

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 27, 2018 9:37 AM
To: Kennedy, Karla ENV:EX
Subject: RE: Reporting out on DM performance measures 2017/18

It is part of the regularly scheduled meetings.

From: Kennedy, Karla ENV:EX
Sent: Tuesday, March 27, 2018 9:33 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Reporting out on DM performance measures 2017/18

Sorry, one other question. Will a meeting be set up specifically for Don to connect with the DM's or will he utilize an already scheduled meeting?
s.22

From: Kennedy, Karla ENV:EX
Sent: Tuesday, March 27, 2018 9:23 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Reporting out on DM performance measures 2017/18

Thank you!

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 27, 2018 9:05 AM
To: Kennedy, Karla ENV:EX
Subject: RE: Reporting out on DM performance measures 2017/18

Karla – that is being handled through PSA – my understanding is that ministries have a template that is submitted to Lori Halls.

Shelley

From: Kennedy, Karla ENV:EX
Sent: Tuesday, March 27, 2018 8:51 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Reporting out on DM performance measures 2017/18

Hi Shelley, will Don be asking for a verbal update on the succession plans and bench strength strategies or is that being handled separately through PSA?

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 4:45 PM
To: Benn, Jennifer MCF:EX; Birnie, Kayla LBR:EX; Bracewell, Barb MMHA:EX; Bridges, Kelsey PSEC:EX; Cameron, Tara D

ENV:EX; Casanova, Tamara MMHA:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Dakin, Ashley FLNR:EX; Dayman, Marlene JAG:EX; Duncan, Laurie ENV:EX; Duncan, Nikki PSSG:EX; Eckardt, Dana R FLNR:EX; Fair, Susan P AGRI:EX; Faust, Marnie L GCPE:EX; Fraser, Agnes EMBC:EX; French, Shawna IRR:EX; Gao, Christy PSSG:EX; Gedney, Vanessa R MAH:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hodson, Georgina AGRI:EX; Howie, Matthew IRR:EX; Jang, Monica JTT:EX; Kennedy, Karla ENV:EX; Kiewiet, Nargis HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kwan, Shirley JTT:EX; Lenz, Allison EMBC:EX; Lewthwaite, Jennifer TRAN:EX; MacMillan, Karen SDPR:EX; Massy, Michelle E PREM:EX; McCann, Meghan EMPR:EX; Meadows, Jennifer L TAC:EX; Michell, Jennifer FIN:EX; Molyneux, Jennifer CITZ:EX; Mulloy, Eleanor PREM:EX; Nicholson, Riley FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Shanna SDPR:EX; Richter, Connie JAG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Sampson, Laura EDUC:EX; Shang, Cindy TAC:EX; Stearn, Anne HLTH:EX; Teng, Zita EDUC:EX; Thomson, Lia MAH:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Wensink, Alison PREM:EX; Whitford, Kelly M AEST:EX; Wolsey, Ashley AEST:EX; Woodcock, Danielle EMBC:EX
Subject: RE: Reporting out on DM performance measures 2017/18

With regret, I have confused people. Let me try again.

Last summer/fall, each DM completed a list of performance measures (#3 in the holdback measures: “delivering on the key priorities of government”). Deputies do not have to submit a written update on those measures – Don is discussing their status with each deputy.

Did that clarify at all?

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 4:26 PM
To: Benn, Jennifer MCF:EX; Birnie, Kayla LBR:EX; Bracewell, Barb MMHA:EX; Bridges, Kelsey PSEC:EX; Cameron, Tara D ENV:EX; Canitz, Shelley L PREM:EX; Casanova, Tamara MMHA:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Dakin, Ashley FLNR:EX; Dayman, Marlene JAG:EX; Duncan, Laurie ENV:EX; Duncan, Nikki PSSG:EX; Eckardt, Dana R FLNR:EX; Fair, Susan P AGRI:EX; Faust, Marnie L GCPE:EX; Fraser, Agnes EMBC:EX; French, Shawna IRR:EX; Gao, Christy PSSG:EX; Gedney, Vanessa R MAH:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hodson, Georgina AGRI:EX; Howie, Matthew IRR:EX; Jang, Monica JTT:EX; Kennedy, Karla ENV:EX; Kiewiet, Nargis HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kwan, Shirley JTT:EX; Lenz, Allison EMBC:EX; Lewthwaite, Jennifer TRAN:EX; MacMillan, Karen SDPR:EX; Massy, Michelle E PREM:EX; McCann, Meghan EMPR:EX; Meadows, Jennifer L TAC:EX; Michell, Jennifer FIN:EX; Molyneux, Jennifer CITZ:EX; Mulloy, Eleanor PREM:EX; Nicholson, Riley FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Shanna SDPR:EX; Richter, Connie JAG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Sampson, Laura EDUC:EX; Shang, Cindy TAC:EX; Stearn, Anne HLTH:EX; Teng, Zita EDUC:EX; Thomson, Lia MAH:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Wensink, Alison PREM:EX; Whitford, Kelly M AEST:EX; Wolsey, Ashley AEST:EX; Woodcock, Danielle EMBC:EX
Subject: Reporting out on DM performance measures 2017/18

Hello, all – many of you have been asking about the process for reporting out this year on the Deputy Minister performance measures. I have confirmed with Don that he is discussing a deputy’s performance measures with that deputy during his one-to-one review meetings. Therefore, a written follow-up will not be needed - hope this clarifies the process for this year.

Please let me know if you have any further questions.
Shelley

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 4:53 PM
To: Halls, Lori D PSA:EX
Subject: FW: Reporting out on DM performance measures 2017/18

Lori – feel free to call me on this – I may have caused a problem inadvertently. DMOs have been asking for the template use to report out on the holdback measures. Don says one is not needed – he is discussing each report with each DM. So I sent a note out saying that – but people were confused.

Now, I hope I explained it a bit better with my second email. But my question to you is – how do DMs report out on the succession planning and fiscal management sections? Do DMOs still submit a report to our office on those sections or do you handle the succession planning one and finance the fiscal management one?

Many thanks
Shelley

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 4:45 PM
To: Benn, Jennifer MCF:EX; Birnie, Kayla LBR:EX; Bracewell, Barb MMHA:EX; Bridges, Kelsey PSEC:EX; Cameron, Tara D ENV:EX; Casanova, Tamara MMHA:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Dakin, Ashley FLNR:EX; Dayman, Marlene JAG:EX; Duncan, Laurie ENV:EX; Duncan, Nikki PSSG:EX; Eckardt, Dana R FLNR:EX; Fair, Susan P AGRI:EX; Faust, Marnie L GCPE:EX; Fraser, Agnes EMBC:EX; French, Shawna IRR:EX; Gao, Christy PSSG:EX; Gedney, Vanessa R MAH:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hodson, Georgina AGRI:EX; Howie, Matthew IRR:EX; Jang, Monica JTT:EX; Kennedy, Karla ENV:EX; Kiewiet, Nargis HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kwan, Shirley JTT:EX; Lenz, Allison EMBC:EX; Lewthwaite, Jennifer TRAN:EX; MacMillan, Karen SDPR:EX; Massy, Michelle E PREM:EX; McCann, Meghan EMPR:EX; Meadows, Jennifer L TAC:EX; Michell, Jennifer FIN:EX; Molyneux, Jennifer CITZ:EX; Mulloy, Eleanor PREM:EX; Nicholson, Riley FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Shanna SDPR:EX; Richter, Connie JAG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Sampson, Laura EDUC:EX; Shang, Cindy TAC:EX; Stearn, Anne HLTH:EX; Teng, Zita EDUC:EX; Thomson, Lia MAH:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Wensink, Alison PREM:EX; Whitford, Kelly M AEST:EX; Wolsey, Ashley AEST:EX; Woodcock, Danielle EMBC:EX
Subject: RE: Reporting out on DM performance measures 2017/18

With regret, I have confused people. Let me try again.

Last summer/fall, each DM completed a list of performance measures (#3 in the holdback measures: “delivering on the key priorities of government”). Deputies do not have to submit a written update on those measures – Don is discussing their status with each deputy.

Did that clarify at all?

From: Canitz, Shelley L PREM:EX

Sent: Monday, March 26, 2018 4:26 PM

To: Benn, Jennifer MCF:EX; Birnie, Kayla LBR:EX; Bracewell, Barb MMHA:EX; Bridges, Kelsey PSEC:EX; Cameron, Tara D ENV:EX; Canitz, Shelley L PREM:EX; Casanova, Tamara MMHA:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Dakin, Ashley FLNR:EX; Dayman, Marlene JAG:EX; Duncan, Laurie ENV:EX; Duncan, Nikki PSSG:EX; Eckardt, Dana R FLNR:EX; Fair, Susan P AGRI:EX; Faust, Marnie L GCPE:EX; Fraser, Agnes EMBC:EX; French, Shawna IRR:EX; Gao, Christy PSSG:EX; Gedney, Vanessa R MAH:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hodson, Georgina AGRI:EX; Howie, Matthew IRR:EX; Jang, Monica JTT:EX; Kennedy, Karla ENV:EX; Kiewiet, Nargis HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kwan, Shirley JTT:EX; Lenz, Allison EMBC:EX; Lewthwaite, Jennifer TRAN:EX; MacMillan, Karen SDPR:EX; Massy, Michelle E PREM:EX; McCann, Meghan EMPR:EX; Meadows, Jennifer L TAC:EX; Michell, Jennifer FIN:EX; Molyneux, Jennifer CITZ:EX; Mulloy, Eleanor PREM:EX; Nicholson, Riley FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Shanna SDPR:EX; Richter, Connie JAG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Sampson, Laura EDUC:EX; Shang, Cindy TAC:EX; Stearn, Anne HLTH:EX; Teng, Zita EDUC:EX; Thomson, Lia MAH:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Wensink, Alison PREM:EX; Whitford, Kelly M AEST:EX; Wolsey, Ashley AEST:EX; Woodcock, Danielle EMBC:EX

Subject: Reporting out on DM performance measures 2017/18

Hello, all – many of you have been asking about the process for reporting out this year on the Deputy Minister performance measures. I have confirmed with Don that he is discussing a deputy's performance measures with that deputy during his one-to-one review meetings. Therefore, a written follow-up will not be needed - hope this clarifies the process for this year.

Please let me know if you have any further questions.

