, between 11:45-1:15

Tuesday, June 19th, 4:00 or any time after

If these do not work I can give you more.

Best Regards,
Lindsey

Lindsey Jackson

Administrative Coordinator to the Honourable Claire Trevena

Office of the Minister of Transportation and Infrastructure

250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-16-18 15:04
To: Jackson, Lindsey B TRAN:EX; Wensink, Alison PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Okay please send me several dates/times and I will check them against Don's schedule.

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: Jackson, Lindsey B TRAN:EX
Sent: Wednesday, May 16, 2018 3:02 PM
To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: Minister Trevena requests meeting with Dm Wright after session

Good Afternoon,

Minster Trevena would like to request a meeting with DM Wright after Session, regarding Pacific Gateway. The attendees would be:

Minister Trevena
DM Grant Main
MA Will Beale

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 1:47 PM
To: Gervais, Monica PREM:EX; Canitz, Shelley L PREM:EX
Cc: Kinnear, Lindsay PREM:EX; Finkel, Paul PREM:EX
Subject: RE: DMC Slides May 18

Thanks Monica!

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: Gervais, Monica PREM:EX
Sent: Thursday, May 17, 2018 12:59 PM
To: Canitz, Shelley L PREM:EX; Higgins, Keira PREM:EX
Cc: Kinnear, Lindsay PREM:EX; Finkel, Paul PREM:EX
Subject: DMC Slides May 18

Hi Shelley and Keira,

Here are the slides for DMC tomorrow. Let me know if there is anything else you need.

Regards,
Monica

Monica Gervais
Director, Cabinet Operations, Office of the Premier
617 Government Street, Suite 049, Victoria, British Columbia
Tel: 250-387-5541 / Cell: 250-415-7064 / Fax: 250-387-7392

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 1:48 PM
To: Tupper, Linsey PSA:EX
Subject: RE: Supervisor Development Program - Graduation ceremony - May 31

Hi Linsey,

My sincere apologies but we will be in Estimates on May 31st.

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: Tupper, Linsey PSA:EX
Sent: Wednesday, May 16, 2018 4:23 PM
To: Higgins, Keira PREM:EX
Subject: Supervisor Development Program - Graduation ceremony - May 31

Hi Keira,

On Thursday, May 31st there is a Supervisor Development Program graduation ceremony that we would welcome Don to bring remarks at if his schedule permits. The event is from 10:30 am to 11:30 am and Don would be asked to speak at 10:50 for 5 mins or less. Please let me know if this is something he would be able to do and I will send you more details and we could prepare speaking notes.

With thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

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Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:24 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: AV in Rose Room for tomorrow

Oh okay, I will book Chambers.

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: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, May 17, 2018 3:23 PM
To: Higgins, Keira PREM:EX
Subject: RE: AV in Rose Room for tomorrow

Hi Keira, it looks like we actually need Chambers as indicated by Robin.

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:21 PM
To: Van Meer-Mass, Kate PREM:EX; Tsang, Robin FIN:EX; Nash, Amber PREM:EX
Cc: PREM Tech; Szabo, Maria PREM:EX
Subject: RE: AV in Rose Room for tomorrow

Confirming I have booked the Rose Room.

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: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, May 17, 2018 2:51 PM
To: Tsang, Robin FIN:EX; Nash, Amber PREM:EX
Cc: PREM Tech; Higgins, Keira PREM:EX; Szabo, Maria PREM:EX
Subject: RE: AV in Rose Room for tomorrow

Just an hour will do us just fine from 9-10

From: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 2:50 PM
To: Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX
Cc: PREM Tech; Higgins, Keira PREM:EX; Szabo, Maria PREM:EX
Subject: Re: AV in Rose Room for tomorrow

Thanks Kate! Please inform the attendees to go to Chambers in Victoria side and Cabinet Boardroom in VCO side. I will be at Chambers at 8:45 AM to help you loading the PowerPoint.

I cc Keira and Maria here to block the rooms for 2 hours?

Thanks,
Robin

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

From: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>
Date: 2018-05-17 2:35 PM (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: AV in Rose Room for tomorrow

That works perfectly. Thanks Robin!

From: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 2:22 PM
To: Nash, Amber PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; PREM Tech
Subject: RE: AV in Rose Room for tomorrow

Hi Amber:

I checked with Maria and VCO Cabinet Boardroom is available all morning. Please confirm if this is the option so that I can book both Chambers and VCO Cabinet Boardroom?

All it needs is to bring the PowerPoint in a memory key and I can help to load it on the laptop in there. I can be there around 8:45 AM.

Thanks,
Robin

From: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 11:23 AM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Cc: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Subject: RE: AV in Rose Room for tomorrow

Hi Amber:

In this case, the system between Chambers & VCO Cabinet Boardroom is way quicker and easier. I checked the Victoria side and is available. I just have to check with Maria the VCO side.

But if you want to use Rose Room and VCO #4 Boardroom, I can help setting it up too.

Please let me know.

Thanks!
Robin

From: Nash, Amber PREM:EX
Sent: Thursday, May 17, 2018 11:16 AM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Subject: RE: AV in Rose Room for tomorrow

VCO! Thanks Robin

From: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 11:15 AM
To: Nash, Amber PREM:EX; PREM Tech
Subject: RE: AV in Rose Room for tomorrow

Hi Amber:

"Vancouver" do you mean VCO or other location? If it's the latter, what kind of equipment do they have? Government office?

Thanks,
Robin

From: Nash, Amber PREM:EX
Sent: Thursday, May 17, 2018 11:10 AM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: AV in Rose Room for tomorrow

Hi Prem Tech Team!

We have a meeting in the Rose Room tomorrow at 9am in which we will need to skype in people from Vancouver and also show a PowerPoint presentation to both sides – can you help set this up?

A

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 3:34 PM
To: s.17
Subject: Declined: Meeting: Brian Fehr, BID Group of Companies

Apologies but Don is participating in an off-site event and will not be available to attend.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 17, 2018 3:35 PM
To: s.17
Subject: Declined: Pre-Brief - BID Group of Companies

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:36 PM
To: Tsang, Robin FIN:EX; Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX
Cc: PREM Tech; Szabo, Maria PREM:EX
Subject: RE: AV in Rose Room for tomorrow

All good, I changed it to Chambers.

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: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 3:35 PM
To: Higgins, Keira PREM:EX; Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX
Cc: PREM Tech; Szabo, Maria PREM:EX
Subject: Re: AV in Rose Room for tomorrow

Sorry for the confusion in Subject line. It's changed to the "Chambers".

Thanks!
Robin

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

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: 2018-05-17 3:21 PM (GMT-08:00)
To: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>, "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>, "Szabo, Maria PREM:EX" <Maria.Szabo@gov.bc.ca>
Subject: RE: AV in Rose Room for tomorrow

Confirming I have booked the Rose Room.

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: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, May 17, 2018 2:51 PM
To: Tsang, Robin FIN:EX; Nash, Amber PREM:EX
Cc: PREM Tech; Higgins, Keira PREM:EX; Szabo, Maria PREM:EX
Subject: RE: AV in Rose Room for tomorrow

Just an hour will do us just fine from 9-10

From: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 2:50 PM
To: Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX
Cc: PREM Tech; Higgins, Keira PREM:EX; Szabo, Maria PREM:EX
Subject: Re: AV in Rose Room for tomorrow

Thanks Kate! Please inform the attendees to go to Chambers in Victoria side and Cabinet Boardroom in VCO side. I will be at Chambers at 8:45 AM to help you loading the PowerPoint.

I cc Keira and Maria here to block the rooms for 2 hours?

Thanks,
Robin

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

From: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>
Date: 2018-05-17 2:35 PM (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: AV in Rose Room for tomorrow

That works perfectly. Thanks Robin!

From: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 2:22 PM
To: Nash, Amber PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; PREM Tech
Subject: RE: AV in Rose Room for tomorrow

Hi Amber:

I checked with Maria and VCO Cabinet Boardroom is available all morning. Please confirm if this is the option so that I can book both Chambers and VCO Cabinet Boardroom?

All it needs is to bring the PowerPoint in a memory key and I can help to load it on the laptop in there. I can be there around 8:45 AM.

Thanks,
Robin

From: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 11:23 AM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Cc: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Subject: RE: AV in Rose Room for tomorrow

Hi Amber:

In this case, the system between Chambers & VCO Cabinet Boardroom is way quicker and easier. I checked the Victoria side and is available. I just have to check with Maria the VCO side.

But if you want to use Rose Room and VCO #4 Boardroom, I can help setting it up too.

Please let me know.

Thanks!
Robin

From: Nash, Amber PREM:EX
Sent: Thursday, May 17, 2018 11:16 AM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Subject: RE: AV in Rose Room for tomorrow

VCO! Thanks Robin

From: Tsang, Robin FIN:EX
Sent: Thursday, May 17, 2018 11:15 AM
To: Nash, Amber PREM:EX; PREM Tech
Subject: RE: AV in Rose Room for tomorrow

Hi Amber:

“Vancouver” do you mean VCO or other location? If it’s the latter, what kind of equipment do they have? Government office?

Thanks,
Robin

From: Nash, Amber PREM:EX
Sent: Thursday, May 17, 2018 11:10 AM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: AV in Rose Room for tomorrow

Hi Prem Tech Team!

We have a meeting in the Rose Room tomorrow at 9am in which we will need to skype in people from Vancouver and also show a PowerPoint presentation to both sides – can you help set this up?

A

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:37 PM
To: 'Rita Goodwin'
Subject: RE: Meeting in BC - September

Hi Rita,

Don would be happy to meet with Marcia and Lora. He has pretty good availability that week. Is there a specific date and time that would be preferable for Marcia?

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: Rita Goodwin [mailto:rita.goodwin@gov.ab.ca]
Sent: Wednesday, May 16, 2018 1:23 PM
To: Higgins, Keira PREM:EX
Subject: Meeting in BC - September

Hi Keira,

Marcia was looking to travel to Victoria in September and was hoping that Don would be available for a meeting sometime the week of September 17. She would also be travelling with Lora Pillipow, Deputy Clerk of Executive Council and Deputy Secretary to Cabinet. Would Don have availability the week of September 17? If so, please let me know what could work. This would be to discuss Priority Planning Processes and we would follow up closer to with more details.

Thank you.

Rita Goodwin
Deputy Minister's Office
Alberta Executive Council
Tel: 780-422-4910

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:42 PM
To: Tupper, Linsey PSA:EX
Cc: Canitz, Shelley L PREM:EX; Redies, Janet PSA:EX; Mandur, Tracy PSA:EX
Subject: RE: BN and OIC for Rick Manwaring
Attachments: Scan_20180517.pdf

Hi Linsey,

Please see approved BN for Rick Manwaring.

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: Tupper, Linsey PSA:EX
Sent: Tuesday, May 15, 2018 4:10 PM
To: Higgins, Keira PREM:EX
Cc: Canitz, Shelley L PREM:EX; Redies, Janet PSA:EX; Mandur, Tracy PSA:EX
Subject: BN and OIC for Rick Manwaring

Hi Keira,

Please find attached the BN for the OIC appointment of Rick Manwaring for Don's review and approval.

- Print the first page of the OIC on yellow paper and the second page on white paper.

Please return a signed copy of the BN to our office. The timing for this OIC is for it to be signed preferably by Thursday, May 17th.

With thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:52 PM
To: Finkel, Paul PREM:EX; Canitz, Shelley L PREM:EX
Cc: Kinnear, Lindsay PREM:EX; Gervais, Monica PREM:EX
Subject: RE: Revised DMC Slides May 18

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: Finkel, Paul PREM:EX
Sent: Thursday, May 17, 2018 3:51 PM
To: Canitz, Shelley L PREM:EX; Higgins, Keira PREM:EX
Cc: Kinnear, Lindsay PREM:EX; Gervais, Monica PREM:EX
Subject: Revised DMC Slides May 18

Hello Shelley and Keira,

Here are revised DMC slides for tomorrow. FOI Training has been added to Slide 4. Let me know if there is anything else you need.

Thanks

Paul Finkel | Committee Director | Cabinet Operations
Room 049 | 617 Government St. | Victoria, BC | V8W 9V1
250.387.0728

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.*

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:54 PM
To: Dayman, Marlene JAG:EX
Cc: Richter, Connie AG:EX
Subject: RE: Confirmation of attendance to the May 18, 2018 DMC

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: Dayman, Marlene JAG:EX
Sent: Thursday, May 17, 2018 3:52 PM
To: Higgins, Keira PREM:EX
Cc: Richter, Connie AG:EX
Subject: RE: Confirmation of attendance to the May 18, 2018 DMC

Hello Keira,

I confirm that Richard Fyfe, Deputy Attorney General will be attending.

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:46 PM
To: Leinweber, Rachelle R IRR:EX; Dayman, Marlene JAG:EX
Subject: FW: Confirmation of attendance to the May 18, 2018 DMC

Hi Rachelle and Marlene,

Please confirm DM attendance (as per below).

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: Higgins, Keira PREM:EX
Sent: Wednesday, May 16, 2018 8:55 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the May 18, 2018 DMC

Good morning,

*Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, May 18, 2018 from **1:00-2:30** in Chambers/VCO.*

Those who have already notified me that their DM is unavailable do not need to reply.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:55 PM
To: Szabo, Maria PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: DMC tomorrow

Hi Maria,

We have Dave Galbraith attending DMC tomorrow from VCO. We will link in with you at 12:45 for the 1:00-2:30 DMC.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 4:03 PM
To: Whitford, Kelly M AEST:EX
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Hi Kelly,

Will Shannon be at DMC tomorrow?

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: Whitford, Kelly M AEST:EX
Sent: Thursday, May 3, 2018 1:51 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Hi Keira! Confirmed for Shannon. Thank you.

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 2, 2018 2:13 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the May 4, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, May 4, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 4:04 PM
To: Gedney, Vanessa R MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

If you could include that I will leave it up to him to decide as the day firms up a bit more.

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: Gedney, Vanessa R MAH:EX
Sent: Thursday, May 17, 2018 3:58 PM
To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Just to note, lunch is being provided and he is more than welcome to join the team; just let me know.

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:39 PM
To: Gedney, Vanessa R MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

Don would be pleased to participate. Please send a calendar invitation with the location.

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: Gedney, Vanessa R MAH:EX
Sent: Tuesday, May 15, 2018 4:06 PM

To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

As discussed, we would like to propose June 19th for Don's consideration (11:00 – 12:00).

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 3:13 PM
To: Gedney, Vanessa R MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

Unfortunately we already have the time held for a similar session in another Ministry. Is there a future date we might consider?

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: Gedney, Vanessa R MAH:EX
Sent: Tuesday, May 15, 2018 3:06 PM
To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: FW: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Keira, would Don be available for the Community and Legislative Divisional Forum on June 14th, anytime between 9:00 – 1:00 pm? They would be interested if he would be available to speak about his background in the public and private sector.

The morning will be spent unpacking WES Scores and celebrating/discussing our Top Work Unit Award.

From: Rai, Diana MAH:EX
Sent: Tuesday, May 15, 2018 2:52 PM
To: Gedney, Vanessa R MAH:EX
Cc: Rai, Diana MAH:EX
Subject: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

We are having an annual Divisional Forum in which we will be covering a few things with our staff:

Unpacking of WES Scores –

Celebrating our Successes – Led by Kevin and EDs
Discussing top work award

We would also like to see if Don Wright, the head of the BCPSA, would be available to speak on his background in the public sector as well as the private sector. We could most certainly build our schedule around his time.

Would Jacquie also be interested in perhaps kicking off the forum? We would appreciate that very much as well.

Cheers,

Diana Rai
Executive Coordinator | Community and Legislative Services Division
Assistant Deputy Minister's Office
Ministry of Municipal Affairs and Housing
6th Floor, 800 Johnson St | Victoria BC V8W 9N7
Desk: 778.698.2847 | Cell: 250.889.9805 | Fax: 250.387.7973

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 8:31 AM
To: Wright, Don J. PREM:EX
Subject: RE: Meeting on Cumulative Impacts

Hi Don,

It is available and has been booked. I will send a calendar invitation to the group.

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: Wright, Don J. PREM:EX
Sent: Friday, May 18, 2018 7:51 AM
To: Higgins, Keira PREM:EX
Subject: FW: Meeting on Cumulative Impacts

Hi again Keira,

Can you book Chambers for 2-2:30 on Tuesday? If it is not available, we will need a room for 12.

Thanks.

Don

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Friday, May 18, 2018 at 7:47 AM
To: "Shoemaker, Wes AGRI:EX" <Wes.Shoemaker@gov.bc.ca>, Dave Nikolejsin <Dave.Nikolejsin@gov.bc.ca>, Mark Zacharias <Mark.Zacharias@gov.bc.ca>, Bobbi Plecas <Bobbi.Plecas@gov.bc.ca>, Kevin Jardine <Kevin.Jardine@gov.bc.ca>, Tim Sheldan <Tim.Sheldan@gov.bc.ca>, Fazil Mihlar <Fazil.Mihlar@gov.bc.ca>, Grant Main <Grant.Main@gov.bc.ca>, Doug Caul <Doug.Caul@gov.bc.ca>, Trevor Hughes <Trevor.Hughes@gov.bc.ca>, Christine Kennedy <Christine.Kennedy@gov.bc.ca>
Subject: Re: Meeting on Cumulative Impacts

Thanks All,

I heard back from everybody but 2, and even if their "votes" went the other way, the best time for most is 2-3:30 on Tuesday. So let's lock that in. Unless you hear otherwise, we will hold it in Chambers.

Don

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Thursday, May 17, 2018 at 4:49 PM

To: "Shoemaker, Wes AGRI:EX" <Wes.Shoemaker@gov.bc.ca>, Dave Nikolejsin <Dave.Nikolejsin@gov.bc.ca>, Mark Zacharias <Mark.Zacharias@gov.bc.ca>, Bobbi Plecas <Bobbi.Plecas@gov.bc.ca>, Kevin Jardine <Kevin.Jardine@gov.bc.ca>, Tim Sheldon <Tim.Sheldon@gov.bc.ca>, Fazil Mihlar <Fazil.Mihlar@gov.bc.ca>, Grant Main <Grant.Main@gov.bc.ca>, Doug Caul <Doug.Caul@gov.bc.ca>, Trevor Hughes <Trevor.Hughes@gov.bc.ca>, Christine Kennedy <Christine.Kennedy@gov.bc.ca>

Subject: Meeting on Cumulative Impacts

Hi All,

I would like to convene a meeting to talk about the cumulative impact on business of the all of the government initiatives that are in train. s.13

s.13

I would like to have a meeting next week to have our initial discussion of this. I have three time slots to offer:

Tuesday May 22 2-3:30;
Tuesday Mat 22 3:30-5:00;
Thursday May 24 12-1:30.

Could you please let me know which of these times would NOT work for you. I will pick the time that allows most of us to attend. Those that cannot attend can send an ADM in their place.

Thanks.

Don

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy

Location: Chambers

Start: Tue 2018-05-22 2:00 PM

End: Tue 2018-05-22 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Nikolejsin, Dave EMPR:EX; Zacharias, Mark ENV:EX; Plecas, Bobbi ENV:EX; Jardine, Kevin EAO:EX; Sheldan, Tim FLNR:EX; Mihlar, Fazil JTT:EX; Main, Grant TRAN:EX; Caul, Doug D IRR:EX; Hughes, Trevor LBR:EX; Kennedy, Christine PREM:EX; Shoemaker, Wes AGRI:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 8:41 AM
To: Wright, Don J. PREM:EX
Cc: Denlinger, Becky EMBC:EX
Subject: RE: Email to all government employees

Hi Don,

I don't actually have the ability to do an all-employee email. It would need to come from Rueben's group at the PSA. Is that okay?

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: Wright, Don J. PREM:EX
Sent: Friday, May 18, 2018 7:42 AM
To: Higgins, Keira PREM:EX
Cc: Denlinger, Becky EMBC:EX
Subject: Email to all government employees

Hi Keira,

Could you get this sent out to all govt employees this morning?

Thanks.

Don

Subject: Flood Response—Request for TEAMS Support from Don Wright

Good morning,

As you know, the Interior of the province has been experiencing significant flood conditions and recent projections from the River Forecast Centre indicate a heightened potential risk of extreme flooding in the Lower Fraser River valley. These conditions are due to the high snowpack, water-resistant soils, very high temperatures, and significant rainfall events.

Mitigation work is ongoing to assist affected communities, and your ministry's support is part of that effort. The tireless work of first responders and other emergency response personnel has been critical in mitigating and responding effectively to the ongoing flood situation. Part of that response comes from members of the Temporary Emergency Assignment Management System (TEAMS) programs—employees from across government who volunteer to receive special training in order to support the Province's response to emergency situations, as required.

As the flooding situation continues, we will rely on the Emergency Management BC (EMBC) and the BC Wildfire TEAMS programs, as well as other staff, to help support and fill positions in the Province's emergency operations centres. I realize that this creates extra pressure for ongoing ministry programs, but response to emergency events during heightened levels of activity will always be a top priority. It is what we owe our fellow British Columbians.

Flood response and recovery will likely last for several weeks and workload management and employee wellness will be of primary concern. I encourage senior management to plan for the potential assignment of some of their staff in anticipation of a request from EMBC. Please treat resource requests for flooding support with the utmost urgency. This is not something that is asked lightly and such a request reflects the gravity of the situation.

Please visit the [TEAMS website](#) where you will find information about the program including an [application form](#) (applications can be sent directly to [Denyse Koo](#)).

For those of you already involved in the flood response, thank you for your support and dedication. And most importantly, particularly for first responders, please be safe: slow down, take time to evaluate the situation, and look out for each other.

If you would like further information on the flooding situation in British Columbia, you can find regular updates on EmergencyInfoBC: <http://www.emergencyinfobc.gov.bc.ca/>.

Thank you.

Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, May 18, 2018 8:43 AM
To: Dawes, Jacquie MAH:EX
Subject: Accepted: MAH | DMO & Community and Legislative Services Divisional Forum (Guest: Don Wright from 11:00 - 12:00 - Lunch 12:00 to 1:00)

Higgins, Keira PREM:EX

Subject: MEETING: Don, Okenge, Geoff, Vanessa Geary, Eric K, Matt H, Shelley, Steve Klak, Dawn
Ngo - Estimates Briefing: Operational Budget

Location: Rose Room - 272 West Annex

Start: Fri 2018-05-18 2:30 PM

End: Fri 2018-05-18 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Yuma Morisho, Okenge PREM:EX; Meggs, Geoff PREM:EX; Geary, Vanessa PREM:EX; Kristianson, Eric GCPE:EX; Hannah, Matt GCPE:EX; Klak, Steve M FIN:EX; Ngo, Dawn FIN:EX; Canitz, Shelley L PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, May 18, 2018 8:51 AM
To: s.17
Subject: Declined: MEETING: PJH, Don, Okenge, Geoff, Vanessa Geary, Eric K, Matt H, Shelley, Steve Klak, Dawn Ngo - Estimates Briefing: Operational Budget

Hi Amber,

I have sent the invite out. You can delete this meeting.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, May 18, 2018 8:52 AM
To: s.17
Subject: Accepted: Estimates Briefing: General Policies

Higgins, Keira PREM:EX

Subject: MEETING: Don and Geoff - weekly meeting
Location: Geoff's Office

Start: Tue 2018-05-22 9:30 AM
End: Tue 2018-05-22 10:00 AM
Show Time As: Tentative

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 29 more occurrences.

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 9:13 AM
To: Wade, Debbie PREM:EX
Subject: RE: May 22nd - Don & Geoff meeting -

Done – 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: Wade, Debbie PREM:EX
Sent: Friday, May 18, 2018 9:09 AM
To: Higgins, Keira PREM:EX
Subject: May 22nd - Don & Geoff meeting -

Hi Keira;

Don and Geoff are scheduled for their weekly meeting on Tuesday May 22nd @ 11:00-11:30am. Geoff will be on his way to the airport at that time, can we move it to 9:30-10:00am that morning?

thx

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 10:29 AM
To: Kremler, Zac PSA:EX
Subject: RE: Email to all government employees

Hi Zac,

All help is appreciated! Have a great long weekend!

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: Kremler, Zac PSA:EX
Sent: Friday, May 18, 2018 10:28 AM
To: Higgins, Keira PREM:EX
Subject: RE: Email to all government employees

Thanks Keira! We're always happy to help – even if that (sometimes) means NOT sending the messages 😊
Happy Friday – I hope you enjoy a fantastic long weekend...
Zac

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 9:45 AM
To: Bronee, Rueben PSA:EX; Kremler, Zac PSA:EX
Subject: RE: Email to all government employees

Hi gentlemen,

Thanks for the quick response. You can cancel sending this out. I will call Zac to discuss.

