

Shortt, Amanda PREM:EX

Location: PO Phone In

Start: Tue 2018-02-20 9:00 AM
End: Tue 2018-02-20 9:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cavanagh, Judy PREM:EX

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 4:45 PM
To: Dewar, Bob PREM:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: GST on contracts

Hi Bob,

Finally, got solid clarification. Your current contract will be amended to address the GST. I will be in touch.

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

Hi Judy, the GST rules can be somewhat confusing. In a nutshell,

- 1) If the contractor generates more than \$30,000/year in revenue, then the contractor must register with the CRA and is entitled to claim input tax credits. The contractor must add GST to fees and travel reimbursements when ITC's are claimed.
- 2) If the contractor makes less than \$30,000 per year, they are not required to register with the CRA and claim input tax credits. If input tax credits are not claimed, they should not include GST in fees and travel expenses.

If your contract maximum made no provision for GST, we can do a contract modification. Staff here can assist if you need help.

Hope you have a good weekend. Thanks for your advice Tamara.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 9:33 AM
To: Jang, Monica JTT:EX
Subject: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx
Attachments: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx

This is the confirmed attendee list.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, March 1, 2018 12:13 PM
To: Klak, Steve M FIN:EX; McKinstry, Cindy D FIN:EX; Manak, Nicky FIN:EX; Poldrugovac, Saija FIN:EX; Dicks, Erin L FIN:EX
Subject: : Note from the Chief of Staff

Hi,

Here's the announcement. I will be staying on for a number of weeks and will continue to be the Expense Authority until Vanessa has taken the course and has some experience in this role. Rest assured, that I have already compiled a very BIG financial orientation manual, based on many of the clarifications you have generously provided in the past 7 months.

It's going to be a very hands on transition period!!

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: Clark, Layne PREM:EX
Sent: Thursday, March 1, 2018 11:36 AM
Subject: Note from the Chief of Staff

Hi Everyone,

Please see below note from the Chief of Staff.

I'm delighted to announce that Vanessa Geary has been appointed to the position of Executive Director of Operations and Strategic Initiatives in the Vancouver Cabinet Office, starting March 12.

Vanessa is currently a senior member of the Vancity Savings' team as an account manager with a specific focus on the labour movement and non-profit sector. Previously she served as Executive Director of the New Democrat Opposition Caucus and has a long history of leadership as an advocate for tenants' and women's rights.

In addition to welcoming Vanessa, I would also like to take this opportunity to thank and recognize Judy Cavanagh for her tireless work in our transition to government and in support of the Premier in the direction of the Vancouver Cabinet Office. She has also agreed to remain on call, after the hand-off to Vanessa, to assist as required in the weeks ahead.

Please join me in welcoming Vanessa to our team!

Geoff

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: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 2:29 PM
To: Jaime Matten
Subject: : PS Mandate Letter - Dean Final.pdf

Here it is.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 8:56 AM
To: Parkinson, Elizabeth PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: RE: 2018-01-30 UC Introduction presentation

Thanks Elizabeth,

It's a good idea as they can iron out some of the issues before tackling our office. And, thank you for getting the forecasted costing.

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: Parkinson, Elizabeth PREM:EX
Sent: Monday, February 5, 2018 9:39 AM
To: Van Meer-Mass, Kate PREM:EX; Cavanagh, Judy PREM:EX
Subject: FW: 2018-01-30 UC Introduction presentation

Hi Kate and Judy,

Please see the email below from David Henry. He suggests that the Premier's Office not be the first project for the changeover of the phone system, even if they are ready to start in June. He understands our reasoning to not have this happen during session or during the summer, so early December would be best, and having it all done at once to lesson disturbance to staff.

David also spoke about the need to update monitors which are quite old. He mentioned that the cords that we have connecting monitors and laptops currently are troublesome and costly also, so new monitors would remove this need. I realise that you will need the costs for budget forecasting and have asked David to look at our equipment over the next while to give us an idea of what needs to be replaced.

Thanks,

Elizabeth

From: Henry, David A FIN:EX
Sent: Friday, February 2, 2018 11:31 AM
To: Parkinson, Elizabeth PREM:EX; White, Juliana FIN:EX
Cc: Smith, Jason FIN:EX; PREM Tech; Jenkins, Donovan FIN:EX; McLean, Gordon FIN:EX; Roslin-White, Yvonne FIN:EX
Subject: RE: 2018-01-30 UC Introduction presentation

Good morning Elizabeth,

As discussed, we checked with OCIO re: REFRESH and from a overall project point of view from government, they may not be ready for JUNE/18. Also, if they are, it may be early or at the start. From previous experience, I highly recommend we go later in the project timeline – after any bugs, issues and such are sorted out for a seamless and smooth upgrade for both UC/Refresh.

So, based on the schedule discussed, the next window would be December/18 right after the Fall session. As noted, it would be best to have clients there for this upgrade!

Monitors

A further item, the majority of the monitors in use at the Parliament buildings are many years old – some over 10. So this is continually causing issues, and the need for a variety of adaptors to connect to the new computers is a constant need.

My recommendation is we make note of current inventory of monitors, and those that are past a certain age, we replace as well. (NOTE: the REFRESH does NOT include a new monitor)

I will get some data on monitor costs and such for future thought and decision.

Thanks very much,
David

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

From: Parkinson, Elizabeth PREM:EX

Sent: Wednesday, January 31, 2018 9:03 AM

To: White, Juliana FIN:EX <Juliana.White@gov.bc.ca>; Henry, David A FIN:EX <David.Henry@gov.bc.ca>

Cc: Smith, Jason FIN:EX <Jason.Smith@gov.bc.ca>

Subject: RE: 2018-01-30 UC Introduction presentation

Good morning Juliana and David,

I've discussed the upcoming changes with Kate Van Meer-Mass and she would like the changes to be done if possible in early June after session and before staff leave for vacations. We would also prefer if possible to have all the updates at once, so the switch to Office 2016 and the new computers and laptops at the same time as the new 'phones'. Would this be possible to coordinate?

Best regards,

Elizabeth

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

From: White, Juliana FIN:EX

Sent: Tuesday, January 30, 2018 4:06 PM

To: Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Parkinson, Elizabeth PREM:EX; Wensink, Alison PREM:EX;

Hendry, Jackie PREM:EX; Privett, Don PREM:EX

Cc: Smith, Jason FIN:EX; Henry, David A FIN:EX; Tsang, Robin FIN:EX; Lee, Penny FIN:EX

Subject: 2018-01-30 UC Introduction presentation

Hello

Nice to meet everyone today. Today's presentation is attached for your reference. Most of the things I mentioned today are in the notes. Please feel free to forward. As noted on slide 12, if we could get the following information soon that would be helpful.

Who will be the main contact per office? For all Ministers' Offices?

Primary UC contact name(s) per office; and Preferred deployment days (allow for approximately 15-20 people per day to be transitioned to UC)

Please don't hesitate to ask questions. As I will be away from Feb. 15 to April 16, please include Jason Smith on all emails related to UC.

Thanks for your time today.

Juliana White, MBA

Team Lead, Technology Planning FIN UC Lead Finance, Corporate Services Division, IMB, OSS Serving Finance, Office of the Premier and various other entities
250-896-6870 (cell) 778-698-2604 (work UC#)

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 8:56 AM
To: Loubert, Danny PREM:EX
Subject: FW: 2018-01-30 UC Introduction presentation

Hi Danny,

Check with David to see if our schedule should be the same as Victoria.

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

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So, based on the schedule discussed, the next window would be December/18 right after the Fall session. As noted, it would be best to have clients there for this upgrade!

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Cc: Smith, Jason FIN:EX <Jason.Smith@gov.bc.ca>

Subject: RE: 2018-01-30 UC Introduction presentation

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Sent: Tuesday, January 30, 2018 4:06 PM

To: Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Parkinson, Elizabeth PREM:EX; Wensink, Alison PREM:EX;

Hendry, Jackie PREM:EX; Privett, Don PREM:EX

Cc: Smith, Jason FIN:EX; Henry, David A FIN:EX; Tsang, Robin FIN:EX; Lee, Penny FIN:EX

Subject: 2018-01-30 UC Introduction presentation

Hello

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Please don't hesitate to ask questions. As I will be away from Feb. 15 to April 16, please include Jason Smith on all emails related to UC.

Thanks for your time today.

Juliana White, MBA

Team Lead, Technology Planning FIN UC Lead Finance, Corporate Services Division, IMB, OSS Serving Finance, Office of the Premier and various other entities
250-896-6870 (cell) 778-698-2604 (work UC#)

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:31 PM
To: Canitz, Shelley L PREM:EX
Subject: Accepted: Estimates Planning

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 12:35 PM
To: Wensink, Alison PREM:EX
Subject: Accepted: IM 117 Mandatory Training

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 3:22 PM
To: Parte, Maura PSA:EX
Subject: Accepted: Maura and Judy

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 1:40 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Meeting: Geoff / Judy / Layne / Tamarra

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 11:30 AM
To: Canitz, Shelley L PREM:EX
Subject: Accepted: Shelley to call Judy

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 12:03 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: Accepted: Staff Meeting

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 3:10 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Weekly check in with Judy

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 11:57 AM
To: Van Meer-Mass, Kate PREM:EX; Rochon, Jake PREM:EX
Subject: RE: After Action Review

Yes, that is the information I have from Janet.

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: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, February 8, 2018 11:46 AM
To: Rochon, Jake PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: RE: After Action Review

Double checking with Judy to make sure this fits everything we know!

From: Rochon, Jake PREM:EX
Sent: Thursday, February 8, 2018 11:38 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: FW: After Action Review

Is the below response ok'd to send? I'll get it out ASAP once you approve.

From: Farmer, Susan PREM:EX
Sent: Thursday, February 8, 2018 11:35 AM
To: Rochon, Jake PREM:EX
Subject: RE: After Action Review

Dear Chief Chapman:

s.22

Thank you, again, for writing. If we can be of any further assistance please let us know.

From: Rochon, Jake PREM:EX
Sent: Thursday, February 8, 2018 11:28 AM

To: Farmer, Susan PREM:EX
Subject: FW: After Action Review

For response:

Dear Chief Chapman:

s.22

Thank you, again, for writing. If we can be of any further assistance please let us know.

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 11:18 AM
To: Hannah, Matt GCPE:EX; Van Meer-Mass, Kate PREM:EX; Farmer, Susan PREM:EX
Cc: Rochon, Jake PREM:EX; Canitz, Shelley L PREM:EX
Subject: RE: After Action Review

Hello everyone,

The matter is resolved. A response can be sent to Chief Chapman.

Here are the details.

s.22

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: Hannah, Matt GCPE:EX
Sent: Wednesday, February 7, 2018 9:39 PM
To: Cavanagh, Judy PREM:EX; Van Meer-Mass, Kate PREM:EX; Farmer, Susan PREM:EX
Cc: Rochon, Jake PREM:EX
Subject: RE: After Action Review

Agree that a typical acknowledgement isn't sufficient. We need to figure it out & solve it. Thanks Judy

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 1:12 PM
To: Van Meer-Mass, Kate PREM:EX; Farmer, Susan PREM:EX; Hannah, Matt GCPE:EX
Cc: Rochon, Jake PREM:EX
Subject: RE: After Action Review

s.22

I'll check with DMO and get back to you.

Judy

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

From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, February 7, 2018 11:24 AM
To: Farmer, Susan PREM:EX; Hannah, Matt GCPE:EX; Cavanagh, Judy PREM:EX
Cc: Rochon, Jake PREM:EX
Subject: RE: After Action Review

Thanks Susan. I am looping in Judy who may have some information on this for us.

From: Farmer, Susan PREM:EX
Sent: Wednesday, February 7, 2018 11:24 AM
To: Van Meer-Mass, Kate PREM:EX; Hannah, Matt GCPE:EX
Cc: Rochon, Jake PREM:EX
Subject: FW: After Action Review
Importance: High

Hi Kate – as discussed, please see the email belows.22

s.22

Can you please advise how you would like us to respond? If it's managed via OOP, then we should probably have a more substantive response than a typical acknowledgement/referral reply.

Susan Farmer

Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

From: Rochon, Jake PREM:EX
Sent: Wednesday, February 7, 2018 9:03 AM
To: Farmer, Susan PREM:EX
Subject: FW: After Action Review

Where should I direct this? FIN? Speaker?

From: maureen@skawahlook.com [<mailto:maureen@skawahlook.com>]
Sent: Tuesday, February 6, 2018 11:36 PM
To: OfficeofthePremier, Office PREM:EX
Subject: After Action Review

Good evening Premier Horgan -

I am certainly appreciative of the appointment to assist George Abbott on the After Action Review initiative. Since the announcement December 4, 2017, many meetings have been conducted and the work continues in earnest.

s.22

Thank you.

Chief Maureen Chapman

Sent from my BlackBerry 10 smartphone on the TELUS network.

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 7:46 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Szabo, Maria PREM:EX
Subject: An Administrative task

Hi Elizabeth,

In addition to an analysis of STOPS 57 and 65 as a regular undertaking, another task that you could lead is the development of an Operations Manual for the Premier's office in Victoria. As you know, these are valuable documents to have for the smooth running of any office especially if the person responsible for a task is on vacation, sick or leaves. We have almost completed one for VCO. Maria can share a draft for you to see what was done. Let me know if you are interested, or better still, if one already exists.

In addition to the administration areas, between the two of us I hope to create a financial document that captures the "decisions/interpretations" of many of the financial issues that we've handled. This will definitely help the new ED.

Give me a call and we can talk about this.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 1:33 PM
To: Parte, Maura PSA:EX
Subject: RE: Another Option for DL

He would be supervising Maria's work on a functional basis. On the chart the two folks report to the ED.

What do you think is best, knowing he needs to stay linked to the public service.

Judy

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

From: Parte, Maura PSA:EX
Sent: Thursday, February 22, 2018 1:15 PM
To: Cavanagh, Judy PREM:EX
Subject: Another Option for DL

Hi Judy,

s.13

Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 11:06 AM
To: Banister, Lori FIN:EX
Subject: RE: Another Service Agreement

Thanks Lori.

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: Banister, Lori FIN:EX
Sent: Thursday, February 15, 2018 10:27 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Another Service Agreement

Alright, thanks – I'll get started. Lori

Lori Banister
Procurement Specialist, CFFS
B.C. Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 10:11 AM
To: Banister, Lori FIN:EX
Subject: Another Service Agreement

The performance group is GOH Ballet.

The contact is:

Amy Fullerton, Marketing and Communications Lead
GOH Ballet Academy and Youth Company
2345 Main Street, Vancouver BC
604-872-4014 afullerton@gohballet.com

Services: Performing dance for Premier's hosted Lunar New Year Brunch February 16, 2018

Fees: \$364.00

Thanks Lori,

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 5, 2018 4:38 PM
To: Parte, Maura PSA:EX
Subject: RE: any chance

s.22
Yes. On my cell

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

From: Parte, Maura PSA:EX
Sent: Monday, February 5, 2018 4:37 PM
To: Cavanagh, Judy PREM:EX
Subject: Re: any chance

Can I call you right now?

Sent from my iPhone

On Feb 5, 2018, at 4:35 PM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

You have information on the leave of absence. A decision has to be made, ideally tonight, if not early tomorrow. It affects other decisions.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 12:17 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Are you free for a call sometime after 10:30?

I'll call you as I'm in a different office.

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

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

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, February 21, 2018 12:15 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Are you free for a call sometime after 10:30?

Right now

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

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

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 12:00 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Are you free for a call sometime after 10:30?

Oops missed that window. How about now?

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

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

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, February 21, 2018 10:30 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Are you free for a call sometime after 10:30?

Can we do the 10:40? Email me when you are free and I will call

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

From: Cavanagh, Judy PREM:EX

Sent: Wednesday, February 21, 2018 10:01 AM

To: Canitz, Shelley L PREM:EX

Subject: RE: Are you free for a call sometime after 10:30?

Hi Shelley,

I have time at 10: 40 to 11 and again from 12:30 - 2

J

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

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

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, February 21, 2018 9:36 AM

To: Cavanagh, Judy PREM:EX

Subject: Are you free for a call sometime after 10:30?

Sent from my iPad

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 5:11 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: are you free for a call?

Sorry just getting to emails.....so tomorrow?

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, February 14, 2018 2:44 PM
To: Cavanagh, Judy PREM:EX
Subject: are you free for a call?

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 9:58 AM
To: Andersen, Kris TAC:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Art Shipping from Victoria to Vancouver for VCO

Hi Kris,

Thursday March 1 at 9am is perfect.

Thank you.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
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Cc: Loubert, Danny PREM:EX
Subject: RE: Art Shipping from Victoria to Vancouver for VCO

Hi Judy,

Given the earlier than anticipated pick up, they are able to start the installation at 9 am on Thursday, March 1. Does that work for you?

Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Andersen, Kris TAC:EX
Sent: Friday, February 23, 2018 9:03 AM
To: Cavanagh, Judy PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Art Shipping from Victoria to Vancouver for VCO

Hi Judy,

I am awaiting confirmation on when the installation will occur. I will let you know as soon as I know.

Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 8:54 AM
To: Andersen, Kris TAC:EX

Cc: Loubert, Danny PREM:EX
Subject: RE: Art Shipping from Victoria to Vancouver for VCO

Hi Kris,

Please proceed.

If they collect it on Monday, what day will they be here for installation?

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: Andersen, Kris TAC:EX
Sent: Friday, February 23, 2018 8:28 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Art Shipping from Victoria to Vancouver for VCO

Hi Judy,

Here is the costing of the art installation for the Vancouver Cabinet Offices.

Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Ed Chan [<mailto:ed@denbighfas.com>]
Sent: Friday, February 23, 2018 7:47 AM
To: Andersen, Kris TAC:EX
Cc: DenbighFAS
Subject: RE: Shipping from Victoria to Vancouver

Hi Kris,

Thanks – cost would be as follows:

Transport VIC-VAN	\$900.00
Installation	\$1000.00

All applicable taxes are extra. Monday is our best opportunity to collect the works next week if possible.

Thanks,

--

Ed Chan | Projects Manager

denbigh fine art services

155 West 7th Avenue
Vancouver, BC V5Y 1L8 | CANADA

Tel & Fax: 1 604 876 3303

ed@denbighfas.com

www.denbighfas.com



Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 8:53 AM
To: Andersen, Kris TAC:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Art Shipping from Victoria to Vancouver for VCO

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: Andersen, Kris TAC:EX
Sent: Friday, February 23, 2018 8:28 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Art Shipping from Victoria to Vancouver for VCO

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Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

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Sent: Friday, February 23, 2018 7:47 AM
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Subject: RE: Shipping from Victoria to Vancouver

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Thanks,

--

Ed Chan | Projects Manager

denbigh fine art services

155 West 7th Avenue
Vancouver, BC V5Y 1L8 | CANADA

Tel & Fax: 1 604 876 3303

ed@denbighfas.com

www.denbighfas.com



Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 8:50 AM
To: Parkinson, Elizabeth PREM:EX
Subject: BC Ferries - Nov and Dec 2017
Attachments: Scan_20180207.pdf

Signed.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Wednesday, February 7, 2018 8:31 AM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 2, 2018 11:32 AM
To: Parkinson, Elizabeth PREM:EX
Subject: BC Ferries Jan 31, 2018
Attachments: Scan_20180202.pdf

Signed.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Friday, February 2, 2018 9:25 AM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 5, 2018 11:59 AM
To: Clark, Layne PREM:EX
Subject: RE: BC Gov News - New chair for B.C. Labour Relations Board and Employment Standards Tribunal

Thanks Layne,

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: Clark, Layne PREM:EX
Sent: Monday, February 5, 2018 11:09 AM
To: Cavanagh, Judy PREM:EX
Subject: Fwd: BC Gov News - New chair for B.C. Labour Relations Board and Employment Standards Tribunal

Sent from my iPhone

Begin forwarded message:

From: "Sihota, Manveer" <Manveer.Sihota@leg.bc.ca>
Date: February 5, 2018 at 11:05:19 AM PST
To: undisclosed-recipients;;
Subject: FW: BC Gov News - New chair for B.C. Labour Relations Board and Employment Standards Tribunal

FYI, the following release went out today.

Manveer Sihota | Research & Communications Officer | c: 604.512.6433 | Manveer.Sihota@leg.bc.ca | New Democrat BC
Government Caucus
www.bcnepcaucus.ca | www.facebook.com/johnhorganbc

For Immediate Release
2018LBR0003-000152
Feb. 5, 2018

Ministry of Labour

INFORMATION BULLETIN
New chair for B.C. Labour Relations Board and Employment Standards Tribunal

VICTORIA - Jacquie de Aguayo has been appointed chair of the B.C. Labour Relations Board and the Employment Standards Tribunal, Labour Minister Harry Bains announced today.

The appointment comes after de Aguayo served as the acting chair for a five-month term, following the departure of the former chair in August 2017.

"The new appointment not only brings a wealth of talent and experience to the position after a competitive hiring process determined de Aguayo as the best candidate for the position, but demonstrates the commitment this government has to gender equity both inside and outside of government," Bains said, adding that de Aguayo is the first female chair appointed for the B.C. Labour Relations Board and Employment Standards Tribunal. "The government sought a new vision and direction for the board and is confident that the new chair will help realize the goal of revitalizing the board's work."

De Aguayo was appointed as vice-chair of the Labour Relations Board on March 14, 2014, became the board's registrar on Sept. 1, 2015, and was appointed acting chair on Aug. 24, 2017. Following a merit-based application process by the Crown Agencies and Board Resourcing Office, de Aguayo was confirmed in the permanent role.

De Aguayo holds a bachelor of arts degree and a bachelor of laws degree from the University of Toronto. She was called to the bar in Ontario in 1998 and practised labour relations, employment and constitutional law on behalf of unions and employees. In 2002, de Aguayo became in-house counsel for the Public Service Alliance of Canada, a national trade union. In 2010, de Aguayo moved to Vancouver, was called to the bar in British Columbia, and began working at the Hospital Employees' Union as legal director. She was later appointed as its assistant secretary business manager and legal director.

The Labour Relations Board is an independent administrative tribunal with the mandate to mediate and resolve disputes related to unionized workplaces under the Labour Relations Code. The Employment Standards Tribunal conducts hearings of appeals and decisions made by the Employment Standards Branch, which is established under the Employment Standards Act. Combined, these mechanisms provide workers and employers the ability to resolve workplace disputes in a fair and efficient manner.

Contact:

Media Relations
Government Communications and Public Engagement
Ministry of Labour
778 698-8964

► [READ MORE](#)

Government Operations, Labour

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 20, 2018 12:43 PM
To: Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX
Subject: Fwd: BCFED Women's Lobby March 5

Hi

Any chance for their request ?

Judy

Sent from my iPhone

Begin forwarded message:

From: Jaime Matten <JMatten@bcfed.ca>
Date: February 20, 2018 at 11:52:20 AM PST
To: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>, "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>
Subject: BCFED Women's Lobby March 5

Hi Judy and Layne.

As you know, we are coordinating a women's lobby on March 5, in advance of International Women's Day. The focus of the meeting is the health and safety of women in our communities and in workplaces, with a particular focus on sexual assault services for women, domestic violence in the workplace language, and sexual assault and harassment at work.

Below is the schedule of meetings confirmed with Ministers and MLAs. We know the Premier's schedule is very tight, but if he is free during any of these times, our participants would love the opportunity to meet him, even briefly.

10:15 – 10:45am – Minister Farnworth, Birch Room 339

11:30 – 12:00 - Janet Routledge and Mitzi Dean, Birch Room 339

2:45 – 3:15pm – Minister Darcy and Minister Dix – Birch Room 339

3:15 – 4pm – Minister Bains and Minister Mark – Birch Room 339

Let me know if you have any questions. Talk soon,
Jaime

--

Jaime Matten
Director of Political Action
BC Federation of Labour

604-561-2663

bcfed.ca

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 1:55 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BEA

OMG, my brain, now I remember.....sorry to bug you.