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 4:45 PM
To: Benn, Jennifer MCF:EX; Birnie, Kayla LBR:EX; Bracewell, Barb MMHA:EX; Bridges, Kelsey PSEC:EX; Cameron, Tara D ENV:EX; Casanova, Tamara MMHA:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Dakin, Ashley FLNR:EX; Dayman, Marlene JAG:EX; Duncan, Laurie ENV:EX; Duncan, Nikki PSSG:EX; Eckardt, Dana R FLNR:EX; Fair, Susan P AGRI:EX; Faust, Marnie L GCPE:EX; Fraser, Agnes EMBC:EX; French, Shawna IRR:EX; Gao, Christy PSSG:EX; Gedney, Vanessa R MAH:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hodson, Georgina AGRI:EX; Howie, Matthew IRR:EX; Jang, Monica JTT:EX; Kennedy, Karla ENV:EX; Kiewiet, Nargis HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kwan, Shirley JTT:EX; Lenz, Allison EMBC:EX; Lewthwaite, Jennifer TRAN:EX; MacMillan, Karen SDPR:EX; Massy, Michelle E PREM:EX; McCann, Meghan EMPR:EX; Meadows, Jennifer L TAC:EX; Michell, Jennifer FIN:EX; Molyneux, Jennifer CITZ:EX; Mulloy, Eleanor PREM:EX; Nicholson, Riley FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Shanna SDPR:EX; Richter, Connie JAG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Sampson, Laura EDUC:EX; Shang, Cindy TAC:EX; Stearn, Anne HLTH:EX; Teng, Zita EDUC:EX; Thomson, Lia MAH:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Wensink, Alison PREM:EX; Whitford, Kelly M AEST:EX; Wolsey, Ashley AEST:EX; Woodcock, Danielle EMBC:EX
Subject: RE: Reporting out on DM performance measures 2017/18

With regret, I have confused people. Let me try again.

Last summer/fall, each DM completed a list of performance measures (#3 in the holdback measures: “delivering on the key priorities of government”). Deputies do not have to submit a written update on those measures – Don is discussing their status with each deputy.

Did that clarify at all?

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 4:26 PM
To: Benn, Jennifer MCF:EX; Birnie, Kayla LBR:EX; Bracewell, Barb MMHA:EX; Bridges, Kelsey PSEC:EX; Cameron, Tara D ENV:EX; Canitz, Shelley L PREM:EX; Casanova, Tamara MMHA:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Dakin, Ashley FLNR:EX; Dayman, Marlene JAG:EX; Duncan, Laurie ENV:EX; Duncan, Nikki PSSG:EX; Eckardt, Dana R FLNR:EX; Fair, Susan P AGRI:EX; Faust, Marnie L GCPE:EX; Fraser, Agnes EMBC:EX; French, Shawna IRR:EX; Gao, Christy PSSG:EX; Gedney, Vanessa R MAH:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hodson, Georgina AGRI:EX; Howie, Matthew IRR:EX; Jang, Monica JTT:EX; Kennedy, Karla ENV:EX; Kiewiet, Nargis HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kwan, Shirley JTT:EX; Lenz, Allison EMBC:EX; Lewthwaite, Jennifer TRAN:EX; MacMillan, Karen SDPR:EX; Massy, Michelle E PREM:EX; McCann, Meghan EMPR:EX; Meadows, Jennifer L TAC:EX; Michell, Jennifer FIN:EX; Molyneux, Jennifer CITZ:EX; Mulloy, Eleanor PREM:EX; Nicholson, Riley FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Shanna SDPR:EX; Richter, Connie JAG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Sampson, Laura EDUC:EX; Shang, Cindy TAC:EX; Stearn, Anne HLTH:EX; Teng, Zita EDUC:EX; Thomson, Lia MAH:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Wensink, Alison

PREM:EX; Whitford, Kelly M AEST:EX; Wolsey, Ashley AEST:EX; Woodcock, Danielle EMBC:EX

Subject: Reporting out on DM performance measures 2017/18

Hello, all – many of you have been asking about the process for reporting out this year on the Deputy Minister performance measures. I have confirmed with Don that he is discussing a deputy's performance measures with that deputy during his one-to-one review meetings. Therefore, a written follow-up will not be needed - hope this clarifies the process for this year.

Please let me know if you have any further questions.

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 5, 2018 10:21 AM
To: Parte, Maura PSA:EX
Subject: FW: Appointment Order - Grant Maloney Wendland.pdf

Maura – the OICs have to be redone – sorry to be the bearer of bad news.

From: Prisiak, Lisa PREM:EX
Sent: Monday, March 5, 2018 10:21 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Appointment Order - Grant Maloney Wendland.pdf

Yes please.

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 5, 2018 10:20 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: Appointment Order - Grant Maloney Wendland.pdf

Does this mean it has to be redone?

From: Prisiak, Lisa PREM:EX
Sent: Monday, March 5, 2018 10:19 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Appointment Order - Grant Maloney Wendland.pdf

Hi Shelley,
This OIC is past the dates, one of the staff was effective last Thursday, two last Friday.

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 2, 2018 10:04 AM
To: Prisiak, Lisa PREM:EX
Subject: Appointment Order - Grant Maloney Wendland.pdf

Lisa – this is approved. Would you please process on Monday? Thanks

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 1, 2018 6:02 PM
To: Wright, Don J. PREM:EX
Subject: Fwd: Change in complan requirements

Don - FYI - at tomorrow's DMC, Evan will highlight this new comm plan policy.

Begin forwarded message:

From: "Lloyd, Evan GCPE:EX" <Evan.Lloyd@gov.bc.ca>
Date: March 1, 2018 at 5:05:56 PM PST
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: Re: Change in complan requirements

Sure. I'll let them know we'll be sending details.

Evan

From: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Date: Thursday, March 1, 2018 at 4:00 PM
To: "Lloyd, Gcpe:Ex" <Evan.Lloyd@gov.bc.ca>, Robb Gibbs <Robb.Gibbs@gov.bc.ca>
Subject: Re: Change in complan requirements

Evan - do you want to brief DMs on this at tomorrow's round table?

On Mar 1, 20, at 3:24 PM, Gibbs, Robb GCPE:EX <Robb.Gibbs@gov.bc.ca> wrote:

Hi all (Shelley, I'm including you because I think Don may wish to reference this info at DMC),

This is to advise that we have sorted out a revised policy regards complans in Cabinet (or Cabinet Committee) submissions. Evan, Mike and I would appreciate all you EDs notifying your CDs about this.

As a general rule, complans are required for all submissions, however exceptions will now apply:

- RFL's: Because there is some considerable time between a request for legislation and its introduction, complans should not be included at the RFL stage but rather developed (when necessary) for introduction in the House.
- Some policy submissions: in some cases, submissions present quite drastically different options and there is uncertainty around acceptance of the recommended option. In these situations, developing complans may be time consuming (if all options have to be addressed) and quite speculative – therefore, there is little point in a full complan. That said, **whenever possible**,

Communication Directors should consider preparing a one-page **communication outline** that includes: Item Summary; Key Audiences; Key Messages; Key Stakeholders. We are urging this because we believe there will be some commonalities in these four areas, regardless of which option may be selected. We reinforce, this should be done **whenever possible or practicable** – again, this is not required.

Deciding When:

- Any decision around when, and when not, to include a full complan is at the discretion of the Communications Director; we encourage CDs to connect with their ED if they need guidance (and EDs with ADMs). If CDs encounter any further pushback on their decision, they and their ED should consult Mike Lowe or Robb Gibbs for further assistance and direction.

Finally, Cabinet Operations and the Premier's Office are aware of this change.

Thank you,

Robb

Robb Gibbs
ADM – Strategic Communications
Government Communications & Public Engagement
P: 1-778-698-7469
C: 1-778-584-1242

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 1, 2018 4:00 PM
To: Lloyd, Evan GCPE:EX; Gibbs, Robb GCPE:EX
Subject: Re: Change in complan requirements

Evan - do you want to brief DMs on this at tomorrow 's round table?

On Mar 1, 20, at 3:24 PM, Gibbs, Robb GCPE:EX <Robb.Gibbs@gov.bc.ca> wrote:

Hi all (Shelley, I'm including you because I think Don may wish to reference this info at DMC),

This is to advise that we have sorted out a revised policy regards complans in Cabinet (or Cabinet Committee) submissions. Evan, Mike and I would appreciate all you EDs notifying your CDs about this.

As a general rule, complans are required for all submissions, however exceptions will now apply:

- RFL's: Because there is some considerable time between a request for legislation and its introduction, complans should not be included at the RFL stage but rather developed (when necessary) for introduction in the House.
- Some policy submissions: in some cases, submissions present quite drastically different options and there is uncertainty around acceptance of the recommended option. In these situations, developing complans may be time consuming (if all options have to be addressed) and quite speculative – therefore, there is little point in a full complan. That said, **whenever possible**, Communication Directors should consider preparing a one-page **communication outline** that includes: Item Summary; Key Audiences; Key Messages; Key Stakeholders. We are urging this because we believe there will be some commonalities in these four areas, regardless of which option may be selected. We reinforce, this should be done **whenever possible or practicable** – again, this is not required.

Deciding When:

- Any decision around when, and when not, to include a full complan is at the discretion of the Communications Director; we encourage CDs to connect with their ED if they need guidance (and EDs with ADMs). If CDs encounter any further pushback on their decision, they and their ED should consult Mike Lowe or Robb Gibbs for further assistance and direction.

Finally, Cabinet Operations and the Premier's Office are aware of this change.

Thank you,

Robb

Robb Gibbs
ADM – Strategic Communications
Government Communications & Public Engagement
P: 1-778-698-7469
C: 1-778-584-1242

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:30 PM
To: Molyneux, Jennifer CITZ:EX
Subject: Checking on 2 committees that Jill chairs
Attachments: DMs committee list March 9.docx

Jennifer – would you please check the attachment – I have Jill chairing the IMIT Capital Investment Board and the DM Committee on Procurement Strategic Contracts – are the members’ list correct?

thanks

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:31 PM
To: Dakin, Ashley EAO:EX
Subject: checking on DM Committee on NR
Attachments: DMs committee list March 9.docx

Ashley – I have Tim as chair of the checking on DM Committee on Natural Resources – is the membership list correct?

Thanks
Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:32 PM
To: Quigley, Shanna SDPR:EX
Subject: checking on DM Committee on SI
Attachments: DMs committee list March 9.docx

Shanna – I have David as chairing the checking on DM Committee on SI – is the membership list correct?

Thanks
Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:37 PM
To: Nicholson, Riley FIN:EX
Subject: checking on DM committees
Attachments: DMs committee list March 9.docx

Riley – please see the attached list – I have Lori chairing 3 committees – would you please check if the membership list is correct?

Many thanks
Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:36 PM
To: Turner, Julie MMHA:EX
Subject: checking on DM Committees
Attachments: DMs committee list March 9.docx

Julie – one final check – would you please look at the 2 DM committees that Doug chairs and let me know if they are correct?

Many thanks

S

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:35 PM
To: Richter, Connie JAG:EX
Subject: checking on DM Committees
Attachments: DMs committee list March 9.docx

Connie – one last go on this – would you please look at the 2 committees that Richard chairs and tell me in the membership lists are correct?