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: Bronee, Rueben PSA:EX
Sent: Friday, May 18, 2018 9:42 AM
To: Kremler, Zac PSA:EX; Higgins, Keira PREM:EX
Subject: RE: Email to all government employees

Hi Keira.
I've talked to Zac about this and we'll get it out ASAP this morning on Don's behalf.
-Rueben

From: Kremler, Zac PSA:EX
Sent: Friday, May 18, 2018 9:35 AM
To: Bronee, Rueben PSA:EX
Subject: Fwd: Email to all government employees

Sent from my iPhone

Begin forwarded message:

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: May 18, 2018 at 9:06:21 AM PDT
To: "Kremler, Zac PSA:EX" <Zac.Kremler@gov.bc.ca>
Subject: FW: Email to all government employees

Good morning Zac,

Could you please take care of having the below email sent out to all employees on Don Wright's behalf?

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

Subject: Flood Response—Request for TEAMS Support from Don Wright

Good morning,

As you know, the Interior of the province has been experiencing significant flood conditions and recent projections from the River Forecast Centre indicate a heightened potential risk of extreme flooding in the Lower Fraser River valley. These conditions are due to the high snowpack, water-resistant soils, very high temperatures, and significant rainfall events.

Mitigation work is ongoing to assist affected communities, and your ministry's support is part of that effort. The tireless work of first responders and other emergency response personnel has been critical in mitigating and responding effectively to the ongoing flood situation. Part of that response comes from members of the Temporary Emergency Assignment Management System (TEAMS) programs—employees from across government who volunteer to receive special training in order to support the Province's response to emergency situations, as required.

As the flooding situation continues, we will rely on the Emergency Management BC (EMBC) and the BC Wildfire TEAMS programs, as well as other staff, to help support and fill positions in the Province's emergency operations centres. I realize that this creates extra pressure for ongoing ministry programs, but

response to emergency events during heightened levels of activity will always be a top priority. It is what we owe our fellow British Columbians.

Flood response and recovery will likely last for several weeks and workload management and employee wellness will be of primary concern. I encourage senior management to plan for the potential assignment of some of their staff in anticipation of a request from EMBC. Please treat resource requests for flooding support with the utmost urgency. This is not something that is asked lightly and such a request reflects the gravity of the situation.

Please visit the [TEAMS website](#) where you will find information about the program including an [application form](#) (applications can be sent directly to [Denyse Koo](#)).

For those of you already involved in the flood response, thank you for your support and dedication. And most importantly, particularly for first responders, please be safe: slow down, take time to evaluate the situation, and look out for each other.

If you would like further information on the flooding situation in British Columbia, you can find regular updates on EmergencyInfoBC: <http://www.emergencyinfobc.gov.bc.ca/>. Thank you.

Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 10:49 AM
To: Verwoord, Cindy TRAN:EX
Subject: RE: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy

Hi Cindy,

Noted and will do.

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: Verwoord, Cindy TRAN:EX **On Behalf Of** Main, Grant TRAN:EX
Sent: Friday, May 18, 2018 10:44 AM
To: Higgins, Keira PREM:EX
Subject: RE: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy

Hi Keira,

Would you please note that Grant will be sending ADM Patrick Livolsi to this meeting on his behalf and add him to the invite?

Thank you,
Cindy

-----Original Appointment-----

From: Higgins, Keira PREM:EX **On Behalf Of** Wright, Don J. PREM:EX
Sent: Friday, May 18, 2018 8:35 AM
To: Lewthwaite, Jennifer TRAN:EX; Verwoord, Cindy TRAN:EX
Subject: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy
When: Tuesday, May 22, 2018 2:00 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Chambers

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main (N/A - Patrick L attending obo), Doug Caul, Trevor Hughes, Christine Kennedy

Location: Chambers

Start: Tue 2018-05-22 2:00 PM

End: Tue 2018-05-22 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Nikolejsin, Dave EMPR:EX; Zacharias, Mark ENV:EX; Plecas, Bobbi ENV:EX; Jardine, Kevin EAO:EX; Sheldan, Tim FLNR:EX; Mihlar, Fazil JTT:EX; Main, Grant TRAN:EX; Caul, Doug D IRR:EX; Hughes, Trevor LBR:EX; Kennedy, Christine PREM:EX; Shoemaker, Wes AGRI:EX; Livolsi, Patrick C TRAN:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 11:00 AM
To: Verwoord, Cindy TRAN:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Meeting Request: CBA

Hi Cindy,

I will hold the time and Don can host the meeting in the Rose Room – 272 West Annex.

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: Verwoord, Cindy TRAN:EX
Sent: Friday, May 18, 2018 10:54 AM
To: Higgins, Keira PREM:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Meeting Request: CBA

Thank you Keira. Would you please hold the 4–4:30pm time slot? Grant has also asked that Murray Tekano, Vicki Willow, Christina Zacharuk and possibly Keith Evans attend as well.

Would Don's office have space? Or is there a room available to accommodate the number of attendees?

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 10:50 AM
To: Verwoord, Cindy TRAN:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Meeting Request: CBA

Hi Cindy,

Yes, that works well. Don can meet with Grant for 30 minutes between 9:00-10:00 or 4:00-4:30.

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: Verwoord, Cindy TRAN:EX
Sent: Friday, May 18, 2018 10:42 AM
To: Higgins, Keira PREM:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: Meeting Request: CBA

Hi Keira,

Grant spoke with Don and he agreed to an update on CBA this coming week. I am hoping to find out if there is any availability in Don's schedule that you could squeeze a half hour face to face meeting into (preferably Wednesday, May 23rd)

Thank you,

Cindy Verwoord

A/ Senior Executive Assistant

Deputy Ministers' Office | Ministry of Transportation and Infrastructure

Telephone: 250-387-3280 | Email: cindy.verwoord@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 11:18 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Done – 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: Nanninga, Tanera AG:EX
Sent: Friday, May 18, 2018 11:11 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG/Don weekly call

Hi Keira,

5pm on June 1st will work. Thank you for your help and patience!

Tanera

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 10:36 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Hi Tanera,

Will do. Sorry to be difficult. It is a very tricky week for Don's scheduling. Also, another option is May 28th between 4:30-7:00.

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: Nanninga, Tanera AG:EX
Sent: Friday, May 18, 2018 10:36 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG/Don weekly call

Hi Keira....can you hold 5pm on the 1st for now. I will reach out to MDE and see if he minds missing a bit of the JS reception.

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 10:31 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Hi Tanera,

I am really sorry but Don has evening events on the 29th and 30th. The only option would be 5 on the 1st.

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: Nanninga, Tanera AG:EX
Sent: Friday, May 18, 2018 10:30 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG/Don weekly call

How about an evening phone call either on the 29th between 6:30 and 7 or on the 30th at 7pm....or possibly at 5pm on the 1st(I'll have to check with MDE as he's at the Justice Summit that entire day and evening).

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 10:18 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Hi Tanera,

Sorry we are in Estimates that day and are not booking any meetings. We do have the majority of Friday available but Wednesday and Thursday are Estimates.

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: Nanninga, Tanera AG:EX
Sent: Friday, May 18, 2018 10:17 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG/Don weekly call

We are in Estimates on the 28th and 29th so the AG can only do a call when the House isn't sitting . Does Don have time during the lunch hour on the 31st?

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 10:10 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Hi Tanera,

Sorry but Don has morning meetings with PJH and then has an off-site event. He could do a call between 1:30-2:30 on May 29th.

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: Nanninga, Tanera AG:EX
Sent: Friday, May 18, 2018 10:09 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG/Don weekly call

Good morning Keira,

The AG would still like to have a call. Is Don free on the 29th between 8am and 9:30am or during the lunch hour between 12pm and 1pm?

Cheers,

Tanera

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 11:10 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Okay sounds good.

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: Nanninga, Tanera AG:EX
Sent: Thursday, May 17, 2018 11:09 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG/Don weekly call

MDE is at the Justice Summit all day on the 1st ...let me chat with him, he might be fine just to cancel for that week.

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 11:05 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly call

Hi Tanera,

We are in Estimates on both days and are fully booked. Could we do June 1st after 10:00?

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: Nanninga, Tanera AG:EX
Sent: Thursday, May 17, 2018 11:04 AM
To: Higgins, Keira PREM:EX
Subject: AG/Don weekly call

Hi Keira,

Since they've added a caucus meeting on the 31st from 8:45-10, can we reschedule the weekly call? Does Don have any other times free on the 30th or 31st?

Cheers,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC
Attorney General and Minister responsible for Liquor, Gaming, and ICBC
Phone: (250-387-1866)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 11:23 AM
To: Szabo, Maria PREM:EX; Hansen, Erin AGRI:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy

Hi Maria,

Many thanks.

Erin – VCO is approved.

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: Szabo, Maria PREM:EX
Sent: Friday, May 18, 2018 11:22 AM
To: Higgins, Keira PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy

Hey Keira,

Yup, I've booked the Cabinet Boardroom to VC to Chambers so no problem. Thanks!

Maria
604-775-1600

From: Higgins, Keira PREM:EX **On Behalf Of** Wright, Don J. PREM:EX
Sent: May 18, 2018 11:19 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy

Hi Maria,

Don as a meeting booked in Chambers on May 22nd from 2:00-3:30. Wes Shoemaker has requested to participate from VCO. Is there availability?

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

-----Original Appointment-----

From: Hansen, Erin AGRI:EX **On Behalf Of** Shoemaker, Wes AGRI:EX

Sent: Friday, May 18, 2018 11:12 AM

To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX

Subject: Tentative: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy

When: Tuesday, May 22, 2018 2:00 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Chambers

Wes will be in Vancouver is it possible to call in from VCO?

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Wes Shoemaker (VCO), Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main (N/A - Patrick L attending obo), Doug Caul, Trevor Hughes, Christine Kennedy

Location: Chambers/VCO

Start: Tue 2018-05-22 2:00 PM

End: Tue 2018-05-22 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Nikolejsin, Dave EMPR:EX; Zacharias, Mark ENV:EX; Plecas, Bobbi ENV:EX; Jardine, Kevin EAO:EX; Sheldan, Tim FLNR:EX; Mihlar, Fazil JTT:EX; Main, Grant TRAN:EX; Caul, Doug D IRR:EX; Hughes, Trevor LBR:EX; Kennedy, Christine PREM:EX; Shoemaker, Wes AGRI:EX; Livolsi, Patrick C TRAN:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 11:24 AM
To: Verwoord, Cindy TRAN:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: RE: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy

Noted – 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

-----Original Appointment-----

From: Verwoord, Cindy TRAN:EX **On Behalf Of** Main, Grant TRAN:EX
Sent: Friday, May 18, 2018 11:23 AM
To: Higgins, Keira PREM:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: Tentative: MEETING: Don Wright, Wes Shoemaker, Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main, Doug Caul, Trevor Hughes, Christine Kennedy
When: Tuesday, May 22, 2018 2:00 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Chambers

Grant has asked this meeting stay in his calendar. He spoke with Don and said if his plans change he will come in otherwise to not expect him.

Thanks,
Cindy

Higgins, Keira PREM:EX

Subject: MEETING: Don, Suzanne and Elizabeth - Cabinet Retreat Agenda
Location: Rose Room

Start: Wed 2018-05-23 9:00 AM
End: Wed 2018-05-23 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Christensen, Suzanne PREM:EX (Suzanne.Christensen@gov.bc.ca); MacMillan, Elizabeth PREM:EX (Elizabeth.MacMillan@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: MEETING: Don, Suzanne and Elizabeth - Cabinet Retreat Agenda
Location: Rose Room

Start: Wed 2018-05-23 9:00 AM
End: Wed 2018-05-23 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Christensen, Suzanne PREM:EX (Suzanne.Christensen@gov.bc.ca); MacMillan, Elizabeth PREM:EX (Elizabeth.MacMillan@gov.bc.ca)
Resources: PREM Rose Room PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, May 18, 2018 11:52 AM
To: Main, Grant TRAN:EX
Subject: Accepted: Meeting: Grant M, Don W, Murray T, Vicki W, Keith E, Christina Z, Chris R

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 12:36 PM
To: Szabo, Maria PREM:EX
Subject: Is it okay if I connect the video now?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 12:51 PM
To: O'Connor, Lara PSA:EX
Cc: Lancaster, Michael PSA:EX
Subject: RE: Briefing STIIP Doctor's Certificate Usage V2.docx

Done – 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: O'Connor, Lara PSA:EX
Sent: Friday, May 18, 2018 12:50 PM
To: Higgins, Keira PREM:EX
Cc: Lancaster, Michael PSA:EX
Subject: FW: Briefing STIIP Doctor's Certificate Usage V2.docx

Hi Keira,

Please print this for Lori Halls.

Thank you so much.

Lara

From: Lancaster, Michael PSA:EX
Sent: Friday, May 18, 2018 12:47 PM
To: O'Connor, Lara PSA:EX
Subject: FW: Briefing STIIP Doctor's Certificate Usage V2.docx

If you could get this walked in to Lori that would be greatly appreciated

From: Lancaster, Michael PSA:EX
Sent: Friday, May 18, 2018 12:35 PM
To: Halls, Lori D PSA:EX
Subject: FW: Briefing STIIP Doctor's Certificate Usage V2.docx

As requested. John wanted you to have this right away. I will print and walk up to you as well.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 12:54 PM
To: Wensink, Alison PREM:EX
Subject: FW: Important information about your flight / Informations importantes concernant votre vol - s.22

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: noreply@notifications.westjet.com [mailto:noreply@notifications.westjet.com]
Sent: Friday, May 18, 2018 12:53 PM
To: Higgins, Keira PREM:EX
Subject: Important information about your flight / Informations importantes concernant votre vol - s.22

Important info and tips for your upcoming flight - please read.
To ensure you receive emails from WestJet, please add us to your contacts.



[Version française](#)

Hello Okenge, your WestJet flight leaves in 72 hours.

We'd like your WestJet experience to be as comfortable as possible, so please take a few moments now so we can help you get prepared for your trip.

The details

Checked baggage allowance

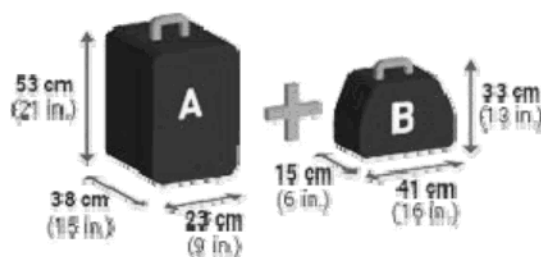
You have one (1) free checked bag for this trip, and you are allowed three (3) additional bags. **Please note:** you will be charged a fee for each additional bag. Baggage fees vary based on fare, destination, tier and aircraft type.

[Learn more >](#)



Carry-on allowance

1 carry-on + 1 personal item
Carry-on is subject to space availability. Pack essentials in your personal item (purse, briefcase or other).



Cut-off times at the airport

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Flights	Departs	Arrives
WS 196	Victoria (YYJ) May 21, 2018 12:52 PM Aircraft type: 73H	Calgary (YYC) May 21, 2018 3:13 PM
WS 3197 Operated by WESTJET ENCORE	Calgary (YYC) May 21, 2018 4:05 PM Aircraft type: DH4	Yellowknife (YZF) May 21, 2018 6:35 PM

Aircraft type: 73H

Aircraft type: DH4

Operated by WESTJET ENCORE



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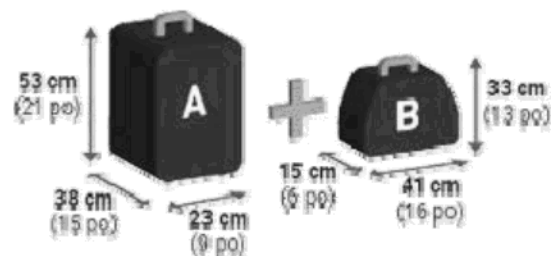
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Code de réservation :

Vol	Départ	Arrivée
WS 196	Victoria (YYJ)	Calgary (YYC)

	12:52 Type d'avion : 73H	15:13
WS 3197 Opéré par WESTJET ENCORE	Calgary (YYC) 21 mai 2018 16:05 Type d'avion : DH4	Yellowknife (YZF) 21 mai 2018 18:35

Type d'avion : 73H

Type d'avion : DH4

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 12:58 PM
To: Faust, Marnie L GCPE:EX
Subject: RE: Evan Lloyd

Thanks for letting me know!

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: Faust, Marnie L GCPE:EX
Sent: Friday, May 18, 2018 12:56 PM
To: Higgins, Keira PREM:EX
Subject: Evan Lloyd

s.22 – Robb Gibbs is acting.

If you need anything or need to reach Robb he always be contacted direct in his cell at 778-584-1242 or through me.

Thanks!
Marnie

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 1:07 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Did MAH send slides for DMC?

Just CITZ and Cab Ops.

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

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

From: Canitz, Shelley L PREM:EX
Sent: Friday, May 18, 2018 1:06 PM
To: Higgins, Keira PREM:EX
Subject: Did MAH send slides for DMC?

Or was it only CITZ and Cab Ops for today?

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 2:30 PM
To: Szabo, Maria PREM:EX
Subject: RE: Has DMC finished?

Hi Maria,

It just finished.

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: Szabo, Maria PREM:EX
Sent: Friday, May 18, 2018 2:28 PM
To: Higgins, Keira PREM:EX
Subject: Has DMC finished?

Are you able to tell me if their meeting is over? Sounds quiet but I don't want to interrupt if I don't have to! I just have a large meeting at 3:00 that I need to prepare the room for. Thanks!

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 2:51 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Estimates Passes

Does Don know?

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: Canitz, Shelley L PREM:EX
Sent: Friday, May 18, 2018 1:41 PM
To: Klak, Steve M FIN:EX; Ngo, Dawn FIN:EX; Higgins, Keira PREM:EX
Subject: Fwd: Estimates Passes

FYI - for passes

Begin forwarded message:

From: "Brubacher, Kelly IGRS:EX" <Kelly.Brubacher@gov.bc.ca>
Date: May 18, 2018 at 1:35:03 PM PDT
To: "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Cc: "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>
Subject: Estimates Passes

Hi Amber and Shelley,

The Estimates passes are ready and must be picked up in person by the individuals listed below, at the Speaker's office, room 207.

Thank you,

Kelly

From: Armstrong, Karen [<mailto:Karen.Armstrong@leg.bc.ca>]
Sent: Friday, May 18, 2018 1:24 PM
To: Brubacher, Kelly IGRS:EX
Subject: RE: More Estimates Passes

Hi Kelly, those passes have been printed as well.



From: Brubacher, Kelly IGRS:EX [<mailto:Kelly.Brubacher@gov.bc.ca>]
Sent: Friday, May 18, 2018 12:25 PM
To: Armstrong, Karen <Karen.Armstrong@leg.bc.ca>
Subject: More Estimates Passes

Hi Karen,

May we please also have Estimates passes for:

Don Wright
Geoff Meggs
Vanessa Geary
Steve Klak
Dawn Ngo

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 18, 2018 3:56 PM
To: Matzanke, Elise EAO:EX
Subject: RE: MEETING: Don Wright, Wes Shoemaker (VCO), Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main (N/A - Patrick L attending obo), Doug Caul, Trevor Hughes, Christine Kennedy

Hi Elise,

There are no advance materials.

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: Matzanke, Elise EAO:EX
Sent: Friday, May 18, 2018 3:11 PM
To: Higgins, Keira PREM:EX
Subject: RE: MEETING: Don Wright, Wes Shoemaker (VCO), Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main (N/A - Patrick L attending obo), Doug Caul, Trevor Hughes, Christine Kennedy

Hi Keira,
Are there any materials that Kevin should have for this meeting?

Regards,

Elise Matzanke
Executive Administrative Assistant | Associate Deputy Minister's Office
Environmental Assessment Office
Desk: 250 356-7479

<< OLE Object: Picture (Device Independent Bitmap) >>

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-----Original Appointment-----

From: Wright, Don J. PREM:EX

Sent: Friday, May 18, 2018 8:35 AM

To: Wright, Don J. PREM:EX; Nikolejsin, Dave EMPR:EX; Zacharias, Mark ENV:EX; Plecas, Bobbi ENV:EX; Jardine, Kevin EAO:EX; Sheldan, Tim FLNR:EX; Mihlar, Fazil JTT:EX; Main, Grant TRAN:EX; Caul, Doug D IRR:EX; Hughes, Trevor LBR:EX; Kennedy, Christine PREM:EX; Shoemaker, Wes AGRI:EX; Livolsi, Patrick C TRAN:EX

Subject: MEETING: Don Wright, Wes Shoemaker (VCO), Dave Nikolejsin, Mark Zacharias, Bobbi Plecas, Kevin Jardine, Tim Sheldan, Fazil Mihlar, Grant Main (N/A - Patrick L attending obo), Doug Caul, Trevor Hughes, Christine Kennedy

When: Tuesday, May 22, 2018 2:00 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Chambers/VCO

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 8:47 AM
To: Westgate, Rachael TRAN:EX; Sawatsky, Kim TRAN:EX; Viveiros, Natalia MAH:EX
Subject: RE: Transportation Planning: Tuesday May 22 at 1:30pm

Hi,

May 24th between 1:00-2:00 is the only option that works for Christine.

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: Westgate, Rachael TRAN:EX
Sent: Tuesday, May 22, 2018 8:37 AM
To: Higgins, Keira PREM:EX; Sawatsky, Kim TRAN:EX; Viveiros, Natalia MAH:EX
Subject: Transportation Planning: Tuesday May 22 at 1:30pm

Hello all!

It appears as though some conflicts have arisen for attendees. We would like to reschedule for Thursday or Friday this week. Please advise of availability for a 30 minute block. We are hoping to host this meeting in person as opposed to a dial in.

Thursday, May 24 12:00 noon to 2:00pm / 3:00 pm – 5:00 pm
Friday, May 25 10:30 am – 11:00 am

Thanks,

Rachael Westgate

Executive Administrative Assistant- Partnerships Department
Transportation and Infrastructure
Phone w: (250) 387-5062 c: (250) 893-1084

Page 098 to/à Page 100

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 9:52 AM
To: Kelly, Samantha J HLTH:EX
Subject: RE: DMC-June 1st

Noted – 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: Kelly, Samantha J HLTH:EX
Sent: Tuesday, May 22, 2018 9:05 AM
To: Higgins, Keira PREM:EX
Subject: DMC-June 1st

Good morning Keira,

Sabine Feulgen will be attending the above noted meeting on behalf of DM Brown.

Thank you!

Samantha Kelly | A/Senior Executive Assistant
Deputy Minister's Office
Ministry of Health
Ph: 250 952-1590

Ministry of Health | PO Box 9639 STN PROV GOVT | Victoria BC | V8W 9P1

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Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 10:00 AM
To: Kennedy, Christine PREM:EX
Subject: RE: Meeting May 29 - 10:00

Hi Christine,

I have booked Chambers.

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: Kennedy, Christine PREM:EX
Sent: Tuesday, May 22, 2018 9:58 AM
To: Higgins, Keira PREM:EX
Subject: Meeting May 29 - 10:00

Keira I had booked the Rose Room for a meeting on May 29, but the group is expanding beyond the seating capacity.

Would it be possible to find another room in the building (Chambers or other)? I have some meetings downstairs just after the 10:00 – 11:00 one, so I can't go far. Otherwise we would move the meeting to FLNRO.

Thank you!

Higgins, Keira PREM:EX

Subject: Extended CPC Meeting

Location: Chambers

Start: Tue 2018-05-29 10:00 AM

End: Tue 2018-05-29 11:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Peterson, Dave FLNR:EX; Mihlar, Fazil JTT:EX; Sheldan, Tim FLNR:EX; Nikolejsin, Dave EMPR:EX; Hughes, Trevor LBR:EX; Bronstein, Ron JTT:EX; Harvey, James JAG:EX; Foster, Doug FIN:EX

Resources: PREM Rose Room PREM:EX

Dave P – feel free to add people if I have missed anyone. Booking this so that we can secure the Rose Room before it gets reserved.

Higgins, Keira PREM:EX

Subject: Canceled: Extended CPC Meeting
Location: Chambers

Start: Tue 2018-05-29 10:00 AM
End: Tue 2018-05-29 11:00 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Peterson, Dave FLNR:EX; Mihlar, Fazil JTT:EX; Sheldan, Tim FLNR:EX; Nikolejsin, Dave EMPR:EX; Hughes, Trevor LBR:EX; Bronstein, Ron JTT:EX; Harvey, James JAG:EX; Foster, Doug FIN:EX

Resources: PREM Rose Room PREM:EX

Importance: High

Dave P – feel free to add people if I have missed anyone. Booking this so that we can secure the Rose Room before it gets reserved.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 10:52 AM
To: Benn, Jennifer MCF:EX
Cc: Walker, Leah MCF:EX
Subject: RE: Changes in DMO

Hi Jennifer,

s.22

I will send out an update on Friday noting that Leah is the Acting SEA.

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: Benn, Jennifer MCF:EX
Sent: Tuesday, May 22, 2018 10:20 AM
To: Higgins, Keira PREM:EX
Cc: Walker, Leah MCF:EX
Subject: Changes in DMO

Hi Keira,

s.22

Leah Walker will be acting in my role as Senior Executive Assistant. Can you please add her to the DM Contact List and DMC Admin Distribution List?