Judy

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

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, February 16, 2018 10:27 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: BEA

I sent it at the beginning of the week and you signed 😊

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 9:05 AM
To: Parkinson, Elizabeth PREM:EX
Subject: BEA

Hi Elizabeth,

Is the BEA ready for the Lunar Brunch? I will need to sign.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 4:35 PM
To: Parkinson, Elizabeth PREM:EX
Subject: BEA Chinese Media Round Table
Attachments: Scan_20180221.pdf

Signed.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Wednesday, February 21, 2018 4:07 PM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 1:17 PM
To: Parkinson, Elizabeth PREM:EX
Subject: BEA Corrigan
Attachments: Scan_20180207.pdf

Signed.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Wednesday, February 7, 2018 12:59 PM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 4:05 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BEA for Floata

Yes.

And press upon Rick to provide the other 2 quotes.

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: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, February 7, 2018 4:01 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: BEA for Floata

Thanks Judy. You're ok with me placing that deposit tomorrow if requested?

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 4:00 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BEA for Floata

Hi Elizabeth,

Yes, ask Charlotte for the list of invitees (they can bring it after the event to confirm attendance). Also ask her if she knows the amount the restaurant wants for a deposit, or phone them directly.

I'll send the BEA next.

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: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, February 7, 2018 3:26 PM
To: Cavanagh, Judy PREM:EX
Subject: BEA for Floata

Hi Judy,

Attached is the BEA for Floata February 16th. Would you like a 50% deposit (\$1,000)? And when would you like me to authorize that on the Pcard? The BEA asks for the names of the individuals and their companies. Should I follow-up with Charlotte for that information?

Thanks,



Elizabeth Parkinson

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 1:57 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BEAs

That's good news. Thank you.

Judy

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

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, February 16, 2018 10:32 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: BEAs

Hi Judy,

Monica Jang at JTT advises that because the Floata Restaurant and GOH Ballet have not required a deposit from us that she would prefer to take over the payments and BEAs herself. I've sent her the contact information for both and she is going to have her staff contact them for payment.

Thanks,

Elizabeth

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 9:05 AM
To: Parkinson, Elizabeth PREM:EX
Subject: BEA

Hi Elizabeth,

Is the BEA ready for the Lunar Brunch? I will need to sign.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 4:44 PM
To: Farmer, Susan PREM:EX
Subject: Blanket BEA
Attachments: Scan_20180207.pdf

Signed.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Wednesday, February 7, 2018 4:27 PM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 10:42 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Blanket BEA
Attachments: Scan_20180207.pdf

Signed.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Wednesday, February 7, 2018 10:09 AM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 4:55 PM
To: Parkinson, Elizabeth PREM:EX; Farmer, Susan PREM:EX
Cc: Poldrugovac, Saija FIN:EX
Subject: FW: Blanket BEA
Attachments: Coffee Milk Cream BEA.pdf

Here is a copy of the VCO BEA.

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

From: Loubert, Danny PREM:EX
Sent: Tuesday, February 6, 2018 4:18 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Blanket BEA

Hi Judy,

it was \$2,000. Please see attached

warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 4:12 PM
To: Loubert, Danny PREM:EX
Subject: Blanket BEA

Hi Danny,

What is the dollar value of our blanket BEA for coffee, etc?

Can you please scan and send me a copy.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 2:35 PM
To: Magee, Tracey FIN:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Thanks Tracey,

For information and the reminder to extend columns in Excel!! I'll talk to Danny about the carpet discussion. And, I think we've spent enough time on this. If asked, I'll explain that we went back 6 years and there was no apparent painting done.

Thanks for your work on getting this 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: Magee, Tracey FIN:EX
Sent: Thursday, February 22, 2018 2:27 PM
To: Cavanagh, Judy PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Judy,

Looking at the spreadsheet, the \$82,000 was a capital tenant improvement project for Seismic bracing and the 12,000 was for a cell booster antenna. If you spread extend the first column, you will see all the information as first glance cuts of some of the information in that column.

I'm checking one last time with WSI regarding the painting and carpet in the West Annex. I just spoke with Danny about the carpet in the other area, Danny please share the information. Or you can give me a call to discuss.

Tracey Magee

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

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 1:44 PM
To: Magee, Tracey FIN:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Tracey,

I am looking for the last time any significant painting took place or carpet replacement. For the projects in the past 6 years there are a couple of large ones \$82,000 and \$12,000. Do you think they could be in those 2?

If not, then we can assume that no work had been done in that time frame but are unable to state when it was last done. Correct?

Thanks.

Judy

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

From: Magee, Tracey FIN:EX
Sent: Thursday, February 22, 2018 12:59 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Bldg # 67515 - Premiers Office History of Projects

Hi Judy,

Here is what was sent over by SSBC. Its not indicating any painting taking place and/or carpet install, however, its not providing you information as to how old the carpet and paint is. As per the string of emails, did we misunderstand what you were asking for?

I am going to contact WSI to see if they are able to tell me the age of the carpet.

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

From: Owusu-Nyamekye, Kwabena CITZ:EX
Sent: Thursday, February 22, 2018 8:06 AM
To: Akam, Shelly L FIN:EX
Cc: Magee, Tracey FIN:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Shelly,

Please see attached. As discussed, I suggest we formally engage Judy and may be identify all the things they wish to do and see how we can proceed. As mentioned, I engaged with Romeo (premier's assistant) when they first occupied the space to let me know what they wish to do in regards to TIs to ensure the space meet their needs, however, he mentioned that they were in the process of hiring Judy so she will engage us when she's hired but did not hear from them again (see attached correspondence).

I suspect a lot of the work will be minor tenant improvements though.

Let me know how you wish to proceed.

Kobby

From: Akam, Shelly L FIN:EX
Sent: Wednesday, February 21, 2018 2:53 PM
To: Owusu-Nyamekye, Kwabena CITZ:EX
Cc: Magee, Tracey FIN:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Koby

Just following up on this request. We discussed this in more detail at our last Friday meeting. Judy Cavanagh, the requestor in the Premiere's Office asked Tracey today, where this information is at. As we discussed, basically, she is looking to understand what tenant improvements have been done and when in general e.g. painting, carpeting/flooring, etc. to justify future requests. Example: Today, Judy mentioned an area of where the carpet is very worn and she is asking about the carpet and she wants to know if this is the original or if it was replaced and when.

Thank you
Shelly

From: Owusu-Nyamekye, Kwabena CITZ:EX
Sent: Monday, February 5, 2018 12:42 PM
To: Akam, Shelly L FIN:EX
Cc: Magee, Tracey FIN:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Shell,

Thanks,

Yes, we'll need more information. Maybe getting a list of past projects completed might not be what is needed. If there's an issue, then we need to address rather than a list of past projects.

Thanks

Kobby

From: Akam, Shelly L FIN:EX
Sent: Monday, February 5, 2018 12:40 PM
To: Owusu-Nyamekye, Kwabena CITZ:EX
Cc: Magee, Tracey FIN:EX
Subject: Re: Bldg # 67515 - Premiers Office History of Projects

Thanks Koby.

Unfortunately, the only information we have at this point is what is in the emails below. Tracey, please see if you are able to obtain a bit more information for this request.

Thank you

Shelly

Sent from my Samsung Galaxy smartphone.

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

From: "Owusu-Nyamekye, Kwabena CITZ:EX" <Kwabena.OwusuNyamekye@gov.bc.ca>
Date: 2018-02-05 12:35 PM (GMT-08:00)
To: "Akam, Shelly L FIN:EX" <Shelly.Akam@gov.bc.ca>
Cc: "Magee, Tracey FIN:EX" <Tracey.Magee@gov.bc.ca>
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Shelly,

Happy to assist. Please let me know what is precipitating this request and what is the list being used for? Is there anything that has come up the needs to be addressed or we can or need to do? Appreciate some background on this.

Thanks

Kobby

From: Akam, Shelly L FIN:EX
Sent: Monday, February 5, 2018 9:40 AM
To: Owusu-Nyamekye, Kwabena CITZ:EX
Cc: Magee, Tracey FIN:EX
Subject: FW: Bldg # 67515 - Premiers Office History of Projects

Hi Koby

Please see the string of emails below regarding our request to you.

Please let me know if you require anything else from us in order to obtain this information on behalf of the client.

Thank you

Shelly

From: Magee, Tracey FIN:EX
Sent: Monday, February 5, 2018 9:29 AM
To: Akam, Shelly L FIN:EX
Subject: FW: Bldg # 67515 - Premiers Office History of Projects

Shelly,

Judy is asking for the history of TI's done at the Vancouver Cabinet Office. Randy, sent me a few RFS' that were done, but Lesley is saying this would be requested from our DCR, can you request this?

Tracey Magee

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

From: Lesley Smith [<mailto:Lesley.Smith@bgis.com>]
Sent: Friday, February 2, 2018 11:54 AM
To: Magee, Tracey FIN:EX
Cc: Diane Mackay; Richard Morrison; Randy Schroeder
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hello Tracey:

I can certainly assist in that this request would be directed to your RPD Director of Client Services. If I am not mistaken this is Kobby Owusu-Nyamekye for your Ministry.

Kobby will be able to generate that project list for you.

Kind regards,

Lesley

Lesley Smith, BA, MA
Administrative Support Manager

BGIS WSI
23-3318 Oak Street
Victoria, BC V8X 1R1
T: 250.380.8587 M: 250-380-8587
lesley.smith@bgis.com
www.bgis.com



From: Randy Schroeder
Sent: Friday, February 02, 2018 10:59 AM
To: Lesley Smith <Lesley.Smith@bgis.com>; Diane Mackay <Diane.Mackay@bgis.com>
Cc: Magee, Tracey FIN:EX <Tracey.Magee@gov.bc.ca>; Richard Morrison <Richard.Morrison@bgis.com>
Subject: Bldg # 67515 - Premiers Office History of Projects

Hi Lesley/Diane

Tracey is looking for a history of any major work performed at 999 Canada Place #740 – Premiers office.

Are you able to provide feedback?

thanks

Randy Schroeder
Service Delivery leader Projects

BGIS Workplace Solutions Inc.
#580- 688 Hastings Street
Vancouver British Columbia V6B 1P1



From: Magee, Tracey FIN:EX [<mailto:Tracey.Magee@gov.bc.ca>]
Sent: Friday, February 02, 2018 10:51 AM
To: Randy Schroeder <Randy.Schroeder@bgis.com>
Subject: RE: Vancouver Cabinet Office Tenant Improvements

However far it goes, they are asking what work has been done to the space overall, more major work than the little things.

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

From: Magee, Tracey FIN:EX [<mailto:Tracey.Magee@gov.bc.ca>]
Sent: Thursday, February 01, 2018 1:08 PM
To: Randy Schroeder <Randy.Schroeder@bgis.com>
Subject: Vancouver Cabinet Office Tenant Improvements

Hi Randy,

Are you able to tell me any past history of any TI's that were completed in suite 740 ie. painting, repairs carpets etc. I can also check with Richard Morrison on lower cost items. I'm being asked by the Premiers Office to provide any information available.

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

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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 1:51 PM
To: Tello, Romeo PREM:EX
Subject: FW: Bldg # 67515 - Premiers Office History of Projects
Attachments: Vancouver Cabinet Offices; Office Of the Premier - Projects - Last 6 years.xlsx; Office of Premier MCR Outsource Projects.xlsx

This is what we got from Tracey.

I've asked her to check out the 2 big procurements to see if paint and carpet are buried in there.

Can you find anything of note.

J

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

From: Magee, Tracey FIN:EX
Sent: Thursday, February 22, 2018 12:59 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Bldg # 67515 - Premiers Office History of Projects

Hi Judy,

Here is what was sent over by SSBC. Its not indicating any painting taking place and/or carpet install, however, its not providing you information as to how old the carpet and paint is. As per the string of emails, did we misunderstand what you were asking for?

I am going to contact WSI to see if they are able to tell me the age of the carpet.

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

From: Owusu-Nyamekye, Kwabena CITZ:EX
Sent: Thursday, February 22, 2018 8:06 AM
To: Akam, Shelly L FIN:EX
Cc: Magee, Tracey FIN:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Shelly,

Please see attached. As discussed, I suggest we formally engage Judy and may be identify all the things they wish to do and see how we can proceed. As mentioned, I engaged with Romeo (premier's assistant) when they first occupied the space to let me know what they wish to do in regards to TIs to ensure the space meet their needs, however, he mentioned that they were in the process of hiring Judy so she will engage us when she's hired but did not hear from them again (see attached correspondence).

I suspect a lot of the work will be minor tenant improvements though.

Let me know how you wish to proceed.

Kobby

From: Akam, Shelly L FIN:EX
Sent: Wednesday, February 21, 2018 2:53 PM
To: Owusu-Nyamekye, Kwabena CITZ:EX
Cc: Magee, Tracey FIN:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Koby

Just following up on this request. We discussed this in more detail at our last Friday meeting. Judy Cavanagh, the requestor in the Premiere's Office asked Tracey today, where this information is at. As we discussed, basically, she is looking to understand what tenant improvements have been done and when in general e.g. painting, carpeting/flooring, etc. to justify future requests. Example: Today, Judy mentioned an area of where the carpet is very worn and she is asking about the carpet and she wants to know if this is the original or if it was replaced and when.

Thank you

Shelly

From: Owusu-Nyamekye, Kwabena CITZ:EX
Sent: Monday, February 5, 2018 12:42 PM
To: Akam, Shelly L FIN:EX
Cc: Magee, Tracey FIN:EX
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Shell,

Thanks,

Yes, we'll need more information. Maybe getting a list of past projects completed might not be what is needed. If there's an issue, then we need to address rather than a list of past projects.

Thanks

Kobby

From: Akam, Shelly L FIN:EX
Sent: Monday, February 5, 2018 12:40 PM
To: Owusu-Nyamekye, Kwabena CITZ:EX
Cc: Magee, Tracey FIN:EX
Subject: Re: Bldg # 67515 - Premiers Office History of Projects

Thanks Koby.

Unfortunately, the only information we have at this point is what is in the emails below. Tracey, please see if you are able to obtain a bit more information for this request.

Thank you
Shelly

Sent from my Samsung Galaxy smartphone.

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

From: "Owusu-Nyamekye, Kwabena CITZ:EX" <Kwabena.OwusuNyamekye@gov.bc.ca>
Date: 2018-02-05 12:35 PM (GMT-08:00)
To: "Akam, Shelly L FIN:EX" <Shelly.Akam@gov.bc.ca>
Cc: "Magee, Tracey FIN:EX" <Tracey.Magee@gov.bc.ca>
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hi Shelly,
Happy to assist. Please let me know what is precipitating this request and what is the list being used for? Is there anything that has come up the needs to be addressed or we can or need to do? Appreciate some background on this.
Thanks
Kobby

From: Akam, Shelly L FIN:EX
Sent: Monday, February 5, 2018 9:40 AM
To: Owusu-Nyamekye, Kwabena CITZ:EX
Cc: Magee, Tracey FIN:EX
Subject: FW: Bldg # 67515 - Premiers Office History of Projects

Hi Koby

Please see the string of emails below regarding our request to you.

Please let me know if you require anything else from us in order to obtain this information on behalf of the client.

Thank you
Shelly

From: Magee, Tracey FIN:EX
Sent: Monday, February 5, 2018 9:29 AM
To: Akam, Shelly L FIN:EX
Subject: FW: Bldg # 67515 - Premiers Office History of Projects

Shelly,

Judy is asking for the history of TI's done at the Vancouver Cabinet Office. Randy, sent me a few RFS' that were done, but Lesley is saying this would be requested from our DCR, can you request this?

Tracey Magee
Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance

Ph: 250-812-8859

From: Lesley Smith [<mailto:Lesley.Smith@bgis.com>]
Sent: Friday, February 2, 2018 11:54 AM
To: Magee, Tracey FIN:EX
Cc: Diane Mackay; Richard Morrison; Randy Schroeder
Subject: RE: Bldg # 67515 - Premiers Office History of Projects

Hello Tracey:

I can certainly assist in that this request would be directed to your RPD Director of Client Services. If I am not mistaken this is Kobby Owusu-Nyamekye for your Ministry.

Kobby will be able to generate that project list for you.

Kind regards,

Lesley

Lesley Smith, BA, MA
Administrative Support Manager

BGIS WSI
23-3318 Oak Street
Victoria, BC V8X 1R1
T: 250.380.8587 M: 250-380-8587
lesley.smith@bgis.com
www.bgis.com



From: Randy Schroeder
Sent: Friday, February 02, 2018 10:59 AM
To: Lesley Smith <Lesley.Smith@bgis.com>; Diane Mackay <Diane.Mackay@bgis.com>
Cc: Magee, Tracey FIN:EX <Tracey.Magee@gov.bc.ca>; Richard Morrison <Richard.Morrison@bgis.com>
Subject: Bldg # 67515 - Premiers Office History of Projects

Hi Lesley/Diane

Tracey is looking for a history of any major work performed at 999 Canada Place #740 – Premiers office.

Are you able to provide feedback?

thanks

Randy Schroeder
Service Delivery leader Projects

BGIS Workplace Solutions Inc.
#580- 688 Hastings Street
Vancouver British Columbia V6B 1P1



From: Magee, Tracey FIN:EX [<mailto:Tracey.Magee@gov.bc.ca>]
Sent: Friday, February 02, 2018 10:51 AM
To: Randy Schroeder <Randy.Schroeder@bgis.com>
Subject: RE: Vancouver Cabinet Office Tenant Improvements

However far it goes, they are asking what work has been done to the space overall, more major work than the little things.

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

From: Magee, Tracey FIN:EX [<mailto:Tracey.Magee@gov.bc.ca>]
Sent: Thursday, February 01, 2018 1:08 PM
To: Randy Schroeder <Randy.Schroeder@bgis.com>
Subject: Vancouver Cabinet Office Tenant Improvements

Hi Randy,

Are you able to tell me any past history of any TI's that were completed in suite 740 ie. painting, repairs carpets etc. I can also check with Richard Morrison on lower cost items. I'm being asked by the Premiers Office to provide any information available.

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

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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 2:07 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Cleaver, Sheila C FIN:EX
Subject: RE: BMO Pcard received

Excellent, please proceed Sheila with lowering Amber's card to \$10,000.

Thank you.

Judy

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

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, February 8, 2018 2:05 PM
To: Cavanagh, Judy PREM:EX
Cc: Cleaver, Sheila C FIN:EX
Subject: BMO Pcard received

Hi Judy and Sheila,

I've just received the new main Pcard. In the process of activating it. Amber's card can now be lowered to the \$10,000 limit and we will begin using the card in my name.

Thanks,



Elizabeth Parkinson

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 3:07 PM
To: Parte, Maura PSA:EX
Subject: RE: Bob Dewar

Can they give you a \$\$ figure for his vacation pay ---

Judy

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

From: Parte, Maura PSA:EX
Sent: Wednesday, February 21, 2018 2:30 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Bob Dewar

For us to review on the call

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, February 21, 2018 12:15 PM
To: Parte, Maura PSA:EX
Subject: FW: Bob Dewar

Hi Maura – as requested, information on benefits for Bob Dewar.

Here is a summary of the monthly costs for single default flexible benefit coverage.

Benefit plan	Deduction from cheque	Credit paid (cost to the employer)	Cost to the employee
MSP, waived	0	9.75	Earns \$9.75 per month
Extended health, single	66.00	66.00	0
Dental, single	53.50	53.50	0
Basic life insurance, 3 times salary	51.84	14.40	After tax deduction of \$37.44

The information above is default coverage, which is only coverage for himself and not for any dependants. Also, it is the fully funded option.

Bob's vacation entitlement would have been ^{s.22} s.22

Please let me know if you have further questions. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency



Where ideas work

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, February 14, 2018 2:40 PM
To: Parte, Maura PSA:EX
Subject: RE: Bob Dewar

Hi Maura – Bob was hired as our previous Special Advisors in the Office of the Premier and did not have any benefits and he did not contribute to pension.

Please let me know if you have further questions. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

From: Parte, Maura PSA:EX
Sent: Wednesday, February 14, 2018 2:02 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Bob Dewar

Hi DL,

Bob Dewar's OIC expired on December 9 and as you know there were some questions about his status.

I'm wondering if you can tell me whether he was contributing to the pension plan or into the health and benefits plan?

I'm in the office right now if you need to discuss.

Thank you

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 5, 2018 1:51 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Bob Dewar Invoice for processing

Hi Jackie,

I've asked Elizabeth to check into how quickly she can get training. She may need some initial back up support from Alison (showing her how to process the claims etc) but I'll leave that with Elizabeth to ask for help.

I just didn't want any undo delay in getting the first invoice processed.

I'll let you know how it goes.

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: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 3:59 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Bob Dewar Invoice for processing

Hi Judy,

Is it possible for Elizabeth Parkinson to be responsible for processing these payments? I know Alison entered the contract to assist and expedite the process, but I was under the impression that all the processing of invoices for payment etc., would be handled by the Exec office moving forward.**s.13;s.17**
s.13;s.17

I am happy to discuss further.

Thanks so much Judy.

Jackie

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 1, 2018 2:20 PM
To: Wensink, Alison PREM:EX
Cc: Parkinson, Elizabeth PREM:EX; Poldrugovac, Saija FIN:EX
Subject: Bob Dewar Invoice for processing

Hi Alison,

Bob Dewar has submitted his first invoice. As you entered the contract, it is my understanding that you will process the invoices and expenses for payment.

I've signed the billing amount. Geoff Meggs signed that the work was done.

Elizabeth will be sending you receipts for expenses. For this contract, government pays for the airfare, taxis, transport while Mr. Dewar is in Victoria. However, if he required to travel elsewhere for government, he is reimbursed expenses at the Group 2 full travel .

Saija's aware of all of the above and is available for any support, if required.

Thanks to everyone, in helping sort this out and make it smooth for processing.

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: Poldrugovac, Saija FIN:EX
Sent: Thursday, February 1, 2018 11:27 AM
To: Cavanagh, Judy PREM:EX
Subject: BD Airfare

Hi Judy,
I spoke to Cindy regarding coding his airfare.

The airfare purchase card should be coded to 004.36A10.36200.6102.3600000.

The admin that is handling the invoices will need to put the airfare cost against his contract as well. I will leave it up to you guys how that gets communicated.

Please let me know if you have any questions.
~S

Saija Poldrugovac
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: (778) 678-3496 **Fax:** (250) 356-7326
E-mail: Saija.Poldrugovac@gov.bc.ca
Website: <http://www.fin.gov.bc.ca/>
Serving all Ministers' Offices and the Office of the Premier

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 1, 2018 9:33 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: FW: Bob Dewar Invoice for processing
Attachments: Bob Dewar - Supplier ,s.22 Jan 2018.pdf

Let's discuss.

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: Hendry, Jackie PREM:EX
Sent: Thursday, February 1, 2018 3:59 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Bob Dewar Invoice for processing

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s.13;s.17

I am happy to discuss further.

Thanks so much Judy.

Jackie

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Sent: Thursday, February 1, 2018 2:20 PM
To: Wensink, Alison PREM:EX
Cc: Parkinson, Elizabeth PREM:EX; Poldrugovac, Saija FIN:EX
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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

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To: Cavanagh, Judy PREM:EX
Subject: BD Airfare

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Please let me know if you have any questions.
~S

Saija Poldrugovac
Executive Financial Clerk, Ministers' Office Support Services
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Phone: (778) 678-3496 **Fax:** (250) 356-7326
E-mail: Saija.Poldrugovac@gov.bc.ca
Website: <http://www.fin.gov.bc.ca/>
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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 5:02 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Bob Dewar's phone

Hi Elizabeth,

It is covered in his contract, along with the iPad and laptop... "Supply of various items" .2.3. 2.3.1 (a) (b)

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: Parkinson, Elizabeth PREM:EX
Sent: Friday, February 23, 2018 3:30 PM
To: Cavanagh, Judy PREM:EX
Subject: Bob Dewar's phone

Hi Judy,

Bob's phone is still under our corporate plan and I think it should probably be cancelled, correct? I don't see it in his contract for coverage.

Thanks,



Elizabeth Parkinson

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 4:40 PM
To: Yu, Quinn FIN:EX
Subject: RE: Budget Lock Up - Vancouver

Thanks I will.

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: Yu, Quinn FIN:EX
Sent: Friday, February 9, 2018 3:17 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Budget Lock Up - Vancouver

Hi Judy,

Let me know if you don't hear anything within the next week from GCPE on access information and whatnot.

Thanks,
Quinn

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 10:16 AM
To: Yu, Quinn FIN:EX
Subject: RE: Budget Lock Up - Vancouver

Thank you.