Many thanks
Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:34 PM
To: Kwan, Shirley JTT:EX
Subject: checking on DM Committees that Fazil chairs
Attachments: DMs committee list March 9.docx

Shirley – would you please check the attachment? I have Fazil as the chair of the DM Committees on Shared Prosperity and on Integrated data – are the membership lists correct?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:39 PM
To: Fraser, Agnes EMBC:EX
Subject: checking on membership for DM committee
Attachments: DMs committee list March 9.docx

Agnes – would you please review the attachment to see if I have the correct membership list for the DMC on Emergency Management?

Thanks
Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 11:59 AM
To: Hendry, Jackie PREM:EX
Subject: RE: Consultation PSA-2017-73983 Due: February 20, 2018

Jackie – I have no concerns with the release of this material

From: Hendry, Jackie PREM:EX
Sent: Wednesday, March 21, 2018 3:23 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Consultation PSA-2017-73983 Due: February 20, 2018

Hi Shelley,

The PSA is processing a request for:

All records, email correspondence, letters, etc., related to Jessica Dawn Wood's employment with the Ministry and her hiring as ADM. (Date Range for Record Search: From 07/18/2017 To 11/27/2017)

They identified the attached document(s) as responsive records and wish to get Office of the Premier's views on disclosure.

Can you please take a look at the attached pages, specifically pages 1 and 3 and let me know if you have any concerns with the emails you authored.

Thanks so much

Jackie

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 10:55 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: s.12

Lisa – Don has approved this.

From: Prisiak, Lisa PREM:EX
Sent: Monday, March 26, 2018 10:29 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: s.12

Hello Shelley,
Please find attached the OIC as per Grant's request below. To keep this on track, Don's authorization to proceed as a s.12 will be needed by Wednesday afternoon please in order to get this deposited prior to the long weekend and its effective date.

Cheers

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

From: Main, Grant TRAN:EX
Sent: Saturday, March 24, 2018 7:40 AM
To: Wright, Don J. PREM:EX
Cc: Lennox, Brenda PREM:EX; Prisiak, Lisa PREM:EX; Brownsey, Silas TRAN:EX
Subject: s.12

Good morning Don,
s.12,s.13

s.12,s.13

Thanks for your consideration of this request Don.

Grant

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 10:47 AM
To: Wright, Don J. PREM:EX
Subject: FW: s.12
Attachments: TRAN_R1_02168_p.pdf

Importance: High

Don – please review the s.12 attached and the explanatory notes below. Do you approve the s.12 ?

From: Prisiak, Lisa PREM:EX
Sent: Monday, March 26, 2018 10:29 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: Corridor Order request

Hello Shelley,

Please find attached the OIC as per Grant's request below. To keep this on track, Don's authorization to proceed as a s.12 will be needed by Wednesday afternoon please in order to get this deposited prior to the long weekend and its effective date.

Cheers

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

From: Main, Grant TRAN:EX
Sent: Saturday, March 24, 2018 7:40 AM
To: Wright, Don J. PREM:EX
Cc: Lennox, Brenda PREM:EX; Prisiak, Lisa PREM:EX; Brownsey, Silas TRAN:EX
Subject: s.12

Good morning Don,

s.12,s.13

s.12,s.13

Thanks for your consideration of this request Don.

Grant

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 10:43 AM
To: Gedney, Vanessa R MAH:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Thank you

From: Gedney, Vanessa R MAH:EX
Sent: Monday, March 12, 2018 10:34 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Consider it done!

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 9:05 AM
To: Gedney, Vanessa R MAH:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Vanessa – please accept my apologies – I sent this to you in error – would you please delete? thanks

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 8:59 AM
To: Cavanagh, Judy PREM:EX; Gedney, Vanessa R MAH:EX
Subject: FW: Deputy Minister Contact list - Confidential and Public Lists

Vanessa – welcome! Hope you don't have too many emails already!

Here is a confidential list – please don't distribute – many thanks

From: Higgins, Keira PREM:EX
Sent: Monday, March 12, 2018 8:55 AM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Wong, Tamarra PREM:EX; Dakin, Ashley EAO:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the attached DM confidential and public contact lists. Please welcome Ashley Dakin to Tim'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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 15, 2018 4:28 PM
To: Zacharuk, Christina PSEC:EX
Subject: RE: DMC agenda tomorrow

All good – thanks

From: Zacharuk, Christina PSEC:EX
Sent: Thursday, March 15, 2018 4:27 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: DMC agenda tomorrow

Just a quick verbal at the roundtable – sorry, should have connected with you. Thanks, CZ

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 15, 2018 4:26 PM
To: Zacharuk, Christina PSEC:EX
Subject: DMC agenda tomorrow

Christina – just saw your note about pension plan updates and updating DMC again. Will you just have a verbal presentation or is there a powerpoint?

Thanks

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 13, 2018 1:26 PM
To: Cavanagh, Judy PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: DMO purchases

Judy – we are going ahead with purchasing 4 office chairs at under \$500 each. We are also buying some software for under \$300.

Any purchases you are going ahead with?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 4:25 PM
To: Halls, Lori D PSA:EX
Subject: do I have the membership correct for DMCPSI?
Attachments: DMs committee list March 9.docx

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, March 7, 2018 5:19 PM
To: Pearson, Barbera JAG:EX
Subject: FW: Do you chair any DMS' committees

Barbera – do you know how often the DMS' Committee on Liquor meets? Have I got the proper name?

Many thanks
Shelley

From: Scott, Douglas S AG:EX
Sent: Thursday, March 1, 2018 3:48 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Do you chair any DMS' committees

Sorry Shelley... Michelle Carr is support not committee member ... my mistake...

From: s.15,s.19
Sent: Thursday, March 1, 2018 3:39 PM
To: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: RE: Do you chair any DMS' committees

Yes – on the committee:

Me of course
Richard Fyfe
Wes Shoemaker
Fazil Mihlar
Michelle Carr

s.15,s.19 , and ICBC (Not as Chair)

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 1, 2018 2:09 PM
To: s.15,s.19
Subject: RE: Do you chair any DMS' committees

Do you chair that committee? Do you have a list of members?

From: s.15,s.19
Sent: Thursday, March 1, 2018 12:57 PM

To: Canitz, Shelley L PREM:EX
Cc: Pearson, Barbera JAG:EX
Subject: Re: Do you chair any DMs' committees

Not ICBC - but yes re liquor
s.15,s.19

On Mar 1, 2018, at 10:59 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

s.15,s.1
9 – I am putting together a list of DMs' committees. Are you chairing a DMs' committee on ICBC? Any others?

Thanks
Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 27, 2018 4:04 PM
To: Farmer, Leila PREM:EX; Gervais, Monica PREM:EX
Subject: RE: DRAFT EMAIL for MMHA Apr 10 item

Monica – s.13
s.13

From: Farmer, Leila PREM:EX
Sent: Tuesday, March 27, 2018 4:01 PM
To: Gervais, Monica PREM:EX; Canitz, Shelley L PREM:EX
Subject: RE: DRAFT EMAIL for MMHA Apr 10 item

Hi Monica – thanks for putting this feedback together. s.13

Thanks again,
Leila

From: Gervais, Monica PREM:EX
Sent: Tuesday, March 27, 2018 3:49 PM
To: Farmer, Leila PREM:EX; Canitz, Shelley L PREM:EX
Subject: DRAFT EMAIL for MMHA Apr 10 item

Please send me your comments ASAP so I can send this email on to the Ministry to give them time to revise the PPT if needed:

Hi Julie,

I reviewed the draft PPT for the Apr 10 MHAWG meeting with the folks from the P&A Office and we have a few comments. We don't have the speaking notes so apologies in advance if they are already addressed.

s.13

Call me if you wish to discuss. I look forward to receiving the finals on April 3 to push to the members.

Best 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

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.*

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 3:40 PM
To: Dicks, Erin L FIN:EX
Subject: FW: Draft February Forecast
Attachments: PREM Feb forecast.xlsx

Erin – this says our salaries in 17/18 are \$9,160,000

Why doesn't it match up to the other email I just sent you, where the salary budget for 17/18 was \$7,262,000

From: Manak, Nicky FIN:EX
Sent: Wednesday, March 14, 2018 8:50 AM
To: Cavanagh, Judy PREM:EX; Hendry, Jackie PREM:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX; Massy, Michelle E PREM:EX
Subject: RE: Draft February Forecast

Hi,
Here is a revised Feb forecast with everything updated. s.17 so that
has helped the bottom line.

From: Manak, Nicky FIN:EX
Sent: Friday, March 9, 2018 10:27 AM
To: Cavanagh, Judy PREM:EX; Hendry, Jackie PREM:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: Draft February Forecast

Hi
Attached is a draft February forecast. I am still waiting for some information before it is complete.

- I do not have IGRS update from them yet.
- I am waiting for an estimate of Transition contract costs remaining (if any).
- Also, need to know if 25K painting is going ahead in VCO.

Once I receive this information, I will send a revised forecast for your information. In the meantime, if you have any questions or concerns, please let me know.

Thanks


Nicky Manak

Budget Analyst

Corporate Services Division

Ministry of Finance

(Hours: Wed 8-11:30; Thurs/Fri 8-3:30)

 778 698 8593

*Providing services to the Ministry of Finance, Public Service Agency
and the Office of the Premier*



Please consider the environment before printing this email.

Shortt, Amanda PREM:EX

From: Manak, Nicky FIN:EX
Sent: Wednesday, March 14, 2018 9:32 AM
To: Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX
Subject: RE: Draft February Forecast
Attachments: PREM contracts.xlsx; PREM stob 85.xlsx

Hi,

- I have attached a report of all contract costs to date for DMO.
- I have attached a report of all PREM stob 85 charges. They are mainly the annual charge for IT services. There is also an annual Corp Service Secretariat charge. Anything else is uncleared PCard balances.
- The salary number on the analysis sheet does not include the budget for IGRS. The forecast spreadsheet rolls up all areas (including IGRS) in the final budget numbers.

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 13, 2018 2:38 PM
To: Manak, Nicky FIN:EX; Dicks, Erin L FIN:EX
Cc: Tsang, Diana FIN:EX; Hendry, Jackie PREM:EX
Subject: RE: Draft February Forecast

Nicky and Erin – can you get back to Jackie and me with the following:

- STOB 61 – how much was for transition contracts and how much was for David Emerson? Were they any other contracts?
- In the February forecast, it says the 17/18 salaries and benefits budget was \$9,268,000 (salaries were \$7,262,000); in the March 2 salary analysis, it says the 17/18 Salary budget is \$5,153,000 – can someone walk Jackie and me through those numbers and outline why they are different
- STOB 85 – what would be included in that?