Thanks,
Jenn

Jennifer Benn
Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: 778-698-7038
Email: Jennifer.Benn@gov.bc.ca

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Gary Wouters
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Thu 2018-05-24 1:00 PM
End: Thu 2018-05-24 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Garry Wouters^{s.22}

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 11:14 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: Confirmation of Attendance for Environmental Land Use Committee (ELUC) Meeting - Monday, May 28, 2018

Hi Lindsay,

Christine will attend the last half of ELUC.

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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 22, 2018 11:05 AM
To: Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Finkel, Paul PREM:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Purdy, Sandra FLNR:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX
Subject: Confirmation of Attendance for Environmental Land Use Committee (ELUC) Meeting - Monday, May 28, 2018

Good Morning,

The following ELUC Meeting has been confirmed. Please update your Minister/Officials' Calendar.

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

If requesting leave, please contact Connie Roberts, and CC: Paul Finkel, and myself for the attendance survey.

Monday, May 28, 2018
9:30 a.m. – 12:00 p.m.
Chambers

Thank you,
Lindsay

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier

Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 11:15 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: Confirmation of Attendance for Child Care Working Group (CCWG) Meeting - Tuesday, May 29, 2018

Hi Lindsay,

Christine will be in attendance.

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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 22, 2018 11:12 AM
Subject: Confirmation of Attendance for Child Care Working Group (CCWG) Meeting - Tuesday, May 29, 2018

Good Morning,

The following CCWG meeting has been confirmed. Please update your Minister/Officials' Calendar.

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

If requesting leave, please contact Nikki Sharma, and CC: Tracey Colins, and myself for the attendance survey.

Tuesday, May 29, 2018
1:30 p.m. – 3:15 p.m.
Chambers

Thank you,
Lindsay

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Cara McGregor
Location: Don's Office - room 272 West Annex

Start: Fri 2018-05-25 4:00 PM
End: Fri 2018-05-25 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: McGregor, Cara GCPE:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 11:35 AM
To: Faust, Marnie L GCPE:EX
Subject: RE: Meeting with Don and Cara McGregor

Done, I have sent her a calendar invitation.

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: Faust, Marnie L GCPE:EX
Sent: Tuesday, May 22, 2018 11:26 AM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting with Don and Cara McGregor

4pm Friday would be great – thank you.

Marnie

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 11:23 AM
To: Faust, Marnie L GCPE:EX
Subject: RE: Meeting with Don and Cara McGregor

Hi Marnie,

Sorry but Don is fully booked tomorrow. He could meet with her at 4:00 on Friday or 1:30 on Tuesday.

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: Faust, Marnie L GCPE:EX
Sent: Tuesday, May 22, 2018 11:19 AM
To: Higgins, Keira PREM:EX
Subject: Meeting with Don and Cara McGregor

Hi Keira,

Robb Gibbs has asked me to connect with you to see if Don has ½ hour for Cara McGregor anytime tomorrow afternoon or later (Cara has to go by 5pm on Wednesday) and it's about a writer for Don's Gasoline Paper.

Please let me know if you have any questions.

Thanks!

Marnie

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 11:37 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: Confirmation of Attendance for Cabinet Meeting - Wednesday, May 30, 2018

Hi Lindsay,

Don and Christine will be in attendance.

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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 22, 2018 11:36 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Elena TRAN:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa MMHA:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Wakeman, Michelle PSSG:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Subject: Confirmation of Attendance for Cabinet Meeting - Wednesday, May 30, 2018

Good Morning,

Please note the following Cabinet Meeting is confirmed in your Minister/Officials' Calendar.

Please confirm the attendance of your Minister/Official to the Cabinet Meeting listed below be responding to this email.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

Cabinet

Wednesday, May 30, 2018
Time: 9:00 a.m. – 11:30 a.m.
Chambers

Thank you,

Lindsay

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Mon 2018-05-28 1:30 PM
End: Mon 2018-05-28 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 11:59 AM
To: Kinnear, Lindsay PREM:EX
Subject: RE: Confirmation of Attendance for Priorities and Accountability (PA) Committee Meeting - Thursday, May 31, 2018

Hi Lindsay,

We are supposed to be in Estimates so it is likely that Don will not be in attendance. Christine will be there.

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: Kinnear, Lindsay PREM:EX
Sent: Tuesday, May 22, 2018 11:49 AM
To: Brown, Dawn A PREM:EX; Clark, Layne PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Giuliano, Angela LASS:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Nicholson, Riley FIN:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Virk, Rajmeet LASS:EX; Wanamaker, Lori FIN:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Subject: Confirmation of Attendance for Priorities and Accountability (PA) Committee Meeting - Thursday, May 31, 2018

Good Morning,

Please note the following PA Meeting is confirmed in your Minister/Officials' Calendar.

Please confirm the attendance of your Minister/Official to the Cabinet Meeting listed below be responding to this email.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

PA

Thursday, May 31, 2018
Time: 2:00 p.m. – 4:00 p.m.
Chambers

Thank you,
Lindsay

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier

Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



Higgins, Keira PREM:EX

Subject: Extended CPC Meeting

Location: Chambers

Start: Tue 2018-05-29 9:30 AM

End: Tue 2018-05-29 11:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Peterson, Dave FLNR:EX; Mihlar, Fazil JTT:EX; Sheldan, Tim FLNR:EX; Nikolejsin, Dave EMPR:EX; Hughes, Trevor LBR:EX; Bronstein, Ron JTT:EX; Harvey, James JAG:EX; Foster, Doug FIN:EX

Dave P – feel free to add people if I have missed anyone. Booking this so that we can secure the Rose Room before it gets reserved.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 12:17 PM
To: Kwan, Shirley JTT:EX
Subject: RE: May 29th, Extended CPC Meeting

Done – 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: Kwan, Shirley JTT:EX
Sent: Tuesday, May 22, 2018 12:15 PM
To: Higgins, Keira PREM:EX
Subject: May 29th, Extended CPC Meeting

Hi Keira -

Fazil would like to add DM Mark Zacharias to next Tuesday extended meeting please.

Thank you!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 12:54 PM
To: Nash, Amber PREM:EX
Subject: RE: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Hi Amber,

Will do! I will follow up shortly.

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: Nash, Amber PREM:EX
Sent: Tuesday, May 22, 2018 12:42 PM
To: Higgins, Keira PREM:EX
Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Hi Keira,

Could you check in with Don on this when you have a moment? Looking for direction on the following:

1. PO to direct Ministers to schedule 1:1 follow up meetings
2. Who is point person in PO to be key communications on this work (as mentioned in the attached letter).
3. Any further follow up needed?

Amber

From: Van Meer-Mass, Kate PREM:EX
Sent: Monday, May 7, 2018 11:27 AM
To: Wright, Don J. PREM:EX
Cc: Nash, Amber PREM:EX; McLaren, Chris PREM:EX
Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Hi Don,

As you set this meeting up and attended I'm wondering if you could provide some direction on the requests for further meetings. Is this for PJH to do or others.

Kate

From: McLaren, Chris PREM:EX
Sent: Monday, May 7, 2018 10:41 AM
To: Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX
Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Hi Kate and Amber,

This letter attached went to our correspondence and cc'd ministers. FLNRO is looking for information on our response to this request to set up further meetings.

The email chain below. Jake indicated that Sage advised that it would be Chris and/or Amber as the point person.

Let me know if I need to do anything with this correspondence at this point.

Thanks,

Chris

From: Rochon, Jake PREM:EX

Sent: Monday, May 7, 2018 10:18 AM

To: Donison, Sonia FLNR:EX

Cc: Hampson, Ashley PREM:EX; McLaren, Chris PREM:EX; Nash, Amber PREM:EX

Subject: RE: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Hi Sonia!

Our scheduling staff will be able to help coordinate the meeting follow ups. Chris will likely be the point person, but please CC Amber as well.

From: Hampson, Ashley PREM:EX

Sent: Monday, May 7, 2018 9:39 AM

To: Rochon, Jake PREM:EX

Subject: FW: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Info on this?

From: Donison, Sonia FLNR:EX

Sent: Monday, May 7, 2018 9:38 AM

To: Hampson, Ashley PREM:EX

Subject: RE: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Thanks Ashley!

My minister's office is asking for some direction from PO regarding follow-up meetings. One-o-one with Ministers or joint? What is the PO reply letter stating?

Thank you—Di Bohja!

Sonia Donison

Manager

Correspondence Services

250 356-9638

From: Hampson, Ashley PREM:EX

Sent: Monday, May 7, 2018 9:37 AM

To: Donison, Sonia FLNR:EX

Subject: RE: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Hi Sonia!

Our office will be sending out an acknowledgement, but if FLNRO would like to provide a more thorough response you're more than welcome.

Thanks,

Ashley Hampson
Correspondence Officer | Office of the Premier
P: 250-387-3539 E: ashley.hampson@gov.bc.ca

From: Donison, Sonia FLNR:EX
Sent: Monday, May 7, 2018 9:27 AM
To: Hampson, Ashley PREM:EX
Subject: FW: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Hi Ashley! Are you responding to this?

Thank you—Di Bohja!

Sonia Donison
Manager
Correspondence Services
250 356-9638

From: Courtney Daws [<mailto:cdaws@castlemaingroup.com>]
Sent: Monday, April 30, 2018 9:00 AM
To: Minister, FLNR FLNR:EX
Subject: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Good Morning Minister Donaldson,

Please find attached to this email a letter from the Champions Table to Premier Horgan. This letter is following up on the meeting between the Champions Table, Premier Horgan and members of Cabinet on Wednesday, April 18, 2018, and outlining next steps.

Respectfully,

Courtney Daws
Secretariat, Champions Table

--

Courtney Daws
Senior Analyst, Governance and Negotiations
e: cdaws@castlemain.com
p: 604.283.1336
c: 604.619.1221

From: Rochon, Jake PREM:EX
Sent: Monday, May 7, 2018 10:23 AM
To: McLaren, Chris PREM:EX
Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

FYI

From: Courtney Daws [mailto:cdaws@castlemaingroup.com]
Sent: Monday, April 30, 2018 9:00 AM
To: OfficeofthePremier, Office PREM:EX
Subject: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Good Morning Premier Horgan,

Please find attached to this email a letter from the Champions Table following up on our meeting of Wednesday, April 18, 2018, and outlining next steps.

Respectfully,

Courtney Daws
Secretariat, Champions Table

--

Courtney Daws
Senior Analyst, Governance and Negotiations
e: cdaws@castlemain.com
p: 604.283.1336
c: 604.619.1221

The Castlemain Group | www.castlemain.com
1660 1075 West Georgia Street, Vancouver, BC V6E 3C9
[Suite 200 22 St. Clair East 2nd Floor, Toronto, ON M4T 2S3](#)



Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Tue 2018-05-22 1:00 PM
End: Tue 2018-05-22 1:15 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 1:10 PM
To: Wensink, Alison PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: RE: Security

Okay, no problem. I just wanted to make sure that someone said it was okay for him to come in.

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: Wensink, Alison PREM:EX
Sent: Tuesday, May 22, 2018 1:09 PM
To: Higgins, Keira PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: RE: Security

Yes he came in when I was coming back from the dining room and Kelly was helping him up the stairs and I offered to bring him up since I was going back up. Sorry I didn't realize he was so early though!

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 1:05 PM
To: Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX
Subject: Security

Were one of you down in the main entry when Phil Lind arrived? I just find it surprising the Security didn't call up here?

Keira Higgins, Executive Administrative Coordinator

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

Page 127 to/à Page 128

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 1:19 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

I expect that Don should arrive around 10:45.

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: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, May 22, 2018 1:13 PM
To: Higgins, Keira PREM:EX
Subject: FW: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

Here are the details for Don speaking at UniverCITZy on May 29th. As noted below, if it's possible to let us know when he will arrive at UVic, Christina Pan or Anne McKinnon will greet him and escort him to the appropriate room.

Please note: a formal email note will be sent to all of the executives tomorrow with further logistical details.

Thanks.

From: Pan, Christina CITZ:EX
Sent: Tuesday, May 22, 2018 11:32 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jenn,

Thank you. Hope you had a great long weekend!

I have updated the [SCHED page](#). I also wanted to check in to ensure he has everything he needs to speak to that topic within his session on May 29th 11:00am-12:00pm in the Bob Wright building auditorium B150. Could you please also confirm with Keira as to exactly when he will arrive and we will have someone (either myself or Anne McKinnon) to greet him and escort him to the appropriate room.

As for logistics, we will be sending out a more formal email to all of the executives tomorrow with further details. We have parking Lot 5 of UVIC reserved for our event and there will be traffic directors and parking attendants who will be able to assist Don to a parking spot.

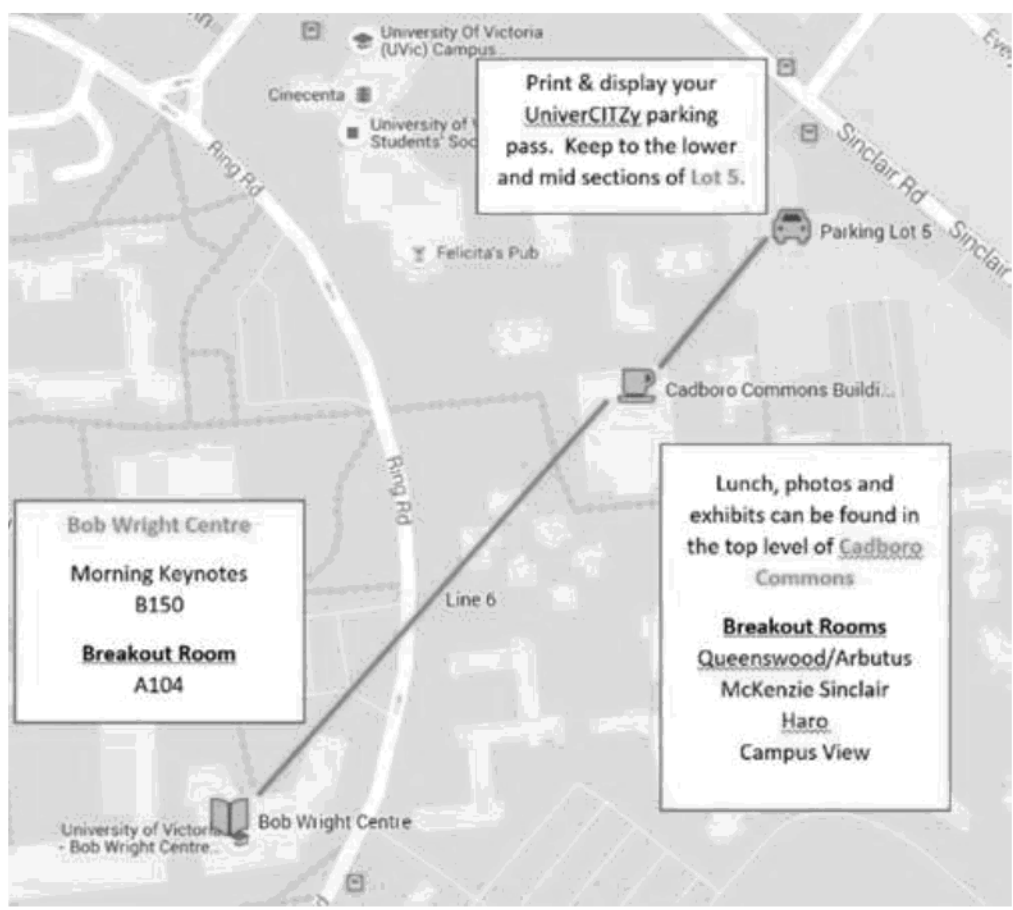
Parking:

A parking coupon code can be downloaded [here](#). Parking is in Lot 5 as shown on the diagram below. Please note licence plate before attending dispenser.



Map of Campus/Learning Locations:

The University of Victoria is located at 3800 Finnerty Road. Parking Lot 5 is located off Sinclair Avenue just past the main entrance to the University.



Thanks so much!!
Christina

From: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, May 22, 2018 8:42 AM
To: Pan, Christina CITZ:EX
Subject: FW: May 31 - Speaking Engagement for UniverCITZy

Hi Christina,

See below from Don Wright. He apologizes for the late response and not a big deal (I think that is what NBD) means if it's too late to change.

Thanks.

From: Wright, Don J. PREM:EX
Sent: Friday, May 18, 2018 6:43 PM
To: Higgins, Keira PREM:EX
Cc: Molyneux, Jennifer CITZ:EX
Subject: FW: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

Apologies for the delay. This may be too late, and NBD if it can't be changed at this late date, but see below as to how I would recast.

Thanks.

Don

From: Keira Higgins <Keira.Higgins@gov.bc.ca>
Date: Tuesday, May 1, 2018 at 11:11 AM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Subject: FW: May 31 - Speaking Engagement for UniverCITZy

Hi Don,

Over to you for consideration.

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: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, May 1, 2018 10:37 AM
To: Higgins, Keira PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

The organizing committee is working on writing a session description for Don's session which will be published. They've kept it fairly high level. Please have Don review/approve the description below. If he'd like any changes to it, please advise.

Thank you.

Join Head of the Public Service, Don Wright, to hear about his Eight Parables of Leadership - a framework for leaders at all levels.

This is a unique opportunity to hear, straight from the Deputy to the Premier, about his beliefs about collaboration, mistakes, and the signals each of us send every day.

*referring to:

1. Leadership happens at all levels
2. Collaborate, collaborate, collaborate
3. What does government want from us? – tell them what they need to know, not necessarily what they want to hear
4. Mistakes? Yes.
5. 2 ears, one mouth
6. Go fast, go alone. Go far, go together
7. You get your licence to lead from their behaviour, not your position
8. You are ALWAYS sending a message

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 1, 2018 8:16 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Okay, 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: Molyneux, Jennifer CITZ:EX
Sent: Monday, April 30, 2018 4:43 PM
To: Higgins, Keira PREM:EX
Cc: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

The logistics for rooms is still being finalized. For the time being, please add to the calendar: UVic – Bob Wright Centre B150 (large auditorium). Parking Lot # TBD

Thanks.

From: Higgins, Keira PREM:EX
Sent: Friday, April 27, 2018 8:44 AM
To: Molyneux, Jennifer CITZ:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

That works. Where is the event being held?

SNs are not required.

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: Molyneux, Jennifer CITZ:EX
Sent: Thursday, April 26, 2018 3:34 PM
To: Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

Staff are getting ready to finalize the agenda for UniverCITZy in May. They currently have Don on the agenda for his Leadership Session on May 29th from 11:00 to 12:00 pm. Please confirm this timing works in Don's calendar and if you'd like us to prepare speaking notes for him. I'm attaching the draft agenda for your reference.

Thanks.

From: Higgins, Keira PREM:EX
Sent: Thursday, April 12, 2018 10:43 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

I could make him available at 10:30 but he can't before then as he has a meeting with PJH.

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: Molyneux, Jennifer CITZ:EX
Sent: Thursday, April 12, 2018 10:41 AM

To: Higgins, Keira PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

The event organizers in our Ministry are wondering if Don may be available earlier on May 29th. They are hoping he might be available to open our conference with Jill as it would be very inspiring and impactful. The timing they are looking at is between 9 and 11 am.

Thanks.

From: Higgins, Keira PREM:EX
Sent: Tuesday, April 3, 2018 4:01 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Will do – 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: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, April 3, 2018 3:56 PM
To: Higgins, Keira PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Thanks Keira. If you could hold that time as well and the time on the 31st, that would be great.

From: Higgins, Keira PREM:EX
Sent: Tuesday, April 3, 2018 3:43 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

He could be available between 11:00-2:00 on May 29th.

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: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, April 3, 2018 3:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

The conference organizers have asked me to check with you with regards to Don's availability on May 29th for the morning for his speaking engagement. Would he be available? Please also hold May 31 from 11:30 am 1:30 pm. We'll confirm the timing once the dates are sorted out.

Thanks.

From: Higgins, Keira PREM:EX
Sent: Tuesday, April 3, 2018 8:49 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: May 31 - Speaking Engagement for UniverCITZy

Hi Jennifer,

Don has a PA meeting on May 31st but can be available between 11:30-1:30. I will hold the time and ask that you send more detail once available.

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: Molyneux, Jennifer CITZ:EX
Sent: Thursday, March 29, 2018 2:46 PM
To: Higgins, Keira PREM:EX
Subject: May 31 - Speaking Engagement for UniverCITZy

Hi Keira,

This afternoon at Jill's meeting with Don, she discussed UniverCITZy 2018 with him. UniverCITZy is our ministry's 7th annual flagship Learning and Development event at the University of Victoria. Jill has invited Don as a special presenter to share his vision and thoughts on collaboration and he has agreed. She's asked me to touch base with you to ensure there is a hold in his calendar for this event. The speaking engagement would be for May 31. I don't have the exact timing as of yet but will confirm the details once they are made available to me. Closer to the date, if Don would like us to prepare any speaking material, we are happy to do so. Please let me know.

Thank you.

Jennifer Molyneux
Senior Executive Assistant
Deputy Minister's Office
Ministry of Citizens' Services
Email: Jennifer.Molyneux@gov.bc.ca
Phone: 250-387-0401

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Lori Halls - weekly meeting
Location: Don's Office

Start: Mon 2018-06-25 9:30 AM
End: Mon 2018-06-25 10:30 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

Please let me know if the timing does not work and we can look at alternate scheduling options.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 1:51 PM
To: Loubert, Danny PREM:EX
Subject: RE: Ready to connect VCO and Cabinet Chambers

Great! Calling now.

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: Loubert, Danny PREM:EX
Sent: Tuesday, May 22, 2018 1:50 PM
To: Higgins, Keira PREM:EX
Subject: Ready to connect VCO and Cabinet Chambers

Hi Keira,

Wes has arrived and we are ready to connect as soon as you are available.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 2:07 PM
To: Tupper, Linsey PSA:EX
Subject: RE: Fireside Chat - June

Hi Linsey,

Unfortunately we have a lot happening in June. Don's only availability is June 13th between 1:00-3:00 or June 20th between 1:00-4:00.

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: Tupper, Linsey PSA:EX
Sent: Tuesday, May 22, 2018 1:29 PM
To: Higgins, Keira PREM:EX
Subject: Fireside Chat - June

Hi Keira,

I have been asked to find a couple of options in Don's calendar for a fireside chat in June with new executives. These sessions are usually 1.5 hours in length and we usually hold them at the learning centre. Please let me know what times Don may have available. Please note that Lori is out of province at an FPT from June 26 to 28.

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 2:17 PM
To: Sampson, Laura EDUC:EX
Subject: RE: June 1st DMC

Yes and noted – 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: Sampson, Laura EDUC:EX
Sent: Tuesday, May 22, 2018 1:50 PM
To: Higgins, Keira PREM:EX
Subject: June 1st DMC

Hi Keira,

Scott will be away from the office and is unable to attend DMC on June 1st. May we please send Sally Barton as a delegate?

Laura Sampson | Senior Executive Assistant
Deputy Minister's Office | Ministry of Education
Ph: 250-387-2026 E: laura.sampson@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 22, 2018 3:58 PM
To: Harvey, James JAG:EX
Subject: Declined: Reference

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 3:58 PM
To: JTT CSSP Secretariat JTT:EX
Subject: RE: Confirmation of Attendance - May 28th SSP

Don and Christine will be in attendance.

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: JTT CSSP Secretariat JTT:EX
Sent: Tuesday, May 22, 2018 3:38 PM
To: Jackson, Lindsey B TRAN:EX; Neilson, Kirsten ENV:EX; Holding, Marina TAC:EX; Silverio, Lisa FLNR:EX; Hahn, Andra EDUC:EX; Roberts, Connie A IRR:EX; Flesh, Cindy AEST:EX; Hansen, Lucy HLTH:EX; Johnson, Lisa E AGRI:EX; White, Christine MAH:EX; Fleurant, Kathleen CITZ:EX; Campbell, Sue LBR:EX; Scott, Samantha LASS:EX; Madevon, Solenn LASS:EX; Higgins, Keira PREM:EX; McKnight, Valerie SDPR:EX; Scambler, Teresa LASS:EX; Marshall, Samantha EMPR:EX
Cc: Robb, Amanda JTT:EX
Subject: Confirmation of Attendance - May 28th SSP
Importance: High

Good afternoon,

The next Sustainable Shared Prosperity Committee (SSP) meeting is Monday, May 28th 7:00pm to 9:00pm in Chambers.

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

If requesting leave, please send an email with reasoning to [Amanda Robb](#), and cc: [Sveah Hourston](#).

Thank you,

Sveah Hourston,
SSP Secretariat

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Higgins, Keira PREM:EX

Subject: HWG
Location: VCO

Start: Tue 2018-06-26 1:30 PM
End: Tue 2018-06-26 3:30 PM
Show Time As: Tentative

Recurrence: Monthly
Recurrence Pattern: Occurs every month on the fourth Tuesday of the month from 1:30 PM to 3:30 PM effective 1/23/2018 until 7/17/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Please note the changes to the following HWG meetings in June:

HWG

~~Wednesday, June 6th, 2018 — 1:00 — 3:00 p.m. — Chambers~~ **CANCELLED**

New meeting: Tuesday June 12, 2018 10:30 a.m. – 12:30 p.m. VCO

Location change: Tuesday, June 26, 2018 1:30 p.m. – 3:30 p.m. VCO

Please update your Minister/Official's calendar to reflect these changes.