Judy

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

From: Yu, Quinn FIN:EX
Sent: Thursday, February 8, 2018 9:07 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Budget Lock Up - Vancouver

Hi Judy,

No problem, I will ensure both names are on the list.

Thanks,

Quinn

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 8:54 AM
To: Yu, Quinn FIN:EX
Subject: Budget Lock Up - Vancouver

Hi Quinn,

I would like to add 2 names for the Budget Lock-up at the Vancouver Cabinet Office:

Judy Cavanagh, Executive Director, VCO
Romeo Tello, Executive Assistant, VCO

There is a possibility that I may not be able to attend.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 3:01 PM
To: Dewar, Bob PREM:EX
Subject: call at some point

Hi Bob,

I have information about your pension and vacation pay. Please call me when it is convenient for you.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 4:39 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80364 Records Due February 15, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Thursday, February 8, 2018 3:17 PM
To: Christensen, Suzanne PREM:EX; Wright, Don J. PREM:EX; Papik, Stephanie PREM:EX; Farmer, Leila PREM:EX; Robinson, Jon PREM:EX; LP PO Executive Office; LP Premiers Vancouver Office; Della Mattia, Marie PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: Call for Records OOP-2018-80364 Records Due February 15, 2018

Hi All,

Please let me know by February 15th whether or not you have any records responsive to the following request:

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

All records relating to a potential \$400 renters rebate.

(Date Range for Record Search: From 07/18/2017 To 01/24/2018) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 12:07 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80388 Due February 16, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Tuesday, February 6, 2018 10:22 AM
To: LP PO Deputy Minister; LP Premiers Vancouver Office; LP PO Executive Office; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2018-80388 Due February 16, 2018

This is an ALL STAFF Call for Records.

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

Please let me know by February 16th whether or not you have any records responsive to the following request:

Provide copies of any communications or briefing material in the Premier's Office that mention any of the following, in relation to the by-election: Kelowna West, Shelly Cook, or Ben Stewart.

(Date Range for Record Search: From 11/01/2017 To 01/19/2018) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 4:40 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80418 Records Due February 16, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Thursday, February 8, 2018 3:21 PM
To: LP Premiers Vancouver Office; LP PO Executive Office; Della Mattia, Marie PREM:EX; Wright, Don J. PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Canitz, Shelley L PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: Call for Records OOP-2018-80418 Records Due February 16, 2018

Hi All,

Please let me know by February 16th whether or not you have any records responsive to the following request:

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

All records on providing subsidies for political parties.

(Date Range for Record Search: From 09/01/2017 To 01/25/2018) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 4:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80421 Due February 19, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Friday, February 9, 2018 4:42 PM
To: LP Premiers Vancouver Office; LP PO Executive Office; Della Mattia, Marie PREM:EX; Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: Call for Records OOP-2018-80421 Due February 19, 2018

Hi All,

Please let me know by February 19th whether or not you have any records responsive to the following request:

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

All records relating to decision of cutting fees for adult basic education and English second language learning.

(Date Range for Record Search: From 07/18/2017 To 01/25/2018) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 1 hours and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 8:34 AM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80449 Records Due February 12, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Thursday, February 1, 2018 10:30 AM
To: Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor PREM:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Cavanagh, Judy PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Tello, Romeo PREM:EX; Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Dewar, Bob PREM:EX; Fogg, Bruce PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamarra PREM:EX; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2018-80449 Records Due February 12, 2018

This is an ALL STAFF Call for Records.

*Please see the second round of the below request (**please note the different date range**), and please provide responsive records by February 12th :*

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

All communication between Andrew Weaver and the Premier or their staff.

(Date Range for Record Search: From 08/01/2017 To 08/31/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 4:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80468 Records Due February 19, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Friday, February 9, 2018 4:39 PM
To: LP Premiers Vancouver Office; LP PO Executive Office; Della Mattia, Marie PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Wright, Don J. PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: Call for Records OOP-2018-80468 Records Due February 19, 2018

Hi All,

Please let me know by February 19th whether or not you have any records responsive to the following request:

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

All records relating to Horgan's 'best bid' policy (<http://vancouver.sun.com/opinion/columnists/vaughn-palmer-horgan-likely-to-make-good-on-no-bs-promise-to-unionized-building-trades>).

Date Range for Record Search: From 10/01/2017 To 01/22/2018) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 1 hours and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 5:15 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80475 Records Due February 23, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Wednesday, February 14, 2018 4:56 PM
To: Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Tello, Romeo PREM:EX; LP PO Executive Office; LP PO Deputy Minister; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2018-80475 Records Due February 23, 2018

Hello,

This is an **ALL STAFF** Call for Records.

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

Please let me know by February 23rd whether or not you have any records responsive to the following request:

Copies of any documents (excluding cabinet-related records) including e-mails, text or instant messages, in the Premier's office, that reference the Kinder Morgan TransMountain Pipeline.

(Date Range for Record Search: From 08/03/2017 To 01/26/2018) Date Format is MM/DD/YYYY

****Please note: Public correspondence and TNO records can be excluded****

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 8:01 AM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80751 Records Due February 23, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Friday, February 16, 2018 3:57 PM
To: LP PO Executive Office; LP PO Deputy Minister; Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Tello, Romeo PREM:EX; Della Mattia, Marie GCPE:EX
Subject: Call for Records OOP-2018-80751 Records Due February 23, 2018

Hello,

Please let me know by February 23rd whether or not you have any records responsive to the following request:

Canvassed: All staff

All emails between Leadnow (@leadnow.ca) and the Premier or the staff of the Premier's Office; All emails sent from the Premier or the staff of the Premier's Office that mention "Leadnow".

(Date Range for Record Search: From 07/18/2017 To 02/06/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 8:17 AM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80772 Records Due February 26, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Monday, February 19, 2018 3:53 PM
To: LP PO Executive Office; Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Tello, Romeo PREM:EX; Wright, Don J. PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Della Mattia, Marie GCPE:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: Call for Records OOP-2018-80772 Records Due February 26, 2018

Hello,

Please let me know by February 26th whether or not you have any records responsive to the following request:

Canvassed: All Executive staff, all Vancouver staff, Don Wright, Suzanne Christensen, Christine Kennedy,

All records from the Premier's office, which mention Amandeep Singh.

(Date Range for Record Search: From 07/18/2017 To 02/06/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 8:16 AM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80776 Records Due February 26, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Monday, February 19, 2018 2:53 PM
To: LP PO Executive Office; Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Tello, Romeo PREM:EX; Wright, Don J. PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Della Mattia, Marie GCPE:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: Call for Records OOP-2018-80776 Records Due February 26, 2018

Hello,

Please let me know by February 26th whether or not you have any records responsive to the following request:

Canvassed: All Executive staff, all Vancouver staff, Don Wright, Suzanne Christensen, Christine Kennedy,

All records from the Premier's office, which mention Adel Gamar.

(Date Range for Record Search: From 07/18/2017 To 02/06/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 8:16 AM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80785 Records Due February 26, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Monday, February 19, 2018 2:47 PM
To: LP PO Executive Office; Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Tello, Romeo PREM:EX; Wright, Don J. PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Della Mattia, Marie GCPE:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: Call for Records OOP-2018-80785 Records Due February 26, 2018

Hello,

Please let me know by February 26th whether or not you have any records responsive to the following request:

Canvassed: All Executive staff, all Vancouver staff, Don Wright, Suzanne Christensen, Christine Kennedy,

All records from the Premier's office, which mention Randal Macnair.

(Date Range for Record Search: From 07/18/2017 To 02/06/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 1:52 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80847 Records Due February 28, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Thursday, February 22, 2018 10:35 AM
To: LP PO Executive Office; LP PO Deputy Minister; LP Premiers Vancouver Office; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2018-80847 Records Due February 28, 2018

Hello,

Please see the below request and please let me know by February 28th whether or not you have any records:

Canvassed: All staff

All records related to the deal reached between the Government and WeChat.

(Date Range for Record Search: From 11/01/2017 To 02/12/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 1:53 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80854 Records Due March 1, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Thursday, February 22, 2018 1:49 PM
To: LP PO Executive Office; LP PO Deputy Minister; Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Tello, Romeo PREM:EX; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2018-80854 Records Due March 1, 2018

Hello,

Please see the below request and please let me know by March 1st whether or not you have any records:

Canvassed: All staff

All records including e-mails, briefing notes, and polling - but excluding media releases or clippings - on the B.C. government response to Alberta's decision, announced February 6, 2018, to have the Alberta Gaming and Liquor Commission immediately halt the import of all wines from British Columbia.

(Date Range for Record Search: From 02/05/2018 To 02/09/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 10:11 AM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80865 Records Due February 28, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Tuesday, February 20, 2018 4:03 PM
To: LP PO Executive Office; LP PO Deputy Minister; Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Tello, Romeo PREM:EX; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2018-80865 Records Due February 28, 2018

Hello,

Please let me know by February 28th whether or not you have any records responsive to the following request:

Canvassed: All Staff

Regarding any meetings or proposed meetings for the NDP and Green Party consultation committee: A copy of all agendas and minutes - draft and final, briefing notes, internal and external correspondence regarding the meetings, presentation materials, handwritten notes and post-meeting report summaries held by the Premier's office staff and any staff from the BC Green Party caucus, as referenced here: <http://www.timescolonist.com/news/local/b-c-s-grand-experiment-playing-out-at-legislature-1.22775182>

(Date Range for Record Search: From 07/18/2017 To 08/31/2017) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 11:56 AM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80915 Due March 1, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Wednesday, February 21, 2018 11:20 AM
To: LP PO Executive Office; LP PO Deputy Minister; Bain, Don PREM:EX; Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Tello, Romeo PREM:EX; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2018-80915 Due March 1, 2018

Hello,

Please see the second round of this request (**please note the new date range**) and please let me know by March 1st whether or not you have any records:

Canvassed: All staff

All communication between Adam Olsen and the Premier or their staff.

(Date Range for Record Search: From 08/01/2017 To 08/31/2017) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 27, 2018 1:44 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-80997 Records Due March 6, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Tuesday, February 27, 2018 12:35 PM
To: LP PO Executive Office; LP PO Deputy Minister; LP Premiers Vancouver Office
Subject: Call for Records OOP-2018-80997 Records Due March 6, 2018

Hello,

Please see the second round of this request (**please note the new date range**) and please let me know by March 6th whether or not you have any records responsive to the following request:

Canvassed: All staff

All records regarding the proposal to move Family Day.

(Date Range for Record Search: From 12/12/2017 To 02/13/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 26, 2018 1:52 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81002 Due March 6, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Monday, February 26, 2018 1:39 PM
To: LP PO Executive Office; LP Premiers Vancouver Office; Wright, Don J. PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: Call for Records OOP-2018-81002 Due March 6, 2018

Hello,

Please let me know by March 6th whether or not you have any records responsive to the following request:

Canvassed: All Executive staff, all Vancouver staff, Don Wright, Suzanne Christensen, Christine Kennedy

All documents, including memos, briefing notes, backgrounders, e-mails, texts, instant messages, media lines, etc., regarding the proposal, planning, rollout and fallout of the government's Kinder Morgan Trans Mountain pipeline announcement on January 30, 2018, in reference to restrictions on the increase of diluted bitumen transportation.

(Date Range for Record Search: From 01/01/2018 To 02/13/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 27, 2018 3:05 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81024 Records Due March 6, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Tuesday, February 27, 2018 2:05 PM
To: LP PO Executive Office; LP PO Deputy Minister; LP Premiers Vancouver Office
Subject: Call for Records OOP-2018-81024 Records Due March 6, 2018

Hello,

Please let me know by March 6th whether or not you have any records responsive to the following request:

Canvassed: All staff

All correspondence mentioning eatdrinklocal.ca or the Eat Drink Local program.

(Date Range for Record Search: From 01/01/2018 To 02/16/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 26, 2018 3:39 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81028 Due March 5, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Monday, February 26, 2018 2:34 PM
To: LP PO Executive Office; LP Premiers Vancouver Office
Subject: Call for Records OOP-2018-81028 Due March 5, 2018

Hello,

Please let me know by March 5th whether or not you have any records responsive to the following request:

Canvassed: All Executive staff, all Vancouver staff

All briefing notes or any other material prepared by the Premier's Office regarding capital funding for the Surrey School District.

(Date Range for Record Search: From 07/18/2017 To 02/16/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 27, 2018 1:45 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81043 Records Due March 6, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Tuesday, February 27, 2018 1:21 PM
To: LP PO Executive Office; LP Premiers Vancouver Office; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2018-81043 Records Due March 6, 2018

Hello,

Please let me know by March 6th whether or not you have any records responsive to the following request:

Canvassed: All Executive staff, all Vancouver staff, Don Wright, Okenge Yuma Morisho

Any and all briefing notes, memos, emails, and transcripts of meetings and minutes between the BC Office of the Premier and the Alberta Office of the Premier –exclude any records that appear to be cabinet confidences.

(Date Range for Record Search: From 01/29/2018 To 02/16/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 27, 2018 3:06 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-81101 Records Due March 7, 2018

I have no records.

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: Wensink, Alison PREM:EX
Sent: Tuesday, February 27, 2018 2:28 PM
To: LP PO Executive Office; LP PO Deputy Minister; LP Premiers Vancouver Office
Subject: Call for Records OOP-2018-81101 Records Due March 7, 2018

Hello,

Please let me know by March 7th whether or not you have any records responsive to the following request:

Canvassed: All staff

All correspondence exchanged between the Office of the Premier and the Surrey School District.

(Date Range for Record Search: From 12/01/2017 To 01/31/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 3:12 PM
To: Poldrugovac, Saija FIN:EX
Subject: call me please Bob Dewar contract

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 5, 2018 4:53 PM
To: Tello, Romeo PREM:EX
Subject: Call me please, I have the definitive answer.

On my cell...^{s.22}

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 10:22 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Can you give me a quick call?

ok

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: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, February 21, 2018 10:17 AM
To: Cavanagh, Judy PREM:EX
Subject: Can you give me a quick call?

Shortt, Amanda PREM:EX

Subject: Canceled: HR
Location: 778-698-9278

Start: Thu 2018-02-22 2:00 PM
End: Thu 2018-02-22 2:30 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cavanagh, Judy PREM:EX
Required Attendees: Parte, Maura PSA:EX

Importance: High

Shortt, Amanda PREM:EX

Subject: Canceled: Office space
Location: 604-775-1662

Start: Wed 2018-02-21 2:00 PM
End: Wed 2018-02-21 2:30 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cavanagh, Judy PREM:EX
Required Attendees: Sherlock, Stephanie GCPE:EX

Importance: High

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 10:43 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: card scanner

No, we cannot move assets between our office and theirs. The scanner should be on Evan/Don's desk and perhaps one of them can help others when need be.

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: Parkinson, Elizabeth PREM:EX
Sent: Friday, February 9, 2018 8:54 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: card scanner

Hi Judy,

Caucus has 3 scanners I believe. Do you mind if we ask them for one of theirs?

Elizabeth

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 6:07 PM
To: Parkinson, Elizabeth PREM:EX
Subject: card scanner

Hi Elizabeth,

It's my understanding that there is a need for a card scanner in the Premier's office. We had a spare here and tried it out but it didn't work. Please order one (give me an idea of the pricing). You folks definitely need it.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 3:35 PM
To: Loubert, Danny PREM:EX
Subject: RE: Catering Invoice for Friday

Approved.

Judy

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

From: Loubert, Danny PREM:EX
Sent: Wednesday, February 14, 2018 3:32 PM
To: Cavanagh, Judy PREM:EX
Subject: Catering Invoice for Friday

Hi Judy,

The total with the increased participants would be 210. (this includes taxes and delivery). Need your approval to proceed.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 11:06 AM
To: Parte, Maura PSA:EX
Subject: Chantille is on the system now

So, you'll be able to send the forms to her directly.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 8:27 AM
To: Parte, Maura PSA:EX
Subject: Chantille Viaud

Hi Maura,

Hope you had a good weekend and actually managed to get time off.

Chantille starts today. When you get a chance can you please send all the personnel forms to me and I'll pass them along.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 20, 2018 11:41 AM
To: Vanessa Geary
Subject: Re: checking to make sure

Yes it will. 12:30

Sent from my iPhone

> On Feb 20, 2018, at 9:39 AM, Vanessa Geary <s.22@vanc.ca> wrote:
>
> Got it!
> I have a window between 1230 and 1pm - would that work?
> ----- Original Message -----
> From: Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca>
> To: s.22
> s.22
> Sent: Tue, 20 Feb 2018 10:27:38 -0700 (MST)
> Subject: checking to make sure
>
> I have the right personal email. I did send an email to that one.
>
> Hi Vanessa,
>
> On Wednesday, can we schedule a phone call (about 15 min) for anytime between noon-2pm?
>
> 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
>
>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 28, 2018 3:14 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Chinese media roundtable quote

Excellent, 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: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, February 28, 2018 3:14 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Chinese media roundtable quote

Will do Judy. I'm still holding it for the list of attendees anyway.

Elizabeth

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 28, 2018 3:13 PM
To: Badger, Joleen GCPE:EX; Van Meer-Mass, Kate PREM:EX; Holmwood, Jen PREM:EX
Cc: Truong, Lele GCPE:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Chinese media roundtable quote

Yes it does.

Elizabeth please change the dates on the BEA. I can initial them.

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: Badger, Joleen GCPE:EX
Sent: Wednesday, February 28, 2018 2:18 PM
To: Van Meer-Mass, Kate PREM:EX; Holmwood, Jen PREM:EX; Cavanagh, Judy PREM:EX
Cc: Truong, Lele GCPE:EX
Subject: RE: Chinese media roundtable quote

Hi all,

Just flagging this is back on for March 2nd. Same price/quote. Assume the approval still stands?

Thanks,
Joleen

From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, February 21, 2018 9:30 AM
To: Holmwood, Jen PREM:EX; Badger, Joleen GCPE:EX; Cavanagh, Judy PREM:EX
Cc: Truong, Lele GCPE:EX
Subject: RE: Chinese media roundtable quote

Okay, this has been approved but Jen and Sheena I need to speak to you about this. Come see me when you are free.

From: Holmwood, Jen PREM:EX
Sent: Wednesday, February 21, 2018 7:55 AM
To: Badger, Joleen GCPE:EX; Cavanagh, Judy PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Truong, Lele GCPE:EX
Subject: Re: Chinese media roundtable quote

Hi,
Hoping we can get approval (or not) this morning. We need to get invitations out.

Thanks!

Jen Holmwood
Deputy Communications Director
Office of the Premier | Government of BC
250-818-4881

On Feb 20, 2018, at 4:28 PM, Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca> wrote:

This Friday, 23rd

Sent from my iPhone

On Feb 20, 2018, at 4:26 PM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi

When is the event happening?

Judy

Sent from my iPhone

On Feb 20, 2018, at 3:35 PM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

Thanks for this Joleen. We will need sign off from Judy on this expense.

From: Badger, Joleen GCPE:EX
Sent: Tuesday, February 20, 2018 3:27 PM
To: Van Meer-Mass, Kate PREM:EX
Cc: Truong, Lele GCPE:EX; Holmwood, Jen PREM:EX

Subject: Chinese media roundtable quote

Importance: High

Hi Kate,

Lele and I have been in touch with the Golden Swan. Lele has arranged a dim sum menu (5 items) plus tea and dessert. An official quote will be coming from the restaurant shortly. The cost is \$130/table (tables of 10). So total it will be \$390 including tax (gratuity not included).

I can send the quote to Elizabeth when it arrives and we can keep a sign in sheet at the event so we can send her that (I know from the LNY brunch that she needed to know who attended).

Please let me know if we're good to proceed. Lele and Jen are hoping to get invitations out asap.

Thanks,
Joleen

--

Joleen Badger
Manager, Event Services
604-916-3551

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 7:08 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: Fwd: Chinese media roundtable quote

Please call me about this

Thanks
Judy

Sent from my iPhone

Begin forwarded message:

From: "Badger, Joleen GCPE:EX" <Joleen.Badger@gov.bc.ca>
Date: February 20, 2018 at 4:28:47 PM PST
To: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>
Cc: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>, "Truong, Lele GCPE:EX" <Lele.Truong@gov.bc.ca>, "Holmwood, Jen PREM:EX" <Jen.Holmwood@gov.bc.ca>
Subject: Re: Chinese media roundtable quote

This Friday, 23rd

Sent from my iPhone

On Feb 20, 2018, at 4:26 PM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi

When is the event happening?

Judy

Sent from my iPhone

On Feb 20, 2018, at 3:35 PM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

Thanks for this Joleen. We will need sign off from Judy on this expense.

From: Badger, Joleen GCPE:EX
Sent: Tuesday, February 20, 2018 3:27 PM
To: Van Meer-Mass, Kate PREM:EX
Cc: Truong, Lele GCPE:EX; Holmwood, Jen PREM:EX
Subject: Chinese media roundtable quote
Importance: High

Hi Kate,

Lele and I have been in touch with the Golden Swan. Lele has arranged a dim sum menu (5 items) plus tea and dessert. An official quote will be coming from the restaurant shortly. The cost is \$130/table (tables of 10). So total it will be \$390 including tax (gratuity not included).

I can send the quote to Elizabeth when it arrives and we can keep a sign in sheet at the event so we can send her that (I know from the LNY brunch that she needed to know who attended).

Please let me know if we're good to proceed. Lele and Jen are hoping to get invitations out asap.

Thanks,
Joleen

--

Joleen Badger
Manager, Event Services
604-916-3551

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 10:00 AM
To: Clark, Layne PREM:EX
Subject: FW: Christmas Cards Policy

Shelley, followed up with me by phone – to check with the Speaker's office as the Ministry had not reviewed this policy for years. They may do so in the coming year.

Thanks.

Judy

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

From: Canitz, Shelley L PREM:EX
Sent: Thursday, November 30, 2017 4:58 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Christmas Cards Policy

Am checking with DM's office there

From: Cavanagh, Judy PREM:EX
Sent: Thursday, November 30, 2017 4:53 PM
To: Canitz, Shelley L PREM:EX
Subject: Fwd: Christmas Cards Policy

Hi

I don't think the DM has sent out a memo. We have already ordered cards for the premier. But would still like the memo.

Judy

Sent from my iPhone

Begin forwarded message:

From: "Poldrugovac, Saija FIN:EX" <Saija.Poldrugovac@gov.bc.ca>
Date: November 30, 2017 at 4:10:01 PM PST
To: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>
Subject: Christmas Cards Policy

C.19.1 Christmas Cards

The Deputy Minister of Citizen's Services, by way of a memo, informs Cabinet Ministers of the procedures for ordering of Christmas cards.

The Premier and Cabinet Ministers are the only government officials entitled to the purchase of Christmas cards with government funds.

Saija Poldrugovac

Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance

Phone: (778) 678-3496 **Fax:** (250) 356-7326

E-mail: Saija.Poldrugovac@gov.bc.ca

Website: <http://gwww.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 2:16 PM
To: Parte, Maura PSA:EX
Subject: RE: CLERK 18

Excellent, thanks.

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

From: Parte, Maura PSA:EX
Sent: Thursday, February 15, 2018 2:08 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: CLERK 18

Hi Judy,

At level 18 it's called an Administrative Officer, please see here: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/pay-benefits/salaries/salarylookuptool/bcgeu-jobs/administrative-officer>

They give examples of AO18 job profiles but you can develop your own.

For example, the scheduling officer we recently hired in the OOP was AO18, I have attached the profile we created for that position.

Maura

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 1:34 PM
To: Parte, Maura PSA:EX
Subject: CLERK 18

Hi Maura,

Can you send me the link for Clerk 18, please. I've searched and cannot find it.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 27, 2018 4:56 PM
To: Parte, Maura PSA:EX
Cc: Clark, Layne PREM:EX
Subject: RE: Compensation Changes Update

Excellent Maura,

It all looks good to me. I support your recommendation for Danny Loubert.

Thank you.

Judy

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

From: Parte, Maura PSA:EX
Sent: Tuesday, February 27, 2018 4:43 PM
To: Cavanagh, Judy PREM:EX
Subject: Compensation Changes Update

Hi Judy,

Here is a summary of where things stand.

I have attached the Salary Range Regulation for your information.

I have recommended here appointing DL into an existing position in the Salary Range Regulation.^{s.13}
s.13

I will generate letters confirming new terms for all staff by the end of the week.