Thanks
Shelley

From: Manak, Nicky FIN:EX
Sent: Friday, March 9, 2018 10:27 AM
To: Cavanagh, Judy PREM:EX; Hendry, Jackie PREM:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: Draft February Forecast

Hi
Attached is a draft February forecast. I am still waiting for some information before it is complete.

- I do not have IGRS update from them yet.
- I am waiting for an estimate of Transition contract costs remaining (if any).
- Also, need to know if 25K painting is going ahead in VCO.

Once I receive this information, I will send a revised forecast for your information. In the meantime, if you have any questions or concerns, please let me know.

Thanks


Nicky Manak

Budget Analyst

Corporate Services Division

Ministry of Finance

(Hours: Wed 8-11:30; Thurs/Fri 8-3:30)

 778 698 8593

*Providing services to the Ministry of Finance, Public Service Agency
and the Office of the Premier*



Please consider the environment before printing this email.

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 11:10 AM
To: van Marum, Karen IGRS:EX; Brubacher, Kelly IGRS:EX
Subject: RE: Estimates
Attachments: OoP estimates template 18 19.docx

Karen – thanks for your note – I’ve attached the template to use. Please revise the title etc to outline your issue. I’ve amended this from a ministry’s template. I’ve left their messages in it so you can see how they have structured it. If you have any questions about its use, please let me know.

Shelley

From: van Marum, Karen IGRS:EX
Sent: Wednesday, March 21, 2018 11:02 AM
To: Canitz, Shelley L PREM:EX
Subject: Estimates

Hi Shelley – I’m helping to coordinate our IGRS teams Estimates Notes. Can you please send me a template the PO would like us to use or are we okay to use the template we used in November?

Karen van Marum
Director, Strategic Services
Intergovernmental Relations Secretariat
250-889-3664



Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 2:05 PM
To: Klak, Steve M FIN:EX
Subject: RE: Estimates planning

Thanks, Steve – not a rush, but whenever you would like to discuss Estimates, let me know – we are likely going to be in mid-May. I am happy to hear your views about what needs to be in the estimate binder – after the fall debates, I'm sure you have views on what is needed in the binder.

From: Klak, Steve M FIN:EX
Sent: Monday, March 12, 2018 1:57 PM
To: Canitz, Shelley L PREM:EX; Richards, Tara R FIN:EX
Subject: RE: Estimates planning

Hi Shelley, Tara has now assumed the CEO role for the Financial Institutions Commission in Vancouver. In the interim, until the new EFO is appointed, which should happen in the next 2 to 4 weeks, I'm acting as the EFO and will continue to support OOP.

Steve Klak, CPA, CA
Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 12:10 PM
To: Klak, Steve M FIN:EX; Richards, Tara R FIN:EX
Subject: Estimates planning

Hello, Tara and Steve – will you both be involved in estimates planning for OoP this spring?

Thanks
Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 10:03 AM
To: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Holdbacks

A decision hasn't been reached yet = but might you have an example of what was used in the past (with any confidential information deleted) ?

From: Lewthwaite, Jennifer TRAN:EX
Sent: Monday, March 26, 2018 8:44 AM
To: Canitz, Shelley L PREM:EX
Subject: Holdbacks

Hi Shelley,

I hesitate to ask the question.... But do we need to be reporting back on our holdback progress soon? I haven't seen any memos.

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 12:28 PM
To: Teng, Zita EDUC:EX
Subject: RE: holdbacks

Zita, will get back to you next week on this – thanks

Shelley

From: Teng, Zita EDUC:EX
Sent: Thursday, March 22, 2018 4:55 PM
To: Canitz, Shelley L PREM:EX
Subject: holdbacks

Hi Shelley,
Hope you are well. Curious to know whether or not any direction will be coming to ministries about holdback reporting-out.
Thanks so much,
Zita

Zita Teng | Executive Director
Strategic Planning & Executive Operations
Deputy Minister's Office | Ministry of Education
m: 778-679-4740 e: Zita.Teng@gov.bc.ca

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 10:27 AM
To: Kot, Jill CITZ:EX
Cc: Cook, Jeannette CITZ:EX
Subject: how much time would you like on Friday's DMC?

Jill – would you still like to present on Friday? If so, how much time would you like?

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Richter, Connie JAG:EX
Sent: Thursday, March 8, 2018 5:58 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: is there a DMs' committee on ICBC?

Hi Shelley,

Yes, it's called the Deputy Minister's Committee on ICBC.

The Group was initially brought together when ICBC was transferred to our portfolio. The TOR are currently being drafted.

The group meets on a monthly basis and the membership is as follows:

Richard Fyfe, Chair
Doug Scott
Mark Sieben, PSSG
Jacquie Dawes, MAH
Lori Wanamaker, FIN
Grant Main, TRAN
Silas Brownsey, TRAN
Holly Cairns, AG/PSSG
Andrea Mercer, TRAN
Doug Foster, FIN
Jeff Groot, AG/PSSG
Kevin Volk, MAH
Shannon Salter, CRT

Doug Scott's office is the Secretariat.

C

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, March 7, 2018 5:11 PM
To: Richter, Connie JAG:EX
Subject: is there a DMs' committee on ICBC?

Connie – I hear of it from time to time – do you know anything about it?

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 19, 2018 9:32 AM
To: Pecknold, Clayton PSSG:EX; Christensen, Suzanne PREM:EX
Subject: RE: Legislation

Thanks, Clayton — I will be there and expect that it will go well. Thanks

From: Pecknold, Clayton PSSG:EX
Sent: Monday, March 19, 2018 9:18 AM
To: Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX
Subject: Legislation

Good morning. Mary advised that you may be attending the legislation walk through today with the WG. I won't be there but it's a bit of a large group I think. Not sure how much opportunity there will be to answer all questions.

I am doing my own deep read as we speak and will likely meet with the whole team on some minor drafting questions that have popped up for me later this week.

Please let me know if you don't get satisfactory answers to any questions or concerns today or if there are any other matters you wish to discuss.

Thanks.

Sent from my BlackBerry — the most secure mobile device

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 9, 2018 4:25 PM
To: Hendry, Jackie PREM:EX; Cavanagh, Judy PREM:EX
Subject: let's price out what we need to buy

While we may not be \$200K in the black by the time some late invoices come it, I think we can still make some purchases. Can we put together a list of things we want to get in the next few weeks?

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 8, 2018 12:49 PM
To: Stearn, Anne HLTH:EX
Cc: Fougere, Brianna HLTH:EX
Subject: RE: Looking for information on surge beds

Sounds good – many thanks

From: Stearn, Anne HLTH:EX
Sent: Thursday, March 8, 2018 12:48 PM
To: Canitz, Shelley L PREM:EX
Cc: Fougere, Brianna HLTH:EX
Subject: RE: Looking for information on surge beds

Hi Shelley – information for the Minister was under development by the Division so currently the ADM and Associate have been reviewing BNs on this in advance of a briefing with Minister Darcy today. You should be getting the same material either late today or tomorrow. I'm going s.22 so I've asked my partner Brianna to follow up with Division and send to you.

Thanks
Anne

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 8, 2018 12:43 PM
To: Stearn, Anne HLTH:EX
Subject: RE: Looking for information on surge beds

Anne – any update? Thanks

From: Stearn, Anne HLTH:EX
Sent: Monday, February 26, 2018 4:28 PM
To: Canitz, Shelley L PREM:EX
Cc: Moulton, Holly HLTH:EX
Subject: Looking for information on surge beds

Hi Shelley – Jordan has moved on to a new and exciting position in the Ministry so has passed your inquiry on to me to look in to for you. I am connecting in with our Primary and Community Care Division to get some up to date information for you quickly.

Anne Stearn

Director, Office of the Deputy Minister

5th Floor - 1515 Blanshard Street, Victoria BC V8W 3C8
Phone (250) 952-3572 / e-mail: anne.stearn@gov.bc.ca

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.

From: Will, Jordan HLTH:EX
Sent: Monday, February 26, 2018 11:50 AM
To: Stearn, Anne HLTH:EX; Moulton, Holly HLTH:EX
Subject: FW: Looking for information on surge beds

Over to you

From: Canitz, Shelley L PREM:EX
Sent: Monday, February 26, 2018 11:50
To: Will, Jordan HLTH:EX
Subject: Looking for information on surge beds

Jordan – does MOH have an existing briefing note on surge beds? I understand an increase was committed to earlier and I'd like to understand it better.

Many thanks
Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 6, 2018 12:58 PM
To: Kristianson, Eric GCPE:EX
Subject: RE: Might you be free for a call sometime?

Yes, Mary understood my concern

From: Kristianson, Eric GCPE:EX
Sent: Tuesday, March 6, 2018 12:37 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Might you be free for a call sometime?

Sorry for that. Net/net, are you satisfied that the secretariat has heard/will hear your concerns on the council?

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 6, 2018 12:12 PM
To: Kristianson, Eric GCPE:EX
Subject: Might you be free for a call sometime?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 2, 2018 1:44 PM
To: Clark, Layne PREM:EX
Subject: RE: OIC

Not me – but maybe Lynne Holt at CARBO or MoED can assist?

From: Clark, Layne PREM:EX
Sent: Friday, March 2, 2018 1:07 PM
To: Canitz, Shelley L PREM:EX
Subject: OIC

Hi Shelley,

I am looking to see where the OIC is at for the TRB Chair... there is a percolating issue and it would be ideal if we could move the signing of this OIC sooner rather than later. Are you the person I can speak to about this or is there someone else? This is out of the Ministry of Education.

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

Shortt, Amanda PREM:EX

From: Mayhew, Neilane MMHA:EX
Sent: Monday, March 19, 2018 9:06 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Overview documents/Discussions
Attachments: MHA draft Framework 20180319.pdf; Update on MHA Strategy and CYMHA Plan_March 5_2018 v.3 (2).pdf

Hi Shelley,

Attached is a deck we used recently to brief MJD as well as a draft framework we have developed. We are still in early stages but this should give you an idea of where we are headed.

Neilane

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 16, 2018 4:46 PM
To: Mayhew, Neilane MMHA:EX
Subject: RE: Overview documents/Discussions

Neilane – thanks – do you have anything that describes your plans for establishing a MH and an addictions strategy?

From: Mayhew, Neilane MMHA:EX
Sent: Friday, March 16, 2018 4:33 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Overview documents/Discussions

Hi Shelley,

I just realized I never responded to this email and it is quite dated. Is there any information gaps you think or have you got what you need for now?

Neilane

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, February 21, 2018 11:21 AM
To: Mayhew, Neilane MMHA:EX
Subject: Overview documents/Discussions

Neilane – along with Leila Farmer, I will be working a bit more on the mental health and addictions work coming forward from your ministry. Would it be possible to send us drafts of documents and timelines that are coming up? Any strategic overview documents would be greatly appreciated.

Would you also add me to key meetings that are coming up? I know that Leila is already on your invite list, so just want to ensure I can attend too.