Thank you,
Michelle

Michelle Massy
Manager | Cabinet Operations

Page 143 to/à Page 144

Withheld pursuant to/removed as

s.14

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 23, 2018 9:01 AM
To: s.17
Subject: Accepted: Meeting: Eby, Geoff & Don

Don is coming from an event at UVic and may be a few minutes late.

Thanks,

Keira

Page 146

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 9:24 AM
To: Kennedy, Christine PREM:EX
Subject: RE: CABINET CONFIDENTIAL: DMCSSP Meeting Materials

Hi Christine,

Please let me know if you plan to go to DMCSSP and would like the updated ebinder printed.

Also, will you be going on the FLNRO tour?

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: JTT CSSP Secretariat JTT:EX
Sent: Wednesday, May 23, 2018 9:18 AM
To: Whitford, Kelly M AEST:EX; Shang, Cindy TAC:EX; Howie, Matthew IRR:EX; Genzale, Morgan MAH:EX; Birnie, Kayla LBR:EX; Molyneux, Jennifer CITZ:EX; Ryan, Louise CITZ:EX; Faust, Marnie L GCPE:EX; Sampson, Laura EDUC:EX; Verwoord, Cindy TRAN:EX; Kwan, Shirley JTT:EX; Albrecht, Christine JTT:EX; McCann, Meghan EMPR:EX; Duncan, Laurie ENV:EX; Geary, Orla FLNR:EX; Hansen, Erin AGRI:EX; Quigley, Shanna SDPR:EX; Higgins, Keira PREM:EX; Papik, Stephanie PREM:EX; Kennedy, Christine PREM:EX
Cc: Nichols, Alisha AEST:EX; Meadows, Jennifer L TAC:EX; Gedney, Vanessa R MAH:EX; Bertrand, Julie EDUC:EX; Hourston, Sveah JTT:EX; Cameron, Tara D ENV:EX; Gilmore, Christopher JTT:EX; Johnson, Chris M JTT:EX
Subject: RE: CABINET CONFIDENTIAL: DMCSSP Meeting Materials

Hello,

A revised e-binder has been uploaded to the DMCSSP SharePoint site, please note there was a change in the agenda item order and that item 4.1 was revised.

s.15

If you have any questions please let me know.

Thanks,

CSSP Secretariat

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From: JTT CSSP Secretariat JTT:EX
Sent: Friday, May 18, 2018 12:02 PM

To: Whitford, Kelly M AEST:EX; Shang, Cindy TAC:EX; Howie, Matthew IRR:EX; Genzale, Morgan MAH:EX; Birnie, Kayla LBR:EX; Molyneux, Jennifer CITZ:EX; Ryan, Louise CITZ:EX; Faust, Marnie L GCPE:EX; Sampson, Laura EDUC:EX; Verwoord, Cindy TRAN:EX; Kwan, Shirley JTT:EX; Albrecht, Christine JTT:EX; McCann, Meghan EMPR:EX; Duncan, Laurie ENV:EX; Geary, Orla FLNR:EX; Hansen, Erin AGRI:EX; Quigley, Shanna SDPR:EX; Higgins, Keira PREM:EX; Papik, Stephanie PREM:EX; Kennedy, Christine PREM:EX

Cc: Nichols, Alisha AEST:EX; Meadows, Jennifer L TAC:EX; Gedney, Vanessa R MAH:EX; Bertrand, Julie EDUC:EX; Hourston, Sveah JTT:EX; Cameron, Tara D ENV:EX; Gilmore, Christopher JTT:EX; Johnson, Chris M JTT:EX

Subject: CABINET CONFIDENTIAL: DMCSSP Meeting Materials

Hello,

Materials for the upcoming May 23rd DMCSSP meeting are now posted on the DMCSSP SharePoint site. Link below:

s.15

Thanks,

CSSP Secretariat

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains, is strictly forbidden.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 9:35 AM
To: Burton, Danielle PSA:EX
Subject: RE: Ombudsperson letter

Perfect, 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: Burton, Danielle PSA:EX
Sent: Wednesday, May 23, 2018 9:33 AM
To: Higgins, Keira PREM:EX
Subject: RE: Ombudsperson letter

Hi Keira,
Thank you for letting me know. s.22 I think it's safe to shred it. I'll make
note in my tracking document that it was not deliverable.
Danielle

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 9:29 AM
To: Burton, Danielle PSA:EX
Subject: Ombudsperson letter

Hi Danielle,

I just wanted to give you a heads up that the Ombudsperson letter from Don Wright to s.22 was returned RTS
s.22

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 9:53 AM
To: Wade, Debbie PREM:EX
Subject: RE: Request for meeting

No need to shorten. Can I call you really quick to look at alternate options?

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: Wade, Debbie PREM:EX
Sent: Wednesday, May 23, 2018 9:52 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request for meeting

Hi Keira;

He actually does not! But If' it's important, I can shorten a 45 minute meeting to half hour, and that would free up a 30 minute time slot., which would be 2:30-3:00pm.?

Let me know if that works
Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 9:47 AM
To: Wade, Debbie PREM:EX
Subject: Request for meeting

Hi Debbie,

Does Geoff have either 30 minutes or an hour available tomorrow between 2:00-4:00 for a meeting with Don, Suzanne and Elizabeth on the Cabinet Retreat?

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

Higgins, Keira PREM:EX

Subject: MEETING: Don, Geoff, Suzanne and Elizabeth - Cabinet Retreat
Location: Don's Office - 272 West Annex

Start: Mon 2018-05-28 8:00 AM
End: Mon 2018-05-28 8:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Meggs, Geoff PREM:EX; Christensen, Suzanne PREM:EX
(Suzanne.Christensen@gov.bc.ca); MacMillan, Elizabeth PREM:EX
(Elizabeth.MacMillan@gov.bc.ca)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 10:41 AM
To: Massy, Michelle E PREM:EX
Subject: RE: Binders Friday

Hi Michelle,

Don is here until 4:00.

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: Massy, Michelle E PREM:EX
Sent: Wednesday, May 23, 2018 10:34 AM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Binders Friday

Hi there – does Don, Premier or Geoff require binders at a certain time on Friday?

Thanks!
Michelle

Michelle Massy
Manager | Cabinet Operations
Room 049 | [617 Government St.](#) | [Victoria, BC](#)
[250.387.0869](#) | **cell:** 250-516-0685

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 10:58 AM
To: Barwin, Gabrielle FLNR:EX
Subject: RE: Don Wright Coast Area Tour - hotel accommodation in Port Alberni

Hi Gabrielle,

It will just be Don and there ^{s.22}

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: Barwin, Gabrielle FLNR:EX
Sent: Friday, May 18, 2018 8:43 AM
To: Higgins, Keira PREM:EX
Subject: RE: Don Wright Coast Area Tour - hotel accommodation in Port Alberni

Hi Keira

Can you please confirm how many will be accompanying Don Wright? The organizers did to confirm the coffee/lunch and dinner arrangements. Please also advise if there are any dietary restrictions.

Thanks so much

Gabby

From: Barwin, Gabrielle FLNR:EX
Sent: Thursday, May 17, 2018 10:02 AM
To: Higgins, Keira PREM:EX
Subject: RE: Don Wright Coast Area Tour - hotel accommodation in Port Alberni

Hi Keira

Just confirmed with staff – it sounds like you will have to call in Don's credit card to confirm the rooms.

Thanks

Gabrielle

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 9:45 AM
To: Barwin, Gabrielle FLNR:EX
Subject: RE: Don Wright Coast Area Tour - hotel accommodation in Port Alberni

Hi Gabrielle,

Do I need to call in Don's credit card or is the room already held?

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: Barwin, Gabrielle FLNR:EX

Sent: Thursday, May 17, 2018 8:52 AM

To: Higgins, Keira PREM:EX

Subject: RE: Don Wright Coast Area Tour - hotel accommodation in Port Alberni

The address for the hotel is s.15 Port Alberni. And the confirmation is s.22

Please let me know if I can provide any additional information.

Many thanks,

Gabrielle

From: Higgins, Keira PREM:EX

Sent: Thursday, May 17, 2018 8:47 AM

To: Barwin, Gabrielle FLNR:EX

Subject: RE: Don Wright Coast Area Tour - hotel accommodation in Port Alberni

Hi Gabrielle,

Yes, please send the room information.

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: Barwin, Gabrielle FLNR:EX

Sent: Thursday, May 17, 2018 8:46 AM

To: Higgins, Keira PREM:EX

Subject: Don Wright Coast Area Tour - hotel accommodation in Port Alberni

Good morning Keira

FLNR staff have booked additional rooms for Don Wright and staff for the upcoming Coast Tour for the evening of June 4, 2018 at s.15 in Port Alberni.

Please advise whether these rooms will be required and I will provide additional details.

Many thanks,

Gabrielle

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 1:20 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-83654 Due May 30, 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

From: Wensink, Alison PREM:EX
Sent: Wednesday, May 23, 2018 12:15 PM
To: LP Premiers Vancouver Office; LP PO Deputy Minister; LP PO Executive Office
Subject: Call for Records OOP-2018-83654 Due May 30, 2018

Hello,

Please see the below request and please let me know by May 30th whether or not you have any records:

Canvassed: All Staff

All communications regarding Stratcom Strategic Communications held by the Minister's/DM's/Premier's Office; All records of any government contracts awarded to Stratcom Strategic Communications.

*(Date Range for Record Search: From: **07/18/2017 To 05/10/2018**) Date Format is MM/DD/YYYY*

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 1:37 PM
To: Eckardt, Dana R FLNR:EX
Subject: RE: June 26th - Coastal CEO Meeting

Hi Dana,

10:00-2:00 works.

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: Eckardt, Dana R FLNR:EX
Sent: Wednesday, May 23, 2018 12:59 PM
To: Higgins, Keira PREM:EX
Subject: RE: June 26th - Coastal CEO Meeting

Hi Keira –

Just checking to see if you have had a moment to connect with Christine?

Thanks!
Dana

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 1:21 PM
To: Eckardt, Dana R FLNR:EX
Subject: RE: June 26th - Coastal CEO Meeting

Hi Dana,

I can make Don available but I think Christine needs confirm that he is willing to attend a 4 hour meeting. I will discuss this with her.

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: Eckardt, Dana R FLNR:EX
Sent: Tuesday, May 22, 2018 1:13 PM
To: Higgins, Keira PREM:EX
Subject: June 26th - Coastal CEO Meeting

Hi Keira –

Right now we are holding time in the calendars on June 26th for a Coastal Revitalization meeting from 11-2. Tim and Christine were discussing over the weekend and it looks like we now need a 4 hour window for the meeting. I've been asked to see if there is any chance Don could be available from 10-2? Meeting is in Downtown Vancouver at the Fairmont Waterfront hotel.

If not, another date may need to be considered.

Let me know about the 26th.

Thanks!

Dana

Dana Eckardt

Director, Executive Operations | **Deputy Ministers Office**

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Phone: 250 356 2700 | Mobile: 250 818 8916

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 23, 2018 1:54 PM
To: Curtis, David CITZ:EX
Subject: Accepted: Call w/Don and David - Training

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 23, 2018 2:36 PM
To: Wensink, Alison PREM:EX
Subject: FW: Your bill from s.15 for your stay s.22 on 05/21/2018
Attachments: s.22 .pdf

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: s.15
Sent: Wednesday, May 23, 2018 2:30 PM
To: Higgins, Keira PREM:EX
Subject: Your bill from s.15 for your stay s.22 on 05/21/2018

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 8:22 AM
To: Wade, Debbie PREM:EX; Massy, Michelle E PREM:EX
Subject: RE: Pre brief for Minister Eby

Hi Michelle,

8:00-8:30 doesn't work well for Don either. It might be good if they could provide several times as next week is very booked up.

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: Wade, Debbie PREM:EX
Sent: Wednesday, May 23, 2018 4:58 PM
To: Massy, Michelle E PREM:EX; Higgins, Keira PREM:EX
Subject: RE: Pre brief for Minister Eby

Hi ladies;

Unfortunately Geoff is booked solid on May 29th. If those are the only times available I can ask Geoff if I can re-arrange his 8:00-8:30am meeting that morning.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Massy, Michelle E PREM:EX
Sent: Wednesday, May 23, 2018 4:13 PM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: Pre brief for Minister Eby

Hi Keira / Debbie,

Minister Eby will be chairing the PA meeting on May 31st and will require a pre brief beforehand. His office has identified 8:00-9:30 on Tuesday May 29th as an available time slot (looking for 30 min). Could you let me know which times would work best for Don/Geoff?

Thanks!
Michelle

Michelle Massy

Manager | Cabinet Operations

Room 049 | 617 Government St. | Victoria, BC

250.387.0869 | **cell:** 250-516-0685

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 8:24 AM
To: Bracewell, Barb MMHA:EX
Cc: Bates, Nancy MMHA:EX
Subject: RE: DMC - June 8th

Noted – thanks.

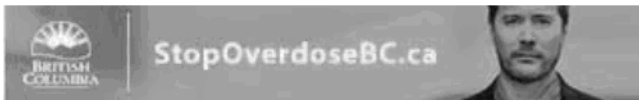
Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Bracewell, Barb MMHA:EX
Sent: Wednesday, May 23, 2018 5:26 PM
To: Higgins, Keira PREM:EX
Cc: Bates, Nancy MMHA:EX
Subject: DMC - June 8th

Doug Hughes (MMHA) will not be attending DMC on June 8th – Neilane Mayhew, Associate DM, will be attending for Doug.

Barb Bracewell

Senior Executive Assistant to
Doug Hughes, Deputy Minister | Ministry of Mental Health and Addictions
250-952-1049



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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 9:10 AM
To: Privett, Don PREM:EX
Subject: RE: Premier's Office Contacts

Hi Don,

It looks good.

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: Privett, Don PREM:EX
Sent: Thursday, May 24, 2018 9:00 AM
To: Higgins, Keira PREM:EX
Subject: FW: Premier's Office Contacts

Hi Keira,
Can you pls scan the section for the DMO, below, and let me know if the data is correct and up to date.
Thx,
Don

From: Clark, Layne PREM:EX
Sent: 23 May 2018 16:30
To: Privett, Don PREM:EX
Subject: FW: Premier's Office Contacts

Can you check that he has the latest contact list?

Thanks,

Layne

From: Andrews, Scott GCPE:EX
Sent: Friday, May 18, 2018 9:14 AM
To: Clark, Layne PREM:EX
Subject: Premier's Office Contacts

Hi Layne,

No rush on this, but can you confirm if the contact list below is up to date?

Thanks!
Scott

Premier's Office		Direct	Cell
Geoff Meggs	Chief of Staff	250-356-6271	s.17
Layne Clark	Director of Liaison and Coordination	250-356-0273	250-818-5583
Kate Van Meer-Mass	Director of Operations	250-356-1998	s.17
Sheena McConnell	Premier's Press Secretary	250-387-1688	250-886-8587
Sage Aaron	Communications Director	250-387-1398	778-678-0832
Jen Holmwood	Deputy Communications Director	250-387-1369	250-818-4881
Bob Dewar	Special Advisor		s.17
Marie Della Mattia	Special Advisor		250-208-2743
Amber Nash	Executive Coordinator to the Premier	250-356-0210	778-584-3330
Tamarra Wong	Executive Coordinator to the Chief of Staff	250-356-2785	250-208-3085
Evan Brown	Executive Assistant to the Premier		778-584-0217
Elizabeth Parkinson	Administrative Assistant	250-387-1805	
Chris McLaren	Scheduling Officer	250-387-1806	
Don Privett	Administrative Assistant / Reception	250-387-1715	
Premier's Office Vancouver		Direct	Cell
Mira Oreck	Director, Stakeholder Relations	604-775-2644	604- 839-1967
Charlotte Kingston	Manager, Stakeholder Relations	604-775-1604	s.17
Chantille Viaud	Manager, Stakeholder Relations	604 838-3025	
Don Bain	Special Advisor	604-775-1675	s.17
Vanessa Geary	Executive Director, Operations and Strategic Initiatives	604-775-1600	604-619-0513
Danny Loubert	Support Staff	604-775-1600	s.17
Maria Szabo	Support Staff	604-775-1600	
Deputy Minister's Office		Direct	Cell
Don Wright	Deputy Minister to the Premier	250-356-0992	
Okenge Yuma Morisho	Deputy Minister, Intergovernmental Relations	250-387-5830	s.17
Suzanne Christensen	ADM, Priorities and Accountabilities	250-387-3563	250-888-4301
Christine Kennedy	ADM, Corporate Initiatives	250-387-7988	s.17
Shelley Canitz	Executive Director, Corporate Initiatives	250-356-1499	
Jackie Hendry	A/Director of Executive Operations	250-387-5894	
Keira Higgins	Executive Administrative Coordinator	250-356-2206	
Alison Wensink	Executive Administrative Coordinator	250-387-2987	
Eleanor Mulloy	Executive Administrative Assistant to ADM Christensen	250-356-2605	

Scott Andrews
 Media Relations Officer
 Government Communications and Public Engagement
 250-886-2784

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 9:26 AM
To: 'Bougie, Jo-Anne'
Subject: RE: 15 minute phone call

Hi Jo-Anne,

Absolutely - 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

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

From: Bougie, Jo-Anne [mailto:Jo-Anne.Bougie@pco-bcp.gc.ca]
Sent: Thursday, May 24, 2018 9:25 AM
To: Higgins, Keira PREM:EX
Subject: RE: 15 minute phone call

Hello Keira,

Could we pencil in for 3:15 EDT and I will confirm shortly?

Jo-Anne Bougie
Office of the Clerk of the Privy Council | Bureau du Greffier du Conseil privé
(613) 957-5403

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

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Thursday, May 24, 2018 12:19 PM
To: Bougie, Jo-Anne <Jo-Anne.Bougie@pco-bcp.gc.ca>
Subject: 15 minute phone call

Hi Jo-Anne,

Don is hoping for a 15 minute call with Mr. Wernick either today or tomorrow. Might he have time during one of the below options?

Today - between 12:00-1:00PDT; 2:00-2:15PDT/3:00-4:00EDT/5:00-5:15EDT
Friday - 1:45-2:00PDT/4:45-5:00EDT

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 9:26 AM
To: Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: RE: VCO - May 28th

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: Loubert, Danny PREM:EX
Sent: Thursday, May 24, 2018 9:25 AM
To: Higgins, Keira PREM:EX; Szabo, Maria PREM:EX
Subject: RE: VCO - May 28th

Thanks Keira,

We have cancelled the booking.

I hope you have a great day!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 9:20 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: VCO - May 28th

Hi Maria,

Please cancel the VCO booking on May 28th. Don Bain will be in Victoria.

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: Higgins, Keira PREM:EX
Sent: Tuesday, May 22, 2018 11:45 AM
To: Szabo, Maria PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: VCO - May 28th

Thank you!

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: Szabo, Maria PREM:EX
Sent: Tuesday, May 22, 2018 11:43 AM
To: Higgins, Keira PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: VCO - May 28th

Hi Keira,

Thank you very much!

I've booked this, no problem.

Thanks,

Maria
604-775-1600

From: Higgins, Keira PREM:EX
Sent: May 22, 2018 11:41 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: VCO - May 28th

Hi Maria,

s.22

Could you please book VCO Cabinet Boardroom on May 28th from 3:00-5:00 for Don Wright? It is likely Don Bain will attend a meeting the PO is hosting from the Vancouver side.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 9:58 AM
To: Lenz, Allison EMBC:EX
Subject: RE: Satellite Phone List Distribution?

Hi Allison,

I just tried to call you. Give me a shout when you have a moment.

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: Lenz, Allison EMBC:EX
Sent: Thursday, May 24, 2018 9:49 AM
To: Higgins, Keira PREM:EX
Subject: Satellite Phone List Distribution?

Hi, Keira. I hope you're doing well and that you had a nice long weekend 😊

I'm not sure if you're aware, but EMBC provides satellite phones to many senior officials (e.g., Ministers, Deputy Ministers) as part of efforts to ensure continuity of government operations following a significant emergency event (for example, a catastrophic earthquake). We are looking for a way to distribute this list on an ongoing basis so that satellite phone holders have the most up to date version of the list and have access to the satellite phone numbers of their fellow senior officials. DM Denlinger suggested that I contact you to discuss possibilities for distributing the list initially and also as it is updated.

You do such a great job with the Deputy Ministers' Contact list. I was wondering if there is a way that you could distribute the satellite phone list in a similar way? If this is possible, I'd like to find a way that is as little effort for you as possible. If not, maybe you have some good ideas that would help me with the distribution 😊 If you'd like to give me a call to discuss possibilities, that would be great. Otherwise I'm also happy to work it out over email. Whichever works best for you will work for me.

Take care,
Allison

Allison Lenz
Manager, Planning and Policy Analysis
Office of the Deputy Minister of Emergency Management
Phone: 250.356.6009
Cell: 250.518.6255

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 10:01 AM
To: 'Bougie, Jo-Anne'
Subject: RE: 15 minute phone call

Hi Jo-Anne,

Fabulous thank you. If you could send an invitation with the number for Don to call it would be most appreciated.

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

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

From: Bougie, Jo-Anne [mailto:Jo-Anne.Bougie@pco-bcp.gc.ca]
Sent: Thursday, May 24, 2018 10:00 AM
To: Higgins, Keira PREM:EX
Subject: RE: 15 minute phone call

Hello again. We are confirmed for 3:15 my time. Should I send an invitation?

Jo-Anne Bougie
Office of the Clerk of the Privy Council | Bureau du Greffier du Conseil privé
(613) 957-5403

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

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Thursday, May 24, 2018 12:55 PM
To: Bougie, Jo-Anne <Jo-Anne.Bougie@pco-bcp.gc.ca>
Subject: RE: 15 minute phone call

Hi Jo-Anne,

It is for a quick check in on Kinder Morgan.

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

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

From: Bougie, Jo-Anne [mailto:Jo-Anne.Bougie@pco-bcp.gc.ca]

Sent: Thursday, May 24, 2018 9:27 AM
To: Higgins, Keira PREM:EX
Subject: RE: 15 minute phone call

Sorry to ask but would you happen to know the subject?

Jo-Anne Bougie
Office of the Clerk of the Privy Council | Bureau du Greffier du Conseil privé
(613) 957-5403

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

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Thursday, May 24, 2018 12:19 PM
To: Bougie, Jo-Anne <Jo-Anne.Bougie@pco-bcp.gc.ca>
Subject: 15 minute phone call

Hi Jo-Anne,

Don is hoping for a 15 minute call with Mr. Wernick either today or tomorrow. Might he have time during one of the below options?

Today - between 12:00-1:00PDT; 2:00-2:15PDT/3:00-4:00EDT/5:00-5:15EDT
Friday - 1:45-2:00PDT/4:45-5:00EDT

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 10:09 AM
To: 'Wernick, Michael'
Subject: Accepted: 3:15 - Call between Mr. Wernick and Mr. Wright (613-957-5400)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 10:12 AM
To: Howie, Matthew IRR:EX
Subject: RE: s.22

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: Howie, Matthew IRR:EX
Sent: Thursday, May 24, 2018 10:08 AM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: McNeill, Carly IRR:EX; Leinweber, Rachelle R IRR:EX; Howie, Matthew IRR:EX
Subject: s.22

Hi Keira/Connie,

s.22

Below is the acting DM schedule:

Aug 1 – Aug 10: ADM Trish Balcaen (Trish's cell: 250-896-1902)

Aug 13 – Sept 3: ADM Laurel Nash (Laurel's cell: 250-508-1670)

Matthew Howie
A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 10:23 AM
To: Harvey, James JAG:EX
Subject: Declined: Reference

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 10:57 AM
To: Westgate, Rachael TRAN:EX; Viveiros, Natalia MAH:EX; Sawatsky, Kim TRAN:EX
Cc: Smith, Sheila M TRAN:EX
Subject: RE: Transportation Planning follow-up meeting

Hi Rachael,

The Rose Room is available at most of these time. Once we firm up the scheduling, I will confirm for sure.

Please see Christine's availability below in yellow.

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: Westgate, Rachael TRAN:EX
Sent: Thursday, May 24, 2018 10:51 AM
To: Viveiros, Natalia MAH:EX; Sawatsky, Kim TRAN:EX; Higgins, Keira PREM:EX
Cc: Smith, Sheila M TRAN:EX
Subject: Transportation Planning follow-up meeting

Hi ladies!

Looking to book a follow up to this past Tuesday's Transportation Planning meeting. Looking for 1 hour next week. Keira – as Silas indicated below, use of the Rose Room would be much appreciated if at all possible ☺ If not, happy to use a boardroom space here at MoTI.