Maura

Name	OIC/Payroll
Jen Holmwood Deputy Director Communications	<ul style="list-style-type: none">• OIC to increase salary to \$120,000• Amendment to Salary Range Regulation moving the position of DDC from Band 4 (\$86-\$112) to Band 5 (\$100-\$125)

Name	OIC/Payroll
Danny Loubert Support Staff VCO	<ul style="list-style-type: none"> Recommendation to appoint Danny Loubert to the position of Administrative Coordinator (Salary Range Regulation Table 2) Step 2 is \$55,336.71
Maria Szabo Support Staff, VCO	<ul style="list-style-type: none"> Payroll adjustment entered at \$46,106.58, C11 Step 4
Amber Nash Executive Coordinator to the Premier	<ul style="list-style-type: none"> Payroll adjustment entered at \$74,000 (Band 1) Adjustment within the band
Vanessa Geary Executive Director Operations and Strategic Initiatives	<ul style="list-style-type: none"> OIC effective March 12 starting a \$125,000 (MSEX1) Offer letter sent and accepted
Communications Assistant Director of Communications	<ul style="list-style-type: none"> New position will require OIC but no change to Salary Range Regulation

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 3:26 PM
To: Nash, Amber PREM:EX; Oreck, Mira PREM:EX
Subject: RE: Con Call Numbers

Thank you.

Judy

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

From: Nash, Amber PREM:EX
Sent: Wednesday, February 21, 2018 3:09 PM
To: Cavanagh, Judy PREM:EX; Oreck, Mira PREM:EX
Subject: Con Call Numbers
Importance: High

These are the numbers for the Labour Call: (Call at 3:30pm)

Tel^{s.15;s.17}
Participant code^{s.15;s.17}

And for the Business Call: (Call at 4:30pm)

^{s.15;s.17}
Tel:
Participant code^{s.15;s.17}

Amber Nash

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 9:51 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Banister, Lori FIN:EX; Khan, Perveen FIN:EX
Subject: RE: Confirming direct billing for air fare for Bob Dewar

Hi Elizabeth,

I will work with Lori to amend the contract. Bob, will need to sign.

There are a couple of amendments:

1. GST can be charged
2. Expenses ---- they are arranged by us and paid by us and the expenses part of the contract is reduced when we pay.

Lori, would you like to schedule a telephone call. I have good availability (after 9:30am) for Wed and Thursday.

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: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, February 13, 2018 9:24 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Confirming direct billing for air fare for Bob Dewar

Hi Judy,

Please see the email below. Who should amend the contract?

From: McKinstry, Cindy D FIN:EX
Sent: Tuesday, February 13, 2018 9:21 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Confirming direct billing for air fare for Bob Dewar

Hi Elizabeth,

Did Judy prepare the contract? Whoever prepared the contract should do the amendment. Lori Banister could help.

Thanks
Cindy

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, February 13, 2018 9:19 AM
To: McKinstry, Cindy D FIN:EX
Subject: RE: Confirming direct billing for air fare for Bob Dewar

Hi Cindy,

Is it Judy who would need to do the amendment for that billing?

Elizabeth

From: McKinstry, Cindy D FIN:EX
Sent: Tuesday, February 13, 2018 9:03 AM
To: Khan, Perveen FIN:EX; Banister, Lori FIN:EX
Cc: Poldrugovac, Saija FIN:EX; O'Neill, Darcy FIN:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Confirming direct billing for air fare for Bob Dewar

Hi Lori/Perveen,

That is correct the contract must state that the contractor is allowed to direct bill and an amendment must be done to reduce the expenses by each direct billed cost.

Thanks,
Cindy

From: Khan, Perveen FIN:EX
Sent: Wednesday, February 7, 2018 1:52 PM
To: Banister, Lori FIN:EX; McKinstry, Cindy D FIN:EX
Cc: Poldrugovac, Saija FIN:EX; O'Neill, Darcy FIN:EX; Parkinson, Elizabeth PREM:EX
Subject: FW: Confirming direct billing for air fare for Bob Dewar
Importance: High

Hi Lori,

I was speaking with Elizabeth and she had mentioned that all air flights for Bob are paid by the corporate purchase card and not billed against the contract. I glanced at schedule B and could not find anything that says the contractor is able to direct bill for flights, are you able to confirm this for me?

Cindy is this correct - We will need to do up an amendment to allow the contractor to direct bill us for any flights. Accounts will need to decrease the contract lines for the flight portion, it will not be received or matched against the contract.

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$195,000 the Province is obliged to pay to the Contractor for fees and expenses under applicable taxes described in section 3.1(c) of this Agreement), and the special expenses payable under this Agreement are as follows:

- (a) \$35,000 for the Initial Term for fees payable under section 2 of this Agreement;
- (b) \$10,000 for the Initial Term for expenses payable under section 3 of this Agreement;
- (c) \$120,000 for the Renewal Term for fees payable under section 2 of this Agreement;
- (d) \$30,000 for the Renewal Term for expenses payable under section 3 of this Agreement.

2. FEES:

Fees: The fees will be calculated at a rate of \$150 per hour for those hours the Contractor provides the Services, subject to the following:

- (a) the maximum amount the Province is obliged to pay for each day the Contractor provides the Services is \$1,000; and
- (b) the maximum amount the Province is obliged to pay for each week defined as the five day period beginning on a Monday and ending on a Friday during the Term when the Contractor provides the Services is \$4,000.

3. EXPENSES:

- (a) actual expenses of physical travel (e.g., economy air fare, or government taxi fares, ferry fares) from Manitoba to Victoria, British Columbia; the Province pays its Group II employees when they are on travel status in accordance with the Province's Policy and Procedures Manual; and

3. EXPENSES:

- (a) actual expenses of physical travel (e.g., economy air fare, or government, taxi fares, ferry fares) from Manitoba to Victoria, British Columbia, when they are on travel status (as set out in the Province's Core Policy and Procedures Manual); and
- (b) travel, accommodation and meal expenses for travel from Manitoba other than Victoria or from Victoria to a location within British Columbia, on the same basis as the Province pays its Group II employees (as set out in the Province's Core Policy and Procedures Manual).

excluding goods and services tax ("GST") or other applicable tax paid on expenses described above to the extent that the Contractor is entitled to tax credits, rebates, refunds or remissions of the tax from the relevant tax authority.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses incurred by the Contractor during the Billing Period (the "Billing Period"), the Contractor must deliver to the Province on a date after the end of the Billing Period a written statement of account in a form satisfactory to the Province containing the following information:

- (a) the Contractor's legal name and address;
- (b) the date of the statement, and the Billing Period to which the statement relates;

20

Thank you

From: Wensink, Alison PREM:EX
Sent: Wednesday, February 7, 2018 1:29 PM
To: Khan, Perveen FIN:EX
Subject: Copy of Bob Dewar's contract

Hi Perveen,

Here is a copy of his contract.

Let me know if you need anything else! Thanks so much!

*Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987*

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 19, 2018 12:10 PM
To: Meggs, Geoff PREM:EX
Cc: Clark, Layne PREM:EX
Subject: Fwd: Contact imfo

Not sure if you're getting copies. But I'm in contact with Vanessa to stay ontop

I'll compile the information that Maura needs

Judy

Just

Sent from my iPhone

Begin forwarded message:

From: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>
Date: February 19, 2018 at 9:53:00 AM PST
To: Vanessa Geary <Vanessa_Geary@vancity.com>
Subject: Re: Contact imfo

Hi Vanessa

Thanks for the information. I'll wait to hear from you re a start date.

s.22

Judy

Sent from my iPhone

On Feb 19, 2018, at 9:38 AM, Vanessa Geary <Vanessa_Geary@vancity.com> wrote:

Agreed^{s.22} is my cell.

Attached is my CV (not the greatest copy by way of format but hopefully it will do) . My address is:

s.22

Let me know if you need anything else and I will be in touch with firm date once I have it.

s.22

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

From: Cavanagh, Judy PREM:EX [<mailto:Judy.Cavanagh@gov.bc.ca>]

Sent: Monday, February 19, 2018 9:24 AM

To: Vanessa Geary <Vanessa_Geary@vancity.com>

Subject: Contact imfo

Hi Vanessa

It's often easier from this point onwards to talk My cell is s.22
s.22 What's the best number to reach you

Judy

Sent from my iPhone

<VG_resumé 201705.docx>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 11:58 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Conversation?

Hi Elizabeth,

Yes, I do. Let's schedule a time for Thursday. How about 11am?

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: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, February 21, 2018 11:00 AM
To: Cavanagh, Judy PREM:EX
Subject: Conversation?

Hi Judy,

I spoke with Kate who said I should speak with you. I do all the financials here at PO and I wanted to speak with you
s.22 Would you have time to talk with me
about this?

Thanks,



Elizabeth Parkinson

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 10:23 AM
To: Cleaver, Sheila C FIN:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: Corporate Master Card

Hi Sheila,

Please cancel the corporate Master Card for Robert (Bob) Dewar. He is no longer an employee in the Office of the Premier.

Employee ID Number ^{s.22} Position Number 001`16113

Thank you.

Judy

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 12:55 PM
To: Loubert, Danny PREM:EX
Subject: RE: Costs to Date (including pending projects)

Hi

Do you have a total for the items in "not including"it can be a range \$1,000 to if you don't have estimates for each one listed.

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: Loubert, Danny PREM:EX
Sent: Thursday, February 8, 2018 10:12 AM
To: Cavanagh, Judy PREM:EX
Subject: Costs to Date (including pending projects)

Hi Judy,

Not including:
Blinds, Carpet Repairs, Reception Table, Pending Disposal Costs for Asset Disposal

I estimate costs for disposal to be \$1000

Costs to date are Approximately : \$37,000 (\$38,000 with Asset Disposal Costs)
This will be included in the Note.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 26, 2018 1:32 PM
To: Cleaver, Sheila C FIN:EX
Cc: Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: RE: Dec 3rd PCard reconciliation

Thanks Sheila.

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: Cleaver, Sheila C FIN:EX
Sent: Monday, February 26, 2018 1:13 PM
To: Cavanagh, Judy PREM:EX
Cc: Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: RE: Dec 3rd PCard reconciliation

Hi Judy,

This coding was just for your PCrad – Cabinet Operations

The coding I am currently using for Danny is 004-36A10.36200-8530-3600000. Please continue to use this coding.

Thank You.

Sheila

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 26, 2018 12:56 PM
To: Cleaver, Sheila C FIN:EX
Cc: Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: RE: Dec 3rd PCard reconciliation

Thank you Sheila for taking care of this.

Danny and Maria, please note Sheila's information in the following email. She provides the correct coding for future use.

Thank you.

Judy

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

From: Cleaver, Sheila C FIN:EX
Sent: Monday, February 26, 2018 12:06 PM
To: Cavanagh, Judy PREM:EX
Subject: Dec 3rd PCard reconciliation

Hi Judy,

I'm just reconciling Stob 8530 and your Dec 3/18 statement was reconciled to the incorrect clearing line.

If you have any more reconciliations to do, please ensure you use this line of coding as your Credit Clearing Line at the top right of the FIN122 – 004.36344.34410.8530.3600000

You used 004.36346.34410.8530.3600000

I will do a JV to correct this one.

Thank You.

Sheila Cleaver

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 4:41 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Dewar invoice

Thank you for the clarification, much appreciated.

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: Poldrugovac, Saija FIN:EX
Sent: Friday, February 9, 2018 3:34 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Dewar invoice

Hi Judy,

I just spoke to Elizabeth, the tip was on a taxi fare when he was travelling to Vancouver. I advised we can't be paying the tip but he could claim incidentals as he was on travel status to Vancouver for that.

I also confirmed with her that if his fees invoice has been received against the contract, it can be sent to me for payment.

~S

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 3:11 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Dewar invoice

No he cannot claim incidentals. When he is in Victoria he is not on travel allowance (meals, accommodation, incidentals).

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: Poldrugovac, Saija FIN:EX
Sent: Friday, February 9, 2018 1:54 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Dewar invoice

We do not pay gratuity. He can claim incidentals each day if he would like.

~S

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 1:53 PM
To: Poldrugovac, Saija FIN:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: FW: Dewar invoice

Hi Saija,

Clarifying --- we do not pay gratuities, is that correct?

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: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, February 7, 2018 9:20 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Dewar invoice

Hi Judy,

Will we reimburse Bob for the tips he paid out on cab fares? It's ^{s.22} over 5 cab fares.

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 9:10 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Dewar invoice

Signed.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Wednesday, February 7, 2018 8:32 AM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 3:11 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Dewar invoice

No, I'll have to find out what is going on. Thanks for letting me know.

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: Parkinson, Elizabeth PREM:EX
Sent: Friday, February 9, 2018 1:56 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Dewar invoice

Hi Judy,

Regarding this expense claim – Saija advises that they are 'holding' this temporarily until they amend his contract. Were you told this?

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 1:53 PM
To: Poldrugovac, Saija FIN:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: FW: Dewar invoice

Hi Saija,

Clarifying --- we do not pay gratuities, is that correct?

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: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, February 7, 2018 9:20 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Dewar invoice

Hi Judy,

Will we reimburse Bob for the tips he paid out on cab fares? It's ^{s.22} over 5 cab fares.

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 9:10 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Dewar invoice

Signed.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Wednesday, February 7, 2018 8:32 AM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 5:16 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: did your office get invited to do the WES survey?

Whewwww.....good

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, February 14, 2018 5:16 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: did your office get invited to do the WES survey?

Makes sense – minister offices don't get them either (nor ABCs) – just those with a public service-like connection

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 5:13 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: did your office get invited to do the WES survey?

Don't recall getting one

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, February 14, 2018 2:54 PM
To: Cavanagh, Judy PREM:EX
Subject: did your office get invited to do the WES survey?

The Workplace Engagement Survey by PSA

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 11:17 AM
To: Loubert, Danny PREM:EX
Subject: RE: s.15 s.17 03FEB18 Purchasing Card

Thanks Danny.

Judy

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

From: Loubert, Danny PREM:EX
Sent: Friday, February 23, 2018 9:02 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: s.15 s.17 03FEB18 Purchasing Card

Hi Judy,

There was not Helijet Flights put on my card for the month of January no.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 7:53 AM
To: Loubert, Danny PREM:EX
Subject: RE: s.15 s.17 03FEB18 Purchasing Card

Approved.

There is no air fare on this claim. No travel during this period?

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: Loubert, Danny PREM:EX
Sent: Thursday, February 22, 2018 4:40 PM

To: Cavanagh, Judy PREM:EX

Subject: s.15 s.17 03FEB18 Purchasing Card

Hi Judy,

Please find my attached Feb Purchasing Card reconciliation for your approval.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 2:34 PM
To: Parte, Maura PSA:EX
Subject: RE: Don Bain

Here too....crazy

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

From: Parte, Maura PSA:EX
Sent: Wednesday, February 21, 2018 2:27 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Don Bain

Okay, I will be here. It`s snowing here now. Yikes

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 2:22 PM
To: Parte, Maura PSA:EX
Subject: RE: Don Bain

I`m on a call that may end at 3:30 and could call as soon as I`m finished.

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

From: Parte, Maura PSA:EX
Sent: Wednesday, February 21, 2018 1:55 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Don Bain

Hi Judy,

Would it be okay to meet today. I think I misunderstood.
I am not available tomorrow afternoon at 2pm.

Maura

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:34 PM
To: Parte, Maura PSA:EX
Subject: RE: Don Bain

It`s a wonder I don`t have it memorized!!

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives

From: Parte, Maura PSA:EX
Sent: Wednesday, February 21, 2018 1:32 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Don Bain

My desk is 778-698-9278

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:32 PM
To: Parte, Maura PSA:EX
Subject: RE: Don Bain

Yes. I'll call you

Judy

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

From: Parte, Maura PSA:EX
Sent: Wednesday, February 21, 2018 1:28 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Don Bain

Yes, will 2pm work for you, thank you.

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:23 PM
To: Parte, Maura PSA:EX
Subject: RE: Don Bain

Hi Maura,

I am around today until 3pm and tomorrow have more open time. Shall we touch base on this and the other changes?

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: Parte, Maura PSA:EX
Sent: Tuesday, February 20, 2018 11:46 AM
To: Cavanagh, Judy PREM:EX
Subject: Don Bain

Hi Judy,

A new OIC for Don Bain is ready to proceed. It will rescind his previous OIC and place him beginning at Band 6 of the Salary Regulation.

In order for this to move forward the Salary Regulation will also have to be amended. We discussed making other amendments to the Regulation so I am holding this OIC until we determine when to proceed.

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work.

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 27, 2018 10:46 AM
To: Parte, Maura PSA:EX
Subject: RE: Don Bain letter

Hi Maura,

It looks good. Geoff is aware that he will be signing this letter. You can proceed.

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: Parte, Maura PSA:EX
Sent: Tuesday, February 27, 2018 8:58 AM
To: Cavanagh, Judy PREM:EX
Subject: Don Bain letter

Hi Judy,

Pls find the letter for Don Bain attached.

I can coordinate having Geoff sign. Is he aware of the situation?

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 12:02 PM
To: Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: Don's encrypted IPAD

Hi,

Do either of you know the status of Don's IPAD and encrypted software?

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 11:28 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Draft December forecast

Tomorrow at noon?

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: Thursday, February 8, 2018 11:26 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Draft December forecast

To discuss

From: Pollner, Kyle JAG:EX
Sent: Tuesday, February 6, 2018 3:43 PM
To: Canitz, Shelley L PREM:EX
Cc: Manak, Nicky FIN:EX
Subject: RE: Draft December forecast

Good afternoon Shelley,

Attached a breakdown of the costs by file for Legal Services from April to December, there are two larger files this fiscal, the first s.14
s.14

Please let me know if you would like further details on any of the files.

Kyle Pollner

Director, Finance & Human Resources

Supporting Legal Services Branch, Finance and Administration Division
Corporate Management Services Branch, Justice and Public Safety Sector
PO Box 9256 Stn Prov Govt
5th Floor 910 Government Street, Victoria BC, V8W 9J4
Tel. (250) 952-7554 Cel. (250) 507-4143 Fax. (250) 387-5034
Please consider the environment before printing this email

From: Manak, Nicky FIN:EX
Sent: Thursday, February 1, 2018 10:21 AM
To: Pollner, Kyle JAG:EX

Cc: Canitz, Shelley L PREM:EX
Subject: FW: Draft December forecast

Hi Kyle,

Are you able to provide Shelley with details on Legal Services costs for the Premier's Deputy Minister's Office? I can only see JV's on my report but don't know what exactly they are for.

Thanks very much,
Nicky

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, January 31, 2018 4:55 PM
To: Manak, Nicky FIN:EX
Subject: RE: Draft December forecast

Nicky – if I am reading the right line, s.14 Can
you give me any more detail on that? Who is accessing legal services? What are they for? I'd like to understand the usage.

From: Manak, Nicky FIN:EX
Sent: Wednesday, January 10, 2018 12:27 PM
To: Cavanagh, Judy PREM:EX; Hendry, Jackie PREM:EX; MacMillan, Elizabeth PREM:EX; Canitz, Shelley L PREM:EX
Cc: FIN Budgets FIN:EX
Subject: Draft December forecast
Importance: High

Hi
Attached are the December forecast and related reports for the Premier's Office. Please review and let me know if you have any questions or concerns as soon as possible.
TBS quarter 3 reporting is due tomorrow.

Thank you,

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: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 1:32 PM
To: Manak, Nicky FIN:EX
Subject: RE: Draft January Forecast

Thanks Nicky.

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: Wednesday, February 14, 2018 11:21 AM
To: Cavanagh, Judy PREM:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: RE: Draft January Forecast

Hello,
Attached is the updated forecast to include IGRS latest numbers. Please let me know if you have any questions.

Thanks
Nicky

From: Manak, Nicky FIN:EX
Sent: Friday, February 9, 2018 9:57 AM
To: Cavanagh, Judy PREM:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: Draft January Forecast

Hi
Attached are the January Premier's Office forecast and related reports. I have not updated IGRS yet and will receive their update next week so there will be slight adjustments to this forecast.

Please review your sections and let me know if you have any questions or concerns.

Also, as fiscal year end is quickly approaching, can you make sure all expenditures are process quickly, purchase cards are cleared monthly and any major travel & staffing changes are reported as soon as possible so the forecast can be made as current as possible.

I have reduced the travel forecast to FYE for DMO and Cab Ops based on current spending for this forecast. If that is an issue please let me know and we can discuss.

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: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 12:34 PM
To: Manak, Nicky FIN:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: RE: Draft January Forecast

Thanks Nicky.

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, February 9, 2018 12:32 PM
To: Cavanagh, Judy PREM:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: RE: Draft January Forecast

I'm not an expert on PC but I believe the charges all sit in stob 85 until she does a reconciliation JV to credit stob 85 and move to the actual stobs i.e. travel, business exp, etc

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 12:29 PM
To: Manak, Nicky FIN:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: RE: Draft January Forecast

Hi Nicky,

Just to confirm that the PC amounts that Siaja submitted are not included in the "actuals" ytd.

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, February 9, 2018 9:57 AM
To: Cavanagh, Judy PREM:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: Draft January Forecast

Hi

Attached are the January Premier's Office forecast and related reports. I have not updated IGRS yet and will receive their update next week so there will be slight adjustments to this forecast.

Please review your sections and let me know if you have any questions or concerns.


Also, as fiscal year end is quickly approaching, can you make sure all expenditures are process quickly, purchase cards are cleared monthly and any major travel & staffing changes are reported as soon as possible so the forecast can be made as current as possible.

I have reduced the travel forecast to FYE for DMO and Cab Ops based on current spending for this forecast. If that is an issue please let me know and we can discuss.

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: Cavanagh, Judy PREM:EX
Sent: Monday, February 19, 2018 9:25 AM
To: Vanessa Geary
Cc: Meggs, Geoff PREM:EX
Subject: Re: ED position

That's fine. We won't start processing until there is a date. Anytime in March works for us.

Judy

Sent from my iPhone

> On Feb 19, 2018, at 9:22 AM, Vanessa Geary <Vanessa_Geary@vancity.com> wrote:
>
s.22

>
>> On Feb 19, 2018, at 9:20 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:
>>
>> Hi Vanessa
>>
>> The OIC would probably go through next week. We can never give an exact date.
>>
> s.22
>>
>> Please send me your full name address etc and CV. I will let you know if I need anything else.
>>
>> Thanks
>>
>> Judy
>>
>> Sent from my iPhone
>>
>>> On Feb 19, 2018, at 8:49 AM, Vanessa Geary <Vanessa_Geary@vancity.com> wrote:
>>>
s.22

>>> When would the OIC go through?
>>> Thanks Vanessa
>>>
>>>> On Feb 18, 2018, at 9:49 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:
>>>>
>>>> Hi Vanessa,
>>>>
>>>> s.22
>>>>
>>>>

>>>> See you in March.
>>>>
>>>> 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
>>>>
>>>> -----Original Message-----
>>>> From: Vanessa Geary [mailto:Vanessa_Geary@vancity.com]
>>>> Sent: Saturday, February 17, 2018 3:54 PM
>>>> To: Meggs, Geoff PREM:EX
>>>> Cc: Cavanagh, Judy PREM:EX
>>>> Subject: Re: ED position
>>>>

s.22

>>>> Thanks Vanessa
>>>>
>>>>> On Feb 16, 2018, at 6:02 PM, Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca> wrote:
>>>>>
>>>>>
>>>>> Thanks Vanessa, that's great
>>>>>
>>>>> Geoff
>>>>>
>>>>>
>>>>> Sent from my iPhone
>>>>>
>>>>> On Feb 16, 2018, at 5:27 PM, Vanessa Geary
>>>>> <Vanessa_Geary@vancity.com<mailto:Vanessa_Geary@vancity.com>> wrote:
>>>>>
>>>>> Just realized I may have Sent this to wrong email ...
>>>>>
>>>>>
>>>>> Begin forwarded message:
>>>>>
>>>>> From: Vanessa Geary
>>>>> <Vanessa_Geary@vancity.com<mailto:Vanessa_Geary@vancity.com>>
>>>>> Date: February 16, 2018 at 4:42:30 PM PST
>>>>> To: s.22
>>>>> s.22
>>>>> Subject: ED position
>>>>>
>>>>> Hi again – thank you very much for the opportunity – I am really excited to be part of Team Horgan and especially to work with you again. I have had some really wonderful and interesting work experiences, but the best was with you and Stephen in the Mayor's Office -- having the chance to be part of bringing to life ideas and initiatives that we worked on collectively for years. I understand this position has substantive administrative and operational accountabilities which are important to the big picture, and I am excited to do those, in addition to the other strategic pieces we talked about.
>>>>>

>>>>

>>>> Would you please pass on Judy's email so I can let her know.