Many thanks

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, March 21, 2018 11:28 AM
To: Kristianson, Eric GCPE:EX; Hannah, Matt GCPE:EX
Cc: Cavanagh, Judy PREM:EX
Subject: FW: please review this estimates template
Attachments: OoP estimates template 18 19.docx

Matt and Eric – please take another look at the OoP estimates template and see Judy’s comment below – should the response box stay in or go?

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, March 21, 2018 11:26 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: please review this estimates template

I thought we were going to delete “response” and just have background/facts/latest update information.

Judy

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

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, March 21, 2018 11:17 AM
To: Cavanagh, Judy PREM:EX
Subject: please review this estimates template

Judy – Matt and Eric are ok with this – any suggestions you might make?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 2:23 PM
To: Papik, Stephanie PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: RE: preceinct website

s.22

From: Papik, Stephanie PREM:EX
Sent: Monday, March 26, 2018 2:16 PM
To: Canitz, Shelley L PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: RE: preceinct website

Thank you! The Speakers office connected me to Surjit Dhanota. He was in his office and was calling someone right away to cover it up!

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 2:01 PM
To: Papik, Stephanie PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: preceinct website

Do you two have this site? So helpful – can see staff org charts - and you can see what the specials are in the dining room!

<http://207.194.253.21/index.asp>

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 4:06 PM
To: Woodcock, Danielle EMBC:EX; Loubert, Danny PREM:EX
Subject: RE: Premier's Office Satellite Phones Questions

Danielle – further to this note, can we discuss satellite phones in the Vancouver Cabinet

- A phone is needed for Vanessa Geary, the new ED in VCO. Could one of the phones discussed below be sent over for her use? Danny can assist with any information needed.

Danny – would you please follow through with Danielle on what you did have at VCO? I think you said earlier you had a partial phone – maybe Danielle can assist in re-purposing that one.

Thanks
Shelley

From: Woodcock, Danielle EMBC:EX
Sent: Tuesday, February 6, 2018 2:00 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Premier's Office Satellite Phones Questions

No problem at all done

From: Canitz, Shelley L PREM:EX
Sent: February 6, 2018 01:58 PM
To: Woodcock, Danielle EMBC:EX <Danielle.Woodcock@gov.bc.ca>
Subject: RE: Premier's Office Satellite Phones Questions

Can you put a hold on 2 or 3 of the existing phones for OoP and I will confirm soon.

From: Woodcock, Danielle EMBC:EX
Sent: Tuesday, February 6, 2018 1:57 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Premier's Office Satellite Phones Questions

Hi Shelley,

We do have a few satellite phones here at the Deputy Ministers Office ready for distribution.

Unfortunately, we can no longer order the Globalstar GPS 1700 phones as they are no longer being supplied.

I am not sure about the budget I will have to look into that further.

Danielle

From: Canitz, Shelley L PREM:EX
Sent: February 6, 2018 01:51 PM
To: Woodcock, Danielle EMBC:EX <Danielle.Woodcock@gov.bc.ca>
Subject: RE: Premier's Office Satellite Phones Questions

If we are to have more, do you order them? Are they within your budget?

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, February 6, 2018 11:12 AM
To: Woodcock, Danielle EMBC:EX
Subject: RE: Premier's Office Satellite Phones Questions

Concur – will get back to you soon.

From: Woodcock, Danielle EMBC:EX
Sent: Tuesday, February 6, 2018 11:12 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Premier's Office Satellite Phones Questions

Hi Shelley

No there is no set policy or guideline each Ministry has usually determined who should have a satellite phone.

I think that Chief of Staff Meggs should certainly have one.

Danielle

From: Canitz, Shelley L PREM:EX
Sent: February 6, 2018 11:06 AM
To: Woodcock, Danielle EMBC:EX <Danielle.Woodcock@gov.bc.ca>
Subject: RE: Premier's Office Satellite Phones Questions

Danielle – is there a policy or guideline that suggests who should have a satellite phone?

From: Woodcock, Danielle EMBC:EX
Sent: Tuesday, February 6, 2018 9:24 AM
To: Canitz, Shelley L PREM:EX
Subject: Premier's Office Satellite Phones Questions

Good Morning,

Could you please confirm the following satellite phone holders and phone numbers please.

Could you please let me know if anyone else has a satellite phone and what the number is or if anyone else in the Premier's Office requires a satellite phone.

Thank you.

Danielle Woodcock, Manager Executive Operations

Ministry of Public Safety and Solicitor General

Deputy Ministers Office, Emergency Management BC

Suite 4B - 940 Blanshard Street

Victoria BC V8W 3C8

Office: 250-356-0840 Mobile: 250-818-1297

Email: *Danielle.Woodcock@gov.bc.ca*

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Saturday, March 3, 2018 1:39 PM
To: Wright, Don J. PREM:EX
Subject: Re: Projected Government Business

It caused me pause as well, so I double-checked with House Leader's office - it only means that we are the last known group through the big house. Liam confirmed that we will be at the very end of the series, likely late April/May.

On Mar 3, 2018, at 12:40 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:

Hi Shelley,

I am a little surprised to see us number 3 in the Big House. Don't we generally go to Exec Council at the end of the session?

Do you know anything more than this?

Thanks.

Don

From: "Shelley PREM:EX Canitz" <Shelley.Canitz@gov.bc.ca>
Date: Friday, March 2, 2018 at 10:50 AM
To: Don Wright <don.j.wright@gov.bc.ca>, Suzanne Christensen <Suzanne.Christensen@gov.bc.ca>, Christine Kennedy <Christine.Kennedy@gov.bc.ca>
Subject: Fwd: Projected Government Business

FYI

Begin forwarded message:

From: "Lawson, Liam PSSG:EX" <Liam.Lawson@gov.bc.ca>
Date: March 2, 2018 at 10:47:34 AM PST
To: LP Ministerial Assistants <LPMAs@Victoria1.gov.bc.ca>, LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>, "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>, "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>, "Moran, Roseanne LASS:EX" <Roseanne.Moran@leg.bc.ca>, "Scott, Samantha LASS:EX" <Samantha.Scott@leg.bc.ca>, "Hannah, Matt GCPE:EX" <Matt.Hannah@gov.bc.ca>, "Gibbs, Robb GCPE:EX" <Robb.Gibbs@gov.bc.ca>, "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>, "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>, "Sanford, Donna L GCPE:EX" <Donna.Sanford@gov.bc.ca>, "Kristianson, Eric GCPE:EX" <Eric.Kristianson@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Machell, Aileen GCPE:EX" <Aileen.Machell@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>, "Arora, Jasleen AG:EX" <Jasleen.Arora@gov.bc.ca>, "May,

Ed LASS:EX" <Ed.May@leg.bc.ca>, "Chandra Herbert.MLA, Spencer LASS:EX" <s.chandraherbert.mla@leg.bc.ca>, "Scambler, Teresa LASS:EX" <Teresa.Scambler@leg.bc.ca>, "Connor, Tamara LASS:EX" <Tamara.Connor@leg.bc.ca>, "Kang, Gurbrinder LASS:EX" <Gurbrinder.Kang@leg.bc.ca>, "Madevon, Solenn LASS:EX" <Solenn.Madevon@leg.bc.ca>, "Virk, Rajmeet LASS:EX" <Rajmeet.Virk@leg.bc.ca>, "Wall, Selina LASS:EX" <Selina.Wall@leg.bc.ca>, "Dewar, Bob PREM:EX" <Bob.Dewar@gov.bc.ca>, "Copage, Caitlin GCPE:EX" <Caitlin.Copage@gov.bc.ca>, LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>, "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>

Subject: Projected Government Business

Hi all,

Please see the attached projected government business for the week ahead and an update on estimates ordering below. If you have questions or if there is anyone you think should be included on these emails in the future please let me know,

Liam Lawson
Senior Ministerial Assistant
Ministry of Public Safety and Solicitor General
P: 250-356-2173 | C: 250-812-2547

Estimates Ordering:

Little House/Committee A (Douglas Fir Room) Order	Big House/Committee B (Main Chamber) Order
<ol style="list-style-type: none"> Public Safety & Solicitor General (approx. 10 hrs) Agriculture (approx. 4 hrs) Education (approx. 6 hr) Forests, Lands, Natural Resource Operations & Rural Development approx. (approx. 10 hrs) Environment & Climate Change Strategy (approx. 6 hrs) Labour (approx. 4 hrs) 	<ol style="list-style-type: none"> Transportation & Infrastructure (approx. 8 h Attorney General Executive Council
Ministries yet to be ordered <ol style="list-style-type: none"> Mental Health and Addictions Health Finance Jobs, Trade & Technology Trade Indigenous Relations & Reconciliation Children & Family Development Child Care Advanced Education, Skills & Training Municipal Affairs & Housing Social Development & Poverty Reduction Citizens' Services Tourism, Arts & Culture Energy, Mines & Petroleum Resources 	

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 13, 2018 10:47 AM
To: Wright, Don J. PREM:EX
Subject: Public Policy Forum - remote access seminars

As discussed

<https://www.ppforum.ca/event/keeping-speed-disruption-session-4/>

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 27, 2018 2:41 PM
To: Gedney, Vanessa R MAH:EX
Subject: RE: Query on what happens to the former Youth Custody Centre

Thank you.

From: Gedney, Vanessa R MAH:EX
Sent: Tuesday, March 27, 2018 1:34 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Query on what happens to the former Youth Custody Centre

Here you go:

Key Facts:

On Dec. 13, 2017, the B.C. government announced that the Choices shelter in View Royal (former provincial youth custody centre) will stay open until the end of March 2018.

The Province previously said the building would remain open until the end of 2017, but is extending the opening to allow the necessary time to transition current residents to a new supportive housing project that is currently being renovated.

Residents will be transferred to the former Tally Ho Inn, located at 3020 Douglas Street in Victoria, by March 31, 2018. The building is owned and operated by the Victoria Cool Aid Society and will offer 52 units of affordable rental housing for low-and moderate-income individuals with mental health and substance use issues.

The Victoria Cool Aid Society applied for a temporary use permit for a three-year period, which has now been approved by Victoria City Council. Renovations are proceeding to prepare the site for occupancy.

Once residents are transitioned to the former Tally Ho site, Choices will be closed.

In August 2017, Our Place, the current operator of Choices, suggested that the building be turned into an addictions recovery centre. Our Place said it would need to secure about \$4.7 million in funding from the province.

The proposed therapeutic recovery community would be a supportive housing project with recovery services for 40-50 people experiencing homelessness with addiction, with an expected length of between 12 and 24 months.

The Ministry of Mental Health and Addictions has received the funding request. MMHA does not have grant funding ability - s.13

s.13

s.13

The Province opened Choices in 2016 to house 50 people from the former tent city at the Victoria courthouse site. BC Housing owns the property.