Timeslots are as follows:

Monday, 28th: 4:00-5:00pm - No
Tuesday, 29th: 8:30-10:00am | 12:30-3:00pm | 3:30-5:00 pm – 4:00-5:00
Wednesday, 30th: 8:30-11:30am | 4:00-5:00pm - Estimates
Thursday, 31st: 8:30-10:30am - Estimates
Friday 1st: full day availability – between 11:30-4:00

Thanks,

R

From: Brownsey, Silas TRAN:EX
Sent: Thursday, May 24, 2018 8:41 AM
To: Westgate, Rachael TRAN:EX
Subject: follow-up meeting

Can you please schedule an hour next week for myself, Patrick, Kevin Volk and Christine Kennedy. If Christine is able to use the Rose room in her office we could go over there.

Thanks!

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 11:01 AM
To: Massy, Michelle E PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Pre brief for Minister Eby

Hi Michelle,

That works for Don.

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: Massy, Michelle E PREM:EX
Sent: Thursday, May 24, 2018 10:58 AM
To: Wade, Debbie PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Re: Pre brief for Minister Eby

Does 8-8:30am Wednesday May 30 work for Don and Geoff?

On May 23, 2018, at 4:58 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi ladies;

Unfortunately Geoff is booked solid on May 29th If those are the only times available I can ask Geoff if I can re-arrange his 8:00-8:30am meeting that morning.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Massy, Michelle E PREM:EX
Sent: Wednesday, May 23, 2018 4:13 PM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: Pre brief for Minister Eby

Hi Keira / Debbie,

Minister Eby will be chairing the PA meeting on May 31st and will require a pre brief beforehand. His office has identified 8:00-9:30 on Tuesday May 29th as an available time slot (looking for 30 min). Could you let me know which times would work best for Don/Geoff?

Thanks!
Michelle

Michelle Massy

Manager | Cabinet Operations
Room 049 | 617 Government St. | Victoria, BC
250.387.0869 | cell: 250-516-0685

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 24, 2018 11:27 AM
To: Brownsey, Silas TRAN:EX
Subject: Accepted: Transportation Planning

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 11:27 AM
To: Westgate, Rachael TRAN:EX; Viveiros, Natalia MAH:EX; Sawatsky, Kim TRAN:EX
Cc: Smith, Sheila M TRAN:EX
Subject: RE: Transportation Planning follow-up meeting

Hi Rachael,

Sounds good. The Rose Room is available and I have booked it for this 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

From: Westgate, Rachael TRAN:EX
Sent: Thursday, May 24, 2018 11:26 AM
To: Viveiros, Natalia MAH:EX; Sawatsky, Kim TRAN:EX; Higgins, Keira PREM:EX
Cc: Smith, Sheila M TRAN:EX
Subject: RE: Transportation Planning follow-up meeting

Thanks all,

Going to go with Friday the 1st from 1-2pm. Keira, if the rose room is not available please advise.

Thanks,

R

From: Viveiros, Natalia MAH:EX
Sent: Thursday, May 24, 2018 11:03 AM
To: Westgate, Rachael TRAN:EX; Sawatsky, Kim TRAN:EX; Higgins, Keira PREM:EX
Cc: Smith, Sheila M TRAN:EX
Subject: RE: Transportation Planning follow-up meeting

Hi Ladies,

Kevin's availability:

Timeslots are as follows:

Monday, 28th: 4:00-5:00pm (Kevin unavailable)
Tuesday, 29th: 8:30-10:00am | 12:30-3:00pm | 3:30-5:00 pm (3-5 works for Kevin)
Wednesday, 30th: 8:30-11:30am | 4:00-5:00pm (4-5 works for Kevin)
Thursday, 31st: 8:30-10:30am (8:30-10:30 works for Kevin)
Friday 1st: full day availability (Kevin's available between 8:30-9:30 and 1-3)

Thank you 😊

Natalia Viveiros,

Executive Administrative Assistant to Kevin Volk, Assistant Deputy Minister

Community & Legislative Services Division

☎ Office: 778-698-3482 ☎ Cell: 250 480-9346

From: Westgate, Rachael TRAN:EX
Sent: Thursday, May 24, 2018 10:51 AM
To: Viveiros, Natalia MAH:EX; Sawatsky, Kim TRAN:EX; Higgins, Keira PREM:EX
Cc: Smith, Sheila M TRAN:EX
Subject: Transportation Planning follow-up meeting

Hi ladies!

Looking to book a follow up to this past Tuesday's Transportation Planning meeting. Looking for 1 hour next week. Keira – as Silas indicated below, use of the Rose Room would be much appreciated if at all possible 😊 If not, happy to use a boardroom space here at MoTI.

Thanks,

R

From: Brownsey, Silas TRAN:EX
Sent: Thursday, May 24, 2018 8:41 AM
To: Westgate, Rachael TRAN:EX
Subject: follow-up meeting

Can you please schedule an hour next week for myself, Patrick, Kevin Volk and Christine Kennedy. If Christine is able to use the Rose room in her office we could go over there.

Thanks!

Higgins, Keira PREM:EX

Subject: PA
Location: Chambers

Start: Thu 2018-06-14 2:00 PM
End: Thu 2018-06-14 5:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs on Thursday every other week from 2:00 PM to 4:00 PM effective 1/18/2018 until 7/26/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Good Afternoon,

Please note the following time change for the PA Meeting scheduled on Thursday, June 14, 2018. Please update your Minister/Officials' Calendar.

PA

(NOW) Thursday, June 14th, 2018
(NOW) 2:00 p.m. – 5:00 p.m.
Chambers

(WAS) Thursday, June 14th, 2018
(WAS) 2:00 p.m. – 4:00 p.m.
Chambers

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 1:27 PM
To: Zacharuk, Christina PSEC:EX
Subject: New Time Proposed: CONFERENCE CALL: Christina Zacharuk, Don Wright and Geoff Meggs - Bargaining Update

PA has been extended. Would it be possible to move this call to the 15th at 3:30 to accommodate?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 1:31 PM
To: Zacharuk, Christina PSEC:EX
Subject: Accepted: Call: Christina Zacharuk / Don Wright / Geoff Meggs re: Bargaining Update

Higgins, Keira PREM:EX

Subject: MEETING: Don W, Don B, Geoff and Christine
Location: Don's Office - room 272 West Annex, Parliament Buildings

Start: Mon 2018-05-28 5:00 PM
End: Mon 2018-05-28 5:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Bain, Don PREM:EX; Meggs, Geoff PREM:EX; Kennedy, Christine PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 3:23 PM
To: Howie, Matthew IRR:EX
Subject: RE: s.22

Noted – 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: Howie, Matthew IRR:EX
Sent: Thursday, May 24, 2018 2:29 PM
To: Higgins, Keira PREM:EX
Cc: McNeill, Carly IRR:EX; Leinweber, Rachelle R IRR:EX
Subject: RE:s.22

Sorry, I meant to add that Trish will attend the Aug 3 and 10 DMCs and Laurel will attend the Aug 17, 24, and 31 DMCs.

Matthew Howie
A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

From: Howie, Matthew IRR:EX
Sent: Thursday, May 24, 2018 10:08 AM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: McNeill, Carly IRR:EX; Leinweber, Rachelle R IRR:EX; Howie, Matthew IRR:EX
Subject: s.22

Hi Keira/Connie,

s.22

Below is the acting DM schedule:

Aug 1 – Aug 10: ADM Trish Balcaen (Trish's cell: 250-896-1902)

Aug 13 – Sept 3: ADM Laurel Nash (Laurel's cell: 250-508-1670)

Matthew Howie
A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 3:23 PM
To: MINCAL, AG AG:EX
Subject: Accepted: AG P&A (May 31) Briefing

Higgins, Keira PREM:EX

Subject: Canceled: DMC- Doug Hughes - NA - Neilane attending
Location: Chambers/VCO

Start: Fri 2018-06-08 8:30 AM
End: Fri 2018-06-08 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX
Optional Attendees: Tsang, Robin FIN:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 3:32 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Chambers/VCO

Start: Fri 2018-07-06 8:30 AM
End: Fri 2018-07-06 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX
Optional Attendees: Tsang, Robin FIN:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 3:32 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Chambers/VCO

Start: Fri 2018-07-20 8:30 AM
End: Fri 2018-07-20 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX
Optional Attendees: Tsang, Robin FIN:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 3:32 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Chambers/VCO

Start: Fri 2018-07-27 8:30 AM
End: Fri 2018-07-27 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX
Optional Attendees: Tsang, Robin FIN:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Chambers/VCO

Start: Fri 2018-08-03 8:30 AM
End: Fri 2018-08-03 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX
Optional Attendees: Tsang, Robin FIN:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 3:33 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Chambers/VCO

Start: Fri 2018-09-14 8:30 AM
End: Fri 2018-09-14 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX
Optional Attendees: Tsang, Robin FIN:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 24, 2018 3:33 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 3:46 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: CANCELLATION: 2018 DMCs - June 8, July 6, July 20, July 27, August 3, September 14

s.22

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: Canitz, Shelley L PREM:EX
Sent: Thursday, May 24, 2018 3:42 PM
To: Higgins, Keira PREM:EX
Subject: RE: CANCELLATION: 2018 DMCs - June 8, July 6, July 20, July 27, August 3, September 14

s.22

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 3:29 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: CANCELLATION: 2018 DMCs - June 8, July 6, July 20, July 27, August 3, September 14

Hi everyone,

Please note the following summer DMC meetings have been cancelled. Please ensure your respective DM's calendar is updated accordingly.

2018 - June 8, July 6, July 20, July 27, August 3, September 14

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 25, 2018 9:19 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: MANWARING, Rick - Appointment letter
Attachments: Scan_20180525.pdf

Hi Dawn-Lynn,

Please see the attached letter for Rick. It was mailed out this morning.

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: Phillips, Dawn-Lynn PSA:EX
Sent: Thursday, May 24, 2018 1:05 PM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: MANWARING, Rick - Appointment letter

Hi Keira – attached is Rick's appointment letter ready for letterhead and Don's signature. Thank you.....dl

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



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 25, 2018 10:19 AM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Kelly, Samantha J HLTH:EX; Clark, Layne PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists
Attachments: 25 May 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists. Please welcome Leah Walker to Allison's Office!

Please advise if there are any further corrections to your area.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, May 25, 2018 11:23 AM
To: 'Hendrik Zessel'
Subject: Accepted: Hold for time with Hendrik/don

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Fri 2018-06-01 3:00 PM
End: Fri 2018-06-01 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-05-28 11:30 AM
End: Mon 2018-05-28 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, May 25, 2018 4:01 PM
To: Kinnear, Lindsay PREM:EX
Subject: RE: DMC f/up for August meetings

Only August 3rd is cancelled.

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: Kinnear, Lindsay PREM:EX
Sent: Friday, May 25, 2018 4:00 PM
To: Higgins, Keira PREM:EX
Subject: DMC f/up for August meetings

Hi Keira,

Care you able to confirm with me that there is in face DMC going to be scheduled on August 10, August 17, and August 24? In reading your email today about the summer cancellations question came up as to why August 3 was cancelled but not the rest of August.

No rush on this.

Thank you ☺

Lindsay

Lindsay Kinnear

Executive Assistant to the Deputy Cabinet Secretary
Cabinet Operations | Office of the Premier
Room 049 | 617 Government Street, Victoria, B.C. | V8W 9W6
Ph: 250.387.6020 | Fx: 250.387.7392



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Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 9:41 AM
To: Wade, Debbie PREM:EX; Bain, Don PREM:EX
Subject: RE: Request for meeting

Hi Debbie,

Sorry but Don is opening a Session at that time. Would 4:30 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: Wade, Debbie PREM:EX
Sent: Monday, May 28, 2018 9:39 AM
To: Higgins, Keira PREM:EX; Bain, Don PREM:EX
Subject: RE: Request for meeting

Hi Keira & Don;

I have been asked to move this meeting to 3:00pm, so Geoff can attend a meeting with the Premier, will this work for Don B & Don W?

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Friday, May 25, 2018 8:11 AM
To: Bain, Don PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: RE: Request for meeting

Perfect! Thanks Don.

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: Bain, Don PREM:EX
Sent: Thursday, May 24, 2018 8:02 PM
To: Higgins, Keira PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Re: Request for meeting

I will be in Victoria Monday so I am good to go!

Sent from my iPhone

On May 24, 2018, at 3:13 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Debbie,

Okay, I am going to go ahead and schedule for 5:00.

Don – if that doesn't work let me know.

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: Wade, Debbie PREM:EX
Sent: Thursday, May 24, 2018 2:54 PM
To: Higgins, Keira PREM:EX; Bain, Don PREM:EX
Subject: RE: Request for meeting

Hi Keira;

Either works for Geoff, so If you think they need 30 minutes, we can book at 5pm.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 2:48 PM
To: Wade, Debbie PREM:EX; Bain, Don PREM:EX
Subject: Request for meeting

Hi Debbie and Don,

Don W needs minimum 15 minutes with Geoff, Don B and Christine on Monday to discuss fish farming. There are 2 options I was considering. Please let me know which works:

- 1) Shorten the weekly meeting and do the fish farming piece from 10:00-10:15 followed by just Don W and Geoff for 15
- 2) Do a 30 minute meeting at 5:00

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 9:56 AM
To: Wade, Debbie PREM:EX; Bain, Don PREM:EX
Subject: RE: Request for meeting

Don, does that work for you?

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: Wade, Debbie PREM:EX
Sent: Monday, May 28, 2018 9:46 AM
To: Higgins, Keira PREM:EX; Bain, Don PREM:EX
Subject: RE: Request for meeting

Yes Geoff could do 2

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 9:45 AM
To: Bain, Don PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Request for meeting

How about 2:00?

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: Bain, Don PREM:EX
Sent: Monday, May 28, 2018 9:42 AM
To: Wade, Debbie PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Re: Request for meeting

Hi Debbie,

Unfortunately, not for me. I am booked for a CIRMO - FOI meeting from 3-5pm today.

Don

Sent from my iPhone

On May 28, 2018, at 9:38 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Keira & Don;

I have been asked to move this meeting to 3:00pm, so Geoff can attend a meeting with the Premier, will this work for Don B & Don W?

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Friday, May 25, 2018 8:11 AM
To: Bain, Don PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: RE: Request for meeting

Perfect! Thanks Don.

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: Bain, Don PREM:EX
Sent: Thursday, May 24, 2018 8:02 PM
To: Higgins, Keira PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Re: Request for meeting

I will be in Victoria Monday so I am good to go!

Sent from my iPhone

On May 24, 2018, at 3:13 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Debbie,

Okay, I am going to go ahead and schedule for 5:00.

Don – if that doesn't work let me know.

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: Wade, Debbie PREM:EX
Sent: Thursday, May 24, 2018 2:54 PM

To: Higgins, Keira PREM:EX; Bain, Don PREM:EX
Subject: RE: Request for meeting

Hi Keira;

Either works for Geoff, so If you think they need 30 minutes, we can book at 5pm.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 2:48 PM
To: Wade, Debbie PREM:EX; Bain, Don PREM:EX
Subject: Request for meeting

Hi Debbie and Don,

Don W needs minimum 15 minutes with Geoff, Don B and Christine on Monday to discuss fish farming. There are 2 options I was considering. Please let me know which works:

- 1) Shorten the weekly meeting and do the fish farming piece from 10:00-10:15 followed by just Don W and Geoff for 15
- 2) Do a 30 minute meeting at 5:00

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

Higgins, Keira PREM:EX

Subject: NEW TIME - MEETING: Don W, Don B, Geoff and Christine
Location: Don's Office - room 272 West Annex, Parliament Buildings

Start: Mon 2018-05-28 2:00 PM
End: Mon 2018-05-28 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Bain, Don PREM:EX; Meggs, Geoff PREM:EX; Kennedy, Christine PREM:EX

Page 214 to/à Page 215

Withheld pursuant to/removed as

s.22

From: Meggs, Geoff PREM:EX

Sent: Thursday, May 24, 2018 2:26 PM

To: LP Ministerial Assistants; LP Senior Ministerial Assistants; LP Executive Assistants; LP Administrative Coordinators; LP Support Staff; LP PO Cabinet Operations; LP PO Deputy Minister; LP PO Executive Office; LP Premiers Vancouver Office; Moran, Roseanne LASS:EX; May, Ed LASS:EX; Bowen, Bev LASS:EX; Lloyd, Evan GCPE:EX; Gibbs, Robb GCPE:EX; Lowe, Mike GCPE:EX; Kristianson, Eric GCPE:EX; Farmer, Susan PREM:EX; Hannah, Matt GCPE:EX; LP PREM Directors

Subject: Layne Clark to pursue new opportunities, recruitment process under way

Dear friends,

I'm writing to share the sad news that Layne Clark has decided to return to Vancouver to pursue new opportunities. Layne's done outstanding work for our government and our party in the run-up to last year's campaign, through the election, into transition and now in government. I know everyone will join me in wishing her well and every success in wherever her interests and talents take her.

Layne has agreed to remain in her current position until July 17 and I've now embarked on the difficult job of recruiting a replacement. The role may be redefined and the responsibilities varied. We have begun reaching out to prospective candidates and hope to complete a short list by June 7, the deadline for applications or expressions of interest. Vanessa Geary and Layne will be assisting me in the recruiting process. Please don't hesitate to contact any of us with any questions, suggestions or concerns as we work through this process.

Geoff

GEOFF MEGGS

Chief of Staff, Office of the Premier
West Annex, Parliament Buildings,
501 Belleville St, Victoria, BC V8V 2L8
(250) 356-6271

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, May 28, 2018 10:40 AM
To: s.17
Subject: Accepted: Pre-Brief

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, May 28, 2018 10:40 AM
To: Meggs, Geoff PREM:EX
Subject: Accepted: PA Pre-Brief

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, May 28, 2018 10:40 AM
To: s.17
Subject: Accepted: Pre-Brief

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, May 28, 2018 10:40 AM
To: s.17
Subject: Accepted: Pre-Brief

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 11:03 AM
To: Wensink, Alison PREM:EX
Subject: RE: MAH-2018-80932 Consultation (11 pages)

Hi Alison,

s.13

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: Wensink, Alison PREM:EX
Sent: Monday, May 28, 2018 10:56 AM
To: Higgins, Keira PREM:EX
Subject: MAH-2018-80932 Consultation (11 pages)

Hi Keira,

The Ministry of Municipal Affair and Housing received a request under FOIPPA for:

“All emails, text messages, blackberry message, slack message, WhatsApp messages – excluding attachments – sent between all Assistant Deputy Ministers and their Executive/Administrative assistants (if those positions exist and were staffed at the time). (Date Range for Record Search: From 08/01/2017 To 08/31/2017)”

Some records that have been authored by yourself were located in response to this request. **Please review page 1 and please let me know if you have any issues with the disclosure of the email you authored.**

Thanks so much!

Alison

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 11:04 AM
To: Wensink, Alison PREM:EX; Wright, Don J. PREM:EX
Subject: RE: OOP Consult re. TRA-2018-83057, Response due June 7, 2018

Hi Alison,

s.13

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: Wensink, Alison PREM:EX
Sent: Monday, May 28, 2018 11:00 AM
To: Wright, Don J. PREM:EX; Higgins, Keira PREM:EX
Subject: OOP Consult re. TRA-2018-83057, Response due June 7, 2018

Hi Don and Keira,

The Ministry of Transportation and Infrastructure has received this FOI request from a Political Party:

All emails, text messages, blackberry message, slack message, WhatsApp messages - excluding attachments - sent between all Deputy Ministers and their Executive/Administrative assistants (Date Range: 09/01/2017 To 09/30/2017)

If you could please review pages 3 and 4 and let me know if you have any issues with the disclosure of the emails you authored, that would be appreciated.

Thank you!

Alison

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 11:09 AM
To: Wright, Don J. PREM:EX
Subject: FW: 6:30pm tonight - Cabinet teleconference

Importance: High

FYI – I have updated your calendar to reflect the new 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

From: Massy, Michelle E PREM:EX
Sent: Monday, May 28, 2018 10:18 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa MMHA:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Wakeman, Michelle PSSG:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Finkel, Paul 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; Prisiak, Lisa PREM:EX
Subject: 6:30pm tonight - Cabinet teleconference
Importance: High

Good morning,

A teleconference for Cabinet has been scheduled for this evening – please see details below:

Monday May 28' 2018

6:30 p.m. – 7:00 p.m.

Teleconference only

Dial in number: s.15,s.17

Participant ID: .

Please confirm your Ministers / Officials attendance **by 2:00 p.m. today**

Thank you,
Michelle

Michelle Massy

Manager | Cabinet Operations

Room 049 | 617 Government St. | Victoria, BC

250.387.0869 | **cell:** 250-516-0685

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*

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 11:20 AM
To: Nash, Amber PREM:EX
Subject: 2:30 meeting on June 5th

Hi Amber,

Don is returning early from his tour on June 5th and will now be available to attend the afternoon meeting with PJH at 2:30. Could you please resend the invite?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 11:30 AM
To: Kennedy, Christine PREM:EX
Subject: FW: 6:30pm tonight - Cabinet teleconference

Importance: High

FYI – Don said you are not required to participate but I wanted to make you aware in case you hear about it through the grapevine.

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: Massy, Michelle E PREM:EX
Sent: Monday, May 28, 2018 10:18 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa MMHA:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Wakeman, Michelle PSSG:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Finkel, Paul 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; Prisiak, Lisa PREM:EX
Subject: 6:30pm tonight - Cabinet teleconference
Importance: High

Good morning,

A teleconference for Cabinet has been scheduled for this evening – please see details below:

Monday May 28th 2018

6:30 p.m. – 7:00 p.m.

Teleconference only

Dial in number s.15,s.17

Participant ID:

Please confirm your Ministers / Officials attendance **by 2:00 p.m. today**

Thank you,
Michelle

Michelle Massy

Manager | Cabinet Operations

Room 049 | 617 Government St. | Victoria, BC

250.387.0869 | **cell:** 250-516-0685

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*

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 11:32 AM
To: OOP FOI PREM:EX
Subject: RE: Consultation PSA-2018-83039 Due: May 31, 2018

Hi – s.13

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: OOP FOI PREM:EX
Sent: Monday, May 28, 2018 11:30 AM
To: Higgins, Keira PREM:EX; Papik, Stephanie PREM:EX
Subject: Consultation PSA-2018-83039 Due: May 31, 2018

Hi Keira and Stephanie,

The BC Public Service Agency received this FOI request from a Political Party:

All emails, text messages, blackberry message, slack message, WhatsApp messages - excluding attachments - sent between all Deputy Ministers and their Executive/Administrative assistants (Date Range: 09/01/2017 To 09/30/2017)

They have identified the attached pages as responsive. Could you please review the attached pages and let me know if you have any issues with the disclosure of the email you authored?

Thanks so much!

Alison

Page 229 to/à Page 230

Withheld pursuant to/removed as

s.22

From: Meggs, Geoff PREM:EX

Sent: Thursday, May 24, 2018 2:26 PM

To: LP Ministerial Assistants; LP Senior Ministerial Assistants; LP Executive Assistants; LP Administrative Coordinators; LP Support Staff; LP PO Cabinet Operations; LP PO Deputy Minister; LP PO Executive Office; LP Premiers Vancouver Office; Moran, Roseanne LASS:EX; May, Ed LASS:EX; Bowen, Bev LASS:EX; Lloyd, Evan GCPE:EX; Gibbs, Robb GCPE:EX; Lowe, Mike GCPE:EX; Kristianson, Eric GCPE:EX; Farmer, Susan PREM:EX; Hannah, Matt GCPE:EX; LP PREM Directors

Subject: Layne Clark to pursue new opportunities, recruitment process under way

Dear friends,

I'm writing to share the sad news that Layne Clark has decided to return to Vancouver to pursue new opportunities. Layne's done outstanding work for our government and our party in the run-up to last year's campaign, through the election, into transition and now in government. I know everyone will join me in wishing her well and every success in wherever her interests and talents take her.

Layne has agreed to remain in her current position until July 17 and I've now embarked on the difficult job of recruiting a replacement. The role may be redefined and the responsibilities varied. We have begun reaching out to prospective candidates and hope to complete a short list by June 7, the deadline for applications or expressions of interest. Vanessa Geary and Layne will be assisting me in the recruiting process. Please don't hesitate to contact any of us with any questions, suggestions or concerns as we work through this process.

Geoff

GEOFF MEGGS

Chief of Staff, Office of the Premier
West Annex, Parliament Buildings,
501 Belleville St, Victoria, BC V8V 2L8
(250) 356-6271

Page 233

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:12 PM
To: Wright, Don J. PREM:EX
Subject: FW: New Teleconference Numbers - Cabinet 6:30pm

Importance: High

FYI

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: Massy, Michelle E PREM:EX
Sent: Monday, May 28, 2018 1:10 PM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa MMHA:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Wakeman, Michelle PSSG:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Subject: New Teleconference Numbers - Cabinet 6:30pm
Importance: High

Good afternoon,

Please note **new teleconference numbers** for tonight's Cabinet meeting from 6:30-7:00pm will be sent to Ministers and Officials iPads momentarily. **Please do not use the numbers listed below.**

Please ensure your Minister is aware to look on their iPads for the number and if they are experiencing issues please have them contact me.