>>>>

>>>> Have a great weekend.

>>>>

>>>> Cheers Vanessa

>>>>

>>>>

>>>> <imagefed7d4.PNG>

>>>> <image728d38.GIF>

>>>> <image538b08.PNG>

>>>> <image2425e5.PNG>

>>>> <imageddd46d.PNG>

>>>> <image98b000.PNG>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 12:14 PM
To: Meggs, Geoff PREM:EX
Cc: Clark, Layne PREM:EX
Subject: FW: s.22 Resume
Attachments: s.22 Resume - Feb 2018.pdf

s.22
resume.

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: Thursday, February 15, 2018 11:57 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: s.22 Resume

As discussed

s.22
From:
Sent: Thursday, February 15, 2018 11:44 AM
To: Canitz, Shelley L PREM:EX
Subject: s.22 Resume

Hi Shelley, I'm attaching my resume for your consideration.

s.22

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 5:01 PM
To: Loubert, Danny PREM:EX
Subject: RE: email

Sorry, you missed reading all of my email that said I'd send it out.....it went before I read yours.....

You'll be sending out the next one that deals with timing, details etc.

Thanks.

Judy

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

From: Loubert, Danny PREM:EX
Sent: Tuesday, February 13, 2018 4:57 PM
To: Cavanagh, Judy PREM:EX
Subject: Re: email

I'll write it up now :)

Thanks for reminding me,

Danny

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 4:55 PM
To: Loubert, Danny PREM:EX
Subject: email

Hi Danny,

We (Romeo and Maria) were just talking that an email didn't go out letting folks know that painting is occurring for the next 2 days. I'll do that right now.

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

Page 153 of 292

Withheld pursuant to/removed as

s.22

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 4:50 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: February 2018 s.15 Reconciliation

Approved.

Judt

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: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, February 21, 2018 4:37 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: February 2018 s.15 Reconciliation

Hi Judy,

Is the February Pcard approved?

Thanks,

Elizabeth

From: Van Meer-Mass, Kate PREM:EX
Sent: Tuesday, February 13, 2018 11:48 AM
To: Parkinson, Elizabeth PREM:EX; Cavanagh, Judy PREM:EX
Subject: FW: February 2018 s.15 Reconciliation

Good from my end

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, February 9, 2018 4:29 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: February 2018 s.15 Reconciliation

Hi Kate,

Attached is the February 2018 Pcard reconciliation and receipts. Can you please forward to Judy once approved?

Thanks,



Elizabeth Parkinson

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 9:48 AM
To: Wong, Tamarra PREM:EX; Loubert, Danny PREM:EX
Subject: Flexible Desks

Hi,

Will you please prepare the quotes and approvals for the desks for Geoff and Charlotte. We may be able to proceed soon.

Thank you.

Judy

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 12:37 PM
To: Szabo, Maria PREM:EX; Loubert, Danny PREM:EX
Subject: FW: FOI Presentation - modified february 9 2018.pptx
Attachments: FOI Presentation - modified february 9 2018.pptx; ATT00001.htm

This is good for staff Orientation.

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: Van Meer-Mass, Kate PREM:EX
Sent: Friday, February 9, 2018 8:46 AM
To: Oreck, Mira PREM:EX; Cavanagh, Judy PREM:EX
Subject: Fwd: FOI Presentation - modified february 9 2018.pptx

For today's presentation at the 9.

Sent from my iPhone

Begin forwarded message:

From: "Hendry, Jackie PREM:EX" <Jackie.Hendry@gov.bc.ca>
Date: February 9, 2018 at 8:41:23 AM PST
To: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>
Subject: FOI Presentation - modified february 9 2018.pptx

Good Morning, Kate,

Please see attached the PowerPoint for the FOI information session this morning for your reference and those in Vancouver.

Thanks-
Jackie

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 5:35 PM
To: Clark, Layne PREM:EX; Meggs, Geoff PREM:EX
Subject: For 2nd round of discussion
Attachments: Functions for PO.docx; Director of Operations Job Description.docx

A cleaned up version.....and Kate's current job description.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 1:52 PM
To: Poldrugovac, Saija FIN:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: RE: FOR REVIEW: November Monthly Proactive Release of Premier's Travel Receipts

Hi,

Taking into account Elizabeth's comments and your response, this is ok to proceed.

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: Poldrugovac, Saija FIN:EX
Sent: Wednesday, February 7, 2018 9:15 AM
To: Cavanagh, Judy PREM:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: FOR REVIEW: November Monthly Proactive Release of Premier's Travel Receipts
Importance: High

Hi Judy,

Enclosed please find the Premier's monthly transactions that have been redacted to remove items that require severing. If you hover over text that shows redaction with a red box around it, you will see why that information is being redacted. Please review the file for accuracy. **If there is an item that you feel should be redacted please contact me via email by the 22nd day of the month for resolution/correction.** If there are no edits to be made, we do not require a response at this time.

Please share this package with your GCPE contact within 1 business day.

This email is a preliminary copy and approval will be required for the Quarterly release which will include this month and the other months in the quarter.

Thank you and please give me a call if you have any questions.

Saija Poldrugovac

Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: (778) 678-3496 **Fax:** (250) 356-7326
E-mail: Saija.Poldrugovac@gov.bc.ca
Website: <http://gwww.fin.gov.bc.ca/>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 2:03 PM
To: Meggs, Geoff PREM:EX; Clark, Layne PREM:EX
Subject: Functions for Next Discussion
Attachments: Functions for PO.docx

More refinement.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 4:49 PM
To: Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX
Subject: RE: FYI: PREM Forecast

Let's talk about it. How about sometime tomorrow? I have a meeting from 11-noon but ok on either side (after 9:30)

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, February 14, 2018 1:56 PM
To: Cavanagh, Judy PREM:EX; Hendry, Jackie PREM:EX
Subject: FW: FYI: PREM Forecast

See notes below – budget considered still quite tight

From: Klak, Steve M FIN:EX
Sent: Wednesday, February 14, 2018 1:43 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: FYI: PREM Forecast

fyi

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: Dicks, Erin L FIN:EX
Sent: Wednesday, February 14, 2018 1:42 PM
To: Klak, Steve M FIN:EX
Subject: RE: FYI: PREM Forecast

Yes, Nicky sent it to them, Elizabeth Macmillan and Jackie Hendry

From: Klak, Steve M FIN:EX
Sent: Wednesday, February 14, 2018 1:40 PM
To: Dicks, Erin L FIN:EX
Subject: RE: FYI: PREM Forecast

Ok thanks. Do Shelley and Judy know.

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: Dicks, Erin L FIN:EX

Sent: Wednesday, February 14, 2018 1:39 PM

To: Klak, Steve M FIN:EX

Subject: FYI: PREM Forecast

Hi Steve... just an FYI, the PREM forecast has improved by about \$38k from Q3 but is still pretty close.

OFFICE OF THE PREMIER

Jan 2018 Forecast

Office of the Premier Expenditures	2017/18 Budget	Jan 2018 Forecast	Projected Variance Under/(Over) Budget
	<i>A</i>	<i>B</i>	<i>A - B</i>
Intergovernmental Relations Secretariat	2,818,000	2,776,890	41,110
Executive and Support Services			
Premiers Office	3,062,000	3,244,460	-182,460
Executive Operations	5,131,000	4,912,791	218,209
Sub-total Exec and Support Services	8,193,000	8,157,252	35,748
Total	11,011,000	10,934,142	76,858

Erin Dicks

A/Budget Director • Financial Planning and Budgets • Ministry of Finance

NEW Phone: (778) 698-8587 • Fax: (250) 356-7326 • 3rd Fl – 617 Government St, Victoria BC V8W 9V1

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 1:47 PM
To: Clark, Layne PREM:EX
Subject: Geoff's email
Attachments: Geoff's email (2).docx

Geoff said that this can go out. (sigh) Do make edits where you think are needed.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 2:00 PM
To: Banister, Lori FIN:EX
Subject: GOH Ballet

Hi Lori,

We no longer need to do a Service Agreement for this company.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 9:44 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: FW: Golden Swan Menu
Attachments: February 23 Menu.pdf; ATT00001.htm

Hi Elizabeth

Can you please prepare the BEA. Approved to proceed.

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: Badger, Joleen GCPE:EX
Sent: Tuesday, February 20, 2018 4:51 PM
To: Cavanagh, Judy PREM:EX; Van Meer-Mass, Kate PREM:EX; Truong, Lele GCPE:EX
Subject: Fwd: Golden Swan Menu

Here is the formal quote for the media roundtable this Friday.

Sent from my iPhone

Begin forwarded message:

From: Golden Swan <goldenswanrestaurant@gmail.com>
Date: February 20, 2018 at 4:47:41 PM PST
To: joleen.badger@gov.bc.ca
Subject: Golden Swan Menu

HI there,

The attachment contained the menu items and confirmation of date, time and pricing.

If you have any more questions please call the restaurant.

Golden Swan

--

Golden Swan Seafood Restaurant
5380 Victoria Drive, Vancouver BC, V5P 3V7
Tel: 604-321-6621 Fax: 6043217881

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 9, 2018 4:44 PM
To: Klak, Steve M FIN:EX
Cc: McLeod, Tamara FIN:EX; Banister, Lori FIN:EX
Subject: RE: GST on contracts

Follow Up Flag: Follow up
Flag Status: Flagged

Excellent clarification, thank you. We will need to make a modification to the Dewar contract. I'll follow up with Lori.

Thank you.

Judy

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

From: Klak, Steve M FIN:EX
Sent: Friday, February 9, 2018 4:05 PM
To: Cavanagh, Judy PREM:EX
Cc: McLeod, Tamara FIN:EX
Subject: GST on contracts

Hi Judy, the GST rules can be somewhat confusing. In a nutshell,

- 1) If the contractor generates more than \$30,000/year in revenue, then the contractor must register with the CRA and is entitled to claim input tax credits. The contractor must add GST to fees and travel reimbursements when ITC's are claimed.
- 2) If the contractor makes less than \$30,000 per year, they are not required to register with the CRA and claim input tax credits. If input tax credits are not claimed, they should not include GST in fees and travel expenses.

If your contract maximum made no provision for GST, we can do a contract modification. Staff here can assist if you need help.

Hope you have a good weekend. Thanks for your advice Tamara.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 26, 2018 3:38 PM
To: Loubert, Danny PREM:EX
Subject: RE: Hello from snowy Victoria!

Hi Danny,

I haven't heard back from Stephanie since she met with her boss. I guess we can assume that her boss said ok. I did tell Stephanie it was fine with me as well.

Go ahead and make arrangements for post painting. This also involves moving Jarrett to the office on the far side (if he so desires) and that they take care of all their own technology hook ups etc. As for office furniture, you can work that out with them. Perhaps something for the former "blue" office.

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: Loubert, Danny PREM:EX
Sent: Monday, February 26, 2018 2:02 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Hello from snowy Victoria!

Hi Judy,

Have you heard anything?

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Gallant, Linda GCPE:EX
Sent: Monday, February 26, 2018 1:04 PM
To: Sherlock, Stephanie GCPE:EX
Cc: Loubert, Danny PREM:EX
Subject: Re: Hello from snowy Victoria!

Thanks for the quick reply!

Sent from my iPhone

On Feb 26, 2018, at 1:02 PM, Sherlock, Stephanie GCPE:EX <Stephanie.Sherlock@gov.bc.ca> wrote:

Yes this has been approved by Judy

Sent from my iPhone

On Feb 26, 2018, at 1:01 PM, Gallant, Linda GCPE:EX <Linda.Gallant@gov.bc.ca> wrote:

Hi Danny

I've been thinking of you all morning. Thanks for getting back to me.

Stephanie do you know if Judy is involved with this move.

Cheers Linda

Sent from my iPhone

On Feb 26, 2018, at 12:58 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Hi Linda,

We are awaiting word on this through Judy Cavanagh. Can you please check with your side if it has been communicated?

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Gallant, Linda GCPE:EX
Sent: Friday, February 23, 2018 3:11 PM
To: Loubert, Danny PREM:EX
Subject: Hello from snowy Victoria!

Hi Danny,

When you have a moment can we chat about moving Lele and Shruti to your building.

Have a lovely weekend! Linda

Linda Gallant
Facilities Services Advisor
GCPE – HQ
4th Floor, 617 Govt St
Victoria BC V8W 9V1

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 9:35 AM
To: Loubert, Danny PREM:EX
Subject: RE: Heritage Invoice for Ord# X107384 Attached

Approved for payment.

Judy

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

From: Loubert, Danny PREM:EX
Sent: Tuesday, February 6, 2018 9:29 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Heritage Invoice for Ord# X107384 Attached

Hi Judy,

Have you had a chance to look at this invoice?

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Friday, February 2, 2018 4:18 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Heritage Invoice for Ord# X107384 Attached

Hi Judy,

Please see the note from Tracey and the invoice attached. Let me know if you would like me to process this.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Magee, Tracey FIN:EX
Sent: Friday, February 2, 2018 2:48 PM
To: Loubert, Danny PREM:EX
Subject: Heritage Invoice for Ord# X107384 Attached

Hi Danny,

Here finally, is the revised invoice from Heritage for the work completed on November 1st and 7th. However, this is not what I requested, I wanted it broken down for work completed/delivery costs/# of guys/hourly rate etc. per day. He has just given a total of hours and rates and doesn't indicate all the work completed, ie. delivery of surplus items.

I have let Doug know its not exactly what I was expecting, but being as this is quite overdue, I would send over and will leave it with you to advise me if Judy requires more information on this invoice prior to paying.

Tracey Magee

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

From: Doug McConnell [<mailto:dmcconnell@heritageoffice.com>]
Sent: Friday, February 2, 2018 2:17 PM
To: Magee, Tracey FIN:EX
Subject: FW: Invoice for Ord# X107384 Attached

Hi Tracey,

Sorry I have been hounding for the revision.

Please let me know if you have any questions – thank you

Doug McConnell

Heritage Office | 1588 Rand Ave Vancouver | V6P 3G2 | D 604.689.6752 | C 604.861.0142 | F 604.689.5388

Shortt, Amanda PREM:EX

Subject: HR
Location: 778-698-9278

Start: Thu 2018-02-22 2:00 PM
End: Thu 2018-02-22 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cavanagh, Judy PREM:EX
Required Attendees: Parte, Maura PSA:EX

Shortt, Amanda PREM:EX

Subject: IM 117 Mandatory Training
Location: Chambers/VCO

Start: Fri 2018-02-23 1:30 PM
End: Fri 2018-02-23 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wensink, Alison PREM:EX

Hello All,

A session has been scheduled from 1:30 pm to 3:00 pm, February 23rd, 2018 in Victoria Chambers/VCO for the mandatory IM117 training (description below). Please let me know if you are able to attend or not. If you are unable to attend this mandatory training, you will be required to attend another session scheduled in the near future. Please make every effort to attend this session as ideally we would like to have as many staff trained as possible.

Please be prepared to provide your employee number to ensure you receive credit for attending the session.

Description of Information Management Training (IM117):

A comprehensive Information Management training module for Ministers' Office staff, and Deputy Ministers' Office staff, focusing on Privacy, Access and Records Management. This session will familiarize or refresh staff with information management requirements and introduce practices and controls that will empower employees to act as good stewards of the information they create and receive. The session focuses on records management requirements, the proactive disclosure of information, the duty to assist an FOI (Freedom of Information) applicant, and proper search for records, and concludes with a reminder of our collective privacy obligations, including what to do in the event of an information incident or privacy breach

Feel free to contact me directly if you have any questions.

Thank you,
Jackie

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 10:20 AM
To: Clark, Layne PREM:EX
Subject: i'm free now until 11am

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 9:31 AM
To: Dewar, Bob PREM:EX
Subject: Information about ROE/benefits

Hi Bob,

I am sorry but I thought you were copied on the original email.

Regarding benefits, Maura is still working on how to address the issues. This captures vacation pay for you. I will ask her to confirm that you were making payments into the pension.

Maura hasn't had time to follow up with me due to other pressing issues. But, her intention is to get back to me this coming week.

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: Monday, January 29, 2018 11:42 AM
To: Parte, Maura PSA:EX
Subject: RE: 2 items

Holy Mackerel,

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

s.22

Yes, let's talk Thursday.

Judy

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

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

Hi Judy,

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

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

Thank you,
Maura

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 4:56 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Invoice Coding Sheet for Bob Dewar Consulting

Trained already! Good for you. I'll sign tomorrow.

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: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, February 6, 2018 4:28 PM
To: Cavanagh, Judy PREM:EX
Subject: Invoice Coding Sheet for Bob Dewar Consulting

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, February 6, 2018 4:27 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 3:08 PM
To: Nash, Amber PREM:EX
Subject: RE: is there a delay in the 3pm phone call with labour? I'm on the line

Hahahahah.....oh man.....I should read calendars.....or get new contacts!!!! Thanks.

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: Nash, Amber PREM:EX
Sent: Wednesday, February 21, 2018 3:08 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: is there a delay in the 3pm phone call with labour? I'm on the line

It's a 3:30 call with Labour – Pre-brief is happening now.

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 3:07 PM
To: Nash, Amber PREM:EX
Subject: is there a delay in the 3pm phone call with labour? I'm on the line

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 10:18 AM
To: Poldrugovac, Saija FIN:EX; Clark, Layne PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: McKinstry, Cindy D FIN:EX
Subject: RE: January 2018 MC Reconciliation

STOP the presses. I copied you (I think) on the emails. Neither Citizen Services nor the Speakers Office have a policy. The Ministry may look at it this year.

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: Poldrugovac, Saija FIN:EX
Sent: Tuesday, February 6, 2018 10:15 AM
To: Clark, Layne PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: Cavanagh, Judy PREM:EX; McKinstry, Cindy D FIN:EX
Subject: RE: January 2018 MC Reconciliation

I hadn't heard anything yet in regards to this. Can you please follow up with their DM to see if anything was communicated out?

Thanks so much!

~Saija

From: Clark, Layne PREM:EX
Sent: Tuesday, February 6, 2018 9:50 AM
To: Poldrugovac, Saija FIN:EX; Parkinson, Elizabeth PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: RE: January 2018 MC Reconciliation

Hi Saija,

Was this ever dealt with? I have followed up with Citizen Services. I imagine at this point it's too late and we should proceed with whatever Christmas Cards Ministries have purchased, but I am asking if their DM gave any advice.

Layne

From: Poldrugovac, Saija FIN:EX
Sent: Tuesday, January 30, 2018 11:58 AM
To: Parkinson, Elizabeth PREM:EX; Clark, Layne PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: RE: January 2018 MC Reconciliation

Hi Elizabeth,

Can you please setup BEAs for the following Expenses on this statement.

- \$1620.00 Dec 7 - Media Luncheon
- \$306.45 Dec 12 - Open House

Our office never got copied on the final Christmas Card purchasing directive from Citizen's Services... **Layne, Can you please advise what the communicated procedure was this year?**

Policy:

The Deputy Minister of Citizen's Services, by way of a memo, informs Cabinet Ministers of the procedures for ordering of Christmas cards.

This is a big pcard balance so I'm hoping to get it in by tomorrow (if possible).

Thanks!

~Saija

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, January 26, 2018 9:15 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: January 2018 MC Reconciliation

Happy Friday Saija!

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, January 25, 2018 9:07 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: January 2018 MC Reconciliation

Hey, Can you send me the documents? They didn't get forwarded on.
~S

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, January 23, 2018 1:57 PM
To: Cavanagh, Judy PREM:EX
Cc: FIN FSA MIN OFF FIN:EX
Subject: RE: January 2018 MC Reconciliation

Thanks Judy!

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, January 23, 2018 12:19 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: January 2018 MC Reconciliation

Approved for processing.

Judy

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

From: Van Meer-Mass, Kate PREM:EX
Sent: Monday, January 22, 2018 2:45 PM
To: Cavanagh, Judy PREM:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: FW: January 2018 MC Reconciliation

All good by me!

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, January 22, 2018 2:42 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: January 2018 MC Reconciliation

Hi Kate,

Attached is the January MC reconciliation for the PO travel card. Can you please forward to Judy once approved?

Thanks,



Elizabeth Parkinson

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 5:00 PM
To: Clark, Layne PREM:EX
Subject: RE: JD

So sorry, I'm just getting to emails.

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: Clark, Layne PREM:EX
Sent: Wednesday, February 14, 2018 2:40 PM
To: Cavanagh, Judy PREM:EX
Subject: JD

Hey Judy,

Can you send me the final version of your job description?

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: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 9:00 AM
To: Parte, Maura PSA:EX
Cc: Loubert, Danny PREM:EX
Subject: job title

Hi Maura,

Can you help us with a title for Danny's increased responsibilities. I was thinking of Operations Assistant if that is ok.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 11:08 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Just tried calling you.....

I left a message. Call me when you're free.

604-775-`1662

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 9:04 AM
To: Wong, Tamarra PREM:EX
Subject: RE: Leave request

Approved.

Judy

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

From: Wong, Tamarra PREM:EX
Sent: Friday, February 16, 2018 9:04 AM
To: Cavanagh, Judy PREM:EX
Subject: Leave request

s.22

I know you approved this but just need it in writing 😊

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

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Withheld pursuant to/removed as

s.22

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 4:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Lunar Event
Attachments: Scan_20180207.pdf

Signed BEA.

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: s.15 | [\[mailto:Judy.Cavanagh@gov.bc.ca\]](mailto:Judy.Cavanagh@gov.bc.ca)
Sent: Wednesday, February 7, 2018 3:46 PM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 2:03 PM
To: Mihlar, Fazil JTT:EX
Cc: Jang, Monica JTT:EX
Subject: Lunar New Year

Hi Fazil,

Thank you for making the Lunar New Year celebration a success. Certainly appreciate Monica's responsiveness in making it all happen.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 8:18 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Lunar new year - Performers

Hi Elizabeth

Information on the performers for the BEA.

Still need to talk to you when you get in.

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: Kingston, Charlotte PREM:EX
Sent: Wednesday, February 14, 2018 6:08 PM
To: Cavanagh, Judy PREM:EX
Cc: Oreck, Mira PREM:EX
Subject: Re: Lunar new year

Hi Judy,

The performance group is GOH Ballet.

The contact is:
Amy Fullerton, Marketing and Communications Lead
GOH Ballet Academy and Youth Company
2345 Main Street, Vancouver BC
604-872-4014 afullerton@gohballet.com

and the requested honorarium is \$325+ tax (\$364 total)

Thanks for your budget investigations!

Thanks,
Charlotte

From: Cavanagh, Judy PREM:EX
Sent: February-14-18 5:58 PM
To: Kingston, Charlotte PREM:EX

Cc: Oreck, Mira PREM:EX

Subject: Lunar new year

Hi Charlotte,

Will you please give me the name of the performing group and contact information and the amount of the honorarium.

Thank you.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 11:08 AM
To: Hagglund, Jarrett GCPE:EX; Kingston, Charlotte PREM:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: FW: Lunar New Year Brunch

Hi Jarrett,

Please add Raymond Zhu to the list for tomorrow. Charlotte if there is anything he needs in advance will you please contact Monica (or let her know one way or the other)

Thank you.

Judy

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

From: Jang, Monica JTT:EX
Sent: Thursday, February 15, 2018 10:45 AM
To: Cavanagh, Judy PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: Lunar New Year Brunch

Hi Judy/Elizabeth:

Could we get Raymond Zhu, Senior Manager, China with the International Business Division added to the guest list?

Is there anything else I need to inform him other than the event is from 10am-noon tomorrow at Floata Restaurant?

Thanks,

Monica.

Monica Jang
Director, Executive Operations
Deputy Minister's Office
Ministry of Jobs, Trade and Technology
Phone: 604 660-3346
Mobile: 604 290-7572

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 11:02 AM
To: Jang, Monica JTT:EX
Cc: Hagglund, Jarrett GCPE:EX; Kingston, Charlotte PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx

Hi Monica,

Please send the name to the folks copied on this email. Jarrett, please note to add one more person.