From: Mukasa, Kate GCPE:EX
Sent: Tuesday, March 27, 2018 12:42 PM
To: Gedney, Vanessa R MAH:EX
Subject: RE: Query on what happens to the former Youth Custody Centre

Yes, see below the draft NR from Our Place regarding the closure of the Choices shelter (former Victoria youth custody centre). We are waiting to hear when they want to issue the NR – sometime today.

In December, at the request of the Town of View Royal, we announced that the shelter would remain open until the end of March 2018 (NR attached for reference).

The final residents are transitioning into the former Tally Ho on Douglas St. this week.

Our IN regarding the future of Choices is attached.

FOR IMMEDIATE RELEASE

Tuesday, March 27, 2018



Choices transitional shelter closes on a high note

Over 100 people successfully transitioned into permanent housing

VICTORIA, B.C. – Choices, the transitional shelter operating out of the former youth custody centre in View Royal, is closing its doors this week. But it is doing so with a strong sentiment of success.

Since partnering with BC Housing in March 2016, Choices has successfully transitioned 103 of our community’s most vulnerable citizens into permanent housing. The final 40 residents were all moved into brand new suites at the former Tally-Ho Hotel in Victoria this week.

“It has been an incredible journey,” says Don Evans, executive director of Our Place, which operates the facility. “Choices was opened in response to tent city, and we couldn’t have done it so successfully without the support of View Royal council and the local residents.”

He adds, “To see the difference in these vulnerable people when they have a safe place to live, and three solid meals a day, is astounding. The staff truly went above and beyond to make everyone feel at home, and to work with each individual on a plan for future success.”

When Choices first opened, residents elected to sleep in tents in the courtyard. But as winter approached and the interior was transformed from cells into rooms, every resident made the choice to move inside.

“Change is always difficult, and people were reluctant at first to move from tent city to Choices,” says Our Place Director of Housing Debbie Berg. “But once they were here, you could visibly see health returning to them. Once they stabilized, many people were able to return to work, while others entered detox and recovery programs – some for the very first time.”

Berg adds, “When it was time to close Choices, the remaining residents had a similar fear as when they first arrived, but Cool-Aid has done a fantastic job of making everyone feel welcome at the former Tally-Ho.”

Our Place is a unique inner-city community centre serving Greater Victoria’s most vulnerable: working poor, impoverished elderly, mentally and physically challenged, addicted and the homeless. Individuals and businesses provide the majority of financial support for its programs and services. Our Place provides over 1,800 meals per day, hot showers, education, job skills, free clothing, counseling and outreach services; plus 135 transitional housing units and 60 overnight shelter mats. Most importantly, it provides a sense of hope and belonging to our neighbours in need.

-30-

For further information, please contact:

Grant McKenzie, Director of Communications

T: 250-388-7112 ext. 225

Cell: 250-217-2406

Email: grantm@ourplacesociety.com

From: Gedney, Vanessa R MAH:EX
Sent: Tuesday, March 27, 2018 12:15 PM
To: Mukasa, Kate GCPE:EX
Subject: FW: Query on what happens to the former Youth Custody Centre

Do you have this info?

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 27, 2018 11:32 AM
To: Gedney, Vanessa R MAH:EX
Subject: Query on what happens to the former Youth Custody Centre

<https://news.gov.bc.ca/releases/2017MAH0023-002053>

Vanessa – do you know what is happening to this facility on people move out?

Thanks

Shelley

Shortt, Amanda PREM:EX

From: Gedney, Vanessa R MAH:EX
Sent: Tuesday, March 27, 2018 1:34 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Query on what happens to the former Youth Custody Centre
Attachments: 2017MAH0023-002053 - Choices extension.pdf; IN_BCH_Choices_Future of Youth Custody Centre_FNL.DOCX

Here you go:

Key Facts:

On Dec. 13, 2017, the B.C. government announced that the Choices shelter in View Royal (former provincial youth custody centre) will stay open until the end of March 2018.

The Province previously said the building would remain open until the end of 2017, but is extending the opening to allow the necessary time to transition current residents to a new supportive housing project that is currently being renovated.

Residents will be transferred to the former Tally Ho Inn, located at 3020 Douglas Street in Victoria, by March 31, 2018. The building is owned and operated by the Victoria Cool Aid Society and will offer 52 units of affordable rental housing for low-and moderate-income individuals with mental health and substance use issues.

The Victoria Cool Aid Society applied for a temporary use permit for a three-year period, which has now been approved by Victoria City Council. Renovations are proceeding to prepare the site for occupancy.

Once residents are transitioned to the former Tally Ho site, Choices will be closed.

In August 2017, Our Place, the current operator of Choices, suggested that the building be turned into an addictions recovery centre. Our Place said it would need to secure about \$4.7 million in funding from the province.

The proposed therapeutic recovery community would be a supportive housing project with recovery services for 40-50 people experiencing homelessness with addiction, with an expected length of between 12 and 24 months.

The Ministry of Mental Health and Addictions has received the funding request. MMHA does not have grant funding ability – s.13

s.13

s.13

The Province opened Choices in 2016 to house 50 people from the former tent city at the Victoria courthouse site. BC Housing owns the property.

From: Mukasa, Kate GCPE:EX
Sent: Tuesday, March 27, 2018 12:42 PM

To: Gedney, Vanessa R MAH:EX

Subject: RE: Query on what happens to the former Youth Custody Centre

Yes, see below the draft NR from Our Place regarding the closure of the Choices shelter (former Victoria youth custody centre). We are waiting to hear when they want to issue the NR – sometime today.

In December, at the request of the Town of View Royal, we announced that the shelter would remain open until the end of March 2018 (NR attached for reference).

The final residents are transitioning into the former Tally Ho on Douglas St. this week.

Our IN regarding the future of Choices is attached.

FOR IMMEDIATE RELEASE

Tuesday, March 27, 2018



Choices transitional shelter closes on a high note

Over 100 people successfully transitioned into permanent housing

VICTORIA, B.C. – Choices, the transitional shelter operating out of the former youth custody centre in View Royal, is closing its doors this week. But it is doing so with a strong sentiment of success.

Since partnering with BC Housing in March 2016, Choices has successfully transitioned 103 of our community’s most vulnerable citizens into permanent housing. The final 40 residents were all moved into brand new suites at the former Tally-Ho Hotel in Victoria this week.

“It has been an incredible journey,” says Don Evans, executive director of Our Place, which operates the facility. “Choices was opened in response to tent city, and we couldn’t have done it so successfully without the support of View Royal council and the local residents.”

He adds, “To see the difference in these vulnerable people when they have a safe place to live, and three solid meals a day, is astounding. The staff truly went above and beyond to make everyone feel at home, and to work with each individual on a plan for future success.”

When Choices first opened, residents elected to sleep in tents in the courtyard. But as winter approached and the interior was transformed from cells into rooms, every resident made the choice to move inside.

“Change is always difficult, and people were reluctant at first to move from tent city to Choices,” says Our Place Director of Housing Debbie Berg. “But once they were here, you could visibly see health returning to them. Once they stabilized, many people were able to return to work, while others entered detox and recovery programs – some for the very first time.”

Berg adds, “When it was time to close Choices, the remaining residents had a similar fear as when they first arrived, but Cool-Aid has done a fantastic job of making everyone feel welcome at the former Tally-Ho.”

Our Place is a unique inner-city community centre serving Greater Victoria’s most vulnerable: working poor, impoverished elderly, mentally and physically challenged, addicted and the homeless. Individuals and businesses

provide the majority of financial support for its programs and services. Our Place provides over 1,800 meals per day, hot showers, education, job skills, free clothing, counseling and outreach services; plus 135 transitional housing units and 60 overnight shelter mats. Most importantly, it provides a sense of hope and belonging to our neighbours in need.

-30-

For further information, please contact:

Grant McKenzie, Director of Communications

T: 250-388-7112 ext. 225

Cell: 250-217-2406

Email: grantm@ourplacesociety.com

From: Gedney, Vanessa R MAH:EX

Sent: Tuesday, March 27, 2018 12:15 PM

To: Mukasa, Kate GCPE:EX

Subject: FW: Query on what happens to the former Youth Custody Centre

Do you have this info?

From: Canitz, Shelley L PREM:EX

Sent: Tuesday, March 27, 2018 11:32 AM

To: Gedney, Vanessa R MAH:EX

Subject: Query on what happens to the former Youth Custody Centre

<https://news.gov.bc.ca/releases/2017MAH0023-002053>

Vanessa – do you know what is happening to this facility on people move out?

Thanks

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 22, 2018 8:29 AM
To: Kennedy, Karla ENV:EX
Cc: Hendry, Jackie PREM:EX; Cameron, Tara D ENV:EX; Powell, Charlotte PREM:EX
Subject: Re: Question: List of requests for legislation

Karla - it was Elizabeth MacMillan at Cab Ops who led this item. I believe s.22
Powell to see if she can assist.

so I have cc'd Charlotte

Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier

On Mar 22, 2018, at 8:18 AM, Kennedy, Karla ENV:EX <Karla.Kennedy@gov.bc.ca> wrote:

Hi Jackie,

Per my voicemail, not sure if you would know the answer to this so let me know if I should redirect. Also including Shelley just in case she might now as well.

Mark and Bobbi provided a DMC update to our executive committee and mentioned that we need to have by Tuesday, April 3rd a list of our requests for legislation. I am wondering if there is a formalized process we should be following to submit that list up to your office, or if this was more for ministries to ensure they have a list together. Staff have been contacting me with questions about what level of info is needed in order to populate the list.

- RFL's for Spring 2018 to be completed by end of June
- RFL's for Spring 2019, 80% should be drafted and ready to go by Christmas

Any info you could provide would be helpful.

Thank you,

Karla Kennedy
Manager, Executive Operations
Deputy Minister's Office
Ministry of Environment and Climate Change Strategy
Office: 778-698-9306 Mobile: s.22
Email: Karla.Kennedy@gov.bc.ca

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 4:45 PM
To: Quigley, Shanna SDPR:EX
Subject: RE: Reporting out on DM performance measures 2017/18

Shanna – see my second email – did that help?

From: Quigley, Shanna SDPR:EX
Sent: Monday, March 26, 2018 4:36 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Reporting out on DM performance measures 2017/18

Hi Shelley,

My Deputy, Manager of Operations and myself are a little confused as to what this email is about.

Are you able to provide a bit more clarity.