Thank you and apologies for the inconvenience,
Michelle

Michelle Massy

Manager | Cabinet Operations
Room 049 | 617 Government St. | Victoria, BC

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Cc: Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>; Colins, Tracey L PREM:EX <Tracey.Colins@gov.bc.ca>; Finkel, Paul PREM:EX <Paul.Finkel@gov.bc.ca>; Gervais, Monica PREM:EX <Monica.Gervais@gov.bc.ca>; Hanna, Jean L PREM:EX <Jean.Hanna@gov.bc.ca>; Kinnear, Lindsay PREM:EX <Lindsay.Kinnear@gov.bc.ca>; Klus, Arianna PREM:EX <Arianna.Klus@gov.bc.ca>; Kovacs, Teresa PREM:EX <Teresa.Kovacs@gov.bc.ca>; Lennox, Brenda PREM:EX

<Brenda.Lennox@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; McCartney, Angela PREM:EX <Angela.McCartney@gov.bc.ca>; Powell, Charlotte PREM:EX <Charlotte.Powell@gov.bc.ca>; Prisiak, Lisa PREM:EX <Lisa.Prisiak@gov.bc.ca>

Subject: 6:30pm tonight - Cabinet teleconference

Importance: High

Good morning,

A teleconference for Cabinet has been scheduled for this evening – please see details below:

Monday May 28' 2018

6:30 p.m. – 7:00 p.m.

Teleconference only

Dial in number s.15,s.17

Participant ID:-

Please confirm your Ministers / Officials attendance **by 2:00 p.m. today**

Thank you,
Michelle

Michelle Massy

Manager | Cabinet Operations

Room 049 | 617 Government St. | Victoria, BC

250.387.0869 | cell: 250-516-0685

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:13 PM
To: Nanninga, Tanera AG:EX
Subject: RE: Weekly AG Calls

Hi Tanera,

Noted and removed from Don's calendar.

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: Nanninga, Tanera AG:EX
Sent: Monday, May 28, 2018 1:03 PM
To: Higgins, Keira PREM:EX
Subject: Weekly AG Calls

Hi Keira,

MDE advises that we do not need to schedule the weekly calls for the month of June.

Cheers,

Tanera Nanninga
Administrative Coordinator to the Honourable David Eby, QC
Attorney General and Minister responsible for Liquor, Gaming, and ICBC
Phone: (250-387-1866)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:17 PM
To: Massy, Michelle E PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: FW: New Teleconference Numbers - Cabinet 6:30pm
Attachments: May 28th Teleconference Numbers.pdf

Importance: High

Hi Michelle,

Thank you. Don's calendar has now been updated with the new call-in numbers.

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: Massy, Michelle E PREM:EX
Sent: Monday, May 28, 2018 1:11 PM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX
Subject: FW: New Teleconference Numbers - Cabinet 6:30pm
Importance: High

Hi there – attached are the new teleconference numbers for tonights call (in case Don and Premier do not have iPads)

From: Massy, Michelle E PREM:EX
Sent: Monday, May 28, 2018 1:10 PM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Banh, Lindsay EDUC:EX <Lindsay.Banh@gov.bc.ca>; Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>; Campbell, Sue LBR:EX <Sue.Campbell@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Chandler, Alex FIN:EX <Alex.Chandler@gov.bc.ca>; Chapotelle, Jacqueline TRAN:EX <Jacqueline.Chapotelle@gov.bc.ca>; Christensen, Suzanne PREM:EX <Suzanne.Christensen@gov.bc.ca>; Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca>; Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>; Demelo, Paula IRR:EX <Paula.Demelo@gov.bc.ca>; Drew, Ashley ENV:EX <Ashley.Drew@gov.bc.ca>; Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>; Farmer, Leila PREM:EX <Leila.Farmer@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Frampton, Caelie ENV:EX <Caelie.Frampton@gov.bc.ca>; Fullaway, Elijah HLTH:EX <Elijah.Fullaway@gov.bc.ca>; Giuliano, Angela LASS:EX <Angela.Giuliano@leg.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>; Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>; Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Harrison, Veronica EDUC:EX <Veronica.Harrison@gov.bc.ca>; Hay, Lorna JTT:EX <Lorna.Hay@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>; Jackson, Lindsey B TRAN:EX <Lindsey.B.Jackson@gov.bc.ca>; Johnson, Lisa E AGRI:EX <Lisa.Johnson@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Kinnear, Lindsay PREM:EX <Lindsay.Kinnear@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; McCormick, Erika HLTH:EX <Erika.McCormick@gov.bc.ca>; McGregor-Schenk, Paige X FIN:EX <Paige.McGregorSchenk@gov.bc.ca>; McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>; Michell,

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Subject: New Teleconference Numbers - Cabinet 6:30pm

Importance: High

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Michelle Massy

Manager | Cabinet Operations

Room 049 | 617 Government St. | Victoria, BC

250.387.0869 | cell: 250-516-0685

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Cc: Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>; Colins, Tracey L PREM:EX <Tracey.Colins@gov.bc.ca>; Finkel, Paul PREM:EX <Paul.Finkel@gov.bc.ca>; Gervais, Monica PREM:EX <Monica.Gervais@gov.bc.ca>; Hanna, Jean L PREM:EX <Jean.Hanna@gov.bc.ca>; Kinnear, Lindsay PREM:EX <Lindsay.Kinnear@gov.bc.ca>; Klus, Arianna PREM:EX <Arianna.Klus@gov.bc.ca>; Kovacs, Teresa PREM:EX <Teresa.Kovacs@gov.bc.ca>; Lennox, Brenda PREM:EX <Brenda.Lennox@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; McCartney, Angela PREM:EX <Angela.McCartney@gov.bc.ca>; Powell, Charlotte PREM:EX <Charlotte.Powell@gov.bc.ca>; Prisiak, Lisa PREM:EX <Lisa.Prisiak@gov.bc.ca>

Subject: 6:30pm tonight - Cabinet teleconference

Importance: High

Good morning,

A teleconference for Cabinet has been scheduled for this evening – please see details below:

Monday May 28' 2018

6:30 p.m. – 7:00 p.m.

Teleconference only

Dial-in number s.15.s.17

Participant ID:-

Please confirm your Ministers / Officials attendance **by 2:00 p.m. today**

Thank you,
Michelle

Michelle Massy

Manager | Cabinet Operations

Room 049 | 617 Government St. | Victoria, BC

250.387.0869 | **cell:** 250-516-0685

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, May 28, 2018 1:20 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Meeting: PJH, Geoff and Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:24 PM
To: Mercier, Veronique IGRS:EX
Cc: Elliott, Genevieve IGRS:EX
Subject: RE: Office of the Premier

Hi Veronique,

I am happy to help. Please let me know what you need me to do.

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: Wensink, Alison PREM:EX
Sent: Monday, May 28, 2018 11:44 AM
To: Mercier, Veronique IGRS:EX
Cc: Elliott, Genevieve IGRS:EX; Higgins, Keira PREM:EX
Subject: RE: Office of the Premier

Hi Veronique,

It is Keira, cc'ed here.

Thanks!

Alison

From: Mercier, Veronique IGRS:EX
Sent: Monday, May 28, 2018 11:35 AM
To: Wensink, Alison PREM:EX
Cc: Elliott, Genevieve IGRS:EX
Subject: FW: Office of the Premier

Hi Alison,

Do you know who is the contact in the Premier's Office for Long Service Awards (LSA)?

Thank you,

Véronique

From: Charchuk, Lynda IGRS:EX
Sent: Friday, May 25, 2018 12:20 PM
To: Mercier, Veronique IGRS:EX
Subject: FW: Office of the Premier

Just a reminder in case you haven't called her yet.

Thanks

Lynda

From: Kish, Gillian PSA:EX
Sent: Wednesday, May 23, 2018 9:58 AM
To: Charchuk, Lynda IGRS:EX
Cc: Gorman, Frances A IGRS:EX
Subject: RE: Office of the Premier

Protocol will have a contact there (not an LSA contact, but a contact). Just ask Genevieve who to start with. You'll have to explain what you're needing them to do, in relation to LSA.

Gillian

Gillian Kish, Corporate Recognition and Long Service Awards Manager
Policy, Innovation and Engagement Branch | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | 250.216.7069

From: Charchuk, Lynda IGRS:EX
Sent: Wednesday, May 23, 2018 9:56 AM
To: Kish, Gillian PSA:EX
Cc: Gorman, Frances A IGRS:EX
Subject: RE: Office of the Premier

I checked with Veronique first and she didn't have a contact. She suggested I contact you.

L

From: Kish, Gillian PSA:EX
Sent: Wednesday, May 23, 2018 9:42 AM
To: Charchuk, Lynda IGRS:EX
Cc: Gorman, Frances A IGRS:EX
Subject: RE: Office of the Premier

Sorry I don't have a contact there. I would suggest you connect with whomever Protocol's PO contact is, and ask them to assist in providing a contact.

Thanks,

Gillian

Gillian Kish, Corporate Recognition and Long Service Awards Manager
Policy, Innovation and Engagement Branch | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | 250.216.7069

From: Charchuk, Lynda IGRS:EX
Sent: Friday, May 18, 2018 4:33 PM

To: Kish, Gillian PSA:EX
Subject: Office of the Premier

Hi Gillian

We have two recipients from the Premier's office for LSA's this year – who is their contact that would receive the list?

Thanks

Lynda

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:29 PM
To: Duncan, Nikki PSSG:EX
Subject: RE: DMC - June 1

Noted – 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: Duncan, Nikki PSSG:EX
Sent: Monday, May 28, 2018 12:15 PM
To: Higgins, Keira PREM:EX
Subject: RE: DMC - June 1

Ian Bailey will no longer attend. Becky will be there and will let Mark know if there is anything he requires.

Thanks!

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 15, 2018 8:45 AM
To: Duncan, Nikki PSSG:EX
Subject: RE: DMC - June 1

Noted – 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: Duncan, Nikki PSSG:EX
Sent: Monday, May 14, 2018 10:10 AM
To: Higgins, Keira PREM:EX
Subject: RE: DMC - June 1

Sorry for the rapid emails! I thought the person I was waiting for was on leave, but she replied anyways. ADM Ian Bailey will attend on behalf of Mark.

Thank you!

Nikki

From: Duncan, Nikki PSSG:EX
Sent: Monday, May 14, 2018 10:06 AM
To: Higgins, Keira PREM:EX
Subject: DMC - June 1

Hi Keira, Mark is unable to attend DMC on Friday, June 1st due to a conflicting Summit in Vancouver that day. I am attempting to find an ADM to attend on his behalf, but at this time it appears most are either at the same Summit or have annual leave. I will let you know if that changes, but for now, we are simply regrets.

Thank you

Nikki Duncan | Manager, Executive Operations
Office of the Deputy Solicitor General

Ministry of Public Safety and Solicitor General
11th Floor, 1001 Douglas Street | Victoria, BC V8W 2C5
Phone: 250-387-5131

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Wanamaker - weekly meeting
Location: Don's Office - room 272 West Annex, Victoria

Start: Mon 2018-06-11 11:00 AM
End: Mon 2018-06-11 11:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:00 AM to 11:30 AM effective 11/20/2017 until 4/22/2019. There are 54 more occurrences.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wanamaker, Lori FIN:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Wanamaker - weekly meeting
Location: Don's Office - room 272 West Annex, Victoria

Start: Mon 2018-06-18 11:00 AM
End: Mon 2018-06-18 11:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:00 AM to 11:30 AM effective 11/20/2017 until 4/22/2019. There are 54 more occurrences.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wanamaker, Lori FIN:EX

Importance: High

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Shauna Brouwer (obo Lori) - weekly meeting
Location: Don's Office - room 272 West Annex, Parliament Buildings

Start: Mon 2018-06-11 11:00 AM
End: Mon 2018-06-11 11:30 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Monday from 11:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Brouwer, Shauna FIN:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:42 PM
To: Nicholson, Riley FIN:EX
Subject: RE: s.22

No worries☺

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: Nicholson, Riley FIN:EX
Sent: Monday, May 28, 2018 1:42 PM
To: Higgins, Keira PREM:EX
Subject: RE: s.22

Sorry Keira, I just overheard Jen and your conversation to add Shauna to the Weekly's. It was new intel I guess.

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:36 PM
To: Nicholson, Riley FIN:EX
Subject: RE: s.22

Hi Riley,

Thank you for the heads up. Yes to Shauna attending DMC and I have cancelled the weekly meetings.

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: Nicholson, Riley FIN:EX
Sent: Monday, May 28, 2018 1:29 PM
To: Higgins, Keira PREM:EX
Subject: s.22

Hi Keira,

s.22
needed, s.17

Shauna Brouwer will be acting DM during that time. Her cell if

Lori would like to know if Shauna can please attend the June 15th DMC on her behalf?

Also, can we cancel the June 11 and 18 Weekly meetings.

Thanks,

Riley

Riley Nicholson

Senior Executive Assistant

Deputy Minister's Office

Ministry of Finance

T: 250 387 3184 **F:** 250 387 1655

Email: Riley.Nicholson@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:49 PM
To: Tsang, Robin FIN:EX
Cc: PREM Tech
Subject: RE: Chambers

Hi Robin,

It is available but only until 2:45.

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: Tsang, Robin FIN:EX
Sent: Monday, May 28, 2018 1:48 PM
To: Higgins, Keira PREM:EX
Cc: PREM Tech
Subject: Chambers

Hi Keira:

I am wondering if the Chambers is available? I am coming over to do some test for about half an hour.

Thanks,
Robin

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - "re-do" sent email requests signed off
Location: Don's Office

Start: Wed 2018-06-06 11:30 AM
End: Wed 2018-06-06 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

Higgins, Keira PREM:EX

Subject: MEETING: Don and Jackie - FOI
Location: Don's Office

Start: Wed 2018-06-06 11:30 AM
End: Wed 2018-06-06 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 2:02 PM
To: Nanninga, Tanera AG:EX
Subject: RE: Weekly AG Calls

Okay sounds good.

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: Nanninga, Tanera AG:EX
Sent: Monday, May 28, 2018 2:01 PM
To: Higgins, Keira PREM:EX
Subject: RE: Weekly AG Calls

Oops...no not that one...should have clarified that MDE would still like that one ☺

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 1:59 PM
To: Nanninga, Tanera AG:EX
Subject: RE: Weekly AG Calls

Hi Tanera,

Does this include the call on June 1st?

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: Nanninga, Tanera AG:EX
Sent: Monday, May 28, 2018 1:03 PM
To: Higgins, Keira PREM:EX
Subject: Weekly AG Calls

Hi Keira,

MDE advises that we do not need to schedule the weekly calls for the month of June.

Cheers,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC
Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 2:05 PM
To: Wright, Don J. PREM:EX
Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps
Attachments: Champions Table letter to Premier Horgan re Apr 18 mtg and next steps.pdf

Hi Don,

I sent this into your office in a yellow folder but haven't seen it come back. I just wanted to check in as it is a request from downstairs.

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: Nash, Amber PREM:EX
Sent: Tuesday, May 22, 2018 12:42 PM
To: Higgins, Keira PREM:EX
Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Hi Keira,

Could you check in with Don on this when you have a moment? Looking for direction on the following:

1. PO to direct Ministers to schedule 1:1 follow up meetings
2. Who is point person in PO to be key communications on this work (as mentioned in the attached letter).
3. Any further follow up needed?

Amber

From: Van Meer-Mass, Kate PREM:EX
Sent: Monday, May 7, 2018 11:27 AM
To: Wright, Don J. PREM:EX
Cc: Nash, Amber PREM:EX; McLaren, Chris PREM:EX
Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Hi Don,

As you set this meeting up and attended I'm wondering if you could provide some direction on the requests for further meetings. Is this for PJH to do or others.

Kate

From: McLaren, Chris PREM:EX
Sent: Monday, May 7, 2018 10:41 AM

To: Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX

Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Hi Kate and Amber,

This letter attached went to our correspondence and cc'd ministers. FLNRO is looking for information on our response to this request to set up further meetings.

The email chain below. Jake indicated that Sage advised that it would be Chris and/or Amber as the point person.

Let me know if I need to do anything with this correspondence at this point.

Thanks,

Chris

From: Rochon, Jake PREM:EX

Sent: Monday, May 7, 2018 10:18 AM

To: Donison, Sonia FLNR:EX

Cc: Hampson, Ashley PREM:EX; McLaren, Chris PREM:EX; Nash, Amber PREM:EX

Subject: RE: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Hi Sonia!

Our scheduling staff will be able to help coordinate the meeting follow ups. Chris will likely be the point person, but please CC Amber as well.

From: Hampson, Ashley PREM:EX

Sent: Monday, May 7, 2018 9:39 AM

To: Rochon, Jake PREM:EX

Subject: FW: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Info on this?

From: Donison, Sonia FLNR:EX

Sent: Monday, May 7, 2018 9:38 AM

To: Hampson, Ashley PREM:EX

Subject: RE: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Thanks Ashley!

My minister's office is asking for some direction from PO regarding follow-up meetings. One-o-one with Ministers or joint? What is the PO reply letter stating?

Thank you—Di Bohja!

Sonia Donison

Manager

Correspondence Services

250 356-9638

From: Hampson, Ashley PREM:EX

Sent: Monday, May 7, 2018 9:37 AM

To: Donison, Sonia FLNR:EX

Subject: RE: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Hi Sonia!

Our office will be sending out an acknowledgement, but if FLNRO would like to provide a more thorough response you're more than welcome.

Thanks,

Ashley Hampson
Correspondence Officer | Office of the Premier
P: 250-387-3539 E: ashley.hampson@gov.bc.ca

From: Donison, Sonia FLNR:EX
Sent: Monday, May 7, 2018 9:27 AM
To: Hampson, Ashley PREM:EX
Subject: FW: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Hi Ashley! Are you responding to this?

Thank you—Di Bohja!

Sonia Donison
Manager
Correspondence Services
250 356-9638

From: Courtney Daws [<mailto:cdaws@castlemaingroup.com>]
Sent: Monday, April 30, 2018 9:00 AM
To: Minister, FLNR FLNR:EX
Subject: Letter from the Champions Table to Premier Horgan re: April 18 mtg and next steps

Good Morning Minister Donaldson,

Please find attached to this email a letter from the Champions Table to Premier Horgan. This letter is following up on the meeting between the Champions Table, Premier Horgan and members of Cabinet on Wednesday, April 18, 2018, and outlining next steps.

Respectfully,

Courtney Daws
Secretariat, Champions Table

--

Courtney Daws
Senior Analyst, Governance and Negotiations
e: cdaws@castlemain.com
p: 604.283.1336
c: 604.619.1221

From: Rochon, Jake PREM:EX
Sent: Monday, May 7, 2018 10:23 AM
To: McLaren, Chris PREM:EX
Subject: FW: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

FYI

From: Courtney Daws [mailto:cdaws@castlemaingroup.com]
Sent: Monday, April 30, 2018 9:00 AM
To: OfficeofthePremier, Office PREM:EX
Subject: Letter from the Champions Table re follow up to April 18th Meeting and Next Steps

Good Morning Premier Horgan,

Please find attached to this email a letter from the Champions Table following up on our meeting of Wednesday, April 18, 2018, and outlining next steps.

Respectfully,

Courtney Daws
Secretariat, Champions Table

--

Courtney Daws
Senior Analyst, Governance and Negotiations
e: cdaws@castlemain.com
p: 604.283.1336
c: 604.619.1221

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1660 1075 West Georgia Street, Vancouver, BC V6E 3C9
[Suite 200](#) [22 St. Clair East](#) 2nd Floor, Toronto, ON M4T 2S3



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, May 28, 2018 3:33 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Revised and New PREM Documents

Don's binder has been updated.

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: Canitz, Shelley L PREM:EX
Sent: Monday, May 28, 2018 2:48 PM
To: Nash, Amber PREM:EX; Higgins, Keira PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX; Hannah, Matt GCPE:EX; Kristianson, Eric GCPE:EX; Mulloy, Eleanor PREM:EX
Subject: FW: Revised and New PREM Documents

As per my email of a few minutes ago

From: Ngo, Dawn FIN:EX
Sent: Monday, May 28, 2018 2:40 PM
To: Canitz, Shelley L PREM:EX
Cc: Klak, Steve M FIN:EX; Dicks, Erin L FIN:EX
Subject: FW: Revised and New PREM Documents

Hi Shelley,

Please find attached the revised and new PREM documents.

Please let us know if you have any questions or require anything further.

Regards,

Dawn

From: Dicks, Erin L FIN:EX

Sent: Monday, May 28, 2018 2:30 PM
To: Ngo, Dawn FIN:EX
Cc: Klak, Steve M FIN:EX; Tsang, Diana FIN:EX; Manak, Nicky FIN:EX
Subject: Revised and New PREM Documents

Hi Dawn... as discussed, here are all the revised and new PREM documents:

NEW

<< File: 11d. Staff Travel Expense Summary.xlsx >> << File: 07d. PREM Salary Increases Nov-Apr.xlsx >>

REVISED

<< File: 04a-i. 2018-19 Budget Variance by STOB.xlsx >> << File: 07c. Premier's Office Staff Salary as of April 18 2018.xlsx >> << File: 08a-b. 1718 Expenditures.xlsx >> << File: 09. Historical Spending - 5 Year Actuals.xlsx >> << File: 15. IGRS Events Projects and Grants 1718.xlsx >> << File: 07a. Staff Salary Comparison July 8-17 to Apr 14-18.pdf >> << File: 07b. Staff Salary Comparison March 31-17 to Apr 14-18.pdf >> << File: 16a-b. Transition and Other Contracts as at May 15 2018.xlsx >>

Updates include:

- 04a-i: minor changes to comments in IGRS tab
- 07a: updated employee number for Julie Breheret
- 07b: updated employee number for Julie Breheret
- 07c: moved Danny Loubert to Executive Branch
- 07d: **new document** showing salary increases from November to April 14th. Note April 14th was chosen to match all other salary documents.
- 08a-b: minor formatting fixes
- 09: minor formatting fixes
- 11d: **new document** showing all staff travel for the past three fiscals. Note that we do not have the information to break this down by individual trips.
- 15: added explanation for over-recoveries, minor formatting fixes
- 16a-b: updated some contract end dates and statuses (note: 1034 Tokyo Resources end date was confirmed as Mar 1/18, not Mar 31/18)

Thanks.

Erin Dicks

A/Budget Director • Financial Planning and Budgets • Ministry of Finance

NEW Phone: (778) 698-8587 • Fax: (250) 356-7326 • 3rd Fl – 617 Government St, Victoria BC V8W 9V1

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 8:14 AM
To: Nash, Amber PREM:EX
Subject: RE: 2:30pm meeting tomorrow

Okay, thanks for the heads up.

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: Nash, Amber PREM:EX
Sent: Monday, May 28, 2018 5:07 PM
To: Higgins, Keira PREM:EX
Subject: 2:30pm meeting tomorrow

Will now start at 2:45pm
I had to schedule a phone call right at 2:30 – but it won't be very long.

A

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 9:09 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for SI meeting June 07, 2018

Christine will be in attendance.

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: Brown, Dawn A PREM:EX
Sent: Tuesday, May 29, 2018 9:03 AM
To: Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Clark, Layne PREM:EX; Connor, Tamara LASS:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dube, Jonathan FIN:EX; Farmer, Leila PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harrison, Veronica EDUC:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Kang, Gurbrinder LASS:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Kovacs, Teresa PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Pommelet, Lisa MMHA:EX; Reid, Heidi FIN:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Virk, Rajmeet LASS:EX; Wade, Debbie PREM:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; 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; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for SI meeting June 07, 2018
Importance: High

Good morning,

Please confirm the attendance of your Minister/Official's by responding to this email **ASAP**.
Please also confirm where your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Valerie McKnight, and CC: Teresa Kovacs, and myself for the attendance survey.

SI

Thursday, June 07, 2018
9:00 a.m. – 11:30 a.m.
Chambers/VCO

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier

Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 9:10 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet meetings June 6, 2018

Hi Dawn,

Christine and Don will be in attendance at both meetings.

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: Brown, Dawn A PREM:EX
Sent: Tuesday, May 29, 2018 9:00 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa MMHA:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; 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; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for Cabinet meetings June 6, 2018
Importance: High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.
Please also confirm where your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

CABINET

Wednesday, June 06, 2018	9:00 a.m. – 11:30 a.m.	Chambers/VCO
Wednesday, June 06, 2018	1:00 p.m. – 5:00 p.m.	Chambers/VCO

Thank you,

Dawn A. Brown

Cabinet Operations | Office of the Premier

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

Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 9:13 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: A request re Estimates binders

Hi Shelley,

She is going to look through hers and see if she can figure it out. She said she would call if she can't figure it out.

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

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, May 29, 2018 9:11 AM
To: Higgins, Keira PREM:EX
Subject: Re: A request re Estimates binders

Should I call?