Thank you.

Judy

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

From: Jang, Monica JTT:EX
Sent: Thursday, February 15, 2018 9:35 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx

Thanks Judy,

We will likely add one staff from the International Business Division to attend as well. I'll share the name as soon as confirmed. Should I send to you or Elizabeth?

Monica.

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 9:33 AM
To: Jang, Monica JTT:EX
Subject: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx

This is the confirmed attendee list.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 8:14 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx
Attachments: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx

For the BEA: Lunar New Year Brunch

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: Kingston, Charlotte PREM:EX
Sent: Wednesday, February 14, 2018 5:17 PM
To: Cavanagh, Judy PREM:EX
Subject: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 5:47 PM
To: Kingston, Charlotte PREM:EX
Subject: RE: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx

Thanks Charlotte.

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: Kingston, Charlotte PREM:EX
Sent: Wednesday, February 14, 2018 5:17 PM
To: Cavanagh, Judy PREM:EX
Subject: Lunar New Year Brunch 2018 Confirmed Attendees.xlsx

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 1:10 PM
To: Oreck, Mira PREM:EX
Cc: Devereux, Rick GCPE:EX; Parkinson, Elizabeth PREM:EX; Kingston, Charlotte PREM:EX
Subject: RE: Lunar New Year Dim Sum

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: Oreck, Mira PREM:EX
Sent: Wednesday, February 7, 2018 11:20 AM
To: Cavanagh, Judy PREM:EX
Cc: Devereux, Rick GCPE:EX; Parkinson, Elizabeth PREM:EX; Kingston, Charlotte PREM:EX
Subject: RE: Lunar New Year Dim Sum

Thanks, Judy. Charlotte will work with Rick on getting all of this together right away.

Mira

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 10:22 AM
To: Oreck, Mira PREM:EX
Cc: Devereux, Rick GCPE:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Lunar New Year Dim Sum

Hi Mira,

Please send the following information to Elizabeth Parkinson

Date of Event
Description of Event, including # of people
Copies of the 3 written quotes
Identify chosen quote (must have full name and contact information)

Elizabeth prepares a "BEA" Business expense authorization form that needs to be signed (by me) in advance. She can then make arrangements for the deposit.

I am assuming that others are taking care of the logistics, and menus.

Elizabeth if there is any other information you need, just respond to this email.

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: Oreck, Mira PREM:EX
Sent: Wednesday, February 7, 2018 10:02 AM
To: Cavanagh, Judy PREM:EX
Cc: Devereux, Rick GCPE:EX
Subject: RE: Lunar New Year Dim Sum

Likely 150 – we have space for 100 people.

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 3:56 PM
To: Oreck, Mira PREM:EX
Cc: Devereux, Rick GCPE:EX
Subject: RE: Lunar New Year Dim Sum

Hi Mira,

How many people are being invited?

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: Oreck, Mira PREM:EX
Sent: Tuesday, February 6, 2018 2:33 PM
To: Cavanagh, Judy PREM:EX
Cc: Devereux, Rick GCPE:EX
Subject: Lunar New Year Dim Sum
Importance: High

Hi Judy –

As discussed we are moving ahead with the LNY brunch on Feb 16th. Rick (cc'd) got 3 quotes and we settled on Floata Restaurant, which is \$20/per person (plus tip). They require a deposit.

Can you please work with us to move this along?

Many thanks,
Mira

Mira Oreck, Director of Stakeholder Relations
Office of the Premier
#740 – 999 Canada Place
Vancouver, BC
604 775 2644

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 2:31 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Marie Della Mattia
Attachments: Scan_20180223.pdf

Signed travel.

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: s.15 [mailto:Judy.Cavanagh@gov.bc.ca]
Sent: Friday, February 23, 2018 2:11 PM
To: Cavanagh, Judy PREM:EX
Subject: Scan From <Device Name>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 5, 2018 9:48 AM
To: Sherlock, Stephanie GCPE:EX
Subject: RE: Media Relations at VCO

Hi Stephanie,

No, there is nothing stopping your team from moving. They were at VCO when I arrived and we never had the discussion as to whether they had to be operating from that location.

Shall you and I talk more. I've postponed meeting with Raman this week. He was going to come over on Wednesday.

For the next 2 days, I can be reached on my cell at s.22

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: Sherlock, Stephanie GCPE:EX
Sent: Monday, February 5, 2018 9:41 AM
To: Cavanagh, Judy PREM:EX
Subject: Media Relations at VCO

Hi there,

Was thinking more about the possibilities.

If we are going to continue to operate out of both Hornby and VCO – is there anything stopping MY team from relocating to VCO?

They would really like to and I would love to have them better connected to the core and especially to the Events team that they work closely with.

Just throwing it out there –
Thanks

Stephanie Sherlock
Director, Media Relations
Government Communications & Public Engagement
778-584-1254

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 2:11 PM
To: Meggs, Geoff PREM:EX
Cc: Clark, Layne PREM:EX
Subject: Message to all staff

Hi Geoff,

Looks like I didn't keep a copy of my response to your draft message to staff.....some changes. s.22
s.22 s.13;s.22
s.13;s.22

I'm meeting with the VCO staff at 3:30pm on Wednesday to let them know s.22
s.22 it doesn't change the structure as proposed yesterday. It means the position will be a temporary back-fill at CI 11 or top ups for the 2 remaining. I'll do some more thinking about this.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 9:40 AM
To: Cleaver, Sheila C FIN:EX; Nash, Amber PREM:EX
Subject: RE: Monthly limit on purchase card review

Will do.

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: Cleaver, Sheila C FIN:EX
Sent: Tuesday, February 6, 2018 9:35 AM
To: Cavanagh, Judy PREM:EX; Nash, Amber PREM:EX
Subject: RE: Monthly limit on purchase card review

Okay, I will hold off on reducing. Please follow up once I can go ahead..

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 9:34 AM
To: Nash, Amber PREM:EX; Cleaver, Sheila C FIN:EX
Subject: RE: Monthly limit on purchase card review

Hi Amber and Sheila,

Yes, that is correct but please not until Elizabeth receives her card.

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: Nash, Amber PREM:EX
Sent: Tuesday, February 6, 2018 9:28 AM
To: Cleaver, Sheila C FIN:EX
Cc: Cavanagh, Judy PREM:EX
Subject: RE: Monthly limit on purchase card review

Hi Sheila,

It is my understanding that my card will be put down to \$10, 000.00 and the \$50, 000.00 limit is no longer needed on my card.

Amber

Amber Nash

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

From: Cleaver, Sheila C FIN:EX
Sent: Tuesday, February 6, 2018 9:20 AM
To: Nash, Amber PREM:EX
Subject: RE: Monthly limit on purchase card review

Hi Amber, just following up on the Email below, thank you.

From: Cleaver, Sheila C FIN:EX
Sent: Thursday, January 25, 2018 9:49 AM
To: Nash, Amber PREM:EX
Subject: Monthly limit on purchase card review

Hi Amber,

The Core Policy & Procedures Manual has been updated regarding the “Monthly Limits” on BMO purchase cards. Monthly Limits above \$10,000.00 require an additional approval. You currently have a monthly limit of \$50,000.00 on your card.

Please discuss with your Expense Authority (EA) and reply to me by **Friday, Feb 2nd** to advise if you require this higher limit you currently have or if it should be reduced. Also, cc: your EA when replying.

You can log into BMO Details online, click on the Statement tab to view all of your previous statements. This will give you an idea of how much you normally spend each month.

Also, please keep in mind that you use this card to purchase all of the airfare for your office including international travel.

If you do require a monthly limit above \$10,000, I will follow-up with Procurement Svs Branch for this additional approval, nothing further is required from your area.

I've included the link to the section in the Manual if you or your EA would like to review.

<https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy>

- Under Procedures – E. Special Types of Disbursements
- Click on E.6 Purchasing Card
- Click on Core Policy 4.3.19 – Purchasing Card #2 Transaction and Monthly Limit

Transaction and monthly limits above \$10,000 require the additional approval of Procurement Services Branch, Shared Services BC

Thank You.

Sheila Cleaver

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 4:23 PM
To: Clark, Layne PREM:EX
Subject: RE: Note

Oh no, I've become a subtraction.....that's like a footnote in history ☺

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: Clark, Layne PREM:EX
Sent: Wednesday, February 14, 2018 4:09 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Note

Yes – you are right. I just referenced you and romeo as a subtraction, so it make that math.

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 3:55 PM
To: Clark, Layne PREM:EX
Subject: RE: Note

Hi Layne,

Looks good. Lots of follow-up. FYI your figures for financial implications: it's a savings of \$4720 (not a deficit) unless my adding machine is off.

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: Clark, Layne PREM:EX
Sent: Wednesday, February 14, 2018 12:41 PM
To: Cavanagh, Judy PREM:EX
Subject: Note

See attached. We can discuss this and the Decisions meeting at our meeting on Friday.

L

Layne Clark
Director of Liaison and Coordination
Premier's Office

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 19, 2018 1:18 PM
To: Clark, Layne PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: Re: Note to All Staff

Hi Layne.

cant highlight Vanessa until she gives us her start date

A memo going out is good. Timing depends on getting all the individual meetings done

Judy

Sent from my iPhone

On Feb 19, 2018, at 12:16 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Hi All,

I think it makes sense for Geoff to send a note to all staff about the operational changes. I am thinking this can be sent out Friday after initial discussion at the OOP Staff meeting.

Note that the org chart includes Vanessa Geary... so let me know if you don't want to highlight this change so soon. Perhaps it's best to do that separately.

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

<OOP Staff Changes February 19.docx>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 2:03 PM
To: Szabo, Maria PREM:EX; Loubert, Danny PREM:EX
Subject: FW: o/s PCard reconciliation

Over to one of you.

Judy

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

From: Cleaver, Sheila C FIN:EX
Sent: Tuesday, February 6, 2018 1:54 PM
To: Cavanagh, Judy PREM:EX
Subject: o/s PCard reconciliation

Hi Judy,

This is a reminder that your BMO purchase card-stob 8530 reconciliation for the following month has not been received in CFFS for processing as of today's date:

\$	4.00	Dec 3/17
----	------	-------------

Your reconciliations are to be submitted before the end of each month.

Please refer to the following policies and procedures with regards to your responsibilities as a cardholder.

Government Core Policy and Procedures information:
http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/04_Expense_Mgmt.htm#4319

Stob 8530 is a Clearing Stob and must be at a zero balance at the end of each month.

Thank You.

Sheila Cleaver

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Sunday, February 18, 2018 10:12 AM
To: Meggs, Geoff PREM:EX; Clark, Layne PREM:EX; Wong, Tamarra PREM:EX
Subject: Of course there is something to add

After I sent our “to do” list, I thought of....

Kate – meet with Susan, Evan and Elizabeth (Thursday or next Monday)

Job descriptions need to be revised:

- Kate (hers)
- Sage work with Maura re Communications Assistant
- Jen (hers)

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

Shortt, Amanda PREM:EX

Subject: Office
Location: Judy's office

Start: Wed 2018-02-21 2:30 PM
End: Wed 2018-02-21 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cavanagh, Judy PREM:EX
Required Attendees: Loubert, Danny PREM:EX

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 20, 2018 4:27 PM
To: Loubert, Danny PREM:EX
Cc: Oreck, Mira PREM:EX
Subject: Re: Office Painting

Thanks Danny.

I'll need the alternate space.

Judy

Sent from my iPhone

On Feb 20, 2018, at 4:21 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Hi Judy and Mira,

I just wanted to give you both a heads up that tomorrow they will be working on your offices. I have alternate spaces available for you both if you need it.

Warmest Regards,

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 19, 2018 3:27 PM
To: Parte, Maura PSA:EX
Subject: OIC form

Hi Maura

Can you send me a copy of
The OIC form The one that you need to prepare an OIC

Thanks

Judy

Sent from my iPhone

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 20, 2018 9:26 AM
To: s.22
Cc: Parte, Maura PSA:EX
Subject: onboarding forms for OIC
Attachments: Checklist of Information Required for New Hires (3).docx;
consent_for_disclosure_of_criminal_record_information.pdf

Hi Vanessa,

Attached are two forms, for you to complete.

Please return the completed forms to Maura Parte, copied on this email along with two pieces id, one with a photo for the criminal record check.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 9:42 AM
To: Canitz, Shelley L PREM:EX
Subject: Organization Development

The woman at PSA that does this work is Alyson Blackstock.

Some decisions have been made here but I don't have fulsome details as of yet.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 15, 2018 3:22 PM
To: Meggs, Geoff PREM:EX; Clark, Layne PREM:EX
Cc: Parte, Maura PSA:EX
Subject: Organizational Structure - proposed compensation
Attachments: Salary Options Organizational Structure.docx

Hi Geoff and Layne,

Maura confirmed that the proposed increases as outlined in your memo of Feb. 13th will require issuing of new OICs. If the increases stay within the existing “band or grid”, an OIC is not required.

The attached memo will help you in deciding the following:

1. The number of OICs and/or payroll adjustments.
2. Or, staying within the current bands/grids to lower the number of OICs.

There are strong arguments for the restructuring and the subsequent increase in pay. Keep in mind that if a person is moved to the top of a band/grid, they either stay there for the rest of government’s term or, at some point an OIC will need to be issued.

We can discuss this on Friday.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 5:00 PM
To: Oreck, Mira PREM:EX; Hagglund, Jarrett GCPE:EX; Bain, Don PREM:EX; Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX
Cc: Loubert, Danny PREM:EX; Tello, Romeo PREM:EX; Szabo, Maria PREM:EX
Subject: Painting
Importance: High

Hi,

The painting starts tomorrow and will continue from Monday to Thursdays until finished (a couple of weeks). They are starting in the boardroom areas (1-3 and Cabinet) and reception. Danny will provide details as to when they will be tackling the individual offices as it unfolds. As well he will let us know what needs to be done for prep etc.

So, if you are susceptible to paint fumes (it's all water based), you may want to work from home.

We thank you in advance for your patience.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 2:52 PM
To: Manak, Nicky FIN:EX
Subject: Fwd: PCards Entered

FYI

Sent from my iPhone

Begin forwarded message:

From: "Poldrugovac, Saija FIN:EX" <Saija.Poldrugovac@gov.bc.ca>
Date: February 8, 2018 at 2:07:11 PM PST
To: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>
Subject: RE: PCards Entered

For Amber's two pcards from today. All of her other cards were entered prior to Jan 31st.
Nov - \$9817.00 (Stob 57) \$6324.00 (Stob 65)
Jan - \$25180.00 (Stob 57) \$3600 (Stob 65)

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 1:57 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: PCards Entered

Hi Saija,

Aah just heard from Nicky that the period is cut off so, the amounts will be in the next forecast. Do you recall any ballpark figures total.....

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: Poldrugovac, Saija FIN:EX
Sent: Thursday, February 8, 2018 1:24 PM
To: Cavanagh, Judy PREM:EX
Subject: PCards Entered

Hi Judy,

The two pcards have been entered today. You can contact Nicky tomorrow and ask her to run your reports.

~Saija

Saija Poldrugovac

Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance

Phone: (778) 678-3496 **Fax:** (250) 356-7326

E-mail: Saija.Poldrugovac@gov.bc.ca

Website: <http://www.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 2:08 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: PCards Entered

Holy Skookum. 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: Poldrugovac, Saija FIN:EX
Sent: Thursday, February 8, 2018 2:07 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: PCards Entered

For Amber's two pcards from today. All of her other cards were entered prior to Jan 31st.
Nov - \$9817.00 (Stob 57) \$6324.00 (Stob 65)
Jan - \$25180.00 (Stob 57) \$3600 (Stob 65)

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 1:57 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: PCards Entered

Hi Saija,

Aah just heard from Nicky that the period is cut off so, the amounts will be in the next forecast. Do you recall any ballpark figures total.....

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: Poldrugovac, Saija FIN:EX
Sent: Thursday, February 8, 2018 1:24 PM
To: Cavanagh, Judy PREM:EX
Subject: PCards Entered

Hi Judy,

The two pcards have been entered today. You can contact Nicky tomorrow and ask her to run your reports.

~Saija

Saija Poldrugovac

Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance

Phone: (778) 678-3496 **Fax:** (250) 356-7326

E-mail: Saija.Poldrugovac@gov.bc.ca

Website: <http://www.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 1:44 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: PCards Entered

Hi Saija,

Thank you so much, greatly appreciated.

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: Poldrugovac, Saija FIN:EX
Sent: Thursday, February 8, 2018 1:24 PM
To: Cavanagh, Judy PREM:EX
Subject: PCards Entered

Hi Judy,

The two pcards have been entered today. You can contact Nicky tomorrow and ask her to run your reports.

~Saija

Saija Poldrugovac
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: (778) 678-3496 **Fax:** (250) 356-7326
E-mail: Saija.Poldrugovac@gov.bc.ca
Website: <http://gwww.fin.gov.bc.ca/>
Serving all Ministers' Offices and the Office of the Premier

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 10:28 AM
To: Parte, Maura PSA:EX
Subject: RE: Position title

Hi Maura,

Give me a call when you get a chance. I have a meeting at 11 and at 3 (out over noon)

Judy

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

From: Parte, Maura PSA:EX
Sent: Thursday, February 22, 2018 10:03 AM
To: Cavanagh, Judy PREM:EX
Subject: Position title

Hi Judy,

With regards to Danny's title I searched for comparable positions in government. It will assist him in his career to have a position title that is consistent and understood across government.

Administrative Officers generally refer to positions that are doing work that is related to administering government programs or regulations, examples include investigative officers, officers, corporate contract administrators, regulatory officers.

I have attached both job descriptions for your review. I don't have a lot of insight into Danny's role there so can't comment on which one aligns more closely with this current duties. Because they are designed to meet the needs of DM/ADM offices I doubt either would be sufficient but we can draft a job profile using these as a starting point.

I'm available this morning if you would like to discuss further.

Maura

s.13

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 2:23 PM
To: Loubert, Danny PREM:EX
Subject: FW: Premier Office - Carpet Clean
Attachments: BGIS WSI Suite 730, 740, 765- 999 Canada Place EverCare Carpet Cleaningxls

Hi

I phoned Traceyshe passed along this information about the regular schedule for carpet cleaning. This is done by the landlord.

She is going to check on the dates for former painting.

Judy

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

From: Magee, Tracey FIN:EX
Sent: Wednesday, February 21, 2018 2:18 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Premier Office - Carpet Clean

FYI

From: Richard Morrison [<mailto:Richard.Morrison@bgis.com>]
Sent: Thursday, November 16, 2017 9:37 AM
To: Magee, Tracey FIN:EX
Subject: RE: Premier Office - Carpet Clean

Finally received the carpet cleaning schedule and is attached here. There is monthly service in high traffic areas and all offices cleaned 2 x per year. Last clean was 27Oct17.

Regards,

Richard Morrison
Facility Manager- South Vancouver Area
BGIS WSI
T:778-791-0966
NEW EMAIL
richard.morrison@bgis.com
www.bgis.com

From: Magee, Tracey FIN:EX [<mailto:Tracey.Magee@gov.bc.ca>]**Sent:** Thursday, November 02, 2017 11:55 AM**To:** Richard Morrison**Subject:** RE: Premier Office - UPDATED

Hi Richard,

I had started to write an email to you and just received this. It was nice to finally meet you yesterday.

Please advise on the vacuuming of that vacated space you saw. Was this completed last night? Is it being completed by the landlord instead of an MCR?

You had left before I was able to let you know, and not sure if Danny let you know, there was someone sent to site to clean the floors in the Premier's office washroom. According to Danny, you seeing them yesterday, they were a lot cleaner than they were. As per below, Danny is speaking with the cleaners again regarding this. We will await to see what they come back with. I'm not sure re-grouting is an option for us.

Vinyl floors in suite bathroom and kitchen – "Vinyl tile floors will need to be deep scrubbed and waxed which is over and above the cleaners scope at this time" Is this not annual cleaning item and he's suggesting its already been done and out of scope right now?

Cleaning Schedule/Annual Cleans – will look to receiving it from you once you get it.

Intrusion Alarm – I will check with Danny as to how this works in terms of activating and deactivating, swiping in or using codes etc.

As discussed yesterday, I have confirmed with Charlene Thackray, that the callers list has still not been revised and myself added. I have sent off a note to the Premier's Office person in charge of this requesting that at least my name be added so I can call things in. If this continues to take some time, are you able to submit work orders for this space?

Tracey Magee

Facilities Project Manager

Corporate, Financial and Facilities Services Branch

Corporate Services Division

Ministry of Finance

Ph: 250-812-8859

From: Richard Morrison [<mailto:Richard.Morrison@bgis.com>]**Sent:** Thursday, November 2, 2017 11:31 AM

To: Magee, Tracey FIN:EX
Subject: FW: Premier Office - UPDATED

Regards,

Richard Morrison
Facility Manager- South Vancouver Area
BGIS WSI
T:778-791-0966
NEW EMAIL
richard.morrison@bgis.com
www.bgis.com



In case of emergency please call **1-877-222-3112**

From: Richard Morrison [<mailto:Richard.Morrison@bgis.com>]
Sent: October-24-17 9:12 AM
To: Danilo Paunovski
Subject: Premier Office
Importance: High

Hi Dan,

Thanks for the conversation this morning. I do not have your last name. Tracy Magee in Victoria is organizing the move in. She had noted the following issues;

- Bathroom floors, within the suite, the common one and the Premiers washroom, within his office, have small white tiles on the floor, they are not very clean, the grout which is supposed to be white/light grey in color is dirty along with the tiles. In general, the washrooms look tired and overall need a thorough cleaning. I have inspected the floors in question and agree that they don't look great. The grout looks dirty. I will speak to our after hours cleaning company to address this issue once again. It is possible that this will not get a lot better as I recall cleaners trying to clean it before. It may need re-grouting which is not within their scope. UPDATE: Floors will require non cleaning solution ie; regROUT or stain. Include in project. Vinyl tile floors will need to be deep scrubbed and waxed which is over and above the cleaners scope at this time. I will let you know once I speak to the cleaners if there is anything they can do to make it look better. UPDATE: MCR will be required.
- The bathroom within the Premier's office has a full wall length mirror in his bathroom with a piece broken off and a crack in it (as per the attached picture). Is this a tenant repair? Yes, this one is. Update; We can cover with piece of painted wood. NO MCR REQUIRED. WSI TECH TO COMPLETE.
- The kitchen floors within the suite also need a thorough cleaning. Same goes for this floor, vinyl tiles will need to be scrubbed and waxed which is not part of the scope. UPDATE: REQUIRE MCR
- Who is the janitorial contractor for that location? The name of the company is Clean for Change UPDATE; MANAGED BY LANDLORD.

- What is the cleaning schedule – 5 days per week for wet spaces, 2 nights per week for their space? The schedule is attached. UPDATE; NOT ATTACHED IN ORIGINAL MSG. HAVE REQUESTED AGAIN.
- When is the annual cleans done and the last time they were done ie. carpets, hard floor surfaces, interior and exterior windows, high dusting? See attached. UPDATE; NOT ATTACHED IN ORIGINAL MSG – REQUESTED AGAIN.
- Access cards for that space – do they come from the landlord? The access cards are ordered through us and activated by the access system control in the premier's office. This applies to all government units. Once activated by the premiers office we then proceed and activate it on our system providing the name is provided by the premier's office.
- The history of the HVAC and any issues they have had A few issues over the years, I'm sure but I am have been here only 7 months and most issues are related to adjusting the temperature in offices. The system in place is not very customizable and with higher occupancy we typically have to make manual adjustments for the airflow and heating/cooling. There are some obvious limitations of the building's HVAC system but we do manage and troubleshoot the issues as they are brought up. You should also know that aside from the building HVAC system there are some tenant HVAC equipment serving server room that have been put in by the tenant and therefore the maintenance is arrange by your office directly, using your own contractors.
- Intrusion alarm system – is there one and how is it set up? Yes, I'm aware that there is one in place but it is maintained nor monitored though us. UPDATE; THIS WAS INSTALLED BY SSBC AND MAINTAINED BY BGIS-WSI THROUGH PALADIN SECURITY.
- what we do/who to notify to use the elevator for moving furniture in and out. On November 1st, I will be heading over there for some internal moves taking place and there will be furniture that will be moved out and taken to surplus. I need to know the proper building procedures. This is always done through our office, so please direct all inquiries to us. The Nov 1st move has been arranged with premier's office and everything is in place at this point. UPDATE; THIS INCLUDES ALL MEDIA EVENTS OR WHERE THERE IS MOVEMENT OF LARGE OBJECTS.