Thank you,
Shanna

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 4:26 PM
To: Benn, Jennifer MCF:EX; Birnie, Kayla LBR:EX; Bracewell, Barb MMHA:EX; Bridges, Kelsey PSEC:EX; Cameron, Tara D ENV:EX; Canitz, Shelley L PREM:EX; Casanova, Tamara MMHA:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Dakin, Ashley FLNR:EX; Dayman, Marlene JAG:EX; Duncan, Laurie ENV:EX; Duncan, Nikki PSSG:EX; Eckardt, Dana R FLNR:EX; Fair, Susan P AGRI:EX; Faust, Marnie L GCPE:EX; Fraser, Agnes EMBC:EX; French, Shawna IRR:EX; Gao, Christy PSSG:EX; Gedney, Vanessa R MAH:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hodson, Georgina AGRI:EX; Howie, Matthew IRR:EX; Jang, Monica JTT:EX; Kennedy, Karla ENV:EX; Kiewiet, Nargis HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kwan, Shirley JTT:EX; Lenz, Allison EMBC:EX; Lewthwaite, Jennifer TRAN:EX; MacMillan, Karen SDPR:EX; Massy, Michelle E PREM:EX; McCann, Meghan EMPR:EX; Meadows, Jennifer L TAC:EX; Michell, Jennifer FIN:EX; Molyneux, Jennifer CITZ:EX; Mulloy, Eleanor PREM:EX; Nicholson, Riley FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Shanna SDPR:EX; Richter, Connie JAG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Sampson, Laura EDUC:EX; Shang, Cindy TAC:EX; Stearn, Anne HLTH:EX; Teng, Zita EDUC:EX; Thomson, Lia MAH:EX; Tupper, Linsey PSA:EX; Verwoord, Cindy TRAN:EX; Wensink, Alison PREM:EX; Whitford, Kelly M AEST:EX; Wolsey, Ashley AEST:EX; Woodcock, Danielle EMBC:EX
Subject: Reporting out on DM performance measures 2017/18

Hello, all – many of you have been asking about the process for reporting out this year on the Deputy Minister performance measures. I have confirmed with Don that he is discussing a deputy's performance measures with that deputy during his one-to-one review meetings. Therefore, a written follow-up will not be needed - hope this clarifies the process for this year.

Please let me know if you have any further questions.

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 12:01 PM
To: Tsang, Diana FIN:EX
Cc: Dicks, Erin L FIN:EX
Subject: FW: salary info
Attachments: Feb 15 Salary Analysis.xlsx

Diana – I forgot to add that I would like it updated so I can see what 18/19 look like with salaries and potential hiring. Thanks

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 12:00 PM
To: Tsang, Diana FIN:EX
Subject: FW: salary info

Diana – would you have the ability to update this chart to reflect the salaries and benefits that are in the chart you just sent me?

From: Manak, Nicky FIN:EX
Sent: Thursday, March 15, 2018 9:09 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: salary info

IGRS has been added to the summary tab.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, March 14, 2018 3:29 PM
To: Manak, Nicky FIN:EX
Subject: RE: salary info

Nicky – could this be updated with IGRS included so the numbers match up with the forecast numbers from today's spread sheet?

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 12:02 PM
To: Canitz, Shelley L PREM:EX
Cc: Cavanagh, Judy PREM:EX; Tsang, Diana FIN:EX
Subject: RE: salary info

Revised copy for your info.

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 2, 2018 11:57 AM
To: Manak, Nicky FIN:EX
Subject: RE: salary info

Nicky – would I be able to get a revised copy this aft?

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 11:08 AM
To: Cavanagh, Judy PREM:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: salary info

I'll make those changes. Thank Judy.

From: Cavanagh, Judy PREM:EX
Sent: Friday, March 2, 2018 11:03 AM
To: Manak, Nicky FIN:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: salary info

Hi Nicky,

We've got the numbers right! I wasn't working with leave liability included at any point.

However, in the notes between 2 staff positions information needs to be corrected:

Romeo Tello – left February 23 and that position is vacant (probably until April). The notes refer to Ex Co COS at 70,000. That note should be in line with Tamarra Wong's position.

The note attached to Tamarra Wong's position (Comm Asst @ \$44,868.10) should be in line with Romeo's position.

Thanks Nicky. This is a good base for all of us to be working from for 2018/2019.

Judy

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

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 9:28 AM
To: Cavanagh, Judy PREM:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: FW: salary info

Hi Judy,

Attached is my revised version which matches yours. The difference in our bottom line numbers is that mine includes the leave liability (81K) and on your spreadsheet you have the 17/18 budget amount. The 18/19 amount is 1,966,000 as noted on the summary sheet.

Also, Shelley had asked me for the remaining 17/18 forecast which is why I still have Romeo etc. If you look on the far right, I have put the information for the 'new' positions on those lines for the 18/19 calculations.

I think this should be the final version. Let me know if you have any question.

From: Cavanagh, Judy PREM:EX
Sent: Thursday, March 1, 2018 3:39 PM
To: Manak, Nicky FIN:EX
Cc: Tsang, Diana FIN:EX
Subject: RE: salary info

Oh darn, I forgot the attachment earlier, I'm sorry. Nicky this affects your latest documents.....Please call for any clarifications to speed up the process.

Thanks.
Judy

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

From: Cavanagh, Judy PREM:EX
Sent: Thursday, March 1, 2018 12:41 PM
To: Manak, Nicky FIN:EX
Cc: Tsang, Diana FIN:EX
Subject: RE: salary info

I got 2 out of 3 of your requests. There will be 2 OICs out later today. There are 2 payroll adjustments.

Judy

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

From: Manak, Nicky FIN:EX
Sent: Thursday, March 1, 2018 10:38 AM
To: Cavanagh, Judy PREM:EX

Cc: Tsang, Diana FIN:EX

Subject: salary info

Hi Judy

When you send the updated salary info can you please include effective dates, increase amount and OIC's if possible.

Thanks very much,

Nicky Manak

Budget Analyst

Corporate Services Division

Ministry of Finance

(Hours: Wed 8-11:30; Thurs/Fri 8-3:30)

☎ 778 698 8593

*Providing services to the Ministry of Finance, Public Service Agency
and the Office of the Premier*



Please consider the environment before printing this email.

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 3:39 PM
To: Dicks, Erin L FIN:EX
Subject: FW: salary info
Attachments: Feb 15 Salary Analysis.xlsx

Erin – this chart has our salary budget in 17/18 at \$7,262,000 and \$7,274,000 in 18/19

From: Manak, Nicky FIN:EX
Sent: Thursday, March 15, 2018 9:09 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: salary info

IGRS has been added to the summary tab.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, March 14, 2018 3:29 PM
To: Manak, Nicky FIN:EX
Subject: RE: salary info

Nicky – could this be updated with IGRS included so the numbers match up with the forecast numbers from today's spread sheet?

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 12:02 PM
To: Canitz, Shelley L PREM:EX
Cc: Cavanagh, Judy PREM:EX; Tsang, Diana FIN:EX
Subject: RE: salary info

Revised copy for your info.

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 2, 2018 11:57 AM
To: Manak, Nicky FIN:EX
Subject: RE: salary info

Nicky – would I be able to get a revised copy this aft?

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 11:08 AM
To: Cavanagh, Judy PREM:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: salary info

I'll make those changes. Thank Judy.

From: Cavanagh, Judy PREM:EX
Sent: Friday, March 2, 2018 11:03 AM
To: Manak, Nicky FIN:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: salary info

Hi Nicky,

We've got the numbers right! I wasn't working with leave liability included at any point.

However, in the notes between 2 staff positions information needs to be corrected:

Romeo Tello – left February 23 and that position is vacant (probably until April). The notes refer to Ex Co COS at 70,000. That note should be in line with Tamarra Wong's position.

The note attached to Tamarra Wong's position (Comm Asst @ \$44,868.10) should be in line with Romeo's position.

Thanks Nicky. This is a good base for all of us to be working from for 2018/2019.

Judy

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

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 9:28 AM
To: Cavanagh, Judy PREM:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: FW: salary info

Hi Judy,

Attached is my revised version which matches yours. The difference in our bottom line numbers is that mine includes the leave liability (81K) and on your spreadsheet you have the 17/18 budget amount. The 18/19 amount is 1,966,000 as noted on the summary sheet.

Also, Shelley had asked me for the remaining 17/18 forecast which is why I still have Romeo etc. If you look on the far right, I have put the information for the 'new' positions on those lines for the 18/19 calculations.

I think this should be the final version. Let me know if you have any question.

From: Cavanagh, Judy PREM:EX
Sent: Thursday, March 1, 2018 3:39 PM
To: Manak, Nicky FIN:EX
Cc: Tsang, Diana FIN:EX
Subject: RE: salary info

Oh darn, I forgot the attachment earlier, I'm sorry. Nicky this affects your latest documents.....Please call for any clarifications to speed up the process.

Thanks.
Judy

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

From: Cavanagh, Judy PREM:EX
Sent: Thursday, March 1, 2018 12:41 PM
To: Manak, Nicky FIN:EX
Cc: Tsang, Diana FIN:EX
Subject: RE: salary info

I got 2 out 3 of your requests. There will be 2 OICs out later today. There are 2 payroll adjustments.

Judy

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

From: Manak, Nicky FIN:EX
Sent: Thursday, March 1, 2018 10:38 AM
To: Cavanagh, Judy PREM:EX
Cc: Tsang, Diana FIN:EX
Subject: salary info

Hi Judy
When you send the updated salary info can you please include effective dates, increase amount and OIC's if possible.

Thanks very much,

Nicky Manak

Budget Analyst
Corporate Services Division
Ministry of Finance
(Hours: Wed 8-11:30; Thurs/Fri 8-3:30)

☎ 778 698 8593

Providing services to the Ministry of Finance, Public Service Agency
and the Office of the Premier

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, March 14, 2018 3:29 PM
To: Manak, Nicky FIN:EX
Subject: RE: salary info

Nicky – could this be updated with IGRS included so the numbers match up with the forecast numbers from today's spread sheet?

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 12:02 PM
To: Canitz, Shelley L PREM:EX
Cc: Cavanagh, Judy PREM:EX; Tsang, Diana FIN:EX
Subject: RE: salary info

Revised copy for your info.

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 2, 2018 11:57 AM
To: Manak, Nicky FIN:EX
Subject: RE: salary info

Nicky – would I be able to get a revised copy this aft?

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 11:08 AM
To: Cavanagh, Judy PREM:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: salary info

I'll make those changes. Thank Judy.

From: Cavanagh, Judy PREM:EX
Sent: Friday, March 2, 2018 11:03 AM
To: Manak, Nicky FIN:EX

Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: salary info

Hi Nicky,

We've got the numbers right! I wasn't working with leave liability included at any point.

However, in the notes between 2 staff positions information needs to be corrected:

Romeo Tello – left February 23 and that position is vacant (probably until April). The notes refer to Ex Co COS at 70,000. That note should be in line with Tamarra Wong's position.

The note attached to Tamarra Wong's position (Comm Asst @ \$44,868.10) should be in line with Romeo's position.