Sent from my iPad

> On May 29, 2018, at 9:10 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:
>
> Alison said she thinks the Table of Contents might not be correct.
>
> Keira Higgins, Executive Administrative Coordinator Office of the
> Premier, Deputy Minister
> 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
> Ph: (250) 356-2206
>
>
> -----Original Message-----
> From: Canitz, Shelley L PREM:EX
> Sent: Tuesday, May 29, 2018 9:09 AM
> To: Higgins, Keira PREM:EX
> Subject: Re: A request re Estimates binders
>
>
> Did that make sense?
>
>
>> On May 29, 2018, at 8:50 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:
>>

>> The table of contents is correct - it lists all the notes. In
>> Alison's binder, there were notes missing from the tabs
>>
>> Shelley Canitz
>> Executive Director, Corporate Initiatives Office of the Deputy
>> Minister to the Premier
>>
>>
>>> On May 29, 2018, at 8:46 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:
>>>
>>> Hi Shelley,
>>>
>>> How do we know if stuff is missing? Is there a master binder which is correct?
>>>
>>> Keira Higgins, Executive Administrative Coordinator Office of the
>>> Premier, Deputy Minister
>>> 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
>>> Ph: (250) 356-2206
>>>
>>> -----Original Message-----
>>> From: Canitz, Shelley L PREM:EX
>>> Sent: Tuesday, May 29, 2018 8:44 AM
>>> To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX; Shortt, Amanda
>>> PREM:EX
>>> Cc: Hendry, Jackie PREM:EX
>>> Subject: A request re Estimates binders
>>>
>>> Hello, all - last night, Alison noticed some notes were missing from an OoP estimates binder. She is replacing them
this morning. Just to be safe, could you all go through the remaining binders and make sure all the notes are there?
Alison has one binder, Don has another and the remainder are on top of my file cabinet. If you don't have time, I can do
it when I get in this aft but it would be great if it was done earlier, as we have the Premier's briefing this afternoon.
>>>
>>> Many thanks
>>> Shelley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 29, 2018 10:23 AM
To: s.17
Subject: Declined: Meeting: Brian Fehr, BID Group of Companies

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 11:12 AM
To: Hansen, Erin AGRI:EX
Cc: Howie, Matthew IRR:EX; Geary, Orla FLNR:EX
Subject: RE: Call Req'd Today

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: Hansen, Erin AGRI:EX
Sent: Tuesday, May 29, 2018 11:11 AM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX; Geary, Orla FLNR:EX
Subject: RE: Call Req'd Today

Hi Keira.

It is regarding Fisheries Strategy.

Thanks,
Erin

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 11:10 AM
To: Hansen, Erin AGRI:EX; Howie, Matthew IRR:EX; Geary, Orla FLNR:EX
Subject: RE: Call Req'd Today

Hi Erin,

What is the call regarding please?

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: Hansen, Erin AGRI:EX
Sent: Tuesday, May 29, 2018 11:09 AM
To: Howie, Matthew IRR:EX; Geary, Orla FLNR:EX; Higgins, Keira PREM:EX
Subject: FW: Call Req'd Today
Importance: High

Good morning.

I have been asked to schedule a call today with Wes Shoemaker, Tim Sheldan, Christine Kennedy and optionally Doug Caul for 30 minutes preferably but 15 minutes at minimum. Wes has availability at 12-1:30pm or at 2:30 pm or 5:00pm.

Please let me know if there is any time within those above which will work on your end.

Thanks,

Erin Hansen

Senior Executive Assistant to Wes Shoemaker
Deputy Minister of the Ministry of Agriculture
250-356-1800 Erin.Hansen@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 11:13 AM
To: Hansen, Erin AGRI:EX; Howie, Matthew IRR:EX; Geary, Orla FLNR:EX
Subject: RE: Call Req'd Today

Hi Erin,

Christine is available between 1:00-1:30. None of the other options work for her schedule.

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: Hansen, Erin AGRI:EX
Sent: Tuesday, May 29, 2018 11:09 AM
To: Howie, Matthew IRR:EX; Geary, Orla FLNR:EX; Higgins, Keira PREM:EX
Subject: FW: Call Req'd Today
Importance: High

Good morning.

I have been asked to schedule a call today with Wes Shoemaker, Tim Sheldan, Christine Kennedy and optionally Doug Caul for 30 minutes preferably but 15 minutes at minimum. Wes has availability at 12-1:30pm or at 2:30 pm or 5:00pm.

Please let me know if there is any time within those above which will work on your end.

Thanks,

Erin Hansen

Senior Executive Assistant to Wes Shoemaker
Deputy Minister of the Ministry of Agriculture
250-356-1800 Erin.Hansen@gov.bc.ca

Page 275

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 11:37 AM
To: Tupper, Linsey PSA:EX; Ringma, Shalegh FIN:EX
Subject: RE: Fireside Chat - June 20th

Sounds good – 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: Tupper, Linsey PSA:EX
Sent: Tuesday, May 29, 2018 11:28 AM
To: Higgins, Keira PREM:EX; Ringma, Shalegh FIN:EX
Subject: Fireside Chat - June 20th

Good morning,

I can confirm that we will proceed with the Fireside Chat for June 20th from 2:30 pm to 4:00 pm. I will be sending out a calendar invitation shortly for the meeting to all of the invitees that Don and Heather will be included on. Please continue to hold this time in your calendar until I get the invitation sent out.

The session will be taking place at the Hotel Grand Pacific.

Please release the hold that you had for June 13th. Please let me know if you have any other questions.

With thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 11:39 AM
To: Holliss, Jeanne PSA:EX
Cc: Bronee, Rueben PSA:EX
Subject: RE: Speaking Notes for Oath Ceremony

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: Holliss, Jeanne PSA:EX
Sent: Tuesday, May 29, 2018 11:34 AM
To: Higgins, Keira PREM:EX
Cc: Bronee, Rueben PSA:EX
Subject: RE: Speaking Notes for Oath Ceremony

Hi Keira,

I sure do! Please see the attached itinerary which outlines the event and let me know if you have any questions or concerns.

Thanks,
J.

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 11:03 AM
To: Holliss, Jeanne PSA:EX
Cc: Bronee, Rueben PSA:EX
Subject: FW: Speaking Notes for Oath Ceremony

Hi Jeanne,

Do you have any more info about this event? I still just have a hold in Don's calendar with no details.

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: Halls, Lori D PSA:EX
Sent: Tuesday, May 29, 2018 10:58 AM
To: Wright, Don J. PREM:EX

Cc: Higgins, Keira PREM:EX

Subject: Speaking Notes for Oath Ceremony

Don

Thanks for providing opening remarks for the Oath Ceremony on June 12th during Public Service Week.

Attached are speaking notes for your review.

Lori Halls

Deputy Minister

BC Public Service Agency

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 29, 2018 11:40 AM
To: s.17
Subject: Declined: Cabinet Briefing

Don is travelling from Port Alberni and will not reach the Leg until 2:00.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, May 29, 2018 11:42 AM
To: Shoemaker, Wes AGRI:EX
Subject: Accepted: Phone Call: Tim Sheldan, Christine Kennedy, Wes Shoemaker - optional
Doug Caul

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 11:43 AM
To: Kennedy, Christine PREM:EX
Subject: FW: Call Req'd Today

Importance: High

FYI – the below call has been scheduled for 1:00 today and your calendar has been updated.

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: Hansen, Erin AGRI:EX
Sent: Tuesday, May 29, 2018 11:09 AM
To: Howie, Matthew IRR:EX; Geary, Orla FLNR:EX; Higgins, Keira PREM:EX
Subject: FW: Call Req'd Today
Importance: High

Good morning.

I have been asked to schedule a call today with Wes Shoemaker, Tim Sheldan, Christine Kennedy and optionally Doug Caul for 30 minutes preferably but 15 minutes at minimum. Wes has availability at 12-1:30pm or at 2:30 pm or 5:00pm.

Please let me know if there is any time within those above which will work on your end.

Thanks,

Erin Hansen

Senior Executive Assistant to Wes Shoemaker
Deputy Minister of the Ministry of Agriculture
250-356-1800 Erin.Hansen@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 1:17 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call from Jennifer

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: Wensink, Alison PREM:EX
Sent: Tuesday, May 29, 2018 12:04 PM
To: Higgins, Keira PREM:EX
Subject: Call from Jennifer

Hi Keira,

Jennifer from Jill Kot's office called for you re: following up on setting up a meeting tomorrow. 250-387-0401

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 29, 2018 1:47 PM
To: CITZ Deputy Minister, CITZ:EX
Subject: Accepted: MINISTER: Minsiter Sims/Don Wright/Jill Kot & Susan Stanford re: Connectivity Roll-out

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, May 29, 2018 2:06 PM
To: Cleaver, Sheila C FIN:EX
Subject: RE: BMO purchase card

Thanks Sheila!

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: Cleaver, Sheila C FIN:EX
Sent: Tuesday, May 29, 2018 2:05 PM
To: Higgins, Keira PREM:EX
Subject: BMO purchase card

Hi Keira,

Your Bank of Montreal (BMO) Purchase Card has been put in the mail to you today.

Activation

Please call the phone # on the card to activate.
BMO will ask you some security questions to identify you:
Code/password – s.15,s.17
Company Name

PIN#

BMO will also forward you a separate envelope with your PIN#.
Also, this is a disclosure from BMO: *Please keep your PIN# confidential and separate from your card at all times. If you share your PIN with someone else, you will lose your liability with BMO.*

On-line access to your account

BMO will send you 2 Emails, one with your username (your Email address) and another with your temporary password to get online access to your account. Your statements are available after the 4th of each month.
Please log into BMO Spend Dynamics - <https://www.bmospenddynamics.com> and enter your Username and password. You will then be prompted to change this temporary password.

Appropriate Use of the card

****Please note this card is NOT to be used for personal charges** It is to be used for approved Government business transactions. The Purchase card is not to be used for Employees travel expenses, except airfare. Pls review the Core Policy & Procedures Manual-Cardholder Responsibilities and Procedures for more detailed information. gov.bc.ca/corepolicy – Go to Procedures/E. Special Types of Disbursements/E.6 Purchasing card**

Monthly Reconciliation

Please see [CFFS Quick Guide](#) for the reconciliation instructions.

Please contact me when you receive your first statement if you need any training with this.

You must reconcile your Purchase Card statement and send in the following documents to your Accounts office for processing before month-end cut off:

- FIN122A or B form
- Receipts/Invoices/Emails and any other backup pertaining to each transaction
- Expense Authority Email approval

Once complete, please Email all of these documents to your appropriate contact:

- MOSS cardholders – FINFSAMINOFF@gov.bc.ca
- Office of the Premier Executive – Saija.Poldrugovac@gov.bc.ca
- FICOM – Please check with your office
- All other cardholders – Email to CFFSHELP@gov.bc.ca

Stob 8530 is a Clearing Stob and must be at a zero balance each month: Your Credit Clearing Line is:
s.17

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl. 617 Government St. Victoria, BC V8W 9V1
Phone# (250) 208-8490

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 29, 2018 2:46 PM
To: Halls, Lori D PSA:EX
Subject: Accepted: Lori Halls, Don Wright and Iris Colyn | Executive Development Conversation

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, May 29, 2018 3:51 PM
To: Harvey, James JAG:EX
Subject: Declined: Reference

Estimates.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 8:21 AM
To: Halls, Lori D PSA:EX
Subject: RE: Draft Response to Letter from

Hi Lori,

Will do, 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: Halls, Lori D PSA:EX
Sent: Tuesday, May 29, 2018 4:29 PM
To: Higgins, Keira PREM:EX
Subject: Draft Response to Letter from

Keira

Don has approved the draft response to Arvay Finlay...can you format and send out once he's signed. Thanks.

Lori Halls
Deputy Minister
BC Public Service Agency

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Bob Turner
Location: Don's Office - room 272 West Annex

Start: Fri 2018-06-01 1:30 PM
End: Fri 2018-06-01 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Turner, Robert EMBC:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 8:25 AM
To: Turner, Robert EMBC:EX
Subject: RE: Short meeting request, time sensitive

Hi Bob,

I have scheduled you into the calendar for 1:30-2:00 on Friday.

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: Turner, Robert EMBC:EX
Sent: Wednesday, May 30, 2018 8:24 AM
To: Higgins, Keira PREM:EX
Subject: FW: Short meeting request, time sensitive

Hi Keira

I would appreciate it if you could please book me some time in the slot Don indicates below. Later in that block is better for me but I will take whatever works best for him.

Thank very much.

Best regards,
Bob

Robert Turner
Assistant Deputy Minister
Emergency Management, B.C.
250 952 5013
Block A, Suite 200
2261 Keating Cross Rd.
Saanich, B.C.

24 Hour Emergency Reporting: 1-800-663-3456
Follow us on Twitter [@EmergencyInfoBC](#) and [@PreparedBC](#)

From: Wright, Don J. PREM:EX
Sent: Wednesday, May 30, 2018 7:16 AM
To: Turner, Robert EMBC:EX
Subject: Re: Short meeting request, time sensitive

Hi Bob,

Apologies for the delayed response. Things have been a little hectic so far this week. I am in estimates today and tomorrow. How about sometime Friday between 10:30-2?

Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 8:38 AM
To: Young, Olivia JTT:EX
Subject: RE: Weekly Economic Strategy Discussion - Thursday

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: Young, Olivia JTT:EX
Sent: Wednesday, May 30, 2018 8:37 AM
To: Higgins, Keira PREM:EX
Subject: RE: Weekly Economic Strategy Discussion - Thursday

Thank you Keira! I will send updated invite for 11:30am on Friday.

Thank you,

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

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 8:23 AM
To: Young, Olivia JTT:EX
Subject: RE: Weekly Economic Strategy Discussion - Thursday

Hi Olivia,

No problem. Would Friday at either 10:00 or 11:30 work on our end?

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: Young, Olivia JTT:EX
Sent: Tuesday, May 29, 2018 4:19 PM
To: Higgins, Keira PREM:EX
Subject: Weekly Economic Strategy Discussion - Thursday

Good Afternoon Keira,

We are headed into Estimates tomorrow and Thursday. Would Christine possibly have some time in her calendar to move this call from 11am to 10am Thursday or sometime Friday for this call?

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 8:51 AM
To: Turner, Robert EMBC:EX
Subject: RE: Short meeting request, time sensitive

Hi Bob,

Is Becky to be included in this meeting? If so we should go with 10:30 as she will be here for DMC. If not we can leave it as is.

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: Turner, Robert EMBC:EX
Sent: Wednesday, May 30, 2018 8:50 AM
To: Higgins, Keira PREM:EX
Subject: FW: Short meeting request, time sensitive

Hi,

I guess I shouldn't have written directly to you 😊

I leave it to you to decide which block, I can make either work.

Best regards,
Bob

From: Wright, Don J. PREM:EX
Sent: Wednesday, May 30, 2018 8:46 AM
To: Turner, Robert EMBC:EX
Cc: Denlinger, Becky EMBC:EX
Subject: Re: Short meeting request, time sensitive

Ok, let's say 10:30.

Sent from my iPhone

On May 30, 2018, at 7:25 AM, Turner, Robert EMBC:EX <Robert.Turner@gov.bc.ca> wrote:

Thanks Don, that would be great.

Sent from my Samsung Galaxy smartphone.

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

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: 2018-05-30 07:16 (GMT-08:00)
To: "Turner, Robert EMBC:EX" <Robert.Turner@gov.bc.ca>
Subject: Re: Short meeting request, time sensitive

Hi Bob,

Apologies for the delayed response. Things have been a little hectic so far this week. I am in estimates today and tomorrow. How about sometime Friday between 10:30-2?

Don

From: "Turner, Robert EMBC:EX" <Robert.Turner@gov.bc.ca>
Date: Sunday, May 27, 2018 at 10:23 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Cc: Becky Denlinger <Becky.Denlinger@gov.bc.ca>
Subject: Short meeting request, time sensitive

Dear Don

s.22

I am returning to Victoria tomorrow evening and can make myself available anytime the rest of the week if it is possible.

Best regards,
Bob

*Robert Turner
Assistant Deputy Minister
Emergency Management, B.C.
250 952 5013
Block A, Suite 200
2261 Keating Cross Rd.
Saanich, B.C.*

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 8:56 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Org Chart

Done – 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: Canitz, Shelley L PREM:EX
Sent: Tuesday, May 29, 2018 6:54 PM
To: Higgins, Keira PREM:EX
Subject: FW: Org Chart

Keira – I think this is for Don's IGRS binder – would you please update it?

From: Brubacher, Kelly IGRS:EX
Sent: Tuesday, May 29, 2018 2:58 PM
To: Canitz, Shelley L PREM:EX
Cc: van Marum, Karen IGRS:EX
Subject: Org Chart

Hi Shelley,

I have just updated our org chart for the Estimates binders, tab 27. See attached. As well, it matches up with the Government Directory.

Thank you,

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 8:56 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: please add these pages to your estimates binder

Done – 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: Canitz, Shelley L PREM:EX
Sent: Tuesday, May 29, 2018 6:16 PM
To: Nash, Amber PREM:EX; Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: please add these pages to your estimates binder

Amber, Debbie and Keira – Don, Geoff and the Premier each have an estimates binder. Would you please replace the Table of Contents with the attached version, and add the attached Oceans Protection Plan BN to the very end of Tab 8 – Environment?

Thank you

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 9:05 AM
To: Wade, Debbie PREM:EX
Subject: RE: Missed conversation with Higgins, Keira PREM:EX

Hi Debbie,

Thanks. Let me know if you have any luck.

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: Wade, Debbie PREM:EX
Sent: Wednesday, May 30, 2018 9:04 AM
To: Higgins, Keira PREM:EX
Subject: RE: Missed conversation with Higgins, Keira PREM:EX

Hi Keira;

I will take a look for it, I do not recall seeing this letter, but I'll check his emails.

Thanks

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX [mailto:keira.higgins@gov.bc.ca]
Sent: Wednesday, May 30, 2018 8:43 AM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: Missed conversation with Higgins, Keira PREM:EX

keira.higgins@gov.bc.ca [8:41 AM]:

Morning! There was a letter that Don sent to Geoff regarding an interview he took during work hours on/around May 11th. Could you please send me the signed version of it as he never gave it back to me after signing and I want to ensure we have a copy.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 30, 2018 9:09 AM
To: Little, Christine JTT:EX
Subject: Accepted: Weekly Economic Strategy Discussion - CK/CL/AC/KY

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 10:14 AM
To: Wright, Don J. PREM:EX
Subject: FW: May 30: Meeting on Connectivity
Attachments: Connectivity - DM Wright Briefing - 30May18 (2).pptx

FYI – I will print and add to today's binder.

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: Cook, Jeannette CITZ:EX
Sent: Wednesday, May 30, 2018 10:12 AM
To: Higgins, Keira PREM:EX
Cc: Molyneux, Jennifer CITZ:EX; McMullan, Padraig CITZ:EX
Subject: May 30: Meeting on Connectivity

Hi Keira,

Attached is the material for the meeting today with Don at 11:30 am.

Cheers,
JC

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 10:27 AM
To: BCPSA Long Service Program PSA:EX
Subject: RE: For your review/response: 2018 Long Service Awards - Recipient Confirmation
DUE: June 1st

Hi Team,

This email is to confirm that the recipients are from our organization.

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: BCPSA Long Service Program PSA:EX
Sent: Wednesday, May 30, 2018 10:22 AM
To: Higgins, Keira PREM:EX
Subject: For your review/response: 2018 Long Service Awards - Recipient Confirmation DUE: June 1st
Importance: High

Good morning Keira

Sorry for the delay in getting this to you. We didn't have a rep name for the PO and really had to do some digging around. Hopefully you can confirm this list by Friday.

Thanks

Attention: HR Director & Long Service Awards Contact

Please find attached the list of employees that have registered for the **2018 Long Service Awards** from your workplace.

Action required:

1. Please review the attached recipient list to confirm each employee listed is in fact from your organization.
2. If changes are required, please highlight the names in the attached spreadsheet, adding a "notes" field to provide a reason for the adjustment.
3. Please reply with your changes or to confirm the list is accurate before **Friday, June 1st** by email:
longserviceawards@gov.bc.ca
4. If you are not the appropriate HR contact for your organization, please confirm who should be receiving this and future correspondence related to the Long Service Awards.

Additional Information:

- This year's ceremonies are planned for the following nights: September 25, 26, 27 and October 2, 3, 4, 9, 10, 11, 16, 17, 18
- Ceremony nights for individual organizations will be assigned and posted on [@Work](#) in mid-June. *Thank you to everyone who forwarded their special requests/date conflicts.*

- Invitations will be emailed to each recipient in mid to late June. The RSVP deadline is July 20th, 2018.

Please reach out to us anytime if you have questions or need more information.

Thank you for your continued support and assistance.

Long Service Awards Team

<https://gwww.gov.bc.ca/career/long-service-awards>



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 10:37 AM
To: Cook, Jeannette CITZ:EX
Subject: RE: May 30: Meeting on Connectivity

Thank you.

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: Cook, Jeannette CITZ:EX
Sent: Wednesday, May 30, 2018 10:33 AM
To: Higgins, Keira PREM:EX
Subject: RE: May 30: Meeting on Connectivity

Hi Keira – Jill will also bring an extra printed copy for Don just in case he goes direct to Minister Sims' office.

JC

From: Cook, Jeannette CITZ:EX
Sent: Wednesday, May 30, 2018 10:12 AM
To: Higgins, Keira PREM:EX
Cc: Molyneux, Jennifer CITZ:EX; McMullan, Padraig CITZ:EX
Subject: May 30: Meeting on Connectivity

Hi Keira,

Attached is the material for the meeting today with Don at 11:30 am.

Cheers,
JC

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 10:38 AM
To: Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Cc: Canitz, Shelley L PREM:EX; Geary, Vanessa PREM:EX
Subject: RE: Premier's Estimates

Thanks Amber.

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: Nash, Amber PREM:EX
Sent: Wednesday, May 30, 2018 10:37 AM
To: Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Cc: Canitz, Shelley L PREM:EX; Geary, Vanessa PREM:EX
Subject: Premier's Estimates

Hi Both,

I received word from Liam Lawson that the AG's estimates will continue for another 30 mins at least today. Pushing back the start time for the Premier's estimates to approx.. 3pm start now.

Amber

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 30, 2018 11:21 AM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: CALL: June 26 Coast Meeting - Planning Committee

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 30, 2018 11:21 AM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: CALL: June 26 Coast Meeting - Planning Committee

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 30, 2018 11:24 AM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: CALL: June 26 Coast Meeting - Planning Committee

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 30, 2018 1:19 PM
To: Kennedy, Christine PREM:EX
Subject: Accepted: Discussion with Tim Sheldon on PR, DMCNR, CSTC

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 1:23 PM
To: Richter, Connie AG:EX
Subject: RE: DMC - June 1st

Noted – 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: Richter, Connie AG:EX
Sent: Wednesday, May 30, 2018 12:04 PM
To: Higgins, Keira PREM:EX
Subject: DMC - June 1st

Hi Keira,

Please note that Doug Scott, Associate DM, will be attending DMC for Richard on Friday.

Thank you, C

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 1:24 PM
To: Kwan, Shirley JTT:EX
Subject: RE: June 1st, DMC

Noted – 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: Kwan, Shirley JTT:EX
Sent: Wednesday, May 30, 2018 1:15 PM
To: Higgins, Keira PREM:EX
Subject: June 1st, DMC

Sorry Keira, I haven't seen the email advise DM's attendance for this week's DMC. Fazil will be in person at VCO.

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 1:26 PM
To: Wright, Don J. PREM:EX
Subject: FW: Heat

FYI

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: Dhanota, Surjit [mailto:Surjit.Dhanota@leg.bc.ca]
Sent: Wednesday, May 30, 2018 1:25 PM
To: Higgins, Keira PREM:EX
Subject: RE: Heat

Thanks Keira

Heat will be shut down June 15th, unless weather is getting too hot.

Regards
Surjit S Dhanota
Facility Manager
250-952-8137

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Wednesday, May 30, 2018 1:17 PM
To: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Subject: Heat

Hi Surjit,

Don mentioned that his heat was on today. I wanted to bring it to your attention as I had assumed the radiators had been turned off for the year.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 1:32 PM
To: Dhanota, Surjit LASS:EX
Cc: Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX; Mulloy, Eleanor PREM:EX; Hendry, Jackie PREM:EX
Subject: RE: Heat

Hi Surjit,

Will do, thank you.

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: Dhanota, Surjit [mailto:Surjit.Dhanota@leg.bc.ca]
Sent: Wednesday, May 30, 2018 1:29 PM
To: Higgins, Keira PREM:EX
Subject: RE: Heat

Keira
Would you please let everyone know that my new number is [250-952-8137](tel:250-952-8137) now.

Regards
Surjit S Dhanota
Facility Manager
250-952-8137

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Wednesday, May 30, 2018 1:26 PM
To: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Subject: RE: Heat

Thanks Surjit.

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: Dhanota, Surjit [mailto:Surjit.Dhanota@leg.bc.ca]
Sent: Wednesday, May 30, 2018 1:25 PM
To: Higgins, Keira PREM:EX
Subject: RE: Heat

Thanks Keira

Heat will be shut down June 15th, unless weather is getting too hot.