Hope this helps.

Regards,

Richard Morrison
Facility Manager- South Vancouver Area
BGIS WSI
T:778-791-0966
NEW EMAIL
richard.morrison@bgis.com
www.bgis.com



In case of emergency please call **1-877-222-3112**

Please consider the environment before printing this email - Help save our planet.

Veuillez songer à l'environnement avant d'imprimer le présent courriel – Aidez-nous à protéger notre planète.

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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 4:13 PM
To: Andersen, Kris TAC:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Premier's Office - Loan 5821

Great, thanks. I will contact him as well as there are up to 4 pieces that I may want him to install (one for sure)

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: Andersen, Kris TAC:EX
Sent: Thursday, February 22, 2018 4:10 PM
To: Cavanagh, Judy PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Premier's Office - Loan 5821

I will follow up with Ed at Denbigh to do this. He is looking at the feasibility of doing the work next week...

Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 4:07 PM
To: Andersen, Kris TAC:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Premier's Office - Loan 5821

Hi Kris,

Thank you for the clarification on the process for the agreement. I confirm that 74-166 should go to Boardroom 1 and the other 3 pieces from my office be removed.

Will I also be receiving a cost estimate for the delivery and installation? I will need approval of this cost before we proceed.

Thanks Kris,

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: Andersen, Kris TAC:EX
Sent: Thursday, February 22, 2018 3:18 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Premier's Office - Loan 5821

Hi Judy,

I will revise the loan agreement. While you signed the draft loan agreement which I had forward to ensure that everything was documented as you expected, normally a loan agreement is not finalised and signed off until the works are installed and it reflects the exact location that every work was hung (as sometimes there are last minute changes during installation). Therefore I will make the changes on the draft agreement and will finalize it for signature after the installation is complete.

While I was pulling the four pieces you noted to put them back into circulation, I noted that the draft loan agreement may have had one error related to 74-166. My hand written notes from the day you visited the art vault and the shipping note on the work itself indicate that this work was to be installed in Boardroom 1 and not your office. The other three works you noted were planned for your office.

Can I confirm that you do not want any works installed in your office and that 74-166 by Robert Steele entitled "Transfer Monoprint / Expanding Mod. Theme 2 should be installed in Boardroom 1?

Meanwhile, I have reached out to Denbigh this afternoon to determine a feasible installation date and will follow up with you as soon as I hear back.

Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 10:12 AM
To: Andersen, Kris TAC:EX
Subject: RE: Premier's Office - Loan 5821

Hi,

Will we need to revise the agreement to show the 4 paintings no longer coming to this office? Or, will the email attached to the agreement suffice?

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: Andersen, Kris TAC:EX
Sent: Tuesday, February 20, 2018 4:32 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Premier's Office - Loan 5821

Hi Judy,

Yes I did. Sorry, I have been flying with several urgent items. I know that a March 1 install will not work because of my schedule but I will reach out to Denbigh in the next or two to see what would work best on both sides of the water. Meanwhile, I will be putting the four pieces you no longer want in your office, back into circulation.

Cheers,

Kris Andersen

Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Cavanagh, Judy PREM:EX

Sent: Tuesday, February 20, 2018 4:29 PM

To: Andersen, Kris TAC:EX

Subject: Fwd: Premier's Office - Loan 5821

Hi Kris

I haven't heard from you. Just checking to see if you got this email

Judy

Sent from my iPhone

Begin forwarded message:

From: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>

Date: February 16, 2018 at 9:40:18 AM PST

To: "Andersen, Kris TAC:EX" <Kris.Andersen@gov.bc.ca>

Cc: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>

Subject: Premier's Office - Loan 5821

Hi Kris,

We can make arrangements for the delivery and installation of the art for the Vancouver Cabinet Office (formerly Office of the Premier – Vancouver).

I would also like to amend the Loan Agreement to remove the 4 pieces slated for the Executive Director's office:

Acquisition # - 86-001.010, 93-001.022, 74-089, 74-166

Dates for delivery and installation can be as follows:

March 1, 5 (afternoon), 7, 12, 14.

If none of those dates are possible, I'll re-arrange my schedule. Ideally it would be great to have it done prior to March 8th.

I'll contact Ed about the cost to hang additional art.

Thank you.

Judy

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 2:24 PM
To: Loubert, Danny PREM:EX
Subject: FW: Premiers Office - Janitorial
Attachments: Lease 2938B Schedules.pdf

Schedules.

Judy

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

From: Magee, Tracey FIN:EX
Sent: Wednesday, February 21, 2018 2:19 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Premiers Office - Janitorial

From: Richard Morrison [<mailto:Richard.Morrison@bgis.com>]
Sent: Thursday, November 16, 2017 11:11 AM
To: Magee, Tracey FIN:EX
Subject: RE: Premiers Office - Janitorial

Hi Tracey, this is the cleaners schedule and its Schedule C as this lease dates back to 2004. Exterior windows are done 1x per year. They have a limited availability as they are not allowed to work on that side of the building when a cruise ship is docked. The interior windows are done frequently or whenever required. Because of the patio, the exterior windows in some offices can be done whenever required.

Regards,

Richard Morrison
Facility Manager- South Vancouver Area
BGIS WSI
T:778-791-0966
NEW EMAIL
richard.morrison@bgis.com
www.bgis.com



In case of emergency please call **1-877-222-3112**

From: Magee, Tracey FIN:EX [<mailto:Tracey.Magee@gov.bc.ca>]
Sent: Wednesday, November 15, 2017 2:13 PM
To: Richard Morrison
Subject: RE: Premiers Office - Janitorial

Hi Richard,

Please forward the schedule J when you receive along with the cleaning company's task schedule.

My questions still haven't been answered in terms of the annual cleans. I still need to know when was the last time the carpets were done and the next time they are scheduled to be done, along with the windows (interior and exterior), the floors, the high dusting etc. whatever is done annually. Please provide this information.

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

From: Richard Morrison [<mailto:Richard.Morrison@bgis.com>]
Sent: Wednesday, November 15, 2017 12:22 PM
To: Magee, Tracey FIN:EX
Subject: Premiers Office - Janitorial

Hi Tracey,

Within the lease the janitorial specifications are located within Schedule J. We were not given schedule J so I have asked Leasing for a copy of this. I have received the Cleaners task schedule but it does not mention annual cleaning for flooring.

There is also a recurring PO for carpet cleaning and I have requested a copy of this from our Finance Team.

Regards,

Richard Morrison
Facility Manager- South Vancouver Area
BGIS WSI
T:778-791-0966
NEW EMAIL
richard.morrison@bgis.com
www.bgis.com



In case of emergency please call **1-877-222-3112**

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Veillez songer à l'environnement avant d'imprimer le présent courriel – Aidez-nous à protéger notre planète.

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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 2:28 PM
To: Clark, Layne PREM:EX
Subject: RE: PS Mandate Letter - Dean Final.pdf

Great, Thank you

Judy

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

From: Clark, Layne PREM:EX
Sent: Friday, February 23, 2018 2:25 PM
To: Cavanagh, Judy PREM:EX
Subject: PS Mandate Letter - Dean Final.pdf

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: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 20, 2018 12:42 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Purchasing

Go ahead and order both toner and pods.

Judy

Sent from my iPhone

On Feb 20, 2018, at 12:31 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Judy,

Are we ok to order a couple of items? One of the main printers is on empty and we are responsible for the toner. They are normally over \$100 each, but we've sourced it on sale at \$23 each. I'd like to order 3 at this price as it will get used.

The second item is Nespresso pods for the coffee masses here in the office. We are on low again and another order should hold us for about 6-8 weeks and would be about \$150.

Thanks,

<image001.png>

Elizabeth Parkinson

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 12:55 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: quick call

I wasn't on my phone...that's the second time today it has done that. Where can I reach you? Or, today, I'm at s.22 s.22

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: Poldrugovac, Saija FIN:EX
Sent: Wednesday, February 21, 2018 12:40 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: quick call

Just tried but I think you are on the line. Went straight to voicemail.

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 12:23 PM
To: Poldrugovac, Saija FIN:EX
Subject: quick call

Hi Saija,

Can you give me a quick call on my cell ---- 604-312-0771

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 4:54 PM
To: Szabo, Maria PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Quote for office catering - Friday, Feb 16th | 168856 Catering Proposal

Approved.

Delivery should be 12:30pm

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: Szabo, Maria PREM:EX
Sent: Tuesday, February 13, 2018 4:35 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Quote for office catering - Friday, Feb 16th | 168856 Catering Proposal

Hi Judy,

What do you think of this?

\$154.88 includes:
Fresh Fruit and Cheese Platter
Assorted Crackers and Gluten Free Crackers
Baguettes - Sourdough *NF*
Coffee & Specialty Tea
Menu based on 15 guests

Let me know and I'll confirm!

Best,

Maria

From: Jenney Luong [<mailto:jenneyl@lazygourmet.ca>]
Sent: Tuesday, February 13, 2018 4:31 PM
To: Szabo, Maria PREM:EX
Subject: Re: Quote for office catering - Friday, Feb 16th | 168856 Catering Proposal

Hi Maria,

Thanks for your inquiry with Lazy Gourmet.

Attached is the catering proposal that you had requested for Friday, February 16th based on (15) guests. For (15) guests, I would recommend going with a medium sized fruit & cheese platter which would come with a small size of each the fruit and cheese. The platter sizes accommodates as follows:

Small - up to 15 guests

Medium - up to 30 guests

Large - up to 40 guests

Please let me know if you have any questions/changes or if you'd like to move forward with the proposal.

Cheers,

Jenney Luong, *Events Manager, Corporate and Special Event Sales*

Imagine . Taste . Enjoy

The Lazy Gourmet

1605 West 5th Ave, Vancouver, BC V6J 1N5

Tel: 604-734-2507 / Fax: 604-734-5877

www.lazygourmet.ca

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Winner - GOLD 2015 - WestEnder

Winner - Readers Choice 2015 - Georgia Straight

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s.22

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 1:52 PM
To: Manak, Nicky FIN:EX
Subject: RE: Reports

Ok, darn. I'll ask her to give me a ball park. I'm trying to get as close as possible to determine what type of restrictions need to be placed on any STOBs.

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: Manak, Nicky FIN:EX
Sent: Thursday, February 8, 2018 1:49 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Reports

No the period is closed. They will be in for next month. I have left a lot of extra room under travel to cover them off. They may not all belong under travel but at least the amount will included in the forecast

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 1:45 PM
To: Manak, Nicky FIN:EX
Subject: RE: Reports

Hi Nicky,

I just heard from Siaja that all the PC information was entered today. Will that change these reports?

Judy

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

From: Manak, Nicky FIN:EX
Sent: Thursday, February 8, 2018 12:27 PM
To: Cavanagh, Judy PREM:EX
Subject: Reports

As discussed.


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.

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Withheld pursuant to/removed as

s.22

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:29 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Request from the Premier

Good idea.

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: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, February 21, 2018 1:11 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Request from the Premier

Thanks Judy! I'll call Danny and ask him to test it out if that's ok, so that we can best decide which one to get for this office.

Elizabeth

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:06 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Request from the Premier

Hi Elizabeth,

Approved to purchase one for the Victoria office. It will need to remain with the Premier's office, if we are no longer government.

And, good news, we found a new one here today!

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: Parkinson, Elizabeth PREM:EX
Sent: Friday, February 16, 2018 1:35 PM
To: Cavanagh, Judy PREM:EX
Subject: Request from the Premier

Hi Judy,

Am I able to purchase a fabric steamer for the Premier for PO and for VCO? Protocol left one here when the Governor was visiting but have come back to collect it.

Thanks,



Elizabeth Parkinson

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 9:56 AM
To: Clark, Layne PREM:EX
Subject: RE: Revised Org chart

Perfect. 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: Clark, Layne PREM:EX
Sent: Thursday, February 22, 2018 9:30 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Revised Org chart

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 9:29 AM
To: Clark, Layne PREM:EX
Subject: Revised Org chart

Hi Layne,

Can you send me another draft – with my name back on. As I mentioned earlier let's not circulate it at this stage with VG's name.

After that, your next revision will be with Tamarra's replacement, VG and a new Communications Assistant.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 8:38 AM
To: Clark, Layne PREM:EX
Subject: RE: REVISIONS

A Deputy Chief of Staff would need an executive coordinator.....that job would be as busy as Geoff's is now

I will have discussions with Danny and Maria perhaps Friday. I talked to Romeo yesterday.^{s.22}

s.22

s.22

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: Clark, Layne PREM:EX
Sent: Thursday, February 8, 2018 8:32 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: REVISIONS

If we had a VCO manager, why would we need an Executive Coordinator?

I think I like the first proposal best so far. Have you spoken to Danny and Maria? Do they have thoughts on a replacement for Romeo/if it is needed?

Layne

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 8:17 AM
To: Clark, Layne PREM:EX
Subject: REVISIONS

Did more thinking.....added Scenario 2 for staffing.....your thoughts

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

Page 249 of 292 to/à Page 251 of 292

Withheld pursuant to/removed as

s.22

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 3:53 PM
To: Parte, Maura PSA:EX; Clark, Layne PREM:EX
Subject: salaries and classifications Premier's Office
Attachments: Executive Branch - Chief of Staff with classification.xlsx

Hi Maura and Layne

I was working on this document (for estimates) when direction was received about staffing, so I completed it based on the proposed increases. I reviewed the current classifications maximums. The proposed increase will exceed the maximums within 3 current salary grids. These would require new OICs rather than just a payroll adjustment. (I think that's the case).

Maura, you have the definitive word

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 5:02 PM
To: Banister, Lori FIN:EX
Subject: RE: Service Agreement

Hi Lori,

Please call me at 604-775-1662 --- that is my direct line.

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: Banister, Lori FIN:EX
Sent: Tuesday, February 13, 2018 4:56 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Service Agreement

Right, I was talking to Darcy O'Neill about it, an accountant and our team lead about it and will continue my conversation with him tomorrow.

I'll call you at 10am at : 604-775-1600.

Lori

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 4:54 PM
To: Banister, Lori FIN:EX
Subject: RE: Service Agreement

Hi Lori,

10am is good. That language was developed by the lawyers in conversation with me. It's unique to Bob's contract. We will have to figure out what is required from the Finance end.

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: Banister, Lori FIN:EX
Sent: Tuesday, February 13, 2018 4:33 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Service Agreement

10am would be better, if you could.

I've been looking at Bob Dewar's contract – do you know whose contract was used as a template for Bob's?

Lori

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 4:16 PM
To: Banister, Lori FIN:EX
Subject: RE: Service Agreement

Yes, will 9:30 work for you..... We also have to amend Bob Dewar's contract.

If that time works for you can you please send an Invite.....or with a time that works.....

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: Banister, Lori FIN:EX
Sent: Tuesday, February 13, 2018 4:09 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Service Agreement

Hi, thanks. Would you like to talk tomorrow – I'm free most anytime at this point. Lori

Lori Banister
Procurement Specialist, CFFS
Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 3:26 PM
To: Banister, Lori FIN:EX
Subject: Service Agreement

Hi Lori,

Attached is the invoice for which a Service Agreement needs to be set up. Please give me a call to discuss the paperwork required.

Thank you.

Judy

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 11:00 AM
To: Loubert, Danny PREM:EX
Subject: FW: Shipping from Victoria to Vancouver

Will you please contact Ed Chan today/Monday to determine logistics as the date is March 1st. 31 pieces, they may need access/elevator etc. Also inquire about the cost of the installation of the indigenous carving and perhaps up to 3 other pieces.

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: Andersen, Kris TAC:EX
Sent: Friday, February 23, 2018 10:04 AM
To: 'Ed Chan'
Cc: DenbighFAS; Cavanagh, Judy PREM:EX
Subject: RE: Shipping from Victoria to Vancouver

Hi Ed,

That timing works great! Looks like everything is a go. Please follow up with Judy directly regarding logistics for accessing the office and billing.

Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Ed Chan [<mailto:ed@denbighfas.com>]
Sent: Friday, February 23, 2018 9:10 AM
To: Andersen, Kris TAC:EX
Cc: DenbighFAS
Subject: RE: Shipping from Victoria to Vancouver

Hi Kris,

We can install Thursday, March 1st at approximately 9:00AM.

Best,

--

Ed Chan | Projects Manager

denbigh fine art services

155 West 7th Avenue
Vancouver, BC V5Y 1L8 | CANADA
Tel & Fax: 1 604 876 3303
ed@denbighfas.com
www.denbighfas.com



From: Andersen, Kris TAC:EX [<mailto:Kris.Andersen@gov.bc.ca>]
Sent: Friday, February 23, 2018 9:04 AM
To: Ed Chan <ed@denbighfas.com>
Cc: DenbighFAS <info@denbighfas.com>
Subject: RE: Shipping from Victoria to Vancouver

Hi Ed,

We are good to go from a cost perspective and for pick up on Monday, February 26 at about 11:30 am. Can you advise as to when installation might be?

Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Ed Chan [<mailto:ed@denbighfas.com>]
Sent: Friday, February 23, 2018 7:47 AM
To: Andersen, Kris TAC:EX
Cc: DenbighFAS
Subject: RE: Shipping from Victoria to Vancouver

Hi Kris,

Thanks – cost would be as follows:

Transport VIC-VAN	\$900.00
Installation	\$1000.00

All applicable taxes are extra. Monday is our best opportunity to collect the works next week if possible.

Thanks,

--

Ed Chan | Projects Manager

denbigh fine art services

155 West 7th Avenue
Vancouver, BC V5Y 1L8 | CANADA
Tel & Fax: 1 604 876 3303

ed@denbighfas.com
www.denbighfas.com



Shortt, Amanda PREM:EX

Subject: Staff meeting
Location: Boardroom

Start: Wed 2018-02-21 11:00 AM
End: Wed 2018-02-21 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cavanagh, Judy PREM:EX
Required Attendees: Tello, Romeo PREM:EX; Szabo, Maria PREM:EX; Loubert, Danny PREM:EX

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 9:17 AM
To: Parte, Maura PSA:EX
Subject: RE: Staff Salary Schedule

Hi Maura,

Let's add this to the Agenda. Hindsight is perfect. You are right. It would have been better with generic titles, like Director, Manager etc.

Thank you for the clarification.

Judy

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

From: Parte, Maura PSA:EX
Sent: Wednesday, February 14, 2018 9:11 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Staff Salary Schedule

Hi Judy,

I have attached the Salary Range Regulation here as well. Ideally we would have made the regulation more general so we wouldn't need to amend it each time we add a new position. For instance, Band 6 could just be the positions of directors and executive directors instead of specifying portfolios. When we created the stakeholder relations manager position we had to amend the OIC which wouldn't have been necessary if we had just the title of "manager" in the Band 3 category.

Your position does not fall into a band (per the Salary Range Regulation) so your salary is specified in your OIC:
[http://www.bclaws.ca/civix/document/id/oic/oic_cur/0266_2017/search/CIVIX_DOCUMENT_ROOT_STEM:\(cavanagh\)%20AND%20CIVIX_DOCUMENT_ANCESTORS:oic_cur?1#hit1](http://www.bclaws.ca/civix/document/id/oic/oic_cur/0266_2017/search/CIVIX_DOCUMENT_ROOT_STEM:(cavanagh)%20AND%20CIVIX_DOCUMENT_ANCESTORS:oic_cur?1#hit1).

Your position is in a category that is comparable to an ADM, up to a maximum of \$165,000, there is no minimum. There may also be some examples of EDs that fall into this category in the public service, I can explore that more if you like.

We adopted the same compensation framework as the public service so we could promote consistency across government. With this in mind I think anything above Band 6 should be considered to be at the ADM/DM level.

We can add this to our agenda for further discussion tomorrow if you like, in the meantime please let me know if you need more information.

Maura

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 7:54 AM
To: Parte, Maura PSA:EX
Subject: RE: Staff Salary Schedule

Hi Maura,

Clarification for the salary band that my position is in. There is a maximum of \$165,000 --- what is the minimum for that level? Can a salary of \$125,000 be in that band or, is it Band 6 with a title of Director (or can the title still be Executive Director)

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: Parte, Maura PSA:EX
Sent: Tuesday, February 13, 2018 3:30 PM
To: Cavanagh, Judy PREM:EX
Subject: Staff Salary Schedule

Hi Judy,

Attached is an updated chart with positions and salaries for the Minister's offices and the Office of the Premier. The Salary Regulation would be amended this week (timing to be confirmed) to include the position of Special Advisor in Band 6.

Maura

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 20, 2018 9:02 AM
To: Vanessa Geary
Subject: Re: Start date

Hi Vanessa

March 12 is good. s.22

I'll send you a form to compete soon as it comes my way

s.22

Judy
Sent from my iPhone

> On Feb 20, 2018, at 8:26 AM, Vanessa Geary <Vanessa_Geary@vancity.com> wrote:

> s.22

> Hi -

>

> I have a start date of March 12.

>

s.22

>

> Thanks Vanessa

>

>

> If you do not want to receive emails about our products and services please visit www.vancity.com/OptOut

>

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, February 16, 2018 3:26 PM
To: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: TAsk list for Feb 21 meeting
Attachments: Work Activities February 21 2018.docx

Hi here, it is. Romeo you have not disappeared but tasks have been dispersed.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 9:39 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Tracking Dewar Contract expenses

Hi Elizabeth,

Can you please set up an excel tracking sheet for Bob's contract. Please put it in the J drive so we both have access:

Total Contract to March 31, 2017

Fees – Max \$35,000

GST (wasn't included in the contract as MOF says gov't doesn't pay) Needs more clarification which we will get from first payment)

Bob's Expenses: (max - \$ 10,000)

Travel - Government

Airfare (on PC card)

BC travel (airfare, hotel, perdiem)

Thanks Elizabeth

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

Shortt, Amanda PREM:EX

Subject: Tracking etc.
Location: Judy's office

Start: Thu 2018-02-22 10:00 AM
End: Thu 2018-02-22 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cavanagh, Judy PREM:EX
Required Attendees: Szabo, Maria PREM:EX

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 5, 2018 4:19 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: training for Elizabeth

Hi Jackie,

Preveen is meeting with Elizabeth today regarding training. She will train, I believe, on processing the invoice. Let's hope it works well.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 7, 2018 8:18 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Travel

That would be great Saija, thank you.

Judy

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

From: Poldrugovac, Saija FIN:EX
Sent: Wednesday, February 7, 2018 7:46 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Travel

Judy, There are a few pcards that will be entered this week. I tried last week but still had to wait for a few things. How about I get these in today and tomorrow and then we ask Nicky Manak to run your reports.

~S

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 5:13 PM
To: Poldrugovac, Saija FIN:EX
Subject: Travel

Hi Saija,

Are you able to provide "actuals" on STOB expenses for the months of December/January for

Executive Branch

STOB 50 - Salaries
STOB: 57 – Travel
STOB: 65 – Office and Business Expenses

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 14, 2018 10:28 AM
To: Dewar, Bob PREM:EX
Subject: travel expenses

Hi Bob,

As we are amending the contract to reflect charges for GST, it is a good time to review the expenses portion as well - between now and the end of March how many trips do you anticipate to Victoria? And, do you know of trips to Vancouver, or elsewhere, if any?

As well, over the next few weeks, we need to discuss the contract renewal for 2018/19. We should also review the expenses portion.

Thank you.

Judy

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 6, 2018 6:52 PM
To: Oreck, Mira PREM:EX
Cc: Kingston, Charlotte PREM:EX; Bain, Don PREM:EX; Wong, Tamarra PREM:EX; Loubert, Danny PREM:EX
Subject: RE: Travel to Victoria

Great, thanks.

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: Oreck, Mira PREM:EX
Sent: Tuesday, February 6, 2018 6:42 PM
To: Cavanagh, Judy PREM:EX
Cc: Kingston, Charlotte PREM:EX; Bain, Don PREM:EX; Wong, Tamarra PREM:EX
Subject: Re: Travel to Victoria

Judy, we will definitely travel by ferry for the budget. And I'm happy to do so through March if I need to be there.