Thanks Nicky. This is a good base for all of us to be working from for 2018/2019.

Judy

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

From: Manak, Nicky FIN:EX
Sent: Friday, March 2, 2018 9:28 AM
To: Cavanagh, Judy PREM:EX
Cc: Tsang, Diana FIN:EX; Canitz, Shelley L PREM:EX
Subject: FW: salary info

Hi Judy,

Attached is my revised version which matches yours. The difference in our bottom line numbers is that mine includes the leave liability (81K) and on your spreadsheet you have the 17/18 budget amount. The 18/19 amount is 1,966,000 as noted on the summary sheet.

Also, Shelley had asked me for the remaining 17/18 forecast which is why I still have Romeo etc. If you look on the far right, I have put the information for the 'new' positions on those lines for the 18/19 calculations.

I think this should be the final version. Let me know if you have any question.

From: Cavanagh, Judy PREM:EX
Sent: Thursday, March 1, 2018 3:39 PM
To: Manak, Nicky FIN:EX
Cc: Tsang, Diana FIN:EX
Subject: RE: salary info

Oh darn, I forgot the attachment earlier, I'm sorry. Nicky this affects your latest documents.....Please call for any clarifications to speed up the process.

Thanks.
Judy

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

From: Cavanagh, Judy PREM:EX
Sent: Thursday, March 1, 2018 12:41 PM
To: Manak, Nicky FIN:EX
Cc: Tsang, Diana FIN:EX
Subject: RE: salary info

I got 2 out 3 of your requests. There will be 2 OICs out later today. There are 2 payroll adjustments.

Judy

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

From: Manak, Nicky FIN:EX
Sent: Thursday, March 1, 2018 10:38 AM
To: Cavanagh, Judy PREM:EX
Cc: Tsang, Diana FIN:EX
Subject: salary info

Hi Judy

When you send the updated salary info can you please include effective dates, increase amount and OIC's if possible.

Thanks very much,

Nicky Manak

Budget Analyst
Corporate Services Division
Ministry of Finance
(Hours: Wed 8-11:30; Thurs/Fri 8-3:30)

 778 698 8593

*Providing services to the Ministry of Finance, Public Service Agency
and the Office of the Premier*



Please consider the environment before printing this email.

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 9:40 AM
To: Dicks, Erin L FIN:EX
Cc: Tsang, Diana FIN:EX
Subject: RE: salary question

Diana/Erin – would it be possible to get the new spreadsheet by noon?

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 4:17 PM
To: Dicks, Erin L FIN:EX
Cc: Manak, Nicky FIN:EX; Tsang, Diana FIN:EX
Subject: RE: salary question

I think that was the only outstanding question. Thank you.

From: Dicks, Erin L FIN:EX
Sent: Friday, March 23, 2018 4:14 PM
To: Canitz, Shelley L PREM:EX
Cc: Manak, Nicky FIN:EX; Tsang, Diana FIN:EX
Subject: RE: salary question

Absolutely. If there's anything else in the report you'd like to change just let us know.

Nicky/Diana, can one of you please update the template? Thanks.

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 4:12 PM
To: Dicks, Erin L FIN:EX
Subject: RE: salary question

Erin – that is VERY nicely laid out. Could we change it on the reports so they include all 50 to 54 and the amounts match up?

From: Dicks, Erin L FIN:EX
Sent: Friday, March 23, 2018 4:08 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: salary question

Hi Shelley... I see how this can be a bit confusing. It's a matter of what is included.

- When using the term “salary” we usually mean STOB 50, which is predominantly base salaries, overtime, lump sums payments etc for all staff except the Premier.
- There is also STOB 51, which is supplementary salaries. This includes things like maternity/parental leave and the health and welfare in lieu pay that auxiliaries receive.
- Then there is STOB 52, which is your benefits chargeback. That’s for all our benefits, like pension, CPP, EI, MSP, extended health etc. It’s a flat rate charged on whatever your STOB 50 costs are (the rate is 24.34% in 1718, and will be 24.8% in 1819).
- Lastly there is STOB 54 which is legislative salaries, in your case the Premier’s salary.
- Altogether these are usually referred to as “salaries and benefits”.

The budgets of \$7,262,000 for 1718 and \$7,274,000 for 1819 are STOB 50 only. I’ve highlighted it in yellow below.

The \$9,160,000 in the forecast document is an unusual combination and includes only STOB 50-52, but not STOB 54. We can change that if you like. I’ve outlined what this includes in red below.

Here are the budgets for those for the two years:

STOB	Description	Budget 2017/18	Budget 2018/19
50	Salaries and Overtime	7,262,000	7,274,000
51	Supplementary Salary Costs	39,000	39,000
52	Employee Benefits	1,859,000	1,891,000
54	Legislative Salaries & Indemnities	108,000	108,000
	Subtotal - Salaries and Benefits	9,268,000	9,312,000

Hope that helps. Please let me know if you have any questions.

Thanks.

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 23, 2018 3:38 PM
To: Dicks, Erin L FIN:EX
Subject: salary question

Erin – I am going to send you 2 emails with a question on OoP salary budgets – would you have time today to walk me through it?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 13, 2018 9:24 AM
To: Parte, Maura PSA:EX
Subject: FW: Staffing OICs

Maura – please note. I don't think this changes the timeline for the offer letter process – just the appointment OIC. If you would like to discuss, please let me know.

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, March 13, 2018 9:22 AM
To: Mandur, Tracy PSA:EX; Owens, Anita PSA:EX; Canitz, Shelley L PREM:EX
Subject: RE: Staffing OICs

Good morning Ladies,
New hurdle has popped up, there will be a system wide shut down of our sharepoint this coming weekend so there will be no OIC signing until Monday March 19th in the afternoon. This includes LG and Presiding Members signing.

Today at 10:00 will be your last chance for staffing orders until next Monday afternoon/Tuesday night.

Cheers

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

From: Prisiak, Lisa PREM:EX
Sent: Thursday, March 8, 2018 2:43 PM
To: Mandur, Tracy PSA:EX; Owens, Anita PSA:EX; Canitz, Shelley L PREM:EX
Subject: Staffing OICs

Good afternoon,

Please note, Her Honour is ^{s.22} . The Administrator is in Vancouver and does not have iPad access. The OIC Office cannot guaranteed OICs will be signed those days.

If you have any staffing OICs in the works, that must be in place next week, I will require them no later than **Tuesday, March 12 at 10:00 a.m.** in order to catch the LG before she leaves.

Cheers

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Saturday, March 17, 2018 8:54 AM
To: Hughes, Doug J MMHA:EX; Brown, Stephen R HLTH:EX
Subject: Re: Status of MOU with MMHA

Thanks, Doug and Stephen.

From: Hughes, Doug J MMHA:EX
Sent: March-16-18 5:47 PM
To: Brown, Stephen R HLTH:EX; Canitz, Shelley L PREM:EX
Subject: Re: Status of MOU with MMHA

Hi Shelly. We have one last run through with Steve and his team on Monday AM so will get over to you be noon.

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Brown, Stephen R HLTH:EX
Sent: Friday, March 16, 2018 5:21 PM
To: Canitz, Shelley L PREM:EX
Cc: Hughes, Doug J MMHA:EX
Subject: Re: Status of MOU with MMHA

Doug can you forward to Shelley the version we got to yesterday. Thks

Sent from my iPhone

On Mar 16, 2018, at 4:57 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Stephen – hoping it is going well and you can send me it/them soon – maybe by Monday?

From: Brown, Stephen R HLTH:EX
Sent: Wednesday, March 14, 2018 7:49 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Status of MOU with MMHA

Received draft last night and will review in next couple of days. Regards Steve

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 13, 2018 1:48 PM
To: Brown, Stephen R HLTH:EX
Subject: RE: Status of MOU with MMHA

Stephen – any updates on the draft MOU/roles and responsibilities documents?

Many thanks
Shelley

From: Canitz, Shelley L PREM:EX
Sent: Thursday, March 1, 2018 9:27 AM
To: Brown, Stephen R HLTH:EX
Subject: RE: Status of MOU with MMHA

Stephen – I think MoH and MMHA were also planning a roles and responsibilities document?
If that is separate from the MOU, may I have that too?

Thanks

From: Brown, Stephen R HLTH:EX
Sent: Tuesday, February 27, 2018 6:59 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: Status of MOU with MMHA

Hi Shelley
Will check tomorrow and get back to you. Steve

Sent from my iPhone

On Feb 27, 2018, at 5:38 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Stephen – do you have an ETA on when the draft MOU with MMHA will
ready for review?

Many thanks
Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, March 2, 2018 10:05 AM
To: Brown, Stephen R HLTH:EX
Cc: Hughes, Doug J MMHA:EX
Subject: RE: Status of MOU with MMHA

thanks – looking forward to it

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: Brown, Stephen R HLTH:EX
Sent: Friday, March 2, 2018 8:31 AM
To: Canitz, Shelley L PREM:EX
Cc: Hughes, Doug J MMHA:EX
Subject: Re: Status of MOU with MMHA

Yes - just checked with Doug and we should be back to you later next week. Steve

Sent from my iPhone

On Mar 1, 2018, at 9:26 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Stephen – I think MoH and MMHA were also planning a roles and responsibilities document?
If that is separate from the MOU, may I have that too?

Thanks

From: Brown, Stephen R HLTH:EX
Sent: Tuesday, February 27, 2018 6:59 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: Status of MOU with MMHA

Hi Shelley
Will check tomorrow and get back to you. Steve

Sent from my iPhone

On Feb 27, 2018, at 5:38 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Stephen – do you have an ETA on when the draft MOU with MMHA will be ready for review?

Many thanks

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 12, 2018 3:57 PM
To: Meadows, Jennifer L TAC:EX
Cc: Shang, Cindy TAC:EX
Subject: who sits on the Forestry Innovation Investment Audit and Finance Committee

Jennifer – I have Sandra as chairing this DM committee – who else is on that?

Thanks
Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, March 13, 2018 1:27 PM
To: Mulloy, Eleanor PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: would you please cost out Visio?

Please purchase soon - thanks

From: Mulloy, Eleanor PREM:EX
Sent: Wednesday, March 7, 2018 3:23 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: would you please cost out Visio?

PI-7-MS-OFFICE-VISIO-STD-2010	Microsoft Office Visio Standard 2010 - Win 7	WIN 7		Microsoft	Office Visio Standard	2010	Microsoft Office Visio makes it easy for IT and business professionals to visualize, explore, and communicate complex information.	234.92		CSAM
-------------------------------	--	-------	--	-----------	-----------------------	------	--	--------	--	------

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 5, 2018 9:15 AM
To: Mulloy, Eleanor PREM:EX
Subject: would you please cost out Visio?

Want to see if it will fit into the budget this year - thanks