Regards
Surjit S Dhanota
Facility Manager
250-952-8137

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: Wednesday, May 30, 2018 1:17 PM
To: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Subject: Heat

Hi Surjit,

Don mentioned that his heat was on today. I wanted to bring it to your attention as I had assumed the radiators had been turned off for the year.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 1:34 PM
To: Shang, Cindy TAC:EX
Subject: RE: Request for 1 hour meeting

Hi Cindy,

Don said it is about various items, some of which Sandy will be aware of and some she will not. Sorry, I know that is not very helpful.

I will schedule the meeting for 10:00-11:00.

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: Shang, Cindy TAC:EX
Sent: Wednesday, May 30, 2018 1:30 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for 1 hour meeting

Hi Keira,

Yes Sandy is available any time from 10:00 to noon. Do you know what this is regarding?

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 1:28 PM
To: Shang, Cindy TAC:EX
Subject: Request for 1 hour meeting

Hi Cindy,

Don would like to please request a 1 hour meeting with Sandy on Friday. Is she available between 10:00-noon or 2:00-3:00?

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

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Sandy Carroll
Location: Don's Office

Start: Fri 2018-06-01 10:00 AM
End: Fri 2018-06-01 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Carroll, Sandra TAC:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 1:40 PM
To: Halls, Lori D PSA:EX
Cc: Tupper, Linsey PSA:EX
Subject: RE: Draft Response to Letter from

Hi Lori,

Please confirm if this is the correct email for Mr. Beddoes:

Arden Beddoes <abeddoes@farris.com>

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: Halls, Lori D PSA:EX
Sent: Tuesday, May 29, 2018 4:29 PM
To: Higgins, Keira PREM:EX
Subject: Draft Response to Letter from

Keira

Don has approved the draft response to Arvay Finlay...can you format and send out once he's signed. Thanks.

Lori Halls
Deputy Minister
BC Public Service Agency

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 2:10 PM
To: Viveiros, Natalia MAH:EX
Subject: RE: Request | Phone call

Perfect, 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: Viveiros, Natalia MAH:EX
Sent: Wednesday, May 30, 2018 2:09 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request | Phone call

Thank you sent the invite for tomorrow at 11:30

Thank you ☺

Natalia Viveiros,
Executive Administrative Assistant to Kevin Volk, Assistant Deputy Minister
Community & Legislative Services Division
☎ Office: 778-698-3482 ☎ Cell: 250 480-9346



Where ideas work



From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 1:22 PM
To: Viveiros, Natalia MAH:EX
Subject: RE: Request | Phone call

Hi Natalia,

We are in Estimates today. Christine could do a phone call at 11:30 tomorrow or 10:00 on Friday.

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: Viveiros, Natalia MAH:EX
Sent: Wednesday, May 30, 2018 12:15 PM
To: Higgins, Keira PREM:EX
Subject: Request | Phone call
Importance: High

Hi Keira

Kevin would like a 15 minute phone call with Christine today regarding the draft letter to TransLink that Jacquie sent to her and Don yesterday

Kevin's availability is between 1:30-2 | 2:30-3 or 3:30-4. Hope this helps. Christine can call Kevin's cell at s.17 I'm happy to send out the invite

Thank you,

Natalia Viveiros | Executive Administrative Assistant
Assistant Deputy Minister's Office | Community & Legislative Services Division
Ministry of Municipal Affairs and Housing
PO Box 9490 Stn, Prov, Govt, Victoria BC V8W 9N7
Direct: ☎ 778-698-3482 | Cell: ☎ 250 480-9346 | Email: Natalia.Viveiros@gov.bc.ca



Where ideas work



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, May 30, 2018 2:11 PM
To: Volk, Kevin MAH:EX
Subject: Accepted: Follow up | Draft Letter to TransLink

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 2:30 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 1, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 1, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 2:38 PM
To: Hansen, Erin AGRI:EX
Subject: RE: Confirmation of attendance to the June 1, 2018 DMC

Noted – 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: Hansen, Erin AGRI:EX
Sent: Wednesday, May 30, 2018 2:37 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 1, 2018 DMC

Hi Keira.

Wes Shoemaker will be meeting with Stakeholders out of town and will not be able to attend. His delegates will also be out of town on this date.

Thanks,
Erin

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 2:30 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 1, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 1, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 2:40 PM
To: Samath, Mayura LBR:EX
Subject: RE: Confirmation of attendance to the June 1, 2018 DMC

Hi Mayura,

VCO is fine and noted.

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: Samath, Mayura LBR:EX
Sent: Wednesday, May 30, 2018 2:33 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 1, 2018 DMC

Hi Keira,

Trevor's in Vancouver on Friday and would like to attend at VCO, if that is an option.

Thank you,

Mayura

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 2:30 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 1, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 1, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Chambers/VCO

Start: Fri 2018-06-01 8:30 AM
End: Fri 2018-06-01 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX; PREM Tech

Importance: High

Hi Prem Tech,

s.22

Shelley will need assistance at 8:15 linking in VCO.

Thanks,

Keira

Higgins, Keira PREM:EX

Subject: DMC
Location: Chambers/VCO

Start: Fri 2018-06-01 8:30 AM
End: Fri 2018-06-01 10:00 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX; PREM Tech

Hi Prem Tech,

s.22

Shelley will need assistance at 8:15 linking in VCO.

Thanks,

Keira

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Alan Winter
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Fri 2018-06-15 10:00 AM
End: Fri 2018-06-15 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Winter, Alan JTT:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 3:14 PM
To: Winter, Alan JTT:EX
Cc: Stewart, Lori JTT:EX
Subject: RE: Chat

Hi Alan,

Thank you. I have sent a calendar invitation.

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: Winter, Alan JTT:EX
Sent: Wednesday, May 30, 2018 3:10 PM
To: Higgins, Keira PREM:EX
Cc: Stewart, Lori JTT:EX
Subject: RE: Chat

Hi, Keira
Thanks – Friday 15th June, and the 10am – 11am slot would work well!
Regards,

Alan

From: Higgins, Keira PREM:EX
Sent: May 30, 2018 1:51 PM
To: Winter, Alan JTT:EX <Alan.Winter@gov.bc.ca>
Subject: RE: Chat

Hi Alan,

Don would be pleased to meet the week of June 11th. I have listed his availability below. Please let me know which option is best for your schedule.

June 13th – between 1:00-3:30
June 15th – between 10:00-11:00

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: Winter, Alan JTT:EX
Sent: Tuesday, May 29, 2018 9:01 AM
To: don.j.wright@gov.gc.ca
Cc: Stewart, Lori JTT:EX; Higgins, Keira PREM:EX
Subject: Chat

Hi, Don
s.22

The BC Tech Summit was a very good event generally, and I think the community appreciated the Premier's speech about "tech in every sector".

You mentioned getting together, which would be great. I'm in Victoria until tomorrow, then go to Vancouver on Thursday and on to Boston on Saturday for BIO. I'm back in Victoria/Vancouver the weeks of the 11th and the 18th June.
Regards,

Alan



Dr. Alan E. Winter
BC's Innovation Commissioner

Ministry of Jobs, Trade and Technology
☎ 778-698-1503 | ✉ Alan.Winter@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, May 30, 2018 3:16 PM
To: 'Greg D'Avignon'
Subject: Accepted: CALL || Don Wright & Greg D'Avignon RE: Cumulative Effects

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 3:48 PM
To: Tounsi, Marielle GCPE:EX
Subject: RE: Weekly meeting: Stakeholder Relations and Media Relations

Hi Marielle,

I believe this may have been sent to me in error?

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

-----Original Appointment-----

From: Tounsi, Marielle GCPE:EX
Sent: Wednesday, May 30, 2018 3:46 PM
Subject: Weekly meeting: Stakeholder Relations and Media Relations
When: Occurs every Tuesday effective 2018-06-05 from 10:00 AM to 10:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX; Higgins, Keira PREM:EX

Participants: Stakeholder Relations and Media Relations teams

VCO – 999 Canada Place, Vancouver

GCPE HQ – 617 Government St., Victoria

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 4:00 PM
To: 'abeddoes@arvayfinlay.ca'
Subject: s.22
Attachments: - May 30, 2018.pdf

Good afternoon Mr. Beddoes,

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

Thank you,

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

Higgins, Keira PREM:EX

Subject: MEETING: Shelley Canitz, Vanessa Geary, Matt Hannah, Eric Kristianson
Location: Rose Room - 272 West Annex, Parliament Buildings

Start: Thu 2018-05-31 11:00 AM
End: Thu 2018-05-31 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM Rose Room PREM:EX
Required Attendees: Geary, Vanessa PREM:EX; Hannah, Matt GCPE:EX; Kristianson, Eric GCPE:EX; Canitz, Shelley L PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 8:19 AM
To: Canitz, Shelley L PREM:EX
Subject: DMC

Hi Shelley,

s.22 you will need to be here in the morning for DMC.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 8:45 AM
To: 'Matela, Angelo (CAB)'
Cc: Bosco, Pina (CAB)
Subject: RE: Touching Base

Hi Angelo,

Okay, we can make the 3:00 spot 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

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

From: Matela, Angelo (CAB) [mailto:Angelo.Matela@ontario.ca]
Sent: Thursday, May 31, 2018 8:33 AM
To: Higgins, Keira PREM:EX
Cc: Bosco, Pina (CAB)
Subject: RE: Touching Base

Good morning Keira,

There's been a change just moments ago that now conflicts with the 11:30 that Steve has to attend.

Any chance Mr. Wright can do 1:00-1:30? The 3:00-4:00 slot is still open.

Thanks,
Angelo

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

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: May-31-18 11:21 AM
To: Matela, Angelo (CAB)
Cc: Bosco, Pina (CAB)
Subject: RE: Touching Base

Morning Angelo,

Tomorrow at 11:30EST works perfectly for Don. What number would you like him to call to reach Secretary Orsini?

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

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

From: Matela, Angelo (CAB) [mailto:Angelo.Matela@ontario.ca]
Sent: Thursday, May 31, 2018 7:06 AM
To: Higgins, Keira PREM:EX
Cc: Bosco, Pina (CAB)
Subject: RE: Touching Base

Good morning Keira,

Following the email exchange between Secretaries Orsini and Wright yesterday, we would like to check with you if any of the times below work:

today, May 31 - between 4:30 - 5:30 pm (EST) tomorrow, June 1 - 11:30 am-12:00 noon or 3:00 - 4:00 pm (EST)

If you have any suggestions, please let me know.

Thanks,
Angelo

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

From: Orsini, Steve (CAB)
Sent: May-30-18 9:32 PM
To: Wright, Don J. PREM:EX
Cc: Matela, Angelo (CAB); Bosco, Pina (CAB)
Subject: RE: Touching Base

Don,

Thanks for reaching out. I would welcome the chance to talk further.

I will ask Angelo to find for us to talk later this week.

Steve

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

From: Wright, Don J. PREM:EX [mailto:Don.J.Wright@gov.bc.ca]
Sent: May 30, 2018 1:39 PM
To: Orsini, Steve (CAB) <Steve.Orsini@ontario.ca>
Subject: Touching Base

Hi Steve,

s.13

. Happy to have

further conversations with you if we can be of assistance.

Best wishes,

Don

Sent from my iPhone

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 8:51 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Binder delivery

Good morning,

3:00 for Don please.

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: Brown, Dawn A PREM:EX
Sent: Thursday, May 31, 2018 8:43 AM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX; Nash, Amber PREM:EX
Subject: Binder delivery
Importance: High

Good morning ladies,

I am looking for that binder drop off deadline again for tomorrow please.

Thank you ☺

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 31, 2018 9:22 AM
To: 'Orsini, Steve (CAB)'
Subject: Accepted: 3:00 pm (EST) CALL: Steve Orsini and Don Wright

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 31, 2018 10:03 AM
To: Volk, Kevin MAH:EX
Subject: New Time Proposed: PHONE CALL: Christine and Kevin Volk - Follow up | Draft Letter to TransLink

My apologies but Christine is still tied up with Estimates. Could we please move this call to 4:00 today?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 10:11 AM
To: Volk, Kevin MAH:EX
Cc: Viveiros, Natalia MAH:EX
Subject: RE: PHONE CALL: Christine and Kevin Volk - Follow up | Draft Letter to TransLink

Hi Kevin,

My apologies but she has asked that this call be moved to (no earlier than) 4:00 today.

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: Volk, Kevin MAH:EX
Sent: Thursday, May 31, 2018 10:10 AM
To: Higgins, Keira PREM:EX
Cc: Viveiros, Natalia MAH:EX
Subject: RE: PHONE CALL: Christine and Kevin Volk - Follow up | Draft Letter to TransLink

Hi Keira,

If she has any time this morning it would be helpful – even just 5 minutes. We were hoping to get her feedback on a letter that Jacquie had sent to her and Don on TransLink as the Minister is planning on making some calls this afternoon.

-----Original Appointment-----

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Thursday, May 31, 2018 10:03 AM
To: Volk, Kevin MAH:EX
Subject: New Time Proposed: PHONE CALL: Christine and Kevin Volk - Follow up | Draft Letter to TransLink
When: Thursday, May 31, 2018 11:30 AM-12:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Christine to call Kevin's cell s.17

My apologies but Christine is still tied up with Estimates. Could we please move this call to 4:00 today?

Thanks,

Keira

Higgins, Keira PREM:EX

Subject: CABINET
Location: Chambers

Start: Wed 2018-06-06 8:30 AM
End: Wed 2018-06-06 11:30 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 31, 2018 10:38 AM
To: Volk, Kevin MAH:EX
Subject: Accepted: Follow up | Draft Letter to TransLink

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, May 31, 2018 11:14 AM
To: s.17
Subject: Accepted: Pre-Brief

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 11:49 AM
To: Viveiros, Natalia MAH:EX
Subject: RE: Request

Hi Natalia,

Apologies she does not.

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: Viveiros, Natalia MAH:EX
Sent: Thursday, May 31, 2018 11:48 AM
To: Higgins, Keira PREM:EX
Subject: Request
Importance: High

Hi Keira, does Christine have 5 minutes I've missed Kevin message this morning....we currently have a call at 4

Thank you,

Natalia Viveiros | Executive Administrative Assistant
Assistant Deputy Minister's Office | Community & Legislative Services Division
Ministry of Municipal Affairs and Housing
PO Box 9490 Stn, Prov, Govt, Victoria BC V8W 9N7
Direct: ☎ 778-698-3482 | Cell: ☎ 250 480-9346 | Email: Natalia.Viveiros@gov.bc.ca



Where ideas work



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 12:28 PM
To: Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: RE: DMC tomorrow

Many 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: Loubert, Danny PREM:EX
Sent: Thursday, May 31, 2018 12:25 PM
To: Higgins, Keira PREM:EX; Szabo, Maria PREM:EX
Subject: Re: DMC tomorrow

Hi everyone

I'll be there in the morning to connect the call.

Have a great afternoon,

Danny

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 12:17 PM
To: Szabo, Maria PREM:EX; Loubert, Danny PREM:EX
Subject: DMC tomorrow

Hi Maria,

Please note Fazil and Trevor Hughes will be attending DMC from VCO tomorrow. I s.22
Prem Tech to link in with you at 8:15 tomorrow.

have arranged for

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 31, 2018 12:51 PM
To: Kot, Jill CITZ:EX
Subject: Accepted: DMCPSC

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 31, 2018 12:52 PM
To: Kot, Jill CITZ:EX
Subject: Accepted: DMCPSC

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 1:08 PM
To: Gooderham, Coleen E ENV:EX
Subject: RE: s.22 July 30 - August 10

Much appreciated, thank you!

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: Gooderham, Coleen E ENV:EX
Sent: Thursday, May 31, 2018 1:05 PM
To: Higgins, Keira PREM:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: s.22 ' July 30 - August 10

Hi Kiera – its that time of year again!!

I can now confirm s.22 as per below.

July 30 – August 3, David Morel acting
August 6 – August 10, Jennifer McGuire acting

Thank you



Coleen Gooderham
Senior Executive Assistant to
Mark Zacharias, Deputy Minister, Environment
Ministry of Environment & Climate Change Strategy
P: 250-387-5429/F: 250-387-6003/ Coleen.Gooderham@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, May 31, 2018 1:10 PM
To: Kot, Jill CITZ:EX
Subject: Accepted: DMCPSC

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 1:18 PM
To: 'Jill Tipping'
Subject: RE: BC Tech Association - 25th Annual Technology Impact Awards - June 1, 2018

Hi Jill,

My sincere apologies for the very delayed response. Don was hoping to be able to attend the event but unfortunately will not be able to make it to Vancouver tomorrow.

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: Jill Tipping [mailto:jtipping@wearebctech.com]
Sent: Tuesday, May 1, 2018 10:48 AM
To: don.wright@gov.bc.ca
Cc: Higgins, Keira PREM:EX
Subject: BC Tech Association - 25th Annual Technology Impact Awards - June 1, 2018

Dear Mr. Wright,

Please 'save the date' and consider attending as my guest, the BC Tech Association 25th annual Technology Impact Awards on Friday, June 1st.

This is a fantastic 1000+ person event at the Vancouver Convention Centre where BC's Tech industry comes together to celebrate the very best in Tech in our province.

It is always a great evening and I would love your company at one of our VIP tables. Can I entice you to be my guest?

Here are the event details:

2018 Technology Impact Awards Celebration:

Date: June 1, 2018

Location: Vancouver Convention Centre - West

Program:

5:00pm - 7:00pm - Reception & cocktails

7:00pm - 9:30pm - Dinner and Awards Gala

9.30pm - midnight - After-party with live entertainment

We look forward to receiving your RSVP by return email by Thursday, May 10th.
Please note this invitation is personal and non-transferable.

All my best,
Jill



Jill Tipping

President & CEO

[BC Tech Association](#) | T: 604.512.8630

[Blog](#) | [Events](#) | [LinkedIn](#) | [@wearebctech](#)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 2:01 PM
To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: RE: June 12th DM Committee on Trade

Hi Shirley,

That's fine, 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: Kwan, Shirley JTT:EX
Sent: Thursday, May 31, 2018 1:56 PM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: June 12th DM Committee on Trade

Hi Keira -

ADM Dave Peterson advised from Tuesday's extended meeting that June 12th would be extended into another 1 hour meeting. Are you able to check in with Christine and advise?

Thank you!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 2:02 PM
To: Sutherland, Craig FLNR:EX; Hadway, Sharon L FLNR:EX
Cc: Kumar, Sangita FLNR:EX; de Bree, Jennifer FLNR:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5

Hi Craig,

Yes on both points.

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: Sutherland, Craig FLNR:EX
Sent: Thursday, May 31, 2018 1:43 PM
To: Hadway, Sharon L FLNR:EX; Higgins, Keira PREM:EX
Cc: Kumar, Sangita FLNR:EX; de Bree, Jennifer FLNR:EX
Subject: FW: Don Wright Tour Itinerary - June 4-5
Importance: High

Sharon – can you please send the final tour itinerary and any additional documents to Keira this afternoon asap.

Keira – just to confirm two points; 1) Don will be driving himself to our Nanaimo regional office to arrive Monday at 10:30am, and 2) he has been booked into s.15 in Port Alberni for the night of June 4th.

Thanks
Craig

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 1:10 PM
To: Sutherland, Craig FLNR:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5

Hi Craig,

I s.22 would like to provide Don with the final tour itinerary. Could you please send?

Thank,

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: Sutherland, Craig FLNR:EX
Sent: Friday, May 25, 2018 12:50 PM

To: Kennedy, Christine PREM:EX

Cc: Sheldan, Tim FLNR:EX; Manwaring, Richard G FLNR:EX; Stagg, Chris J FLNR:EX; Chia, Heather FLNR:EX; Higgins, Keira PREM:EX; Hadway, Sharon L FLNR:EX

Subject: Don Wright Tour Itinerary - June 4-5

Hi Christine – here's the latest draft itinerary for our tour planned with Don Wright on June 4/5th. We will be finalizing and send a final version of this itinerary with some pre-reading material to you by next Thursday. My regional and district staff are quite excited about meeting Don and sharing some of their successes and challenges on an array of program topics. Can you please let me know if Don plans to attend on his own or if he plans to bring anyone else along so that we can sort out vehicle arrangements.

Thanks

Craig

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 2:04 PM
To: Duncan, Laurie ENV:EX
Subject: RE: Confirmation of attendance to the June 1, 2018 DMC

Noted – 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: Duncan, Laurie ENV:EX
Sent: Thursday, May 31, 2018 1:28 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 1, 2018 DMC

Apologies Keira,

Bobbi ^{s.22} will not be able to attend.

Thanks,
~Laurie

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 1:11 PM
To: Walker, Leah MCF:EX; Duncan, Laurie ENV:EX
Subject: FW: Confirmation of attendance to the June 1, 2018 DMC

Hi ladies,

Please confirm attendance for your respective DM.

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: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 2:30 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 1, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 1, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 2:04 PM
To: Walker, Leah MCF:EX
Subject: RE: Confirmation of attendance to the June 1, 2018 DMC

Noted – 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: Walker, Leah MCF:EX
Sent: Thursday, May 31, 2018 1:36 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 1, 2018 DMC

Hi Keira,

Allison will not be in town to attend, Cory Heavener is coming in her place.

Thank you,

Leah Walker
A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 1:11 PM
To: Walker, Leah MCF:EX; Duncan, Laurie ENV:EX
Subject: FW: Confirmation of attendance to the June 1, 2018 DMC

Hi ladies,

Please confirm attendance for your respective DM.

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: Higgins, Keira PREM:EX
Sent: Wednesday, May 30, 2018 2:30 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 1, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 1, 2018 from 8:30-10:00 in Chambers/VCO.

Those who have already notified me that their DM is unavailable do not need to reply.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 2:19 PM
To: Sampson, Laura EDUC:EX
Subject: RE: DMC tomorrow

Noted – 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: Sampson, Laura EDUC:EX
Sent: Thursday, May 31, 2018 2:12 PM
To: Higgins, Keira PREM:EX
Subject: DMC tomorrow

Hi Keira,

FYI – we will be sending ADM Jennifer McCrea to DMC tomorrow instead of Sally Barton.

Cheers,

Laura Sampson | Senior Executive Assistant
Deputy Minister's Office | Ministry of Education
Ph: 250-387-2026 E: laura.sampson@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 4:08 PM
To: Hadway, Sharon L FLNR:EX
Cc: Kumar, Sangita FLNR:EX
Subject: Re: Don Wright Tour Itinerary - June 4-5

Please send it to Shelley Canitz^{s.22}

Sent from my iPhone

On May 31, 2018, at 4:06 PM, Hadway, Sharon L FLNR:EX <Sharon.Hadway@gov.bc.ca> wrote:

Yes we are preparing the email now

Sharon Hadway

Regional Executive Director | **West Coast Region**
Ministry of Forests, Lands, Natural Resource Operations
and Rural Development
2100 Labieux Road
Nanaimo, BC., V9T-6E9
Phone: [250. 751-7161](tel:250-751-7161) | Fax: [250. 751-7196](tel:250-751-7196)
[Mailto:Sharon.Hadway@gov.bc.ca](mailto:Sharon.Hadway@gov.bc.ca)

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 3:59 PM
To: Hadway, Sharon L FLNR:EX
Cc: Kumar, Sangita FLNR:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5

Hi Sharon,

Could you please send the final itinerary?

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: Sutherland, Craig FLNR:EX
Sent: Thursday, May 31, 2018 1:43 PM
To: Hadway, Sharon L FLNR:EX; Higgins, Keira PREM:EX
Cc: Kumar, Sangita FLNR:EX; de Bree, Jennifer FLNR:EX

Subject: FW: Don Wright Tour Itinerary - June 4-5

Importance: High

Sharon – can you please send the final tour itinerary and any additional documents to Keira this afternoon asap.

Keira – just to confirm two points; 1) Don will be driving himself to our Nanaimo regional office to arrive Monday at 10:30am, and 2) he has been booked into the s.15 in Port Alberni for the night of June 4th.

Thanks
Craig

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 1:10 PM
To: Sutherland, Craig FLNR:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5

Hi Craig,

I s.22 would like to provide Don with the final tour itinerary. Could you please send?

Thank,

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: Sutherland, Craig FLNR:EX
Sent: Friday, May 25, 2018 12:50 PM
To: Kennedy, Christine PREM:EX
Cc: Sheldon, Tim FLNR:EX; Manwaring, Richard G FLNR:EX; Stagg, Chris J FLNR:EX; Chia, Heather FLNR:EX; Higgins, Keira PREM:EX; Hadway, Sharon L FLNR:EX
Subject: Don Wright Tour Itinerary - June 4-5

Hi Christine – here's the latest draft itinerary for our tour planned with Don Wright on June 4/5th. We will be finalizing and send a final version of this itinerary with some pre-reading material to you by next Thursday. My regional and district staff are quite excited about meeting Don and sharing some of their successes and challenges on an array of program topics. Can you please let me know if Don plans to attend on his own or if he plans to bring anyone else along so that we can sort out vehicle arrangements.

Thanks
Craig

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Withheld pursuant to/removed as

s.22