Thanks,
Mira

Mira Oreck
604 839 1967

On Feb 6, 2018, at 6:40 PM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi,

Can you please give me an estimate of the number of trips you have planned for February/March. Tamarra a rough estimate for Geoff and yourself would be good as well.

March, may be quite restricted to the Premier and Geoff.

Mira, for Feb. 19-20, if 2-3 of your team are travelling, ferry will be the best option. If there are some other considerations. Please let me know.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:33 PM
To: Bain, Don PREM:EX
Subject: RE: UBCIC Chiefs Council Final Agenda

s.22

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: Bain, Don PREM:EX
Sent: Wednesday, February 21, 2018 1:32 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: UBCIC Chiefs Council Final Agenda

Thank you Judy.. s.22

Don Bain | Special Advisor
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1675 | E: don.bain@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:26 PM
To: Bain, Don PREM:EX; Meggs, Geoff PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Loubert, Danny PREM:EX; Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; Tello, Romeo PREM:EX; Clark, Layne PREM:EX; Brown, Evan PREM:EX
Subject: RE: UBCIC Chiefs Council Final Agenda

Congratulations Don,

Recognition well deserved.

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: Bain, Don PREM:EX
Sent: Wednesday, February 21, 2018 12:59 PM
To: Meggs, Geoff PREM:EX; Cavanagh, Judy PREM:EX; Oreck, Mira PREM:EX; Szabo, Maria PREM:EX; Loubert, Danny PREM:EX; Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; Tello, Romeo PREM:EX; Clark, Layne PREM:EX; Brown, Evan PREM:EX
Subject: UBCIC Chiefs Council Final Agenda
Importance: High

Hello all,

Tomorrow, I will not be on the morning calls as I will be attending the morning portion of the UBCIC Chiefs Council meeting. The agenda is attached for your information.

For your information, the UBCIC Executive extended an invitation to myself to be publicly honoured for my 18 years of service at the UBCIC. The ceremony is at 11:30 am.

Don Bain | Special Advisor
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1675 | E: don.bain@gov.bc.ca

From: Andrea Glickman [<mailto:andrea@ubcic.bc.ca>]
Sent: Wednesday, February 21, 2018 6:01 AM
To: Andrea Glickman <andrea@ubcic.bc.ca>
Subject: Chiefs Council Reminder: Shuttle Bus and Final Agenda
Importance: High

Good morning UBCIC Chiefs Council, sister organizations and friends,

Attached please find the **final agenda** for the Chiefs Council meeting today and tomorrow (February 21-22), which will be held at **Musqueam Community Centre, xʷməθkʷəy̓əm (6735 Salish Drive, Vancouver- [Google Map Link](#)), Musqueam Territory.**

This email is a reminder that **there will be a shuttle bus picking up guests from the River Rock Casino Resort (8811 River Rd, Richmond) and another shuttle bus picking up guests from the Holiday Inn and Suites Vancouver Downtown (1110 Howe Street, Vancouver), providing transport to Musqueam, and returning guests to their hotels at the end of the day. The shuttle buses will be available for pick up at 7:30 a.m., leaving at 7:40 a.m. They will be available for return from Musqueam at 5:00 p.m., leaving at 5:10 p.m**

If you have any questions or concerns, please don't hesitate to call 604-842-2977 or email andrea@ubcic.bc.ca.

Sincerely,

Andrea Glickman
Policy Director

Union of B.C. Indian Chiefs

TEL	(604) 684 0231
CELL	(604) 842 2977
FAX	(604) 684 5726
E-MAIL	andrea@ubcic.bc.ca
WEBSITE	www.ubcic.bc.ca

401 - 312 Main Street, Vancouver BC V6A-2T2

OUR LAND IS OUR FUTURE

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 8, 2018 5:41 PM
To: Farmer, Susan PREM:EX
Subject: RE: updated statement for Feb with coding tweaked

Approved.

Judy

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

From: Farmer, Susan PREM:EX
Sent: Thursday, February 8, 2018 12:45 PM
To: Cavanagh, Judy PREM:EX
Subject: updated statement for Feb with coding tweaked

Attached ☺

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 28, 2018 9:48 AM
To: 'Doug McConnell'; Magee, Tracey FIN:EX
Cc: Service Coordinator
Subject: RE: URGENT re chair cleaning

Thank you everyone. It is all set up for Thursday.

Judy

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

From: Doug McConnell [mailto:dmccconnell@heritageoffice.com]
Sent: Wednesday, February 28, 2018 8:15 AM
To: Magee, Tracey FIN:EX
Cc: Cavanagh, Judy PREM:EX; Service Coordinator
Subject: RE: URGENT re chair cleaning

Hi Tracey and Judy,

Tim from our Service department will be reaching out to coordinate the completion

Doug McConnell

Heritage Office | 1588 Rand Ave Vancouver | V6P 3G2 | D 604.689.6752 | C 604.861.0142 | F 604.689.5388

From: Magee, Tracey FIN:EX [mailto:Tracey.Magee@gov.bc.ca]
Sent: Wednesday, February 28, 2018 8:07 AM
To: Doug McConnell
Cc: Cavanagh, Judy PREM:EX
Subject: FW: URGENT re chair cleaning

Hi Doug,

Please see Judy's note below, it looks like the chairs may require some re-cleaning. Can you please give Judy a call at the number listed below to discuss.

Thanks

Tracey Magee

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

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 28, 2018 8:01 AM
To: Magee, Tracey FIN:EX
Cc: Loubert, Danny PREM:EX
Subject: URGENT re chair cleaning

Hi Tracey,

Can you call the chair cleaners ASAP to see if they can send someone back today or Thursday?

There was a problem with the Cabinet chairs yesterday. The material on a number of chairs was "bagging" from the water. The cleaner Drhyu, decided that he would partially clean the head rests. I was aware of this as we were both worried about the bagging of the fabric. Well this morning, for the most part, the material tightened up. But the problem is that for the head rests on many of them he cleaned cross the top. Now it has dried in such a way that the head rests are marked and looked stained (the difference from where they were cleaned and where they are still dirty). The head rests will need to be done again.

Someone is suppose to show up here this morning to pick up the equipment. I'll talk to him/her as well .

Today, I can be reached at 604-312-0771. Please call me as s.22

Thank you.

Judy

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, February 21, 2018 1:35 PM
To: Wong, Tamarra PREM:EX
Subject: RE: Vacation Approval

Approved.

Judy

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

From: Wong, Tamarra PREM:EX
Sent: Wednesday, February 21, 2018 11:06 AM
To: Cavanagh, Judy PREM:EX
Subject: Vacation Approval

s.22

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 27, 2018 4:54 PM
To: Parte, Maura PSA:EX
Subject: RE: Vacation Rules

Great, 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: Parte, Maura PSA:EX
Sent: Tuesday, February 27, 2018 4:32 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Vacation Rules

Hello All,

Clipped below are the vacation rules with some summary points.

If you are having difficulty accessing the MyHR Time and Leave system please check with someone in your office who is familiar with it. If that doesn't work please inquire with Ministers' Offices Support Services (MOSS) in the Ministry of Finance.

Any questions or disputes about time need to be directed to me.

If anything is unclear please give me a call.

Thank you,
Maura

This is a summary of the rules for annual vacation entitlement and carry-over:

- All staff are entitled to 4 weeks of vacation each calendar year, January 1 to December 31 (for employees with 1-7 years of government service, please check your individual allocation in the time and leave system).
- Your exact vacation benefit is in the Time and Leave System. The category titled Bill 66 refers to the amount you have carried over.
- Vacation time is pro-rated. For example, employees who started in July and worked at least 10 days that month would get 2 weeks (70 hours) of vacation in this calendar year.
- Employees are required to take a minimum of 105 hours of vacation each year, which is 3 weeks. For staff with a 4 week entitlement this means they can carry-over 1 week or 35 hours to the next calendar year.

- The requirement to take 105 hours or 3 weeks of vacation a year is pro-rated for this calendar year. If an employee started in July and has 70 hours of vacation, they would be required to take three-quarters of that which is 52.5 hours, the rest can be carried over to the next calendar year.
- Any vacation time that is carried forward to the next year must be used by the end of that year, you cannot carry a balance forward, either in time or in pay-out for more than one year.
- Employees can be paid out for unused vacation balances if approved by Employer for operational reasons, i.e. employee's vacation time cannot be scheduled due to extreme workload requirements. This would require prior approval from the Chief of Staff.
- Employees are entitled to take at least 15 days of uninterrupted vacation time.
- Vacation time cannot be borrowed from future years.

From the Terms and Conditions of Employment for Order in Council Employees:

43. Annual Vacation Entitlement

43.1 Auxiliary Employees Under 1,827 Hours

1. An auxiliary employee will be entitled to receive vacation pay at six percent of their regular earnings.
2. An auxiliary employee shall receive their earned vacation pay biweekly.
3. After six months from date of hire, an auxiliary employee may elect to take a leave of absence without pay for up to 15 workdays (maximum of 105 hours) in any calendar year. The granting and scheduling of this leave of absence without pay is subject to operational requirements and the vacation schedules of other employees and must not result in any increased costs to the employer.

43.2 Statutory Term

At the termination of his or her appointment, a statutory term individual shall receive vacation pay equal to four percent of total salary earned during the period worked.

43.3 All employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. A regular full-time employee/appointee who has received at least 10 days' pay for each calendar month shall have an annual vacation entitlement as follows:

Vacation Year	Working Days
1st to 7th vacation year	20 working days
8th vacation year	22 working days
9th vacation year	23 working days
10th to 11th vacation year	25 working days
12th vacation year	26 working days
13th to 15th vacation year	27 working days

16th to 18th vacation year	28 working days
19th vacation year	29 working days
20th vacation year	31 working days
21st vacation year	32 working days
22nd vacation year	33 working days
23rd to 24th vacation year	34 working days
25th vacation year and thereafter	35 working days

2. During the first six months of employment, a regular employee/appointee may be granted annual vacation to the extent of earned vacation credits.
3. Upon qualifying for vacation leave, an auxiliary employee will earn vacation in accordance with subsection (1).
4. Payment for vacation is at an employee/appointee's basic rate of pay. However, if an employee/appointee has been working in a higher paid position other than their regular position for a majority of their regularly scheduled hours during the 60 work days immediately preceding the vacation, they will receive the higher rate of pay for that vacation period.
5. An employee engaged on a part-time basis shall be entitled to annual vacation on a pro rata basis as above.

43.4 Added Vacation for Deputy Ministers and Associate Deputy Ministers

Persons appointed or designated as deputy ministers or associate deputy ministers shall also be entitled to an additional special vacation leave of five days per calendar year, pro-rated for a partial year of service.

44. Vacation Year: Credits for All Re-Employed Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. The vacation year is the calendar year commencing January 1 and ending December 31. An employee/appointee's first vacation year is the calendar year in which their first anniversary falls.
2. Commencing January 1, 2009, regular employees who have been or are subsequently re-employed after breaks in service from their employment/appointment due to resignation, retirement, or layoff after one year, shall have vacation years accumulated during their previous employment/appointments (including time accumulated as an auxiliary with 1,827 hours) included in the determination of their current vacation year.

45. Earning Vacation Entitlement: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. An employee/appointee earns 1/12 of the annual vacation entitlement for each month in which they receive 10 days' basic pay.
2. In addition to regular working days, any paid leave of absence excluding periods during which the employee/appointee is in receipt of Short Term Injury or Illness Plan benefits is included when computing paid days for the purpose of calculating the vacation leave entitlement under subsection (1).
3. Service with an agency listed in Schedule 9 may be included in the calculation of vacation leave entitlement provided no break in service occurred between employment with that agency and the employee's appointment to the public service.

46. Vacation Scheduling: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. Vacation leave shall be scheduled and taken on a calendar year basis and may not be borrowed from future years.
2. Each employee/appointee's wishes, in concert with operational requirements, will be considered when scheduling vacation.
3. Each employee/appointee should have the opportunity to schedule at least 15 days of vacation leave in one uninterrupted period within each calendar year.
4. A minimum of 105 hours of current vacation entitlement, pro-rated for part-time employees and employees who have not earned a full year's leave entitlement, shall be scheduled and taken each vacation year unless:
 1. the deputy minister has directed the employee/appointee, in writing, to cancel scheduled vacation leave due to extreme pressures of work or other extenuating circumstances; or
 2. the employee/appointee was on extended paid sick or other paid leave during the time the vacation was scheduled and was therefore unable to use this minimum vacation entitlement; or
 3. the employee/appointee is in the first partial vacation year.
5. Any balance of unused vacation leave earned in a year will be paid out or carried over in accordance with the applicable provisions of sections 47 and 52.
6. An unbroken vacation period commencing in December of one year and carrying over to January of the next shall be considered vacation time for the year in which it commenced. The portion of vacation taken in January shall not be considered as vacation carry-over or as a choice for the new vacation year.
7. If an employee/appointee has taken more vacation time than he or she is entitled to, the unearned portion shall be charged against future earned credits or recovered upon termination, whichever occurs first.
8. Any displaced vacation shall be taken at a mutually agreeable time.

47. Vacation Carryover: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. At the completion of a vacation year, employees/appointees can opt to have:
 1. Any remaining balance of vacation leave earned in that year paid out, or
 2. Any remaining balance of vacation leave earned in that year carried over (subject to the time bank limitations described below) and used as vacation leave in the vacation year immediately following, or
 3. A combination of (1) and (2).
2. Time bank limitations:
 1. If an employee has time banks (accrued prior to January 1, 2003), the total of this banked time and any carryover of current year vacation cannot exceed 1,750 hours (250 days) at any time.
 2. Any amount in excess of the 1,750 hours will be paid out at the completion of the current vacation year.
3. All carryover must be fully exhausted by the end of the year immediately following the year it was earned, either as leave, payout, or a combination of the two.

48. Callback from Vacation: All Employees/Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. If a ministry calls an employee/appointee back from vacation, the ministry will:
 1. Pay all expenses incurred by the employee/appointee and their family in returning to their place of duty, and the time spent in returning will not be considered part of the vacation; or
 2. Pay all expenses incurred by the employee/appointee in proceeding to their place of duty and in returning to the place from which they were recalled upon resumption of vacation (except for meals), and the time necessary for travel in proceeding to the place of duty and returning to the place from which they were recalled shall not be counted against their vacation entitlement, or
 3. Where the employee so elects, grant an additional five days of vacation in lieu of reimbursement.

49. Vacation Displaced by Leave with Pay: Regular Management, Regular Schedule A, OIC Categories A, B and C

There shall be no deduction from the vacation credits when an employee/appointee is in receipt of the Short Term Illness and Injury Plan benefits or on any other approved leave of absence with pay during the vacation period.

50. Special Vacation Subsidy and Adjustments

50.1 Subsidy for Severely Isolated Locations: Regular Employees, OIC Categories A, B and C

Employees/appointees at a severely isolated location, as determined by the Public Service Agency, shall receive a special subsidy to assist with transportation expenses for themselves and dependent(s) in accordance with Schedule 4. The subsidy is only payable when an employee/appointee takes vacation and travels to a location that removes him/her from the severely isolated conditions that qualified him/her for the subsidy. This requires that the employee/appointee travel to a location that provides more accessible travel methods other than by water or extended travel over unpaved roads.

50.2 Adjustment for Remote Locations: Regular Employees, OIC Categories A, B and C

Employees who work in remote locations specified in Schedule 4 will be provided an extra vacation day (7 hours) beginning with the 2010 vacation year. The extra vacation day will be pro-rated for part-time employees.

51. Vacation at Time of Retirement: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

An employee/appointee scheduled to retire and to receive an immediate monthly pension benefit under the Public Service Pension Plan shall be granted full vacation entitlement for the final calendar year of service.

52. Vacation / Banked Leave Payout: All Employees / Appointees Except OIC Category D

1. Annual vacation will be paid out in cash where an employee/appointee resigns, retires, has their employment terminated or dies while in service. In the event of death in service, payment will be made to the employee/appointee's dependent(s) or where there is no dependent, to the employee/appointee's estate.
2. Upon request by an employee/appointee, any of the employee/appointee's carryover or time bank credits will be paid out according to the policy governing the rates of payout.

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 20, 2018 9:03 AM
To: Meggs, Geoff PREM:EX
Cc: Clark, Layne PREM:EX; Wong, Tamarra PREM:EX
Subject: Vanessa

Vanessa will start March 12

Judy

Sent from my iPhone

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 9:45 AM
To: Andersen, Kris TAC:EX
Cc: Ed Chan; Loubert, Danny PREM:EX
Subject: RE: VCO Art work

Thank you Kris. I'll be in touch with Ed shortly.

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: Andersen, Kris TAC:EX
Sent: Tuesday, February 13, 2018 9:44 AM
To: Cavanagh, Judy PREM:EX
Cc: Ed Chan
Subject: RE: VCO Art work

Hi Judy,

Thank you for the update. Normally, I am not directly involved in making arrangements for hanging pieces which are not officially part of the collection. However, you are welcome to work directly with the contractor we use in Vancouver. The contractor which will be involved in the installation when we set a date is Denbigh Fine Art Services and ultimately Denbigh will be billing your office for their services so you could arrange for them to do extra work at the same time or sooner as you required.

Denbigh Fine Art Services

155 West 7th Avenue
Vancouver B.C., Canada
V5Y 1L8
(604) 876-3303
info@denbighfas.com

The main contact for installations is Ed Chan and he can be reached at ed@denbighfas.com

Let me know when you would like the BC Art Collection pieces to be shipped and installed.

Cheers,
Kris Andersen
Senior Policy Analyst, Arts & Cultural Development Branch (778) 698-3520

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 9:32 AM

To: Andersen, Kris TAC:EX

Subject: VCO Art work

Hi Kris,

I won't be coming to Victoria now in February. I'll let you know if I will be coming later. But, hopefully, the art will be coming over by mid-March. If we want a couple of other pieces rehung, such as the First Nations sculpture, do we make arrangements through you?

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, January 25, 2018 8:57 AM

To: Andersen, Kris TAC:EX

Subject: VCO Art work

Hi Kris,

Just to let you know that the painting at VCO will start hopefully the week of Feb. 13th and take approximately 3 weeks.

Do you have many new art pieces? I'd like to meet you again in Victoria and review what we have and see if there is anything else that could be added (or not proceed). We do have more wall space as we created a new boardroom and I'm not sure I want all the pieces I picked for my office.

I'm going to be in Victoria on Feb. 19/20 and could meet later in the afternoon. The 19th would be the better day.

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 12:37 PM
To: Oreck, Mira PREM:EX; Bain, Don PREM:EX; Kingston, Charlotte PREM:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Viaud, Chantille PREM:EX
Cc: Szabo, Maria PREM:EX; Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: RE: VCO space

Super, Jarrett perhaps you may want to take the same approach. Then meetings would be with 1 person from each team and one with Don.

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: Oreck, Mira PREM:EX
Sent: Tuesday, February 13, 2018 12:11 PM
To: Cavanagh, Judy PREM:EX; Bain, Don PREM:EX; Kingston, Charlotte PREM:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Viaud, Chantille PREM:EX
Cc: Szabo, Maria PREM:EX; Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: RE: VCO space

My team will have a meeting about it and brainstorm ideas. Thanks, Judy!

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 10:55 AM
To: Oreck, Mira PREM:EX; Bain, Don PREM:EX; Kingston, Charlotte PREM:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Viaud, Chantille PREM:EX
Cc: Szabo, Maria PREM:EX; Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: VCO space

Hi,

I would like to have your input on the use of space at VCO. Other than meetings for the Premier and Ministers, what else could be happening here --- during the session period (when only Fridays are heavily scheduled) and outside of the session period (each day is well used). There will be opportunity of course, after these initial meetings to continue to bring ideas forward.

If you are interested, Maria, will set up a series of one-on-one meetings over the next couple of weeks, about 30 -45 minutes in duration. I will report back on general ideas at our next VCO meeting.

Thank you.

Judy

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

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, February 22, 2018 9:57 AM
To: Vanessa Geary
Subject: RE: Victoria

Good, I will figure out a schedule and set up some introductory meetings for you (Finance etc.)

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

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

From: Vanessa Geary [mailto:Vanessa_Geary@vancity.com]
Sent: Thursday, February 22, 2018 9:44 AM
To: Cavanagh, Judy PREM:EX
Subject: Victoria

I am free to come over either Tues/Wed or Wed/Thurs the week of March 12, but I understand there is a staff meeting Wed morning(maybe one you were talking about?) so maybe better to be there Tues night??

If you do not want to receive emails about our products and services please visit www.vancity.com/OptOut

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 27, 2018 3:09 PM
To: Dale, Raman GCPE:EX
Cc: Loubert, Danny PREM:EX; Gallant, Linda GCPE:EX
Subject: RE: Visit to VCO

Hi Raman,

I'm sorry but we are unable to accommodate additional people after the two. I don't know if this affects your overall decision.

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: Dale, Raman GCPE:EX
Sent: Tuesday, February 27, 2018 3:04 PM
To: Cavanagh, Judy PREM:EX
Cc: Loubert, Danny PREM:EX; Gallant, Linda GCPE:EX
Subject: RE: Visit to VCO

Hi Judy,

Hope things are well.

I just wanted to touch base as I understand 2 of the staff from Hornby have been permitted to move to VCO? There are also 3 others at Hornby that Evan was hoping to move over. Herman Thind (who works on our Digital communications team) and 2 staff members that are part of our Media Monitoring branch. Herman would be a priority if there was space available.

Raman Dale, CPA, CMA
A/Executive Director, Finance and Corporate Services
Government Communications and Public Engagement
Phone: (250) 920-8810

From: Cavanagh, Judy PREM:EX
Sent: Monday, February 5, 2018 8:53 AM
To: Dale, Raman GCPE:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Visit to VCO

Hi Raman,

I am really sorry but we need to cancel our appointment for this Wed. Feb. 7th. I will get back to you with options later.

Again, our apologies.

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: Wednesday, January 31, 2018 8:59 AM
To: Dale, Raman GCPE:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Visit to VCO

Hi Raman,

February 7th will work for us. We'd prefer after 1:30pm. Danny Loubert, copied on this email, will be part of the meeting as he handles most of the operations for VCO.

Thank you.

Judy

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

From: Dale, Raman GCPE:EX
Sent: Tuesday, January 30, 2018 2:37 PM
To: Cavanagh, Judy PREM:EX
Subject: Visit to VCO

Hey Judy,

Hope things are well with you!

I understand Evan has spoken to you regarding some space shuffling he would like to do with our Hornby office and move some staff from there to VCO. I was hoping to visit with one of my facilities staff in the next couple of weeks. As of right now the 7th of February would work.

Let me know please

Raman Dale, CPA, CMA
A/Executive Director, Finance and Corporate Services
Government Communications and Public Engagement
Phone: (250) 920-8810

Shortt, Amanda PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 3:45 PM
To: 'Canitz, Shelley L PREM:EX'
Subject: RE: when could we talk office budget?

yes

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: Tuesday, February 13, 2018 3:26 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: when could we talk office budget?

Would now be ok for me to call?

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 12:37 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: when could we talk office budget?

I'm also really good for time after 9:30am Wed.

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: Tuesday, February 13, 2018 12:37 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: when could we talk office budget?

OK - let's check back in during that window

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, February 13, 2018 12:35 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: when could we talk office budget?

After the throne speech but before 4:30

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: Tuesday, February 13, 2018 12:00 PM
To: Cavanagh, Judy PREM:EX
Subject: when could we talk office budget?

Any time today?

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: Cavanagh, Judy PREM:EX
Sent: Friday, February 23, 2018 7:59 AM
To: Loubert, Danny PREM:EX
Subject: Work Activities Chart
Attachments: Work Activities March 5 2018.docx

Hi Danny,

Attached is the work chart. You are now in charge of organizing it, keeping it updated etc. The new ED may have a better system for tracking but this is a start.

It was updated from our last meeting. Our next meeting is probably March 5th.

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

Shortt, Amanda PREM:EX

Subject: Work tasks
Location: Elizabeth call Judy 604-775-0012

Start: Thu 2018-02-22 11:00 AM
End: Thu 2018-02-22 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cavanagh, Judy PREM:EX
Required Attendees: Parkinson, Elizabeth PREM:EX